



Request for Quotes: 2024-005

Follow-Up Services Provider

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified vendors to provide Follow-Up services for participants enrolled in the Jr. Park Ranger training program on a reimbursement basis.

Introduction

EmployIndy drives growth in Marion County by investing \$20 million a year in public, private, and philanthropic funds in innovative strategies focused on reducing barriers for residents so they may have access to career pathways and gain needed skills to excel in the workforce, thus presenting employers with qualified candidates to fulfill their hiring needs.

As the Workforce Development Board (WDB) for Marion County, EmployIndy acts as a leader and local intermediary for training providers, education institutions, employers, service providers, and community-based organizations. EmployIndy has 170 education, training, community-based, and service providers and over 950 employer partners. Recently, EmployIndy, guided by 21 business, civic, education and non-profit community leaders, developed a new three-year strategic plan which identifies the three following strategies:

1. Ensure individuals and employers are prepared through a continuum of initiatives for a rapidly changing 21st Century economy.
2. Build the capacity of partners in the workforce ecosystem and leverage systems knowledge of barriers and opportunities.
3. Prioritize equitable interventions among institutions and employer partners to ensure economic mobility through good and promising jobs.

Project Overview

The Jr. Park Ranger Training program aims to create a career pathway for young adults ages 18-24 (disconnect from education and employment) to pursue a career in public service, including public safety, community engagement, recreation, environmental education, and park conservation. The program will consist of various training modules, workshops, and practical exercises designed to enhance participants' professional development and employability.

Scope of Work

The Follow-Up Service Provider will conduct the following:

1. Checking in weekly with participants to monitor their progress towards their goals or objectives while currently in training, and/or until job placed. After job placement, checking in 30, 60, 90, 120, 180, 365 days. This could involve phone calls, text messaging, emails, or in-person meetings to assess their need and provide guidance as needed.
2. Providing ongoing assistance to program participants after they have completed the program. This could include access to resources, referrals to other services, or continued mentorship.

3. Implement strategies to encourage participants to remain engaged with the program and continue working towards their goals. This could include incentives, recognition programs, or peer support networks.
4. Gathering feedback from participants to assess their satisfaction with the program and identify areas for improvement. This could involve surveys, focus groups, or individual interviews.
5. Document all follow-up services in Efforts-to-Outcomes (ETO) data management system.

Timeline

The project will commence on August 1, 2024, and continue for a duration of 32 months, with the possibility of extension based on program needs and funding availability.

- August 2024 – April 2027:
 - Follow-Up Period of Performance
 - Jr. Park Ranger Training
 - 4 cohorts of up to 15 participants
 - Cohort Start Dates
 - August 2024
 - March 2025
 - August 2025
 - March 2026

Budget Amount

The funding amount of this project is \$45,000.00.

Payment Terms

Payment for Follow-Up services will be on a monthly reimbursement basis in accordance with the terms outlined in the contract agreement after approval of Accrued Expenditure Report (AER).

Project & Proposal Requirements

Please provide a complete written response to this RFP which is double-spaced and does not exceed 10 single-sided pages.

The following information should be included:

1. Organization Overview:
 - a. Provide a brief company description.
 - b. The qualifications of all key staff conducting the proposed services and their expertise providing program administration and training to the 18–24-year-old age group.
 - c. Provide an organizational chart and resumes describing the experience of key staff.
 - d. The experience and/or prior work that demonstrates expertise in executing and delivering the services described in this solicitation.

2. Project:

- a. Describe how your projects are prioritized to meet deadlines and deliverables.
- b. Describe the plan for implementing the above-mentioned responsibilities and deliverables.
- c. Describe your recruitment strategy.

3. Budget:

- a. Provide a budget narrative for Project Administration fees.

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

All proposals should be submitted no later than 11:59 p.m. EST, Friday, August 9, 2024, at www.employindy.org/contractopp.

Any questions should be submitted via www.employindy.org/contractopp no later than 5:00 p.m. on Thursday, July 25, 2024. Answers to submitted questions will be made available on the EmployIndy website by close of business Friday, July 26, 2024.