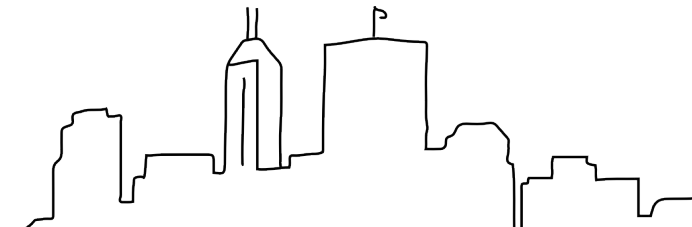# EmployIndy

Community Development Block Grant (CDBG)
Bidders Conference
February 22, 2022

Agenda

- **Welcome and Introductions**
- **Purpose of RFP**
- **Proposal Requirements**
- **RFP Timeline**
- **Technical Assistance**
- **Questions and Conversation**

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Our Vision

All Indianapolis residents connect to the services + training necessary to achieve economic prosperity + grow in a career that meets employer demand for talent.

Our Mission

EmployIndy guides the local workforce ecosystem + makes strategic investments in partners focused on underserved + underrepresented residents.

High-Priority Neighborhood Clusters
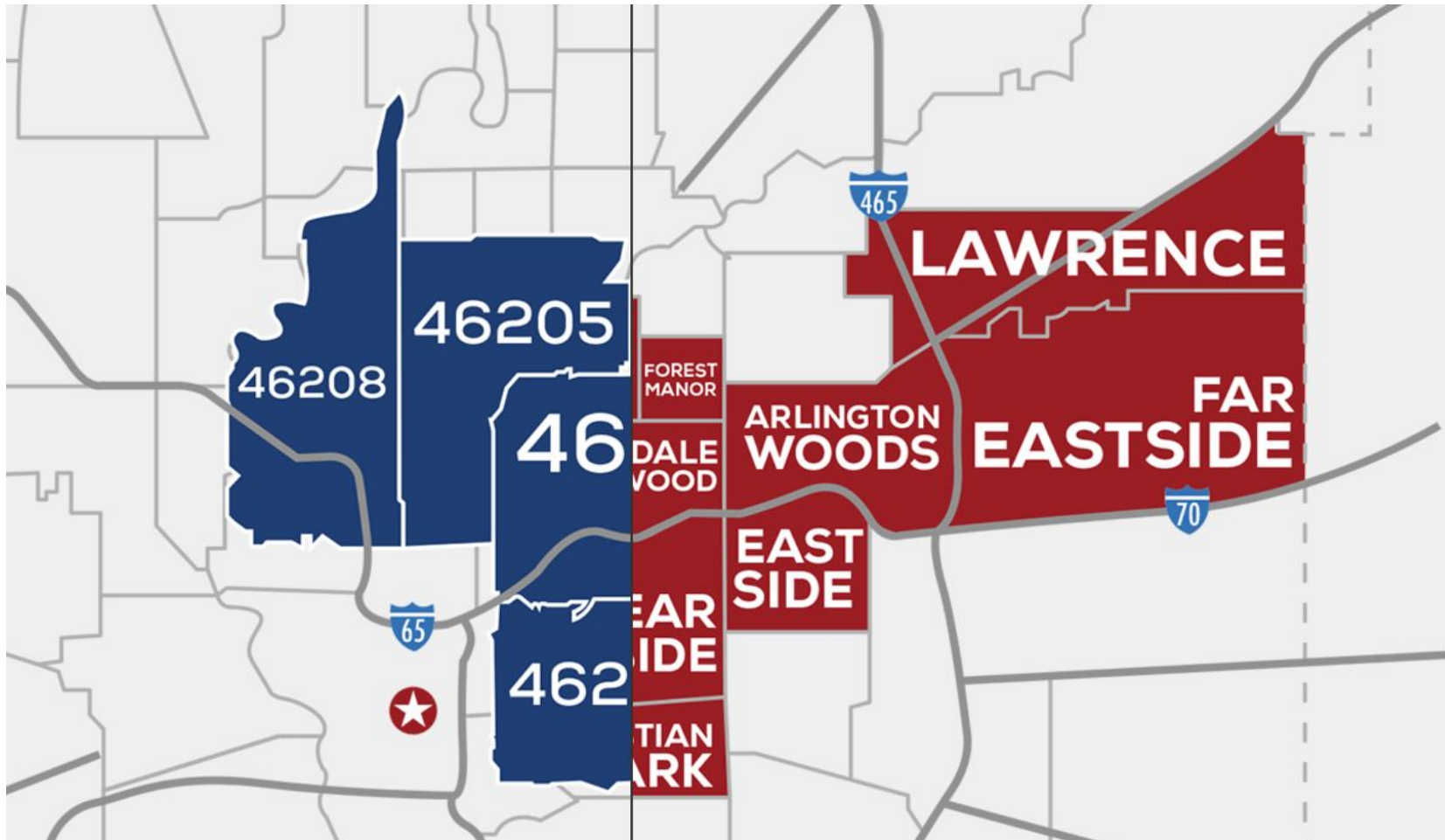
Purpose of RFP 2022-001

- Contract with community based organizations and neighborhood-level programs to provide community-level access to workforce development services.
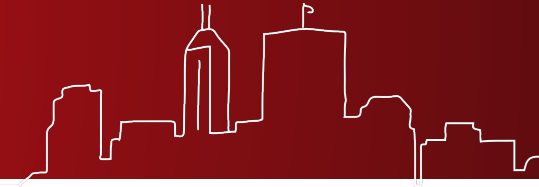
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Eligibility Requirements

- Adults 18 and older

- Marion County Resident

- Low to moderate household income

Responsibilities

- Deliver innovative, high-quality, and results-based employment services

- Funding Compliance

- Data Collection and Outcomes

- Quality Assurance

- Community of Practice

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Contract & Funding

- The City of Indianapolis' Department of Metropolitan Development (DMD) receives CDBG from U.S. Department of Housing and Urban Development (HUD)
- Award $500,000 for five to seven sub-recipients over a 12 month period
- April 1, 2022 - March 31, 2023
- One-year extension depending on award funding in 2023 and provider spending and performance
- Sub-recipients must be able to deliver services beginning April 1, 2022

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Submission Requirements

- Submitted electronically
- Follow the outline and formatting requirements
- Include all section and subsection headings exactly as they appear in the RFP
- Include all proposal details within maximum page limits for each section
- Submitted by date and time indicated in the RFP (March 4, 2022 by 11:59 pm)

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Required Proposal Outline

- Proposal Cover Sheet not included in page total
- Organizational Qualifications max 4 pages
- Proposed Program Design and Implementation max 12 pages
- Diversity, Equity, & Inclusion max 1 page
- XBE Status max 1 page
- Targeted Area max 1 page
- Budget and Budget Narrative max 3 pages

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Required Attachments

- An organizational chart;
- A copy of the most recent financial audit;
- The Budget Worksheet (Attachment A);
- The Projected Performance Outcomes Worksheet (Attachment B);
- A job description for front-line staff working directly with participants and;
- The Past Performance Worksheet. (Attachment C)
  - if a PY21 sub-recipient

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Scoring Rubric
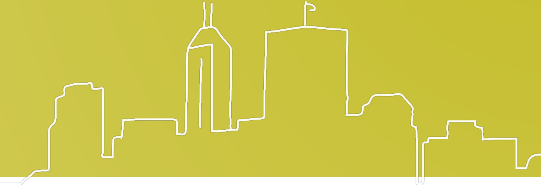
Evaluation Criteria	Max Points
Organizational Qualifications	10
Proposed Program Design and Implementation	45
Diversity, Equity and Inclusion	10
XBE Status	5
Targeted Area	5
Budget and Budget Narrative	15
Past Performance	10
Total Points	**100**

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RFP Timeline

Deadline to submit questions	Wednesday, February 23, 2022, at 11:59 pm ET
Response to Questions Submitted	Close of Business Thursday, February 24, 2022
Proposal Due	Friday, March 4, 2022, at 11:59 pm ET
Bidders Presentations (If needed)	Tuesday, March 15, 2022
Notice of Award (Per Board Approval)	Week of March 22, 2022
Contract Start	April 1, 2022

Technical Assistance

- Questions must be submitted in writing and emailed by February 23, 2022 at 11:59 pm ET at https://employindy.org/contractopp

- All responses will be posted at www.employindy.org by COB on Monday, February 24, 2022

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Questions &
Conversation