

RFP#: LAB-25R-LFC-001

RFP Name: Learning for Careers



REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

Learning for Careers (LFC)

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1. Overview:

The Delaware Workforce Development Board (“DWDB”) in partnership with Delaware Department of Labor, Division of Employment and Training (“DOL/DET”) and Delaware Department of Education, (“DOE”) (collectively “Delaware”) invites eligible applicants to apply for funds that will support services to directly engage Delaware’s business community and learners in activities that result in the creation or expansion of paid work experiences for youth and adult learners in Delaware. Career awareness, exploration, and paid work experiences must focus on middle and high skill, demand, and wage occupations as defined by the Delaware Department of Labor. The source of funds for this solicitation are State of Delaware General Funds.

The purpose of LFC investments is to expand employer participation in student education, training, and employment programs that lead to an increase in the number of:

- A. Youth served through summer youth employment or other DOL funded programs; or
- B. Secondary students participating in experiential work-based learning awareness, exploration, and immersion (e.g., internship, clinical, school-based enterprise, registered youth apprenticeship) activities; or
- C. Post-secondary students participating in work-based learning and/or clinical/experiential learning programs.
- D. Strengthen employer-led efforts to recruit youth (ages 14 to 24) into the workforce and/or to expand the capacity of employers to offer clinical, internship, apprenticeship, work-based learning immersion, or other types of cooperative education programs.

This request for proposals (“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 10, 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 2:30 PM. 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.
- 14 to 24 years of age at time of enrollment
- Eligible to work in the United States.
- Focused on youth programs to enter or expand the capacity of employers to offer clinical, internship, apprenticeship, work-based learning immersion, or other types of cooperative education programs.

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. These measures may be adjusted based on the type of program submitted for Learning for Careers.

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 General Funds. The anticipated amount available for this RFP is \$500,000 and is subject to change without notice based on the availability of funds and is the anticipated amount for one year. The terms and conditions are located in Appendix D.

8. Program Design:

- a. A Lead Provider (“Provider”) must submit proposal on behalf of an Applicant Group. Applicant Group must include at least three employers who agree to participate in the planning process and provide work-based learning experiences. Other entities such as community-based organizations, postsecondary institutions, government, regional or local economic development entities, labor unions, local education agency, industry associations, philanthropic organizations, other education and training providers and other relevant partners are strongly encouraged to be part of the Applicant Group. Additional points can be awarded to those whose proposal that contains at least one

Local Education Agency or Postsecondary Program and/or at least four (4) employers.
See section (VI.)(C)(iv)

The Lead Provider is the entity designated by the Applicant Group to serve as the Fiscal Agent for the partnership. The Lead Provider is the responsible entity for meeting all requirements. A Lead Provider can be anyone of the following:

- a. Employer/Industry Association
- b. Employer Chamber
- c. Employer Group
- d. State Agency acting on behalf of a group of employers
- e. Labor Union
- f. Employer Intermediary/Agent working on behalf of a group of employers

An organization can serve on multiple Groups but can only serve as the Lead Provider on one submission.

- b. Responses to this RFP should prioritize the following goals:
 - i. Address business' pipeline/workforce needs by creating and/or expand their use of paid work experiences for students participating in summer youth employment programs or other DOL funded programs included in the definition of Employment and Training Providers, [secondary school work-based learning](#), and postsecondary work-based learning and clinical/experiential learning programs; and
 - ii. Address the needs of students to explore career interests, contextualize learning/education, and/or gain professional and occupational skills.
- c. Proposals must include how the applicant group will participate in student education, training, and employment programs thus increasing the number of students who receive a paid work experience through summer youth employment programs or other DOL funded programs included in the definition of Employment and Training Providers, secondary school work-based learning activities, and postsecondary work-based learning and clinical/experiential learning programs. Proposals must include the use of paid work experiences, job shadowing, or other work-based learning models to engage participants with local employers.
- d. Provider(s) will provide the services proposed in their LFCP with any modifications that are mutually agreed upon and specified in a resulting agreement.
- e. LFCPs can target specific populations and should identify them in their proposal(s), but at a minimum, the population served will be:
 - No younger than 14 and no older than 24 at the time of enrollment;
 - Eligible to work in the United States;
 - Delaware Resident.
- f. LFCP must be implemented in partnership or coordination with at least one Local Education Agency or Postsecondary Program.
- g. Provider(s) will be responsible for utilizing or conducting assessments to determine participant's likelihood for success in proposed program. This can include academic, career interests, and service needs. This includes the Student Success Plan completed in Delaware's secondary schools.
- h. Provider(s) will enter required data into the Delaware JobLink system (<https://joblink.delaware.gov>) for participant tracking and outcome reporting. LFCP's

- budgets, when submitted, should reflect staffing to complete this task. Requirement
- i. Provider(s) will utilize Delaware JobLink to maximize participants' job search and placement, if applicable. At a minimum, participants will create a Jobseeker account in Delaware JobLink (DJL) (<https://joblink.delaware.gov>).
 - j. Funds will be provided on a cost reimbursement basis. Monthly financial reports will trigger payments. Delaware will require a line-item budget as part of the proposal. The approved budget will be incorporated into the executed contract.
 - k. Provider(s) will be required to submit monthly financial reports on the form prescribed, satisfactorily completed, within twelve (12) calendar days of the close of the reporting period to Delaware. When requesting reimbursement through the submission of the monthly financial report, all reported expenditures must be in accordance with the approved budgeted attached to the resulting agreement and the Provider shall have detailed supporting documentation for all expenditures.
 - l. No payments for services be made in advance of the work performed.
 - m. Budgets that include tuition may be allowed when documentation of the following conditions is provided: tuition charges or entrance fees are not more than the education institution's catalog price, are necessary to receive specific training, and the training is open to and attended by the general public. When requesting reimbursement for tuition, Private Business and Trade Schools must comply with the Department of Education Private Business and Trade Schools Refund policy.
 - n. Funds shall be used to implement the LFCPs. This includes programming, training, paid work experiences to participants and may include items such as (see line-item budget in Appendix B):
 - Staff salary and fringe
 - Assessments
 - Certifications
 - Tuition
 - Employer Training
 - Participant Training
 - Participant Wages
 - Participant Fringes
 - Supportive Services to participants
 - Training/Learning Materials
 - Space

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. Demonstrated Ability
 - a. Experience and Reputation
 - b. Capacity to meet requirements (Size, financial condition, etc.)

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- c. Expertise
- c. Program Design
 - a. Delivery Strategy
- d. Outcome Placement
 - a. Partnerships
- e. Cost/Budget

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-ABC-25R-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 mee 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:
 - a. **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.
 - b. **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 review 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. Criterial Weight:

Criteria	Weight
<p>Demonstrated Ability:</p> <ul style="list-style-type: none"> Proposal demonstrates that the plan was developed with input from the appropriate stakeholders, primarily employers who employ occupation(s) identified in demand occupations found at https://de.gov/dwdbindemand and/or graduates from the identified Department of Education Career and Technical Education state model program of study found at https://www.delawarepathways.org. Provider demonstrates the ability to operate high quality programs that resulted in high placement in work based learning experiences. 	20
<p>Program Design:</p> <ul style="list-style-type: none"> Proposal is well defined Program shows how employers are engaged and partnerships are established Proposal demonstrates strong employer partnership for placement opportunities Student selection/outreach End state for both the student and the employer Program has strong connection to a LEA Delivery and recruitment strategy 	35
<p>Outcome Placement:</p> <ul style="list-style-type: none"> Defined/established feedback mechanism on impact of program Thoughtful outcomes (both qualitative and quantitative) Provider demonstrates the ability to prepare participants for employment. Provider demonstrates the ability to place students in meaningful work-based learning experiences. Provider demonstrates ability to prepare and educate youth on the variety of post-secondary options including bringing awareness to career and training job opportunities through the American Job Centers. 	20
<p>Cost/Budget</p> <ul style="list-style-type: none"> 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 Sustainability Plan in place % of request versus overall budget Provider uses leverage resources and braids funding from multiple resources. 	25
Total:	100
<p>Additional Points: The following categories will be given extra consideration and if warranted points will be awarded.</p> <ul style="list-style-type: none"> Proposal demonstrates that the Applicant Group represents or contains at least four employers and/or Proposal demonstrates that the Applicant Group contains at least one Local Education Agency or Postsecondary Programs and/or Proposal demonstrates that the Applicant Group contains at least one Local Education Agency with the intent to use the state model program of study for work-based learning 	10

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
- 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 with Budget Template
- Appendix C – Definitions
- Appendix D – Terms and Conditions
- Appendix E – High-Demand Occupation List

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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RFP Name: Learning for Careers

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Attachment 1

RFP NAME: Learning for Careers

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: Learning for Careers

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

RFP NAME: Learning for Careers

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

RFP NAME: Learning for Careers

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 #:	

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Current Vendor:	Yes or No
Years Associated:	
Type of Work Performed	

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: Learning for Careers

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 7

RFP NAME: Learning for Careers

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								
Vendor Name*	Vendor TaxID*	Contract Name/Number*	Vendor Contact Name*	Vendor Contact Phone*	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor UNSPSC	M/W BE Certifying Agency	Veteran /Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax 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: Learning for Careers



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.