



REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

ADULT BLUE COLLAR (ABC)

RFP#: LAB-25R-ABC-001

1. Overview:

The Delaware Workforce Development Board (DWDB) in partnership with the Delaware Department of Labor, Division of Employment & Training (DOL) solicits organizations with the expertise and demonstrated capacity to provide high quality occupational skills training and/or workforce preparation programs for adult career entrants or adult career changers. Programs will support the attainment of the Performance Measures identified. This request for proposal (RFP) is issued pursuant to 29 DEL. C. §§ 6981 and 6982.

2. RFP Timeline:

Public Notice:	Date: Feb 3, 2025
Pre-Bid Meeting:	Date: Feb 18, 2025
Deadline for Questions:	Date: Feb 19, 2025
Response to Questions Posted By:	Date: Feb 25, 2025
Deadline for Receipt of Proposals:	Date: Mar 7, 2025, at 1:00PM (EST)
Panel Orientation:	Date: Mar 11, 2025
Proposal Review:	Date: Mar 25, 2025
Oral Clarification & Presentations:	Date: Mar 27, 2025, If Necessary
Consolidation Meeting:	Date: Apr 2, 2025
DWDB Funding Recommend Meeting:	Date: Apr 10, 2025
Estimated Notification of Award:	Date: Apr 11, 2025

3. Pre-Bid Meeting:

A pre-bid meeting has been scheduled for Tuesday, February 18, 2025, at 9:00am. This is not a mandatory meeting; however, the meeting is important for applicants and those who desire a compliant submission. The meeting will explain the RFP process, requirements and is an opportunity to ask questions. This meeting will be held virtually through Zoom at the below link.

Meeting Link: <https://delaware-gov.zoom.us/j/84672879942?pwd=WSxzqdW2uDaVOcscfnCbdice9nb007.1>

4. Scope of Services:

For definitions of terms used throughout this RFP, refer to Appendix C, Definitions.

a. Eligible Applicants:

- All providers must have a State of Delaware license(s), be considered a non-profit, or be a public entity and have any certifications(s) necessary to perform services as identified in the scope of services.
- All providers must be one of the following.
 - A State of Delaware public institution or training center; or
 - An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by title IV of that Act; or
 - A private business or trade school approved by the Department of Education. If Provider is not an approved Private Business and Trade School by the Department of Education <https://www.doe.k12.de.us/domain/158> at the time of proposal submission,
 - Provider must be approved prior to contract execution; or
 - Providers must be either a public entity or non-profit organization if opting to provide either only Workforce Preparation services (not Occupational Skills Training Programs) (see section III.D.2).
 - All Providers must provide documentation of compliance with 1 and 2 above. See section V for more information.

5. Targeted Population:

- Delaware Resident.
- 18 Years or older.
- Eligible to work in the United States.
- Focused on those with barriers to employment and/or barriers to career advancement.

6. Performance Measures:

The performance measures for programs funded with the RFP are provided in the chart below. All programs must have program designs that support the attainment of these measures.

To better capture performance and success on a “real time” basis, the following performance measures have been established. Providers are expected to enroll 100% of their submitted

target, 80% of the target enrollment are expected to complete the program, 90% of those who complete are expected to obtain a credential. 80% of program participants that exit are expected to achieve a Day 1 Employment Outcome within 90 days of program exit. 100% of those enrolled are required to have a Measurable Skill Gains set and 85% should achieve their MSG upon exit.

Enrollment	100% of submitted number
Completion	80% of enrollment
Credential Attainment	90% of completions
Median Earnings	\$3,500
Day 1 Outcome	80%
Day 30 Outcome	75%
Measurable Skill Gains Set	100%
Measurable Skill Gains Achieved	85%

7. Funding:

Funding for this program come from State Blue Collar (BC) funds. The anticipated amount available for this RFP is \$1,956,500 and is subject to change without notice based on the availability of funds and is the anticipated amount for one year. Refer to Appendix D for Terms and Conditions.

- a. Awarded amounts will be split 60% for cost and 40% for performance. Performance payments are made based on verifiable day 1 and day 30 job placement outcomes.

8. Program Design:

The intent of this RFP is to fund programs that provide services, instruction, and support that results in the outcomes described in the Performance Measures. The intended result is that participants obtain unsubsidized employment or unsubsidized employment in combination with continued education as appropriate for the industry/occupation to enable participants to realize their career path and put their plan into action. To accomplish this, there are required elements and training strategies.

- a. Required Elements: All providers will:
 - Recruit, determine, and document eligibility for Provider's program participants.
 - Maintain documentation for each participant, including eligibility, attendance, assessments, credentials, certificates, and outcomes. Providers will provide documentation to Delaware and/or their designees upon request;
 - Enter participant information and activities into Delaware JobLink (DJL) in accordance with DOL E&T policies and procedures for participant tracking and performance measure reporting. Budgets should reflect staffing to complete this task;
 - Attend all required meetings and trainings.
 - Provide objective assessments to determine participants likelihood for success in proposed program as well as service needs. This will include assessments to:
 - Determine reading and math skills. Basic language and numeric skills training will be provided concurrently with skills training as appropriate.

Assessments provided by the local education agency (e.g. Smarter Balance, PSAT, and SAT) may be used to assess reading and math skills. Providers are encouraged to use assessment approved by the National Reporting System found here <https://www.federalregister.gov/documents/2016/12/13/2016-29899/tests-determined-to-be-suitable-for-use-in-the-national-reporting-system-for-adult-education>. Assessments may be completed by Provider or by a partner. Assessments previously completed within the 6 months prior to enrollment into the programs may be used;

- Career/Occupational Interests through tools such as the O*Net Interest Profiler found at <https://www.mynextmove.org/explore/ip> or other method to determine interest, appropriate career pathway and fit for program. Prior assessments or planning tools completed may be used such as the Student Success Plan completed in Delaware's secondary schools; and
 - Wraparound/Supportive Service needs of each participant to identifying appropriate services and referrals for participants. This may be done through the completion of an Individualized Service Strategy.
- b. Develop Individualized Service Strategy (ISS): The ISS will include an ultimate employment goal, along with incremental work readiness, academic steps and credentials needed to achieve the goal. The ISS will be reviewed and updated regularly by program staff and will need to be uploaded in DJL;
 - c. Offer training appropriate to the intended job placement opportunity and demonstrate that the curriculum/services being offered through proposed training meets the current and projected needs of the local employers;
 - d. Offer, or refer to, entrepreneurial skills training, when appropriate to the occupation and/or individual service strategy;
 - e. Integrate the use of Paid Work Experience into proposed program. See section III.E below. For those offering Occupational Skills Training Programs, any participant that is not employed within 30 days of the 90-day intensive job search and placement period (see k. below) will go into a Paid Work Experience.
 - f. Provide intensive job search and placement assistance to participants which includes preparing participants for unsubsidized employment opportunities. For those offering Occupational Skills Training (see section 2 below), Provider will have up to a 90-day intensive job search and placement period to obtain Day 1 outcome. This period begins the last day or completion of the education/training;
 - g. Utilize Delaware JobLink to maximize participants' job search and placement. At a minimum, participants will create a jobseeker account in Delaware JobLink (<https://joblink.delaware.gov>) which includes building at least one (1) resume;
 - h. Track, document and record employment outcomes and retention up to 90 days;
 - i. Have and maintain appropriate linkages to various supportive services to ensure wrap around services enabling successful program completions, job placement and retention. Linkages shall include referrals for substance/alcohol abuse, financial literacy, basic needs, and mental health. Providers that request funds for supportive services will document linkages with other human service Providers; and

- j. Provide retention services, as necessary, including during the day and evening to meet performance measures for 6 months following exit of participants.
- k. Training Strategies: In addition to the Required Elements, Provider must implement one or more of the following Training Strategies:
- l. **Occupational Skills Training**-Occupational Skills training is occupational specific training designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. Occupational Skills Training can occur in the classroom and/or online. Occupational Skills Training is any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with technical skills and information required to perform a specific job or group of jobs. This training must meet all the following:
 - Provide training that leads to an occupation or advancement in an occupation that is on the High-Demand Occupation List (Appendix E) and/or aligned to a Department of Education (DOE) state model program of study found at <https://de.gov/DOEprogramsstudy>. Proposals for occupational skills training in occupations **not targeted** on the high-demand occupations list or within a DOE state model program of study are permissible with comprehensive documentation supporting the need for training. The supportive documentation (Appendix F) must accompany the proposal; and
 - Lead to a credential; and
 - Have the required Pathways Common Elements as described in the chart below. Some of these common elements are required and some are considered a bonus, in which, bonus points will be allotted by the evaluation team when the proposals are scored. The following is a list of all the Career Pathways common elements and if they are required or additional points:

Pathways Common Element	Required or Additional
Sector Based Engagement Strategies: Education and training align with the academic and technical skills needed by Delaware employers. Employer engagement occurs within targeted industry sectors, representing high-growth potential to the State of Delaware or regional economies, to determine prerequisite employment and career progression skill requirements for in-demand occupations.	Required
Contextualized Learning: Education and training focused on academic and technical content. Curricula and instructional strategies are designed to engage employers through authentic work experiences and to help adults attain work-readiness skills. Work based learning where participants can engage and learn from employers is a required element. This can include job shadowing, paid work experience/internship, and clinical.	Required
Industry-recognized Credentials: Education and training programs lead to the attainment of industry-recognized credentials and/or an associate or bachelor's degree that has value in the labor market. Please see the definition of Credential.	Required

Wraparound Services: Career pathways incorporate academic and career counseling and support services. Services are targeted at points of transition, provide individualized career plans, and support communities that are high poverty. Further, career pathways provide supports for nontraditional learners and individuals with barriers to employment.	Required
Stackable Educational and Training Options: Education and training includes the full range of secondary, adult education, and postsecondary education programs, including registered apprenticeships. Career pathways are a non-duplicative progression of courses clearly articulated from one (1) level of instruction to the next and provide opportunities to earn high school credit, adult basic education, and postsecondary credit, culminating in industry-recognized credentials and/or an associate or bachelor's degree.	Required
Accelerated/Integrated Education and Training: Career pathways combine occupational skill training with adult education services, give credit for prior learning, offer remedial services as needed, and apply strategies that accelerate the educational and career advancement of adults.	Additional
Multiple Entry and Exit Points: Career pathways provide participants with opportunities to transition between formalized education and training programs and competitive employment, thus allowing participants of varying skill levels to pursue education or training to enter or advance in a specific sector or occupational field.	Additional

- m. **Workforce Preparation Programs**-Workforce Preparation Programs may or may not target a specific occupational skill, but more broadly address barriers to unsubsidized employment. The delivery of services may take place in a classroom setting, one on one coaching, workshops, and use of Work Experience, and requires a focus on specific work behaviors, which may or may not be occupational skills. These programs must have intensive case management or career coaching services that support the participant's career exploration, barrier busting, and achievement of skills to obtain and retain employment. The training is provided for individuals who lack actual work experience, who have unacceptable work behaviors, or have other barriers to employment.
- n. **ABE/GED**-Instruction on the basic skills required to achieve a High School Diploma/GED. This is completed as classroom training by a State of Delaware, Department of Education approved program. This training is provided for individuals who lack a high school diploma or GED and will be offered in conjunction with any of the above Training Strategies, **but it is not an allowable activity as a standalone service.**
- o. **Work Experience** -- All Providers must integrate the use of Paid Work Experience into proposed program. All Providers should budget for this expense in their Proposals. Budgets should include wages, fringes, temporary staffing fees, and provider staff to develop and monitor Work Experience sites. For all participants, it provides skills that may be added to participants' resumes as well as linking participants to local employers. Participation in work experience shall be for a reasonable length of time, based on the needs of the participant, which shall be documented in the participant's ISS. Generally, work experience for adults may not exceed the greater of six (6) months. All participants who participate in Work Experiences must be paid as an employee earning at least the State of Delaware minimum

- wage and may not be classified as independent contractors that would necessitate the issuance of a form 1099. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. No worker should be supplanted due to a Work Experience. When implementing this, Provider must either: opt to place participants on your organization's payroll. Participants must be treated like all other employees, for example, having all required deductions, including FICA, UI taxes, etc., as well as be covered under your organization's worker's compensation policy during their work experience time; or opt to use a temporary staffing agency to employ participants during the work experience time. The following is the link to the state procured temporary service agencies http://contracts.delaware.gov/contracts_detail.asp?i=3600
- p. There are the following exemptions to paid Work Experiences when implemented with Occupational Skills Training Programs that lead to employment in an occupation that requires all of the following:
 - i. A state issued license is required to work in the occupation;
 - ii. That license requires clinical hours; and
 - iii. It is common practice that the clinical hours are not paid.
 - iv. An example is the required clinical hours for a CNA program.
 - q. Participants doing Experiences with contractor's organization shall be limited to 10% of the total participants for the contract period. A waiver to this may be requested and approved at the sole discretion of DOL.

9. Professional Services:

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.

- a. General Information
 - a. Geographical Location
 - b. Targeted Industry
- b. Concise Summary of Program
- c. Demonstrated Ability
 - a. Experience and Reputation
 - b. Capacity to meet requirements (Size, financial condition, etc.)
 - c. Expertise
- d. Program Design
- e. Outcomes/Placement
- f. Cost/Budget
- g. Leveraged Resources

10. RFP Administrative Information:

- a. Public Notice: Public notice has been provided in accordance with 29 Del. C. § 6981.
- b. Obtaining Copies of the RFP: This RFP is available in electronic form through the State of Delaware Procurement website at <https://bids.delaware.gov> paper copies of this RFP will not be available.
- c. Assistance to Vendors with Disabilities: Vendors with disabilities may receive accommodations regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact no later than ten (10) days prior to the deadline for receipt of proposals.
- d. RFP Designated Contact: All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact. The designated contact for this RFP is: Monterry Luckey, DWDBDETContracting@Delaware.gov Please use this email for all communications regarding this RFP.
- e. Consultants and Legal Counsel: The State of Delaware may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses. Bidders shall not contact the State's consultant or legal counsel on any matter related to the RFP.
- f. Contact with State Employees: Direct contact with State of Delaware employees other than the State of Delaware designated contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contact State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.
- g. Organizations Ineligible to Bid: Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended are ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to this RFP.
- h. Exclusions: The proposal evaluation team reserves the right to refuse to consider any proposal from a vendor who:
 - Has been convicted for the commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract.
 - Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affect responsibility as a State contractor.

- Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes.
 - Has violated contract provisions such as, known failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or failure to performance or unsatisfactory performance in accordance with terms of one or more contracts.
- i. Has violated ethical standards set out in law or regulation.
- j. Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a state contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

11. RFP Submissions:

- a. **Acknowledgement of Understanding of Terms:** By submitting a bid, each vendor shall be deemed to acknowledge that is has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.
- b. **Proposals:** To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with all electronic copies and the proposal checklist confirming the items submitted. All proposals are to be submitted and received no later than 1:00PM (EST) on March 7, 2025. The proposals must be delivered by email to the following contact email address: DWDBDETContracting@Delaware.gov and in the subject line contain: BID ENCLOSED: LAB-25R-ABC-001, PROVIDER NAME, ABC Submission. Any proposal received after the Deadline for Receipt of Proposals date and time shall not be considered and shall not be reviewed. The proposing vendor bears the risk of delays in delivery and any costs. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process. Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.
- c. **Proposal Modifications:** Any changes amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labelled as a change, amendment, or modification to a previously submitted proposal. Changes, amendments, or modifications to proposals shall not be accepted or considered after the deadline of March 7, 2025, at 1:00PM EST.
- d. **Proposal Costs and Expenses:** The State of Delaware will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal

preparation, printing or delivery, attendance at vendor's conference, system demonstrations or negotiation process.

- e. **Proposal Expiration Date:** Prices quoted in the proposal shall remain fixed and binding on the bidder at least through 6/30/2025. The State of Delaware reserves the right to ask for an extension of time if needed.
- f. **Late Proposals:** Proposals received after March 7, 2025, at 1:00PM EST will not be accepted or considered.
- g. **Proposal Opening:** There will be no public opening of proposals, but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed in accordance with Executive Order #31 and Title 29, Delaware Code, Chapter 100. Any unopened proposals will be returned to the submitting vendor.
- h. **Non-Conforming Proposals:** Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether a RFP requirement is substantive, or a mere formality shall reside solely within the State of Delaware.
- i. **Concise Proposals:** The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware's interest is in the quality and responsiveness of the proposal.
- j. **Realistic Proposals:** It is the expectation of the State of Delaware that vendors can fully satisfy the obligations of the proposal in the manner and time frame defined within the proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable. The State of Delaware shall bear no responsibility or increase obligation for a vendor's failure to accurately estimate the costs or resources required to meet the obligations defined in the proposal.
- k. **Confidentiality of Documents:** The State of Delaware and its constituent agencies are required to comply with the State of Delaware Freedom of Information Act, 29 Del. C. § 10001, et seq. (FOIA). FOIA requires that the State of Delaware's records are public records (unless otherwise declared by FOIA or other law to be exempt from disclosure) and are subject to inspection and copying by any person upon a written request. All proposals are subject to FOIA's public disclosure obligations. The State of Delaware wishes to create a business-friendly environment and procurement process. As such, the State respects the vendor community's desire to protect its intellectual property, trade secrets, and confidential business information) collectively referred to herein as "confidential business

information”). Proposals must contain sufficient information to be evaluated. If a vendor feels that they cannot submit their proposal without including confidential business information, they must adhere to the following procedure, or their proposal may be deemed unresponsive, may not be recommended for selection, and any applicable protection for the vendor’s confidential business information may be lost. To allow the State to assess its ability to protect a vendor’s confidential business information, vendors will be permitted to designate appropriate portions of their proposal as confidential business information. Vendor(s) may submit portions of a proposal considered to be confidential business information in a separate, sealed envelope labeled “Confidential Business Information” and include the specific RFP number. The envelope must contain a letter from the vendor’s legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not “public record” as defined by 29 Del. § 10002, and briefly stating the reasons that each document meets the said definitions. Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed. A vendor’s allegation as to its confidential business information shall not be binding on the State. The State shall independently determine the validity of any vendor designation as set forth in this section. Any vendor submitting a proposal or using the procedures discussed herein expressly accepts the State’s absolute right and duty to independently assess the legal and factual validity of any information designated as confidential business information. Accordingly, vendor(s) assume the risk that confidential business information included in a proposal may enter the public domain.

- l. Multi-Vendor Solutions (Joint Ventures):** Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the “**prime contractor**”. The “**prime contractor**” must be the joint venture’s contact point for the State of Delaware and be responsible for the joint venture’s performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendor systems. If a joint venture is proposed, a copy of the joint venture agreement clearly describing the responsibilities of the partners must be submitted with the proposal. Services specified in the proposal shall not be subcontracted without prior written approval by the State of Delaware, and approval of a request to subcontract shall not in any way relieve Vendor of responsibility for the professional and technical accuracy and adequacy of the work. Further, vendor shall be and remain liable for all damages to the State of Delaware caused by negligent performance or non-performance of work by its subcontractor or its sub-subcontractor. Multi-vendor proposals must be a consolidated response with all cost included in the cost summary. Where necessary, RFP response pages are to be duplicated for each vendor.
- m. Primary Vendor:** The State of Delaware expects to negotiate and contract with only one “prime vendor”. The State of Delaware will not accept any proposals that reflect an equal teaming arrangement or from vendors who are co-bidding on this RFP. The prime vendor will be responsible for the management of all subcontractors. Any contract that may result from this RFP shall specify that the prime vendor is solely responsible for fulfillment of any contract with the State because of this procurement. The State will make contract payments

only to the awarded vendor. Payments to any-subcontractors are the sole responsibility of the prime vendor (awarded vendor). Nothing in this section shall prohibit the State of Delaware from the full exercise of its options under Section IV.B.18 regarding multiple source contracting.

- n. **Sub-Contracting:** The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor. Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. **The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used.** Any sub-contractors must be approved by State of Delaware.
- o. **Multiple Proposals:** A primary vendor may not participate in more than one proposal in any form. Sub- contracting vendors may participate in multiple joint venture proposals.
- p. **Discrepancies and Omissions:** Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify the State of Delaware's Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, at least ten (10) calendar days prior to the time set for opening of the proposals.
- q. **RFP Question and Answer Process:** The State of Delaware will allow written requests for clarification of the RFP. All questions shall be received no later than **February 19, 2025**. All questions will be consolidated into a single set of responses and posted on the State's website at bids.delaware.gov by the approximate date of **February 25, 2025**. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.
 - Page Number
 - Section Number/Letter
 - Paragraph Number/Letter
 - Text of Passage being questions
- r. **State's Right to Reject Proposals:** The State of Delaware reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the State of Delaware's specifications or vendor's

response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the State of Delaware may deem necessary in the best interest of the State of Delaware.

- s. **State's Right to Cancel Solicitation:** The State of Delaware reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware makes no commitments expressed or implied, that this process will result in a business transaction with any vendor. This RFP does not constitute an offer by the State of Delaware. Vendor's participation in this process may result in the State of Delaware selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware to execute a contract nor to continue negotiations. The State of Delaware may terminate negotiations at any time and for any reason, or for no reason.
- t. **State's Right to Award Multiple Source Contracting:** Pursuant to 29 *Del. C.* [§ 6986](#), the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.
- u. **Potential Contract Overlap:** Vendors shall be advised that the State, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the State. As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards. The State reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.
- v. **Notification of Withdrawal of Proposal:** Vendor may modify or withdraw its proposal by written request, provided that both proposal and request is received by the State of Delaware prior to the proposal due date. Proposals may be re-submitted in accordance with the proposal due date in order to be considered further. Proposals become the property of the State of Delaware at the proposal submission deadline. All proposals received are considered firm offers at that time.
- w. **Revisions to the RFP:** If it becomes necessary to revise any part of the RFP, an addendum will be posted on the State of Delaware's website at bids.delaware.gov. The State of Delaware is not bound by any statement related to this RFP made by any State of Delaware employee, contractor, or its agents.
- x. **Exceptions to the RFP:** Any exceptions to the RFP, or the State of Delaware's terms and conditions, must be recorded on Attachment 2. Acceptance of exceptions is within the sole discretion of the evaluation committee.

- y. **Business References:** Provide at least three (3) business references consisting of current or previous customers of similar scope and value using Attachment 4. Include business name, mailing address, contact name and phone number, number of years doing business with, and type of work performed. Personal references cannot be considered.
- Z. **Award of Contract:** The final award of a contract is subject to approval by the State of Delaware. The State of Delaware has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP. Notice in writing to a vendor of the acceptance of its proposal by the State of Delaware and the subsequent full execution of a written contract will constitute a contract, and no vendor will acquire any legal or equitable rights or privileges until the occurrence of both such events.
- aa. **RFP Award Notifications:** After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, the State of Delaware will award the contract. The contract shall be awarded to the vendor whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. It should be explicitly noted that the State of Delaware is not obligated to award the contract to the vendor who submits the lowest bid or the vendor who receives the highest total point score, rather the contract will be awarded to the vendor whose proposal is the most advantageous to the State of Delaware. The award is subject to the appropriate State of Delaware approvals. After a final selection is made, the winning vendor will be invited to negotiate a contract with the State of Delaware; remaining vendors will be notified in writing of their selection status.
- bb. **Cooperatives:** Vendors, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation. **State of Delaware terms will take precedence.**

12. RFP Evaluation Process:

An evaluation team composed of representatives for the DWDB and State of Delaware will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected. The State of Delaware reserves full discretion to determine the competence and responsibility, professionally and/or financially, of vendors. Vendors are to provide in a timely manner all information that the State of Delaware may deem necessary to decide.

- a. **Proposal Evaluation Team:** The Proposal Evaluation Team shall be comprised of at least three (3) members. The Team must have at least one (1) DWDB board member. Other members will include subject matter experts (determined by the DWDB staff), Department of Labor, those that represent the target population (identified in WIOA section 3(24) as well as veterans and other targeted populations at the DWDB's discretion). A DWDB member will chair the Team. Team members will remain on the same panel for the entire life of the process. The Team shall determine which vendors meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 Del. C. §§ [6981](#)

[and 6982](#). Professional services for this solicitation are considered under 29 *Del. C.* § 6982(b). The Team may negotiate with one or more vendors during the same period and may, at its discretion, terminate negotiations with any or all vendors. The Team shall make a recommendation regarding the award to the DWDB Executive Director and the DET Director, who shall have final authority, subject to the provisions of this RFP and 29 *Del. C.* § [6982\(b\)](#), to award a contract to the successful vendor in the best interests of the State of Delaware.

Delaware Reserves the right to respond to submitted proposals and create or remove Evaluation Team(s) as Delaware sees fit.

- b. **Proposal Review:** Proposals who meet the RFP criteria will be reviewed by an Evaluation Team in up to two (2) phases:
- **Written Review-**The Proposal Evaluation Team will individually review, and score written proposals. Points will be awarded based on the Proposal Evaluation Team's review of the written proposals. The Proposal Evaluation Team will decide which proposal(s) will move forward and, if needed, be invited to Proposal Clarification Day. Those proposals not invited to Proposal Clarification Day will be rejected at this point and not considered for funding. Delaware will notify all Providers of the outcome of this phase.
 - **Proposal Clarification-** The evaluation team may contact any vendor if clarification is needed to eliminate confusion and uncertainties concerning the contents of a proposal. Proposals may not be modified as a result of a clarification request. If needed, Providers will be invited to attend a Proposal Clarification with a set date and time per proposal. Points will be awarded based on the Proposal Clarification. During this meeting, Provider's should be prepared with a maximum seven-minute presentation. Handouts, promotional materials, videos, presentations, etc. are not permitted at Proposal Clarification. The Proposal Evaluation Team will ask each Provider questions. These questions may be developed from the Written Review and will be specific questions targeted to each Proposal. It is anticipated that the questions and answers will take most of the time allotted. The Proposal Clarification will take place on the date specified in Section I Overview. Providers will be invited to attend and be scheduled a specific time. The Proposal representative(s) attending the Proposal Clarification shall be technically qualified to respond to questions related to the proposal. Providers are strongly encouraged to bring staff who can answer questions regarding the programmatic components and staff who can answer questions regarding the budget. Delaware recognizes that these may be different staff. All the Provider's costs associated with participation in Proposal Clarification are the Provider's responsibility. While the Proposal Clarification will be the primary venue to clarify uncertainties or eliminate confusion, the Proposal Evaluation Team or Delaware staff designee at the request of the Proposal Evaluation Team may contact any Provider in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Proposals may not be modified as a result of any such clarification request.

- c. **Proposal Selection Criteria:** The Proposal Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor's proposals. All assignments of points shall be at the sole discretion of the Proposal Evaluation Team. The proposals shall contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFP has been determined by the State of Delaware to be essential for use by the Team in the bid evaluation and award process. Therefore, all instructions contained in this RFP shall be met to qualify as a responsive and responsible contractor and participate in the Proposal Evaluation Team's consideration for award. Proposals which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team. The team reserves the right to the following. Vendors are encouraged to the evaluation criteria (Criteria Weight) and to provide a response that addresses each of the scored items. Evaluators will not be able to make assumptions about a vendor's capabilities so the responding vendor should be detailed in their response.

- Select for contract or for negotiations a proposal other than the lowest cost.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
- Select more than one vendor pursuant to 29 Del. C. § 6986. Such selection will be based on the following criteria. Such selection will be on the type of services and programming being offered and the existing needs for services and programming for occupational skills training.

13. Critical Weight:

Criteria	Weight
Demonstrated Ability: • Provider demonstrates the ability to advertise, recruit, retain and operate like or similar high quality training programs that have resulted in (at a minimum) high employment rates in quality jobs or similar Performance Measures as described. • Program has or plans to hire qualified staff who can meet the service needs of participants.	15
Program Design: • Superior case management and wrap around services. • All required program elements are addressed in proposal. • Program design provides training in Durable/Soft Skills as integrated parts of the training curriculum. • Program design provides training in Digital Literacy as an integrated part of the curriculum.	20

• Linkages are established to provide adequate wrap around services for participants during the post exit follow up period. • Marginalized Communities and how they will be served are clearly articulated.	
Outcome Placement: • Provider demonstrates the ability to prepare participants for employment. • Provider demonstrates the ability to establish solid relationships with local employers to increase job placement opportunities. • Program leads to an industry recognized certification or degree.	25
Cost/Budget • Costs are reasonable and competitive as compared to other similar programs. • Costs will be reviewed as a cost per participant and cost per proposed hour trained. • Budget requires 25% of requested amount be used on Work Experience. • Indirect Costs are limited by USDOL to 10% of the total budget.	20
Leverage Resources: • Braided funding from multiple resources.	10
Employer Participation: • At least 3 business partnerships provided.	10
Total:	100
Additional Points: The following categories will be given extra consideration and if warranted points will be awarded.	
Program incorporates financial literacy into training.	3
Serving Justice Involved Clients. • Proposal includes service delivery targeted to this population.	3
Program targets an occupation within Tier 1 of the High Demand Occupation List found in Appendix E	4
Total:	110

14. References:

The Evaluation Team may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, the State of Delaware may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, the State of Delaware will pay travel costs only for State of Delaware personnel for these visits.

15. Attachments:

The following attachments shall be considered part of the solicitation:

- Attachment 1 – Non-Collusion Statement
- Attachment 2 – Exceptions
- Attachment 3 – Confidentiality and Proprietary Information
- Attachment 4 – Business References

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- Attachment 5 – Subcontractor Information Form
- Attachment 6 – Monthly Usage Report
- Attachment 7 – Subcontracting (2nd Tier Spend) Report
- Attachment 8 – Office of Supplier Diversity Application

16. Appendices:

The following appendices shall be considered part of the solicitation.

- Appendix A – Minimum Criteria for Submission Checklist
- Appendix B – Proposal Submission Template and Budget Template
- Appendix C – Definitions
- Appendix D – Terms and Conditions
- Appendix E – High-Demand Occupation List
- Appendix F – Pathways Common Elements Submission Template

IMPORTANT – PLEASE NOTE

- **Attachments 1, 2, 3, and 4, must be included in your proposal**
- Attachment 5 must be included in your proposal if subcontractors will be involved
- Attachments 6 and 7 represent required reporting on the part of awarded vendors. Those bidders receiving an award will be provided with active spreadsheets for reporting.

REQUIRED REPORTING

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate usage report (Attachment 6) shall be furnished in an Excel format and submitted electronically, upon request, detailing the purchasing of all items and/or services on this contract. The reports shall be completed in Excel format, using the example in Attachment 6, and submitted upon request to the Contract Specialist. Submitted reports shall cover the full month, contain accurate descriptions of the products, goods or services procured, purchasing agency information, quantities procured, and prices paid. Reports are required upon request, including those with “no spend”. Any exception to this requirement or failure to submit complete reports upon request, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

– Reporting is required by Executive Order.

In accordance with [Executive Order 49](#), the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women’s Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier report is shown as in Attachment 7.

Accurate 2nd Tier reports shall be submitted to the contracting Agency’s contract manager on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September, and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

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Attachment 1

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NON-COLLUSION STATEMENT

This is to certify that the undersigned vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary vendor in response to this solicitation.

NOTE: The signature must be of the authorized representative who may legally enter his/her organization into a formal contract with the State of Delaware.

Company Name: _____

Company Address: _____

Phone Number: _____ Email: _____

FAX: _____ Federal EIN: _____

State Business License Number: _____

Authorized Representative: First Name: _____ Last Name: _____

Authorized Representative: Signature: _____ Date: _____

Authorized Representative: Title: _____

Company Classifications	Certification Types	Circle all that apply	
	Minority Business Enterprise (MBE)	Yes	No
	Woman Business Enterprise (WBE)	Yes	No
	Disadvantaged business Enterprise (DBE)	Yes	No
	Veteran Owned Business Enterprise (VOBE)	Yes	No
	Service-Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes	No

*The above table is for informational and statistical use only.

Purchase Orders should be sent to:

Company Name: _____

Address: _____

Point of Contact: Name: _____

Contact Information: Phone: _____ Email: _____

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Attachment 1 Continued:

AFFIRMATION: Within the past five years (5), has your firm, any affiliate, any predecessor, company or entity, owner, director, officer, partner, or proprietor been the subject of a Federal, State or Local Government Suspension or Debarment?

Yes: _____ No: _____

If yes, Please Explain:

THIS PAGE SHALL HAVE ORIGINAL SIGNATURE, BE NOTARIZED AND BE RETURNED WITH YOUR PROPOSAL

First Name: _____ Last Name: _____

Signature: _____

SWORN TO AND SUBSCRIBED BEFORE ME: This _____ Day of _____ 20 _____

Notary Public: First Name: _____ Last Name: _____

Commission Expiration Date: _____

City of: _____ County of: _____ State of: _____

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Attachment 2

RFP Name: Adult Blue Collar

EXCEPTION FORM

Proposals must include all exceptions to the specifications, terms or conditions contained in this RFP. If the vendor is submitting the proposal without exceptions, please state so below.

____: By placing an X on the line to the left, the vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

Page and Paragraph Number	Exceptions to Specifications, Terms or Conditions	Proposed Alternative

*Vendor may use additional pages as necessary, but the format shall be the same as provided above.

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Attachment 3

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CONFIDENTIAL INFORMATION FORM

___: By placing an X on the line to the left, the vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. Ch. 100, Delaware Freedom of Information Act.

Confidentiality and Proprietary Information

*Vendor may use additional pages as necessary, but the format shall be the same as provided above.

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Attachment 4

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BUSINESS REFERENCES

List a minimum of three business references, including the following information. All information is required.

Business Reference #1:	
Contact Name and Title:	
Business Name:	
Business Address:	
City, State, Zip Code:	
Email:	
Phone #:	
Current Vendor:	Yes or No
Years Associated:	
Type of Work Performed	

Business Reference #2:	
Contact Name and Title:	
Business Name:	
Business Address:	
City, State, Zip Code:	
Email:	
Phone #:	
Current Vendor:	Yes or No
Years Associated:	
Type of Work Performed	

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Business Reference #3:	
Contact Name and Title:	
Business Name:	
Business Address:	
City, State, Zip Code:	
Email:	
Phone #:	
Current Vendor:	Yes or No
Years Associated:	
Type of Work Performed	

*State of Delaware personnel may not be used as references.

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Attachment 5

RFP Name: Adult Blue Collar

SUBCONTRACTOR INFORMATION FORM

RFP#: _____

Proposing Vendor Name: _____

Mailing Address: _____

Subcontractor Information:

Company Name: _____

Mailing Address: _____

Phone Number: _____

Company OSD Classification/Certification Number: _____

*Place an X on the line to left of any that apply.

____: Women Business Enterprise (WBE)

____: Minority Business Enterprise (MBE)

____: Disadvantaged Business Enterprise (DBE)

____: Veteran Owned Business Enterprise (VBE)

____: Service-Disabled Veteran Owned Business Enterprise (SDVBE)

Description of Work to be completed by Subcontractor:

Prime Vendor Authorized Rep: First Name: _____ Last Name: _____

Signature: _____ Date: _____ Title: _____

Subcontract Authorized Rep: First Name: _____ Last Name: _____

Signature: _____ Date: _____: Title: _____

*Vendor may use additional pages, but format will remain the same as above.

*Vendor must use separate form for each subcontractor.

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Attachment 6

STATE OF DELAWARE MONTHLY USAGE REPORT

Sample Report – For illustration purposes only

[illegible]

*This report will be maintained by the vendor and furnished upon request of the State. It shall contain the six-digit department and organization code for each agency and school district.

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Attachment 7

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SUBCONTRACTOR 2nd TIER REPORT

Sample Report – For Illustration Purposes Only

Subcontracting (2nd tier) Quarterly Report																	
Prime Name:							Report Start Date:										
Contract Name/Number							Report End Date:										
Contact Name:							Today's Date:										
Contact Phone:							*Minimum Required		Requested detail								
Vend or Nam e*	Vend or TaxID *	Con trac t Na me/ Nu mbe r*	Ve nd or Co nta ct Na me *	Ve nd or Co nta ct Ph on e*	Re por t Sta rt Dat e*	Re por t End Da te*	Amount Paid to Subcontra ctor*	Work Perform ed by Subcont ractor UNSPSC	M/WB E Certify ing Agenc y	Veteran /Service Disabled Veteran Certifyin g Agency	2nd tier Sup plier Nam e	2nd tier Sup plier Add ress	2nd tier Suppl ier Phon e Num ber	2nd tier Suppl ier emai l	Descri ption of Work Perform ed	2 n d ti er S u p pl ie r T ax Id	

*The completed report shall be saved in an Excel format, and submitted to the following email address: osd@delaware.gov. The form can be found at [Office of Supplier Diversity - Division of Small Business - State of Delaware](#), bottom of the page, "Services and Information" section, "Subcontractor Reporting Form."

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Attachment 8

RFP Name: Adult Blue Collar



The Office of Supplier Diversity (OSD) has moved to the Division of Small Business (DSB)

Supplier Diversity Certification Applications can be found Here: [Certifications - Division of Small Business - State of Delaware](#)

For more information, please send an email to OSD: OSD@Delaware.gov or call 302-577-8477

[Subscribe](#) To the OSD Mailing List

New Address for OSD:

Carvel State Building

820 N. French St, 10th Floor

Wilmington DE, 19801

302-577-8477 / Fax: 302-736-7915

Email: OSD@Delaware.gov

Web Site: <https://business.delaware.gov/osd/>

Dover Address

(Local Applicants may drop off application here)

99 Kings Highway

Dover, DE 19901

Phone: 302-739-4271

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.