



GUIDING MARION COUNTY'S WORKFORCE

**NOTIFICATION OF REQUEST FOR PROPOSALS**

Provision of  
**ARPA Micro-Programs**

Issued February 12, 2024

**Proposals must be received no later than  
11:59 pm ET Friday, March 15, 2024**

RFP# 2024-001

EmployIndy  
PNC Center  
101 W. Washington St., Suite 1200  
Indianapolis, IN 46204  
(317) 639-4441

EmployIndy, its programs and contract service providers are Equal Opportunity employers/programs.  
Auxiliary aids and services are available upon request to individuals with disabilities.


## I. 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. As is shown in EmployIndy's [workforce ecosystem map](#), 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.

## II. Purpose

EmployIndy is increasingly applying an intentional, place-based approach to delivering education, training, employability skills, and work-based learning at the neighborhood level to advance strong and supportive communities. The impact of these communal changes affects the concentrated areas of our city that suffer from disinvestment, high levels of multigenerational poverty, low educational attainment, and un- and under- employment. Particularly high-need households overwhelmingly populate five high-priority neighborhood clusters, deemed "hot spots" by the Indianapolis Metropolitan Police Department for high rates of crime. EmployIndy intends to connect job seekers in these communities to opportunities in labor sectors most impacted by COVID-19. Through this RFP, EmployIndy seeks programs and services targeted at building the human capital and addressing COVID-19 affected industries within the Indianapolis Urban Core, in these neighborhood clusters or others where significant investments in community development and placemaking are concurrent. As a sub-recipient of American Rescue Plan grant dollars through The Consolidated City of Indianapolis and Marion County, Indiana, by and through its Office of the Mayor ("City"), EmployIndy seeks proposals that address Career services that help high need populations meet their job and work experience goals while overcoming obstacles that have been exacerbated by COVID-19. Additional consideration will be given to Career services that target labor demands and occupations impacted by COVID-19 

EmployIndy believes that the support of programs such as these would give us the opportunity to meet the goals of this strategy, which include:

- Addressing the needs of individuals impacted by the root causes of violence;
- Preparing and/or placing individuals into good and promising jobs;
- Supporting industries most adversely impacted by the pandemic; and
- Identifying and overcoming barriers to good and promising jobs.

EmployIndy intends to increase accessibility to workforce development services in Marion County by

supporting and developing community-based organizations and neighborhood-level programs that connect underemployed or unemployed residents to jobs and, primarily, career pathways aligned with COVID-19 impacted industries. EmployIndy seeks to improve the connection and braiding of funds between educational institutions, community-based organizations, neighborhood-level programs, and our local public workforce system. Through the establishment of a variety of partnerships, EmployIndy has the ability to leverage federal and local education and workforce funding to bring employment services and case management support to organizations on an established and consistent schedule.

EmployIndy understands that we need to meet our participants where they are. The individuals we serve have varying levels of work history, education, and skills- development. Therefore, to create a positive trajectory for job seekers, we must serve participants through an ABC approach (Any Job, Better Job, Career). EmployIndy has aligned the ABC continuum to the Brookings Institution’s research laid out in [“Advancing Opportunity in Central Indiana.”](#)

An “A” job is considered a first job or a means to develop a work history. For the purposes of this grant, the wages for an A Job are minimum wage currently \$7.25 to \$12.99 per hour. An “A” job may also be part time with no benefits offered.

A “B” job is considered a “promising job” or an entry-level job that provides a career pathway to a good job. As it relates to this grant, a B job will have wages ranging between \$13 and \$17.99 per hour and may be full time with limited benefits offered.

A “C” job is considered a “good job,” paying at least \$18 an hour of full-time employment, with benefits offered. Additionally, this career or “good job” is how EmployIndy defines self-sufficiency for the individuals we serve.

Proposals aligned with the ABC approach and focusing on placement in B and C level jobs will be given prioritization.

EmployIndy seeks to help individuals who experience significant barriers find employment. These barriers were only exacerbated by the effects of COVID-19 and therefore, eligible participants of this grant will be part of populations most impacted by the pandemic. Treasury’s ‘Final Rule on the use of State and Local Fiscal Recovery Funds’ recognizes that the negative economic effects of the pandemic were particularly pronounced among lower-income families, who were more likely to experience income loss and more likely to have a job that required in-person work. The City of Indianapolis has defined the populations, households, or geographic areas disproportionately impacted by the pandemic as those who are:

- Housing Insecure
- Food Insecure
- Un- or underemployed
- Low-or Moderate Income
- Residing and/or working in zip codes disproportionately impacted by COVID 19 as indicated by the 2020 [Health and Economic Impacts of COVID-19 on Neighborhoods](#) report by SAVI

EmployIndy seeks to contract American Rescue Plan Act (ARPA) funds to organizations engaged in barrier-busting workforce development activities. EmployIndy is soliciting proposals which will support, improve, and coordinate effective neighborhood-level education and training programs that connect underemployed and/or unemployed residents to career pathways that lead to self-sufficiency and family sustaining wages. Additional consideration will be given to proposals that align their training

programs with COVID impacted industries. Through the resulting contracts, EmployIndy will partner with these organizations and their neighborhood-level programs to increase program capacity and provide community level access to workforce development services throughout Marion County.

### **III. American Rescue Plan Act**

In 2021, The City of Indianapolis awarded EmployIndy ARPA (American Rescue Plan Act) grant funds to support workforce development programs in Marion County. These programs will help individuals to receive the training and reskilling necessary to take the next step towards their education and career goals. EmployIndy will be utilizing ARPA funds to provide training and employment opportunities through community-based organizations and neighborhood-level programs.

EmployIndy recognizes both the value and weaknesses in the public workforce investment system when it comes to alleviating major employment barriers such as criminal backgrounds, transportation, and low education attainment. That is why we partner with successful education providers and community-based organizations working with unemployed and underemployed residents to increase capacity to deliver adult education and workforce services at a very local level through annual contracts. These agencies are uniquely positioned to offer a variety of individualized, culturally appropriate, accessible, and adjacent services that provide residents with the education and training needed to participate in the mainstream economy through jobs offering the promise of financial stability and pathways to long-term careers.

#### **A. Oversight**

EmployIndy is divided into five overarching teams; Career Connected Learning, Coaching and Training, Talent Connection and Good Jobs, Strategy and Communications, and Operations and Finance.

The oversight of this work will reside primarily under the Community Career Services team with assistance from the Finance Team. Members of the Finance team are responsible for the reimbursement of sub-recipients who receive funding under this provision. The Community Career Services team manages programs that recruit and re-engage opportunity youth and adults into education and workforce development services.

These two teams will work with cross-departmental EmployIndy team members to provide quarterly technical assistance on participant tracking for reporting and new user training on required systems, etc. This includes evaluation of the program's overall effectiveness and performance of job readiness, job training, and job placement activities. EmployIndy's Performance Improvement team will conduct desk-top monitoring, at minimum, on an annual basis through the life of the contract period focusing on compliance with all federal, state, and local rules and regulations and contractual obligations as well as data extraction and analysis. The desk-top monitoring will result in Performance Optimization Plans for each provider. This team will also offer technical assistance for Efforts to Outcomes (ETO).

#### **B. Efforts to Outcomes**

EmployIndy requires providers to use the case management system, Efforts to Outcomes or ETO compatible system. All program, client level services, and grant outcomes must be captured within ETO. EmployIndy technical staff will onboard and provide continual support and training to all new providers who do not currently use ETO as a case management system.

#### **C. Career Navigation Services**

EmployIndy places high significance on the quality and impact of services to participants entrenched in a career navigation framework. Career navigation encompasses a range of services to individuals to help make educational, training, and occupational choices to connect to jobs in targeted sectors or occupations. Research conducted by the Seattle Jobs Initiative identifies seven foundations of successful career navigation services, which include:

1. Understanding of business and industry needs and of high-demand occupations and skills.
2. Understanding of workers' skills, needs, barriers, and goals.
3. Understanding of training and educational institutions and pathways.
4. Understanding of support services and systems.
5. Ability to create strong business and cross-institutional partnerships.
6. Ability to coordinate and blend multiple funding streams.
7. Skilled and knowledgeable front-line staff.

Many of our providers and community partners deliver highly impactful services that are deeply rooted in the foundational elements listed above. In an effort to consistently and broadly foster a career navigation culture among the local public workforce system, EmployIndy will seek and evaluate organizations with the capacities and knowledge critical to designing and implementing navigation services.

#### D. Key Performance Indicators and Outcomes

ARPA recipients will be asked to report the outcomes of key workforce development performance indicators that enable EmployIndy to track the respective program's impact within the broader local workforce system. EmployIndy is also interested in additional indicators of performance measured by our community partners, as well as qualitative data gathered from participants, employers and training providers. Defining additional measures tracked and qualitative outcomes collected by respondents, especially those by which an organization defines its own success, both immediately and long term, are highly encouraged in your response to this RFP.

Indicators to be tracked through outcomes reporting include, but may not be limited to:

- Enrolled in Workforce Development Services
- Completed Job Readiness Training
- Enrolled in Industry Recognized Credential
- Earned an Industry Recognized Credential
- Placed in Unsubsidized Employment
- Employment Placement retained at 30 days
- Employment Placement retained at 60 days

These program outcomes will be aggregated among other federally- and locally-funded workforce development programs administered by EmployIndy to broadly demonstrate the community-wide impact of our investments annually, offering results-based accountability to our community and stakeholders.

#### IV. Local Workforce System

EmployIndy receives Workforce Innovation and Opportunity Act (WIOA) funding to oversee the local American Job Center, designed as one-stop career service centers, and deliver a range of services that assist and prepare residents for the changing demands and skills of work. Locally, the WorkOne Indy center and an

array of WIOA funded programs and service providers support residents' pursuit of their career goals by offering information on industry trends, the fastest growing jobs, and available jobs. EmployIndy partners with growing companies to provide relevant job training and employability skills to residents that, ultimately, result in job placement. The local system currently provides other tools and products, including self-service labor exchange services and virtual access to job seeker services and information.

WIOA is a federal program funded by USDOL and administered by the Indiana Department of Workforce Development (DWD) to provide job seekers more seamless access to a system of high-quality career services, education, and training through the local public workforce system. Businesses inform and guide the workforce system, ensuring that services are well aligned with their workforce needs and to compete in the global economy. WIOA funding is distributed to states, and subsequently, local Workforce Development Boards (WDBs) to serve these two primary stakeholders, workers, and employers.

## **V. Terms of Solicitation**

This RFP describes the specific services EmployIndy seeks and sets forth application requirements for eligible respondents. This RFP does not commit EmployIndy to accept any proposal submitted, nor is EmployIndy responsible for any costs incurred by the respondent in the preparation of responses to the RFP. EmployIndy reserves the right to delay, amend, or reissue the RFP at any time. EmployIndy will evaluate all timely submitted proposals and competitively award contracts to respondents whose submissions are most responsive to the need for services described herein. EmployIndy reserves the right to reject any or all items in the proposals, to negotiate with any respondent after the proposals are reviewed and award the contract in whole or in part as is deemed to be in the best interest of EmployIndy.

### **A. Eligible Entities**

Neighborhood-level, community-based, and faith-based organizations based in Marion County are eligible to apply for funding. EmployIndy recognizes that some organizations may not have the capacity to manage federally funded contracts but have distinct expertise in working with adults facing significant barriers to education and employment. In this circumstance, EmployIndy will be available to provide ongoing coaching and technical assistance to organizations to ensure successful grant implementation and serve as the contract lead and fiscal agent.

Eligible Costs reimbursable through ARPA funding are listed in Appendix A. In order to be reimbursed for expenses, providers should provide documentation listed in Appendix B.

### **B. Available Funding and Contract Period**

The Consolidated City of Indianapolis and Marion County, Indiana, by and through its Office of the Mayor ("City") received ARPA funds through the Coronavirus Local Fiscal Recovery Fund (created by Section 9901 of ARPA) to respond to negative economic impacts of the pandemic, including assistance to households, small businesses, and nonprofits, as well as provision of government services. The City and EmployIndy expect to award \$3,000,000 towards public service administration and workforce development, with additional consideration given to proposals that address Labor sectors adversely affected by COVID-19. EmployIndy is partnering with the City to oversee the award and implementation of these APRA funds. EmployIndy expects to award funds to entities that demonstrate an ability to innovatively and effectively deliver the programs and services described herein. The procurement under this RFP will be covered through June 30, 2025. The contract will be a one-year contract beginning on July 1, 2024, and ending on June 30, 2025, with optional extension through December 31st,

2025. The terms and conditions of this RFP and resulting contracts may change based on any Federal or State regulatory changes.

C. Contract Type

Contracts executed as a result of this RFP will be paid through cost reimbursement based on the scope of work and budget for negotiated services and outcomes. EmployIndy reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, project deliverables, project schedule, and contract period. Performance and participant data reporting will be required in contracts executed as a result of this RFP; however, pay for performance clauses will not be included and reimbursement will not be based on performance reported.

D. Technical Qualifications

To be eligible for consideration, respondents submitting proposals may not have a financial or policy interest in EmployIndy and must demonstrate:

- Experienced staff or subcontractors to provide the services described herein or must show the ability to acquire such staff;
- Demonstrated experience in effectively performing similar types of services in the public or private sector;
- Ability to contract with EmployIndy for the delivery of services in a timely manner;
- Ability to fulfill contract requirements, including indemnification and insurance requirements;
- Satisfactory performance under a current or past contract with EmployIndy for similar services, when executing existing and/or previous contracts if a recipient of a past EmployIndy contract;
- Capacity to maintain adequate files and records and meet reporting requirements, as prescribed by EmployIndy;
- Capability to fiscally and administratively provide and manage the proposed services on a cost-reimbursement basis, to ensure adequate audit trail, to maintain audit ready files, and to monitor its own organization files (internal audit function);
- Ability to document eligibility and serve residents of Marion County who have been impacted by the COVID-19 pandemic;
- Familiarity with [City of Indianapolis and Marion County Purchasing Manual](#);
- Knowledge and understanding of [OMB's Uniform Guidance at 2 CFR 200](#);
- Ability to document eligibility and serve residents of Marion County who are at 80% or less of the median family income.

E. Contracting Terms

1. A bidder or its principals shall be in good standing, not debarred or suspended, proposed for debarment, declared ineligible or otherwise excluded from entering into a financial agreement of federal or state funds.
2. Local, small, minority owned businesses are encouraged to respond and shall not be discriminated against during proposal review.
3. EmployIndy is an equal opportunity employer. All bidders shall certify the same.
4. The bidder certifies and agrees that it will provide and maintain a drug-free workplace.
5. Issuance of the RFP does not commit EmployIndy to award a contract, to pay costs associated with proposal development or to procure or contract for goods and/or

- services. Payment for services will be negotiated.
6. EmployIndy reserves the right to reject any and all proposals if it is in the best interest of EmployIndy to do so and waive any minor informalities or irregularities in the RFP process. EmployIndy shall be the sole judge of these irregularities.
  7. For the top-ranked bidder(s) selected, references or other points of contact as necessary will be made and any comments will be used to complete the evaluation process. EmployIndy reserves the right to enter into negotiations with one or more bidders as a result of the RFP evaluation process and enter into a best and final negotiation with one or more of the bidders.
  8. EmployIndy will consider non-responsive any submittal for which critical information is omitted, lacking or represents a major deviation from the RFP.
  9. Proposals received after the issued due date will be considered non-responsive and will not be reviewed or evaluated.
  10. Other issues of grievances, hearing resolutions, and authority shall be addressed prior to award of contract and relevant issues may be stated within contract. EmployIndy reserves the right to negotiate proposed outcomes, budget, and other matters prior to actual execution of the contract.
  11. Bidders shall certify either no real or apparent conflict of interest exists in carrying out the proposed scope of work, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.
  12. All submitted proposals are considered the property of EmployIndy and are considered confidential.

## **VI. Micro-Programs Proposal**

### **A. Format**

Each respondent is to submit its proposal in a format suitable for ease of review with minimum repetitious material. To maintain comparability of proposals, please prepare proposals using Microsoft Word and typed in 12-point font, double-spaced, with numbered pages at the bottom of each page. The Proposal and Budget Narratives should not exceed 20 pages. The page limitation does not include the Proposal Cover Sheet or the required Budget Worksheet attachment. Each respondent is expected to submit a proposal in a format suitable for ease of review. To maintain comparability of proposals, respondents must follow the outline below including all section and subsection headings exactly as they appear, including all proposal details for each section as specified below.

### **B. Proposal Cover Sheet**

The Proposal Cover Sheet should not exceed a single page and shall include:

- The title of the proposal;
- The organization name, address, phone number, and web address;
- The name of the person authorized to negotiate contracts and make decisions for the organization, their direct phone number, and email address;
- The total funds requested;
- A proposal summary briefly describing the services to be provided, including key partners, areas of Marion County served; and
- The authorized signature and submittal date.

### **C. Proposal Narrative**



The Proposal Narrative must provide an overview of its organization's staff and qualifications to successfully carry out the proposed program. Respondents are asked to explain the proposed program design by demonstrating their capacity and knowledge to deliver career navigation services. Please include a timeline, schedule of activities with services, and key dates for implementation.

### **ORGANIZATIONAL QUALIFICATIONS**

The respondent must provide an overview of its organization and staff capability and qualifications to successfully carry out the services described herein. Follow the outline below including all section and subsection headings exactly as they appear in bold, including all requested details as follows:

1. **Company History** – include the organization's mission, vision, governance structure, and legal status;
2. **Staff Qualifications** – include a description of all key management and staff conducting the proposed services and their expertise managing, coaching, and motivating participants with unique needs and significant barriers, including an organization chart specific to the proposed service delivery plan as an attachment.
3. **Populations Served** – Include a complete description of the populations served, their barriers and age ranges, and the number of individuals served, including but not limited to individuals in high-need households, individuals with criminal backgrounds, individuals with mental and behavioral health needs, individuals with mental and behavioral health needs, individuals who may be homeless, and/or males not enrolled in Selective Service by age 26;
4. **Target Area** – Include a description of the target area including neighborhood and resident needs; and
5. **Organizational Experience** – Include prior work that demonstrate expertise in executing and delivering the services described in this solicitation, including specific workforce services, along with performance outcomes, key partners, and/or key staff

### **PROPOSED PROGRAM DESIGN AND IMPLEMENTATION**

1. **Client Demographics** – describe the target client demographics including age, race, ethnicity, education level, and targeted zip code of residence.
2. **Experience** - Include an explanation of your organization's experience with coordinating the needs of businesses, including skills, knowledge and experience needed in the workforce in order to align appropriate training and services.
3. **Industry Sectors** – please describe the following:
  - The industry sectors that will be targeted, including growth and demand in the local labor market.
  - How the proposed program will engage with industry to inform industry-specific career counseling, identification and use of assessment and screening tools, and targeted job search, job training, job placement and job retention services.
  - Describe how the proposed program fits the ABC approach (Any job, Better job, Career) as outlined in the introduction of the RFP. Proposals that focus on B and C level jobs will be given prioritization.

4. Career Navigation

- Describe the methods and resources that will be used to understand client's basic skills and educational levels, technical skills and work experience, career interest and goals, and the barriers that may prevent clients from being successful in a training program or in the workplace.
- An explanation of how client information is used to inform the design and provision of various career services.
- Describe the processes and procedures around services such as application, enrollment, registration, financial aid, graduation, student services, etc.
- A description of the support services and systems, including public benefits, necessary participants to be successful in education, training, and employment.
- If possible, include a logic model or graphic of client experience. Not required

5. Partners and Collaborations

- List your partners and describe if and how they align with opportunities relating to COVID-19 impacted industries. Please expand on the connection to COVID. Those proposals with a focus on COVID-19 impacted industries will be given priority.
- Describe any challenges presented by your partners or programs that would prevent participant persistence or success.
- A description of the partnerships and collaborations needed to help participants find jobs, gain skills that are marketable, and create systems changes that expands opportunities for residents.

6. Funding

- A description of how you will use ARPA dollars to pay for training not on the approved eligible training provider list (ETPL).
- List of all funding streams necessary to fully implement the proposed program, especially including public workforce funds like WIOA and YES, as well as funding such as Pell Grants, state, local, and philanthropic or scholarship dollars to support participants.

7. Data Tracking and Reporting

- Describe the Key Performance Indicators and qualitative outcomes collected for the proposed program, especially those by which an organization defines its own success, both immediate and long term.
- Explain how you will collect data and track program performance both quantitatively and qualitatively (including what specific client management system you use). Describe the organization's utilization of client tracking and/or management information systems and the experience the organization and key staff possess in real-time reporting of participant activities in these systems. EmployIndy recognizes that some organizations may not have the capacity to manage federally funded contracts but have distinct expertise in working with adults facing significant barriers to education and employment. In this circumstance, EmployIndy will be available to provide ongoing coaching and technical assistance to

organizations to ensure successful grant implementation and serve as the contract lead and fiscal agent.

- Share how you will measure common workforce development outcomes like enrollment, industry recognized credentials enrolled and earned, job readiness training completed, placement rate, and retention rate keeping in mind their relevance to your organization's above definition of success and areas of strength.
- Describe your experience using Efforts to Outcomes (ETO), if any. If you do not have experience with ETO, what case management system(s) do you currently use or have experience using.

### ***COVID-19 IMPACTED PRIORITIZATION AND ABC MODEL***

Based upon the information in the program design section, additional points will be given to proposals that focus on COVID-19 impacted industries and programs that align with the ABC Approach and focus on B and C level jobs placement.

### ***PAST PERFORMANCE***

1. Please submit a brief description of a completed grant for which you are submitting past performance data, including the overall objectives of the grant (which must have a placement focus), population served, funding amount, and grantor. Please use this section for the requirements described above.
2. Each applicant must also submit a chart of past performance for the most recently completed relevant grant that identifies and describes three performance metrics, listed below, and the performance outcomes for the grant, as specified above. (Attachment D)
  - Earned an Industry Recognized Credential
  - Placed in Unsubsidized Employment
  - Employment Placement Retained at 30 days
  - Amount of Budget Expended

Points Awarded

- 80.00 percent of goal or higher will receive 1.25 points for this subsection
- 50.00 – 79.99 percent of goal will receive 0.75 points for this subsection
- 49.99 percent or below of goal will receive 0 points for this subsection

### ***DIVERSITY, EQUITY, AND INCLUSION***

EmployIndy is committed to creating a diversified, equitable, and inclusive multi-cultural environment throughout our ecosystem to create an authentic community. We will be awarding points to organizations who are making a commitment to advance diversity, equity and inclusion efforts.

1. Has the respondent made an expressed commitment to DEI?
2. Has it authorized DEI in organizational policy?
3. Has it implemented DEI practices in its operations?
4. Has it implemented DEI practices in programmatic areas?
5. Does it utilize accountability mechanisms to monitor DEI?

### ***XBE STATUS***

EmployIndy prioritizes the use of minority business enterprises (MBE), women business enterprises (WBE), veteran enterprise businesses (VBE), and disability owned business – collectively known as XBEs – when requesting proposals for new contracts. While EmployIndy recognizes the state’s certification of an XBE, or a certification by the City of Indianapolis Office of Minority and Women Business Development, we understand not all applicants are eligible for that designation. EmployIndy will give additional consideration to organizations with minority, women, veterans, and disabled persons in key leadership/board positions in lieu of a certification from the city.

#### ***BUDGET AND BUDGET NARRATIVE***

Included in the Proposal Narrative, the respondent should provide an outline of their financial management structure, including experience and/or expertise in managing and accounting for Federal and/or State Funds. A brief description of the financial staffing structure and internal control system in place should also be included in the budget narrative, and a copy of the organization’s most recent financial audit should be attached. An additional narrative describing the projected costs by the budget categories below should also be included.

Each proposal must include an operational budget using the Budget Worksheet (Attachment A). The budget narrative should consist of the proposed costs for executing the program described herein, along with a description for justification of the costs. For the purpose of this RFP, cost categories must include:

1. Personnel and Fringe - Includes the staffing costs and position types. Levels and numbers of positions should be specified in the narrative.
2. Direct Participant– Includes costs to provide direct services to participants including items like training and supportive services.
3. Staff Travel & Development – Includes all travel and training costs.
4. Administrative/ Overhead - Overhead costs include administrative and overhead costs for operating the program. The cap for overhead is 10 percent of the total program budget. This line item also includes occupancy, supplies and consumables not included elsewhere.
5. Total – This is the total proposed cost for operating the specific module during the specified time period covered by the specific budget worksheet.

While indirect costs are not allowed, the applicant may include administrative or overhead costs as direct costs. Backup documentation will be required with each invoice. A flat percentage without a detailed explanation of the costs, or a federally approved indirect cost rate, will not be approved.

#### **D. Attachments**

The required attachments will not count toward your page limit and must include:

- An organizational chart;
- A copy of the most recent financial audit;
- The Budget Worksheet (Attachment A);
- A brief description of how you will measure progress toward program goals for this proposed program design and corresponding table indicating your program’s projected performance outcomes for the contract period. This should be no longer than one (1) page;
- A job description for front-line staff working directly with participants and;
- Projected Performance Worksheet (Attachment B);

- Funding Source Assessment (Attachment C);
- Past Performance Worksheet (Attachment D).

Additional attachments may include:

- Any staff resumes, additional job descriptions and/or profiles for key staff, as needed to support the proposal;
- Any letters of support demonstrating provider and/or program partnership, as needed to support the proposal; and
- A copy of the organization’s Federally approved indirect rate letter (if applicable).

## VII. Proposal Submission

### A. RFP Timeline

Beginning Monday, February 12, 2024, the RFP will be available to download from the EmployIndy website: [www.employindy.org](http://www.employindy.org). If you are unable to access or download the RFP, please contact: Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org).

All proposals should be submitted no later than **11:59 p.m. EST, March 15, 2024**, at <https://employindy.org/contractopp>.

A Letter of Intent should be submitted no later than **5:00 p.m. EST, March 1, 2024**, at <https://employindy.org/contractopp>.

|   |                                  |
|---|----------------------------------|
| RFP Issued                              | February 12, 2024                |
| Bidders Conference                      | February 21, 2024, 1:00 p.m. EST |
| Deadline to Submit Questions            | February 26, 2024, 5:00 p.m. EST |
| Response to Questions Posted            | February 28, 2024                |
| Letter of Intent Due                    | March 1, 2024, 5:00 p.m. EST     |
| Proposal Due                            | March 15, 2024, 11:59 p.m. EST   |
| Bidder Presentations (if needed)        | April 2 - 3, 2024                |
| Notice of Award<br>(Per Board Approval) | Week of May 22, 2023             |
| Effective Contract Date                 | July 1, 2024                     |

\*EmployIndy reserves the right to modify this schedule at any time as deemed necessary.

### B. Technical Assistance

A bidder’s conference, open to eligible applicants, will be held on February 21, 2024, 1:00 p.m. EST via zoom at the following link:

<https://employindy-org.zoom.us/j/89135453883?pwd=UU0wTm95Tlo1dTZPOTZWwG1PUW1Bdz09>

Meeting ID: 891 3545 3883

Passcode: 985122

EmployIndy staff will present the RFP requirements and accept questions during the bidders conference to offer technical assistance to respondents.

Entities may submit questions to <https://employindy.org/contractopp> until 5:00 p.m. EST, February 26, 2024. A response to all questions will be available no later than close of business on February 28, 2024, and posted at [www.employindy.org](http://www.employindy.org). If it becomes necessary to revise any part of this RFP, an addendum will also be posted on the EmployIndy website.

C. Evaluation Criteria

All respondents are advised that each proposal will be evaluated based on responsiveness to this RFP. Proposals will be reviewed for completeness, clarity, and adherence to stated requirements. Proposals will be evaluated and awarded points as seen below and points will be applied for scoring in rank order from the highest to lowest. However, EmployIndy reserves the right to select lower ranked proposals when warranted. Such a selection of proposals shall be made at the sole discretion of EmployIndy.

| Evaluation Criteria  | Maximum Points   |
|--|------------------|
| <p><b>Organizational Qualifications</b></p> <p>Points will be applied based on the experience and perceived capabilities of both the organization and their staff to successfully deliver the proposed program to meet the needs of this solicitation.</p> | <p><b>10</b></p> |
| <p><b>Proposed Program Design and Implementation</b></p> <p>Points will be applied based on the strength of the program design as demonstrated through capacity and knowledge to implement within a career navigation framework.</p>                       | <p><b>45</b></p> |
| <p><b>COVID-19 Impacted Prioritization and ABC</b></p> <p>Priority will be given to proposals providing career services that target industries adversely impacted by COVID-19 and are compatible with an ABC training model</p>                            | <p><b>10</b></p> |
| <p><b>Past Performance</b></p> <p>Points will be applied based on demonstration of successful past program performance.</p>  | <p><b>5</b></p>  |

|   |                   |
|---|-------------------|
| <p><b>Diversity, Equity and Inclusion</b></p> <p>Points will be applied based on the expressed commitment to diversity, equity, and inclusion; expression of this commitment in organizational policy; demonstration of its practices in operations and programmatic areas; and the depth and quality of its accountability mechanisms.</p> | <p><b>5</b></p>   |
| <p><b>XBE Status</b></p> <p>Points will be awarded to applicants that have certification of an XBE, OR a certification by the City of Indianapolis Office of Minority and Women Business Development, OR has minority, women, veterans, and disabled persons in key leadership/board positions.</p>   | <p><b>5</b></p>   |
| <p><b>Budget and Budget Narrative</b></p> <p>Points will be applied based on the overall cost and justification proposed by the respondent, including an evaluation of the respondent’s ability to appropriately manage and account for the grant funds.</p>  | <p><b>20</b></p>  |
| <p><b>Total Points</b></p>  | <p><b>100</b></p> |

**Attachment A**

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**Budget Worksheet**

**Respondent Name:**

Instructions: The budget worksheet should clearly identify the respondent's cost for operating the proposed program.

| Budget Category              | Expense |
|------------------------------|---------|
| Personnel                    |         |
| Fringe                       |         |
| Direct Participant           |         |
| Staff Development and Travel |         |
| Admin/Overhead               |         |
| <b>Total</b>                 |         |

**Helpful Parameters:**

1. Fringe benefits should be detailed and broken down by type of benefit. Subrecipient administrative costs should be listed as direct costs. Backup documentation will be required with each invoice. A flat percentage without a detailed explanation of the costs, or a federally approved indirect cost rate, will not be approved.
2. If claiming in-state mileage, please use the current approved rate for the City of Indianapolis/Marion County. Currently, this rate is 0.52 per mile; however, the rate is adjusted periodically.
3. Equipment is defined as having a per unit cost of \$5,000 or more. An annual inventory will be necessary for all equipment purchased with grant funds.
4. All included costs must be reasonable and necessary to carry out the proposed project.

**Excluded Items – not all inclusive:**

- Gift Cards
- Stipends



- Contributions and Donations
- Entertainment Costs
- General purpose equipment, buildings, and land
- General costs of government
- Goods and services for personal use
- Lobbying
- Luxury items
- Construction – unless Water Infrastructure or Broadband
- Alcoholic beverages
- Advertising and Public Relations unrelated to meeting a programmatic purpose
- Undocumented Expenses
- Any Unreasonable and/or unnecessary cost

**Attachment B**

**Project Performance Outcomes Worksheet**

**Respondent Name:**

Instructions: Enter the projected number of participants who will successfully meet each outcome under this grant.

| Outcome  | Projected # |
|--|-------------|
| <b>Enrolled in ARPA Workforce Development Services</b><br><i>(Number who are eligible and enrolled in ARPA)</i>  |             |
| <b>Completed Job Readiness Training</b><br><i>(Number who have completed career preparedness training), i.e. Job Ready Indy or another job readiness program)</i>                                |             |
| <b>Enrolled in industry Recognized Credential</b><br><i>(Number enrolled in a high school diploma, HSED, or other industry recognized credential or degree program)</i>                          |             |
| <b>Earned Industry Recognized Credential</b><br><i>(Number receiving a high school diploma, HSED, or other industry recognized credential or degree)</i>   |             |
| <b>Placed in unsubsidized employment</b><br><i>(Number placed in a job in which the employee is paid a wage that is not subsidized by federal, state or local funding or military placement)</i> |             |
| <b>Employment retained at 30 days</b><br><i>(Number placed in unsubsidized employment and have remained employed for 30 days)</i>  |             |
| <b>Employment retained at 60 days</b><br><i>(Number placed in unsubsidized employment and have remained employed for 60 days)</i>  |             |

## Attachment C

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### Funding Source Assessment

*Please check all that apply:*

- My organization is currently funded by Federal formula dollars.
- My organization currently has a quality assurance and/or data entry full-time staff.
- My organization has accounting capacity and experience with tracking staff time spent for client/participant services across multiple funding streams.
- My organization had a A-133 audit in the past three years.
- My organization previously received Workforce Innovation Opportunity Act (WIOA) or Community Development Block Grant (CDBG), Coronavirus Aid, Relief, and Economic security Act (CARES Act) or some other State or Federally funded program.
- My organization currently use Efforts to Outcomes (ETO) or Indiana Career Connect (ICC), or Salesforce or some other comprehensive data management system to enter, manage, and track data for clients/participants.
- My organization has an annual operating budget of \$500k+.

**Attachment D**

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**Past Performance Worksheet**

| <b>Metric</b>     | <b>Goal</b> | <b>Actual</b> | <b>Percent of Goal</b> |
|-------------------|-------------|---------------|------------------------|
| Earned Credential |             |               |                        |
| Placement         |             |               |                        |
| Retention         |             |               |                        |
| Budget Expended   |             |               |                        |

## Appendix A

### Generally Allowable and Non-Allowable Costs

#### *Items Generally Allowable with Federal ARPA Funds*

- ✓ Salary and fringe benefits for employees dedicated to the grant program
- ✓ Equipment and supplies in support of the grant program
- ✓ Local travel (mileage) costs
- ✓ Trainings for topics related to the grant program
- ✓ Computer and technology equipment needed for the grant program
- ✓ Consulting costs in support of grant program
- ✓ Some kinds of financial or in-kind assistance to eligible individuals/households, provided there are adequate controls in place to ensure that the assistance is devoted to an eligible need. For instance, direct payment of rent to a landlord or direct payment of a utility bill to the utility can be eligible forms of assistance.
- ✓ Transportation assistance to eligible individuals, such as bus cards or other limited-use vouchers that can only be used for eligible purposes
- ✓ Assistance with court fines and reinstatement of drivers' licenses.
- ✓ Assistance with job supplies, such as work boots and tools

#### *Items Generally Not Allowable with Federal ARPA Funds*

- ✗ Clothing for general use
- ✗ Alcoholic beverages
- ✗ Tobacco products
- ✗ General use gift cards that allow for the purchase of unallowable items (such as Kroger gift cards, since alcohol and tobacco can be purchased with these cards)
- ✗ Attorney fees
- ✗ General operations support that are not related to the grant program
- ✗ Food for events and meetings
- ✗ Entertainment costs
- ✗ Fines and penalties
- ✗ Taxes and interest
- ✗ Lobbying costs
- ✗ "Stipends" for individuals - it is preferable to note staffing costs as an hourly rate, or as a percentage of the salaried position
- ✗ Multi-year annual maintenance costs that go beyond the grant term
- ✗ Gym memberships
- ✗ Fundraising costs
- ✗ Automobiles and other large assets that would be for general use by the organization
- ✗ Incentives, rewards, prizes, trophies, and promotional items

## Appendix B

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### Documentation Required for Reviewing Claims

#### Salaries/Overtime/Fringe

- Paycheck Stubs
- Time Sheets (if not 100% grant funded, you must determine percentage of hours worked, note on time sheet, with supervisor approval)

#### Supplies

*Supplies are defined as tangible personal property with a per-unit cost of less than \$5,000. (2 CFR 200.94)*

- Invoice/Receipt
- Proof of Payment (if only paying a portion of a supply or invoice input which supplies or portion the contract/grant is paying for)

#### Equipment

*Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000.00 or more per unit. (2 CFR 200.33)*

- Quotes/Bids
- Invoice/Receipt
- Proof of Payment (if only paying a portion of a piece of equipment or invoice input which equipment or portion the contract/grant is paying for)

#### Contractual/Consultant

- Invoice (letterhead can be used as an invoice but must include all the following)
  - Vendor Name
  - Vendor Address
  - Service Dates
  - Invoice Number
  - Purchase Order, if applicable
  - Grant Number, if applicable
  - Dollar Amount
  - Breakdown by category
- Proof of Payment

## Appendix C

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### Programmatic Best Practices for Adult Training

- Cohort Based
- Career Navigation Assistance
- Barrier Buster Support
- Earn and Learn Training with phase increases:
  - Phase I (Job Readiness) - \$12 hr
  - Phase II (Occupational Training) - \$14 hr
  - Phase III (Work Based Learning) - \$16 hr
  - Phase IV (Job Placement) - \$18 hr
- Participation & Completion Incentives
- Supportive Mentoring
- Adult Basic Education (ABE) Provider Access
- Mindsets Transition Experience
- Employability Skills Training
- Socio-emotional Trauma Trained Trainers
- Trauma Trigger Free Training and Work Environment
- In-Demand and/or Interest Driven Occupational Training and Career Paths
- Day & Evening Training Hours
- Paid Work Based Learning with Employer:
  - Work Experience (WEX)
  - On-the-Job-Training (OJT)
- Industry/Employer Engagement:
  - Orientation & Interview Process
  - Labor Market Information (LMI) Presentation
  - Mock Interviews Participation
  - Workplace Tour
  - Jobs Offering \$18+ hr
- Follow-up/Retention Services (360 days)