



Request for Quotes: 2024-001

Employer of Record with Project Administration Duties

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking proposals from qualified organizations to be the Employer of Record (EOR) and Project Administrator for 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 (disconnected 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 participant's professional development and employability.

Phase 1 – Career Readiness (6 weeks): Participants will enroll in phase one as cohort of approximately 15 participants. Phase one is intended to prepare each participant to begin their training and work experience. During this phase, participants will receive an hourly stipend of \$12 an hour for their participation.

Phase 2 – Career Exploration (6 weeks): Participants will receive occupational training by Indy Parks. Participants will explore all pathways, including: 1) Public Safety; 2) Public Service/Park Ambassador; or 3) Environmental Conservation. Participants will receive training leading to credentials or certifications to prepare them for employment. The participant will remain an employee of the EOR and receive a stipend of \$13 an hour.

Phase 3 – Occupation Selection and WEX (6 Weeks): Following their career exploration and credential attainment, participants will begin a robust work experience in Public Safety, Public Service/Park Ambassador, and Environmental Conservation with Indy Parks. During this phase, will remain an employee of the ERO and receive a stipend of \$14 an hour.

Phase 4 – Completion and Job Placement: Upon completing phase three, participants will be placed into permanent positions with the City of Indianapolis in their preferred career pathway and occupation.

Scope of Work

The following Statement of Work (SOW) outlines the responsibilities and expectations for the EOR with project administration duties for the Jr. Park Ranger Training program. The EOR will play a pivotal role in managing various aspects of the program to ensure its successful execution and delivery.

A. Employer of Record Responsibilities:

1. Serve as the official employer of record for program participants and handling all administrative tasks related to stipends.
2. Manage participants recruitment, registration and enrollment process, including the completion of necessary paperwork, background checks, and orientation sessions.
3. Act as the primary point of contact for program participants regarding stipend related issues and grievances.
4. Collaborate with program organizers and stakeholders to develop and implement effective training policies and procedures.

B. Project Administration Duties:

1. Coordinate scheduling and planning for training sessions and workshops, and other program activities, ensuring timely and efficient delivery.
2. Administer Job Ready Indy Badges 2,3,5, and 6.
3. Administer Customer Services Skills training.
4. Coordinate Work Based Learning (WBL) activities.
5. Maintain accurate records of participant attendance, progress, and performance throughout the program duration.
6. Assist in the development and dissemination of program materials, including training manuals, presentations, and online resources.
7. Collect and analyze feedback from program participants and stakeholders to identify areas for improvement and inform future program planning.
8. Prepare regular reports on program activities, milestones, and outcomes for program organizers and funding agencies.
9. Manage completion events and ceremonies.

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 – March 2026:
 - Program Period of Performance (4 cohorts of 15)
 - Cohort 1: August 2024
 - Cohort 2: March 2025
 - Cohort 3: August 2025
 - Cohort 4: March 2026
 - Cohort Length
 - 18-weeks
- April 2026 – March 2027:
 - 12 month follow up and grant close out

Performance Goals

Metric	Goal
Recruited/ Registered for Jr. Park Ranger Program	75-100
PHASE 1: No. Participants Enrolled in WBL Career Readiness	60
PHASE 2: No. Participating in WBL Career Exploration	48
PHASE 3: No. Participating in WBL Career Selection	32
PHASE 4: No. Completing WBL and Gaining Job Offer	45
Other Job Offers	29 16

Eligible Participants

1. Participants must be between 18-24 at the time of enrollment.
2. High School Diploma/GED/HSE graduate.
3. Participants must be residents of Marion County.
4. Participants must be U.S. citizens or residents eligible to work in the United States.

Deliverables

The EOR is expected to deliver the following key deliverables:

1. Completed onboarding paperwork and employee records for all program participants.
2. Timely and accurate payroll processing for program participants.
3. Regular reports on program attendance, progress, and outcomes.
4. Recommendations for program improvements based on participant feedback and performance evaluations.

Budget Amount

The funding amount of this project is \$456,349.33. The breakdown is as follows:

Budget Category	Amount
Program Administration	\$127,349.33
Participant Barrier Buster Support (30 x \$250) <ul style="list-style-type: none"> • Transportation and Clothing 	\$7,500.00
Office Supplies	\$550.00
Hotspots and Tablets	\$1,600.00
Backpacks (\$20 x 50)	\$1,000.00
Portfolios (\$8.55 x 40)	\$342.00
Swag <ul style="list-style-type: none"> • i.e., T-shirts, hoodies, gloves, hats 	\$1,800.00
Participant transportation & fees (for learning trips)	\$4,880.00
Participant Stipends <ul style="list-style-type: none"> • Phase 1: 94 hrs x \$12/hr x 48 participants = \$54,144 • Phase 2: 384 hrs x \$13/hr x 32 participants = \$159,744 • Phase 3: 240 hrs x \$14/hr x 29 participants = \$97,440 	\$311,328.00

Payment Terms

Payment for EOR and Project Administration 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, Wednesday, July 10, 2024, at www.employindy.org/contractopp.

Any questions should be submitted via www.employindy.org/contractopp no later than 5:00 p.m. on Friday, June 28, 2024. Answers to submitted questions will be made available on the EmployIndy website by close of business July 3, 2024.