

# EmployIndy

GUIDING MARION COUNTY'S WORKFORCE

NOTIFICATION OF REQUEST FOR PROPOSALS

Provision of  
**ALTERNATIVE HIGH SCHOOL EDUCATION  
YOUTH EMPLOYMENT SYSTEM (YES) SERVICES**

Issued September 17, 2018

**Proposals must be received no later than 4:00 pm EDT  
Friday, October 5, 2018**

**Contract Period:**

November 1, 2018 – June 30, 2019  
*With option to extend for up to two additional years*

**RFP# 2018-006**

EmployIndy  
PNC Center  
115 W. Washington St., Suite 450 S.  
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.

## Table of Contents

I.	Introduction	3
II.	Purpose	4
III.	Youth Employment System (YES)	5
	a. Framework	5
	b. Service Elements & Delivery	5
	c. Values	7
	d. Service Group	8
	e. Responsibilities	9
	i. Funding Compliance	9
	ii. Data Collection & Outcome Evaluation	10
	iii. Quality Assurance	11
	iv. Community of Practice	11
	v. Insurance	11
	f. Career Coaching	11
IV.	Specifications	12
	a. Governing Authority	12
	b. Contract Type, Program Period, and Available Funding	12
	c. Technical Qualifications	13
	d. Terms & Conditions	13
V.	Proposal Requirements	14
	a. Proposal Timeline	14
	b. Proposal Submission	15
	c. Formatting	15
	d. Required Proposal Outline and Components	16
	i. Proposal Cover Sheet	16
	ii. Organizational Capability and Qualifications	16
	iii. Service Delivery Plan	17
	iv. Budget & Budget Narrative	17
VI.	Evaluation and Selection Criteria	18
VII.	Attachments	
	a. Attachment A: Opportunity Youth in Marion County	20
	b. Attachment B: Marion County Youth Employment System	21
	c. Attachment C: YES Service Elements and Delivery Plan	22
	d. Attachment D: WIOA Titles I-IV	25
	e. Attachment E: Funding Source Assessment	27
	f. Attachment F: Projected Outcomes	28
	g. Attachment G: Budget Summary	29

## I. Introduction

EmployIndy, the workforce development board for Marion County, is working to meet regional and statewide workforce development goals by removing barriers to quality employment as well as connecting individuals to entry-level positions. As part of the workforce ecosystem, EmployIndy invests federal, state, and philanthropic funds to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Regionally, there is a high demand for skilled workers in industries such as technology, manufacturing, logistics, and financial services, however, with only 42% of Central Indiana residents holding post-secondary credentials, there is a gap between available skilled workers and these jobs. To combat these numbers, EmployIndy is working with regional partners to detect gaps in employer needs and partnering with WorkOne locations and community-based organizations to provide access to training to create a pipeline of talent to fill these positions.

EmployIndy's vision for this critical economic development work in Central Indiana is outlined in the organization's Strategic Plan (2017-2022) and centered on three primary objectives:

1. Address employers' need for a strong pipeline of entry-level workers;
2. Provide opportunities and outline pathways by which young adults (both in school and out of school) can actively participate in the workforce;
3. Meet the needs of residents living in areas of the city that are most affected by poverty and unemployment;

EmployIndy meets its obligations and strategic commitments through a mix of direct service delivery, management of contracted entities engaged to deliver specialized services, and informal coordination of multiple, diverse partners present in Marion County's workforce ecosystem.

Refer to the EmployIndy website, Resources page at <https://employindy.org/resources/> for details regarding the Strategic Plan and Year One Action Plan.

The term "ecosystem" is intentionally and consistently used by EmployIndy to reinforce the reality that meeting the diverse needs of job seekers and employers in Marion County requires healthy interaction between a community of partnering entities – including each of the WIOA Required Partners, the City of Indianapolis, community-based providers, economic development professionals working at the county level and on behalf of specific neighborhoods, employers of every size from every sector of the economy, diverse education providers working with students at every academic level, occupational trainers, and many more.

With emphasis on the ABC Method – Any Job, Better Job, Career – EmployIndy drives growth in Indianapolis by investing in innovative jobs-to-careers strategies that ensure youth and young adults have access to career pathways where they gain the skills they need to enter into jobs, and ultimately careers, that Indianapolis' employers have available.

EmployIndy is deliberately deepening its effort by aligning resources and services in five high-priority neighborhood clusters in the Near East (46201), North West (46208), Mid-North (46205), North East Corridor (46218), and Far East (46235). In these neighborhood clusters and beyond, an estimated 80,000 Marion County residents are unemployed, under-employed or marginally attached to the workforce. 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. In so doing, we believe we have the responsibility and capability to serve as a catalyst for community-level progress by strengthening the public workforce system and our local network of employment and training service providers.

## II. Purpose

There are an estimated 30,000 Opportunity Youth, ages 16-24, disconnected from education and employment in our community due to a variety of barriers that range from financial or housing issues to involvement with the criminal justice system. This number increases annually to include youth who do not complete high school, and young adults who do not go on to college or persist in post-secondary education. Annually, EmployIndy estimates that 5,445 youth and young adults fall out of the educational system in Marion County. Refer to Attachment A, Opportunity Youth in Marion County.

EmployIndy is committed to providing career information and substantive employment opportunities for youth and young adults in our city to prepare for the jobs of the future. From exposure to industries and employers driving our local economy, to paid opportunities where youth can earn and learn, EmployIndy ensures that youth and young adults make *smart choices* about their education and careers. We operate and enhance programs to embark on career pathways, beginning with high school graduation or equivalency, to post-secondary education, summer jobs, and the removal of barriers to employment for access to in-demand jobs that require more than a high school diploma but less than a four-year baccalaureate degree.

The purpose of this Request for Proposal (RFP) is to solicit proposals from **qualified Alternative High School Education entities providing access to a high school diploma program** and services which respond to the unique needs of Opportunity Youth experiencing significant barriers to education, training, and employment.

### III. Youth Employment System (YES)

#### a. Framework

The Youth Employment System (YES) is a systems approach to delivering comprehensive services, along a continuum and with multiple community access points, that integrates a set of foundational elements rooted in national best practices for serving Opportunity Youth. EmployIndy developed this framework, and it consists of seven “Es” that are critical stages in a young person’s journey to developing work, life, and leadership skills that ultimately enable meaningful pathways to employment. This framework consists of the following three primary stages and four developmental stages as illustrated in Attachment B, Marion County Youth Employment System:

1. Engagement – EmployIndy led marketing, outreach and recruitment
2. Empowerment – Provider led service delivery (see section III.b.)
  - i. Education
  - ii. Exploration
  - iii. Exposure
  - iv. Experience
3. Employment – EmployIndy led placement services

Opportunity Youth are a hidden and elusive demographic, yet a critical population for closing critical workforce shortages. EmployIndy will invest significantly over the next two years to develop targeted messaging and deploy pioneering outreach strategies to engage and recruit youth and young adults to the programs and services available throughout YES. As young people access the essential services aimed at giving power to their career goals via YES (described below in section III.b.), EmployIndy will support providers existing efforts in matching job ready participants to available employment opportunities. EmployIndy values and respects the existing employer partner relationships of our service providers. In an effort to increase placement opportunities within the YES network, we seek to align and augment employment opportunities on behalf of the system. This RFP seeks YES service providers who will partner closely with EmployIndy, and an integrated network of fellow YES providers, to strongly prepare a talent pool of Opportunity Youth for placement through EmployIndy Business Solutions.

#### b. Service Elements & Delivery

Providers operating within the EmployIndy YES framework will be selected based on their demonstrated ability to offer comprehensive services to young adults as they move along on their journey from Engagement to Employment. Providers must be able to incorporate fourteen (14) service elements required as part of the Workforce Innovation and Opportunity Act and as identified in a participant’s Individual Service Strategy (see below) to successfully achieve employment.

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include –
  - a. Summer employment opportunities and other employment opportunities available throughout the school year;
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-job training opportunities.
4. Occupational skills training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring face-to-face for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate; youth or young adult has right to opt out of follow-up services.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

YES service providers will develop an Individual Service Strategy (ISS) in the form of a written plan of action, based on an objective assessment, to identify age-appropriate short and long-term goals that may include career pathways, education and employment goals, and supportive service needs. The ISS must directly link activities/services to one or more indicators of performance listed in section III.e.ii. of this RFP. EmployIndy considers the ISS a living document that

requires on-going review of the progress of each participant toward goals, with updates as needed.

YES service providers will integrate career assessment tools and strategies to deliver job readiness training to youth and young adults, including developing job readiness portfolios and curriculum to deliver employability (soft) skills, labor market information, resumes, applications, cover letters, job search and interview skills. YES service providers will be required to align their job ready portfolios and curriculum to EmployIndy's JobReady Indy skills competencies or adopt JobReady Indy as its preferred employability skills training program.

YES service providers must provide work experiences, both as unpaid and paid experiences, which serve as the building blocks in career development. EmployIndy requires at least 20% of all awarded WIOA funds be devoted to paid work experiences. YES service providers will also incorporate career-connected learning activities and provide opportunities for youth to gain experience through activities such as:

1. Career Exposure – field trips, guest speakers, company tours, career day, job shadows;
2. Career Exploration – student-run enterprises, virtual enterprises, service learning, mentor/tutor opportunities, problem or project-based research, project internships; and/or
3. Job Experience – internships, clinical, cooperative education, on the job training, work study, apprenticeships, or employment training.

YES service providers must possess an understanding of labor market and employer needs, and employ strategies for building skills that prepare youth and young adult participants for the local workforce. EmployIndy Business Solutions will assist service providers in identifying the skill-building necessary for preparing job ready candidates for Marion County employers. In addition, providers must work closely with EmployIndy Business Solutions to identify, vet, and refer YES participants to the EmployIndy Job Portal, a consolidated talent pool of job ready candidates from which recruiters will screen and match referred participants to locally available jobs and hiring projects

YES service providers must provide access to the full range of services that align the framework and service elements listed in sections III.a. and III.b. of this RFQ. The YES service providers must demonstrate a service delivery plan indicating which service elements the YES service provider will deliver directly and which service elements it will partner to coordinate for delivery. YES service providers are primarily responsible for ensuring each out-of-school youth or young adult has access to all service elements and for the necessary data collection as prescribed by EmployIndy in section III.f.ii. of this RFQ. The organization responding to this RFP must complete Attachment C, YES Service Elements Delivery Plan and submit with the full proposal.

c. *Values*

EmployIndy envisions establishing the critical stages to employment through coordinated service delivery via administration of a system of integrated partners and providers. Refer to Attachment B, Marion County Youth Employment System. Synchronization of these partners and YES success will be contingent on a set of common and shared values.

- i. Integration – think and act as an integrated system of partners that share common goals with services delivered by various organizations with the best capabilities for a seamless experience.
- ii. Accountable – committed to high quality services with regular program performance review based on shared data and actions that enhance outcomes.
- iii. Universal Access – meet the needs of job seekers and employers by ensuring universal access to programs, services, and activities for all eligible individuals.
- iv. Continuous Improvement – create a delivery system that utilizes feedback from parents, participants, and employers, to challenge the status quo and innovates to drive measurable improvements.
- v. Partnership – align goals, resources, and initiatives with economic development, community development, business, labor, service providers, and education partners. This partnership should include other WD partners such as EmployIndy, WorkOne Indy, Adult Education providers and other organizations who can deliver on program elements.
- vi. Regional Strategy – work counterparts to address broader workforce needs of the regional economy and leverage resources to provide a higher quality and level of service.
- vii. Innovative Design – enhance and add value to the youth and young adults served by building on its best practices with innovation and demand-driven design and expand those best practices throughout the YES and broader workforce ecosystem.
- viii. Inclusion of Youth Voice – strengthen programs and improve youth outcomes by articulating strategies and activities that embed youth voice and customer-centered design.

d. *Service Group*

The YES service providers will be responsible for recruiting and serving youth and young adults. Eligibility for participating youth and young adults shall be determined at the point of enrollment and shall not change during that period of participation. The basic eligibility criteria are outlined below:

- Youth and young adults must be out-of-school and must not be enrolled or attending a secondary or post-secondary school.
- Youth cannot be younger than 16 and young adults must be under 25 years of age at the time of enrollment.
- Male participants 18 years or older must be registered with the Selective Service System.
- Youth must also have at least one of the following barriers:



- Be a high school dropout;
- Be of compulsory age for attending school, but have not attended school for at least the most recent complete school calendar quarter;
- Be an individual who is or has been involved with the juvenile or adult justice systems;
- Be homeless or former foster youth;
- Be pregnant or parenting;
- Have a disability;
- Have a secondary high school diploma, be low income, and either basic skills deficient or an English language learner; and/or
- Be low income and need additional assistance to enter or complete an educational program or to secure and hold employment.

There are multiple ways to determine low income for youth and young adults including:

- The youth lives in an area that is identified as a high poverty area. An area of high poverty is a county or census tract that has a poverty rate of 30% or higher;
- At the time of enrollment in the program or in the previous six months, the family received or was eligible to receive SNAP, TANF, SSI or any state or local income-based assistance;
- The total family income is below the higher of the poverty level or 70% of the lower living standards during the six-month period prior to enrollment in the program;
- The youth is homeless as defined by the Violence Against Women Act of 1994 or the McKinney-Vento Homeless Assistance Act;
- The youth or a family member is eligible for free or reduced lunches at school. This primarily applies to in-school youth;
- The youth is a foster care youth or has aged out of foster care; or
- The youth is disabled and their personal income (not family income) is below the higher of the poverty level or 70% of the lower living standards during the six-month period prior to enrollment in the program.

e. *Responsibilities*

EmployIndy expects selected YES providers to deliver innovative, high-quality, and results-based employment services utilizing transparent and accountable practices.

i. Funding Compliance

The primary funding sources for the services described herein are available through Workforce Innovation Opportunity Act (WIOA), State of Indiana (State), Lilly Endowment, Inc. and other philanthropic funds.

Refer to Attachment D, WIOA Titles I-IV for a description of each of the four titles by which WIOA is divided.

Selected service providers for WIOA and State funds must comply with programmatic and fiscal requirements including all federal, state, and local legislation, rules, regulations, and policies. To help us better determine the appropriate source/s for funding selected proposals, the organization responding to this RFP must complete Attachment E, Funding Source Assessment and submit with the full proposal.

ii. Data Collection and Outcome Evaluation

YES service providers will be required to enter service delivery data into one of the two official management information systems (MIS): (1) Indiana Career Connect (ICC) for WIOA Youth and State funded programs; and (2) Efforts to Outcomes (ETO) for non-WIOA Youth funded programs. Services providers who are granted any amount of WIOA Youth or state funds are required to enter data into ICC and are required to collect appropriate and accurate data for entry in the MIS in a timely manner.

Data collected in ICC will be used to evaluate YES outcomes based on the following set of WIOA key performance indicators:

- 1) Percentage of program participants who are in education or training services, or in unsubsidized employment during second quarter after exit;
- 2) Percentage of program participants who are in education or training services, or in unsubsidized employment during fourth quarter after exit;
- 3) Median earnings of participants in unsubsidized employment during the second quarter after exit;
- 4) Percentage of participants who obtain a recognized postsecondary credential, secondary school diploma or equivalent during participation or within one year after program exit;
- 5) Percentage of participants who are in education that leads to a recognized postsecondary credential or employment during a program year, achieving measurable gains; and
- 6) Indicators of effectiveness of core program serving employers.

Data collected in ETO will be used to evaluate YES outcomes based on the following set of community performance indicators:

- 1) Serve 50% of the 30,000 Opportunity Youth population in Central Indiana by 2022;
- 2) Conduct outreach, recruitment, and engagement on behalf of the YES to serve 30,000 Opportunity Youth in Marion County; and

- 3) Increase Marion County Opportunity Youth enrollments by 675 (100%) in EmployIndy funded programs for a total of 1350.

Respondents to this RFP must complete Attachment F, Projected Outcomes and submit with the full proposal.

iii. Quality Assurance

Develop and implement quality measures to maintain accurate eligibility, assessments, service integration, individual service strategy, training, exit results and follow-up case noting and documentation, both paper and electronic, as required by federal, state, and local policy and regulation.

iv. Community of Practice

Continuous learning is vital to system perfection. YES service providers will be expected to participate in regularly scheduled convenings with other YES providers for peer-to-peer learning, sharing of best practices, reviewing key performance indicators, and to gain technical assistance from EmployIndy.

V. Insurance

EmployIndy expects that the selected provider will secure and keep in force during the term of the agreement, the following insurance coverages, covering provider for any and all claims of any nature which may in any manner arise out of or result from the provider's performance under this agreement. The provider shall, at its sole cost and expense, provide:

- a. Commercial General Liability Insurance policy providing coverage against claims for personal injury, death, or property damage occurring in connection with the Project. The limits of such insurance shall not be less than \$1,000,000 combined single limit per occurrence, \$2,000,000 aggregate;
- b. Worker's Compensation coverage consistent with the laws of the State of Indiana;
- c. Commercial Automobile Liability Insurance, including Non-Owned and Hired Auto Liability with a limit of not less than \$1,000,000;
- d. Commercial Umbrella Liability coverage of at least \$1,000,000;
- e. A Network Privacy and Security Policy (also known as cyber liability) providing coverage with a minimum limit of \$1,000,000.

f. *Career Coaching*

All YES service provider staff delivering career coaching services are required to possess the following skills and knowledge that will assist youth and young adults with career advising, goal setting, education or training navigation, job readiness training, financial education and services, barrier identification and removal,

motivational supports, job search and placement services, and job retention and career advancement supports:

- Effective communication skills, both oral and written; and
- Ability to build trusting relationship and positive rapport with participants; and
- Ability to maintain confidentiality and objective point of view when coaching participant through informed decision-making process; and
- Ability to define problems, collect data, establish facts, and draw valid conclusions; and commitment to continually working towards the development of higher levels of Multicultural Competency; and
- Knowledge of Opportunity Youth barriers to success; and
- Knowledge of career pathways for INDemand Jobs, current labor market data, and are able to share the information to assist participants in making career decisions; and
- Proficiency in identifying job readiness skill shortfalls and assisting participants to gain the necessary skills for employment; and
- Practice timely documentation and reporting compliance per federal, state and local regulations and policies; and
- Empathy, a positive attitude, and excellent relationship building skills; and
- Effective problem-solving skills; and
- Ability to coordinate with workforce ecosystem partners to maximize the overall objectives of YES while meeting individual program goals.

#### **IV. Specifications**

*a. Governing Authority*

By statute, EmployIndy has responsibility for developing the workforce of Marion County. EmployIndy establishes both policy and operational processes as mandated by WIOA. Successful applicants who receive WIOA funds should also be familiar with federal, state, and local laws, regulations, and policy concerning workforce development, the Wagner-Peyser program, and other partner programs. More information can be found via the U. S. Department of Labor's site at <http://www.doleta.gov/WIOA/> and the DWD site at <http://www.in.gov/dwd>. The terms and conditions of this RFP and resulting contracts may change based on any Federal or State legislative changes.

*b. Contract Type, Program Period, and Available Funding*

The funding source will be philanthropic and WIOA funds. Contracts executed as a result of this RFP will be paid through annual/bi-annual grant cycle for philanthropic funds and cost reimbursement based on the scope of work for negotiated services and outcomes for WIOA funds. EmployIndy will contract up to a maximum of \$100,000 under this solicitation over a period of 8 months.

The contract period for this RFP will begin on or about November 1, 2018 through June 30, 2019, with the possibility to extend contracts and services for up to two

successive years through June 30, 2021. Actual contract dates will be set through contract negotiation.

c. *Technical Qualifications*

To be eligible for consideration, individuals or organizations submitting proposals must demonstrate:

- i. No financial or policy interest in EmployIndy;
- ii. Experienced staff or subcontractors to provide the services described herein or must show the ability to acquire such staff;
- iii. Demonstrated experience in effectively performing similar types of services in the public or private sector;
- iv. Ability to contract with EmployIndy for the delivery of services in a timely manner for the delivery of these services;
- v. Ability to fulfill contract requirements, including the indemnification and insurance requirements;
- vi. Satisfactory performance under a current or past contract with EmployIndy or another Workforce Development Board for similar services, when executing existing and/or previous contracts;
- vii. Capacity to maintain adequate files and records and meet reporting requirements, as prescribed by EmployIndy;
- viii. 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);
- ix. Knowledge and understanding of Federal Fair Labor Standard Act and Indiana Department of Employment and Training Act (IC 22-4 et seq.) and accompanying rules, regulations and policy directives regarding the Workforce Investment Act programs issued by the Indiana Department of Workforce Development; and
- x. Knowledge and understanding of OMB's Uniform Guidance at 2 C.F.R. part 200. More information can be found at:
  1. <https://www.gpo.gov/fdsys/granule/C.F.R.-2014-title2-vol1/C.F.R.-2014-title2-vol1-part200/content-detail.html>;
  2. [www.federalregister.gov/documents/2016/02/16/2016-02473/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards](http://www.federalregister.gov/documents/2016/02/16/2016-02473/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards); or
  3. [cfo.gov/wp-content/uploads/2015/09/9.9.15-Frequently-Asked-Questions.pdf](http://cfo.gov/wp-content/uploads/2015/09/9.9.15-Frequently-Asked-Questions.pdf)

d. *Terms & Conditions*

- i. 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.
- ii. Local, small, minority, and women owned businesses are encouraged to respond and shall not be discriminated against during proposal review.

- iii. EmployIndy is an equal opportunity employer. All bidders shall certify the same.
- iv. The bidder certifies and agrees that it will provide and maintain a drug-free workplace.
- v. Issuance of the Request for Proposal 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.
- vi. 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.
- vii. 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.
- viii. EmployIndy will consider non-responsive any submittal for which critical information is omitted, lacking or represents a major deviation from the RFP, or submission after the due date.
- ix. 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 execution of the contract.
- x. Bidders shall certify either no real or apparent conflict of interest exists in carrying out the scope of work described, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.

**V. Proposal Requirements**

*a. Proposal Timeline*

Beginning Friday, September 21, 2018 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) or (317) 684-7617.

Key dates specific to this notification are scheduled as follows:

RFP Issued	September 21, 2018
Bidder's Conference	October 3, 2018, 11:30 a.m.
Deadline to Submit Questions	October 4, 2018, 4 p.m.

Response to Questions Posted	October 5, 2018, 5 p.m.
Proposal Due	October 12, 2018
Bidders Presentations (if needed)	October 24, 2018
Contract Negotiation Period	October 26 - 31, 2018
Effective Date of Contract	November 1, 2018 Services Begin

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

A bidder's conference, open to eligible applicants, will be held on Wednesday, October 3, 2018 at 11:30 am ET at EmployIndy, PNC Center, 115 W. Washington St., Suite 450 S. Indianapolis, IN 46204. EmployIndy Youth Services staff will present the RFP requirements and accept questions during the bidder's conference to offer technical assistance to respondents.

Entities may submit questions to [sPhillips@employindy.org](mailto:sPhillips@employindy.org) until Thursday, October 4, 2018 at 4:00 pm ET. A response to all questions will be available no later than close of business on Friday, October 5, 2018 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.

*b. Proposal Submission*

The proposal must be received by EmployIndy no later than 4:00 pm (ET) on Friday, October 12, 2018. Please submit one proposal with original signature(s) and seven (7) additional copies of the proposal to:

ATTN: Sara Phillips, Manager, Grants & Contracts  
EmployIndy  
PNC Center  
115 W. Washington St., Suite 450 S.  
Indianapolis, IN 46204

An electronic copy of the proposal must also be received by EmployIndy no later than 4:00 pm (ET). Please send documents to [sPhillips@employindy.org](mailto:sPhillips@employindy.org).

*c. Formatting*

Proposals must be typed in Microsoft Word in 12-point font, double-spaced, with numbered pages at the bottom of each page. Page limits per section are specified with the outline format and required details below. The entire proposal should not exceed 20 pages. The page limitation does not include the required attachments.

d. *Required Proposal Outline and Components*

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 relevant sub-section headings as they appear, and within the maximum page limits for each section as specified below.

i. Proposal Cover Sheet

The Proposal Cover Sheet should not exceed a single (1) page and must include:

- The title of the proposal;
- The respondent's 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; and
- The authorized signature and submittal date.

ii. Organizational Capability and Qualifications

The respondent must provide an overview of its organization and staff, capability and qualifications to successfully carry out the YES services described herein. This description should not exceed four (4) and pages must include:

- A company history including the organization's mission, vision, governance structure, and legal status;
- The number of employees, including an organizational chart specific to the proposed service delivery plan as an attachment;
- The qualifications of all key management and staff conducting the proposed services and their expertise serving youth and young adults with unique needs and barriers, include resumes, job descriptions and/or profiles for all key staff as attachments and an organizational chart;
- The experience and/or prior work that demonstrates expertise in executing and delivering the services described in this solicitation, including specific workforce services, along with performance outcomes, the organization and/or key staff have provided to youth and young adults;
- The experience administering and complying with the programmatic and fiscal requirements of federal, state and local funds; and
- The utilization of client tracking and/or management information systems, and the past/current experience the organization and key staff possess in real-time reporting of participant activities in these systems.



iii. Service Delivery Plan

The proposed service delivery plan should describe how innovative approaches to skill development and employment preparation services for youth and young adults will facilitate transition to post-secondary education or job placement. Where relevant, please include a timeline, schedule of activities with services, and key dates for the plan. This description should exhibit the YES Values identified herein, should not exceed twelve (12) pages, and must include:

- The target population and the areas of Indianapolis to be served, including an explanation of the population's characteristics and unique barriers to work, and the number of youth and young adults to receive services;
- The service elements to be delivered to participants directly by the respondent and the service elements for which partners will coordinate;
- How the proposed services align with the skill requirements of regional job and career opportunities, including the education or training needed to develop the requisite job skills – foundational, occupational, and/or employability skills;
- How the innovative methods of the proposed service delivery plan will ensure increased engagement of Opportunity Youth in the YES and lead to positive education, training, and employment outcomes; and
- The coaching methods and practices used to assist participants with career advising, goal setting, education or training navigation, job readiness training, financial education and services, barrier identification and removal, motivational supports, job search and placement services, and job retention and career advancement supports;
- The assessment tools and activities to be utilized to deliver employability (soft) skills, labor market information, resumes, applications, cover letters, job search and interview skills, etc.;
- The work experiences and career-connected learning activities to be offered and the partners established to deliver these opportunities;
- Current experience with ICC and ETO and/or the technical assistance needs of key management and staff to build organizational capacity to fully implement the required management information systems for client tracking;
- The plan to collect data for timely entry into ICC and ETO;
- The plan for ensuring data integrity and quality maintenance of required documentation and client files for reporting and monitoring, and the practices for limiting and procedures for correcting errors in a timely manner; and
- The methodology for projecting outcomes on the key performance and community indicators used to evaluate YES.

iv. Budget and Budget Narrative

The respondent should provide an outline of their financial management structure, including experience and or expertise managing and accounting for Federal and/or State Funds. A brief description of the staff structure and internal control system in place should also be included in the narrative, and a copy of the organization's most recent financial audit should be attached.

Each proposal must include a Budget Summary using Attachment G and must include a sub-total cost for each allowable budget category below. The budget narrative should consist of the proposed costs for executing the service delivery plan, along with a justification of the costs. The narrative should not exceed three (3) pages. For the purpose of this RFP, cost categories must include:

- Salaries and Wages – Includes the staffing costs and position types. Levels and numbers of positions should be specified in the narrative.
- Fringe Benefits – Includes FICA unemployment insurance, worker's compensation, disability, life insurance, retirement costs and medical coverage as per your policies. Fringe rates must not be less than 7.65% or exceed 25% of total salaries and wages. The types of fringe benefits should be specified in the narrative.
- Occupancy – Includes the costs to maintain the physical space necessary to deliver services to the number of participants targeted during the duration of the service plan.
- Furniture and Equipment – Includes all furniture and equipment costs.
- Staff Travel and Development – Includes all local travel and staff development training costs.
- Insurance – Includes insurance coverage premiums for performance under this agreement.
- Direct Participant – Includes costs to provide direct services to participants including items like training, work experience, and supportive services.
- Non-Direct – Includes supplies and consumables not included elsewhere.
- Administrative/Overhead – Includes administrative and overhead costs for operating the program.
- Total – This is the total proposed cost for operating the proposed program between November 1, 2018 and June 30, 2019.

The total budget request for Occupancy and Administrative/Overhead costs may not exceed 10 percent of the total program budget unless the organization has an approved indirect cost rate that allows more than the de minimis.

## **VI. Evaluation and Selection 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 based on the criteria described 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 selection of proposals shall be made at the sole discretion of EmployIndy.

The top bidders or “finalists” may be requested to deliver presentations. Following presentations, evaluators may adjust applied points based on clarifying data provided during the presentation. At a minimum, the presentation will consist of a short formal presentation and a question/answer period.

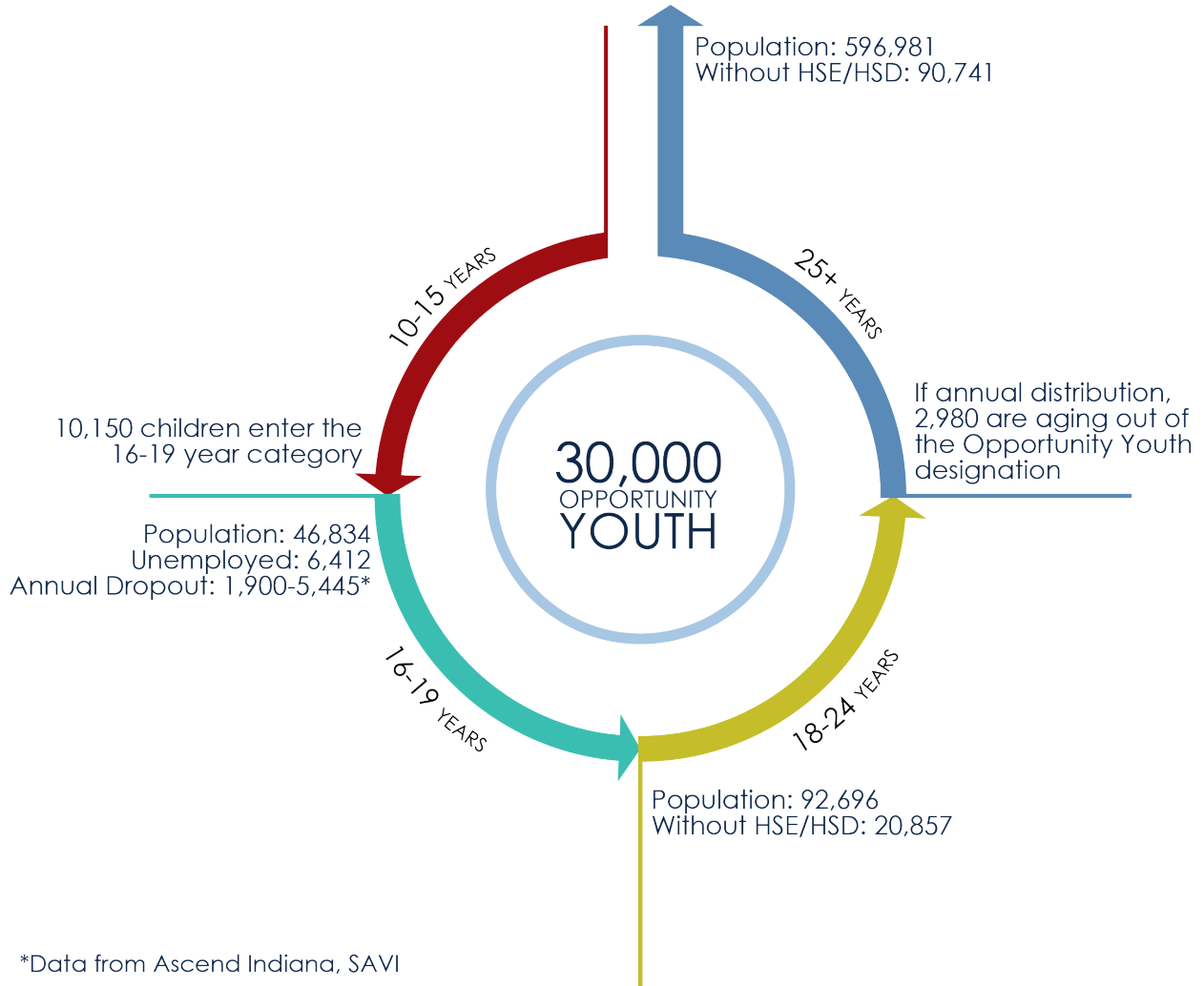
Proposals may score a maximum of 100 points and will be evaluated as follows:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<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 complete the proposed service delivery to meet the needs of the service group.</p>	<b>20</b>
<p><b>Service Delivery Plan</b></p> <p>Points will be applied based on the innovation, quality, and strength of service delivery design, through a continuum of comprehensive services and partnerships, resulting in outcomes-based skills development and employment preparation services for youth and young adults.</p>	<b>60</b>
<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 contract funds.</p>	<b>15</b>
<p><b>Target Area</b></p> <p>Points will be applied for proposals targeting one or all the five high-priority neighborhood clusters in the Near East (46201), North West (46208), Mid-north (46205), North East Corridor (46218), and Far East (46235) areas of Indianapolis.</p>	<b>5</b>
<b>Total Points</b>	<b>100</b>

**EmployIndy RFP# 2018005**  
**Attachment A: Opportunity Youth in Marion County**

**OPPORTUNITY YOUTH IN MARION COUNTY**

2014 - AMERICAN COMMUNITY SURVEY

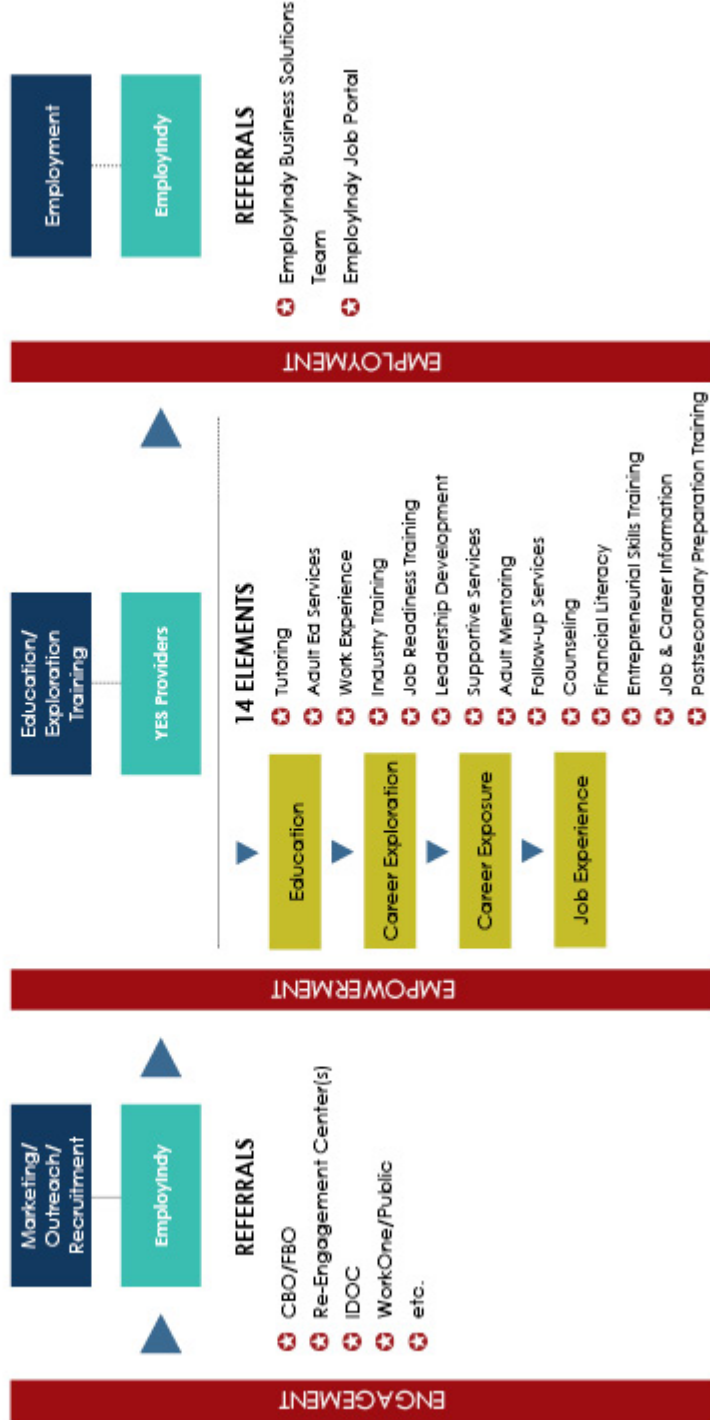


EmployIndy RFP# 2018-005  
 Attachment B: Marion County Youth Employment System



# YOUTH EMPLOYMENT SYSTEM

PY18: JULY 1, 2018 - JUNE 30, 2019



**EmployIndy RFP# 2018-005  
Attachment C: YES Service Elements Delivery Plan**

*Please complete the table below and provide as an attachment to the full proposal.*

<b>No.</b>	<b>Service Element* (Identified Element on Attachment B)</b>	<b>YES Framework Stage</b>	<b>Will your organization directly deliver this service? (Y/N)</b>	<b>Who is your partner for this service? (Name organization)</b>	<b>Do you have a formal partnership agreement in place? (Y/N)</b>
1.	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma	Education			
2.	Alternative secondary school services, or dropout recovery services, as appropriate (Adult Ed Services)	Education			
3.	Paid and unpaid work experiences that have as a component academic and occupational education	Experience			
4.	Occupational skills training (Industry Training)	Education			
5.	Education offered concurrently with and in the same context as workforce preparation activities and training for a	Education			

No.	Service Element* (Identified Element on Attachment B)	YES Framework Stage	Will your organization directly deliver this service? (Y/N)	Who is your partner for this service? (Name organization)	Do you have a formal partnership agreement in place? (Y/N)
	specific occupation or occupational cluster (Job Readiness Training)				
6.	Leadership development opportunities	Empowerment			
7.	Supportive Services	Empowerment			
8.	Adult mentoring face-to-face for the period of participation and a subsequent period, for a total of not less than 12 months	Exposure			
9.	Follow-up services for not less than 12 months after the completion of participation	Experience			
10.	Comprehensive guidance and counseling	Exposure			
11.	Financial literacy education	Empowerment			
12.	Entrepreneurial skills training	Education			
13.	Services that provide labor market and employment information about in-demand industry sectors or occupations (Job & Career Information)	Exposure			
14.	Activities that help youth prepare for	Exploration			

No.	Service Element* (Identified Element on Attachment B)	YES Framework Stage	Will your organization directly deliver this service? (Y/N)	Who is your partner for this service? (Name organization)	Do you have a formal partnership agreement in place? (Y/N)
	and transition to postsecondary education and training				

\*Refer to Section III.b. for full definition



## **EmployIndy RFP# 2018-005 Attachment D: WIOA Titles I-IV**

### Title I: Workforce Development Activities

Title I governs the one-stop delivery system, for which EmployIndy is most directly responsible. The Youth Services Provision falls within this title and mandates fourteen program elements which must be included in the service and design, either through direct services provisions or through a partnership with other organizations, including EmployIndy and WorkOne Indy.

Title I-A requires EmployIndy to engage in regional coordination. The One-Stop Operator is specifically charged with assisting EmployIndy in this coordination.

Title I-B creates in each local region a one-stop delivery system comprised of training and career services programs under Titles II, III, and IV, and other federally required partner programs. Additionally, Title I-B outlines the provision of training services and career services to adults, dislocated workers, out-of-school youth, and in-school youth. In Marion County, training and career service providers are selected through competitive bid processes by EmployIndy.

### Title II: Adult Education and Literacy Act

Title II impacts the Adult Education and Literacy Act, which is intended to “create a partnership among the Federal Government, States, and localities to provide, on a voluntary basis, adult education, and literacy activities.” The purpose of Title II is to “assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency.” EmployIndy currently partners with four area adult education and literacy providers receiving WIOA Title II funds through the DWD Adult Education program. DWD engages in a competitive application process for Adult Education Grants which may change future provider partners.

### Title III: Wagner-Peyser Employment Services

Title III of WIOA amends the Wagner-Peyser Act of 1933 which established a nationwide system of public employment offices known as Employment Services. Wagner-Peyser focuses on providing a variety of employment related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings.

In Marion County, Wagner-Peyser Employment Services are delivered by DWD state employees that will be functionally managed by the WorkOne Indy Services Provider, as described in more detail throughout this RFP.

### Title IV: Rehabilitation Act of 1973

Title IV amends the Rehabilitation Act of 1973 and the provision of vocational rehabilitation services. Based on findings that “individuals with disabilities experience staggering levels of unemployment and poverty,” vocational rehabilitation services

are provided to help individuals with disabilities “prepare for, obtain, or retain employment.”

In Marion County, the Vocational Rehabilitation program is implemented by the Indiana Family and Social Services Administration.

**EmployIndy RFP# 2018-005**  
**Attachment E: Funding Source Assessment**

*Please check all that apply and provide as an attachment to the full proposal.*

Organization Name: \_\_\_\_\_

- Is currently funded by Federal formula dollars.
- Currently retains a full-time staff equivalent to review and monitor for quality assurance and/or provide service delivery data entry.
- Has accounting capacity and experience with tracking staff time for delivering client/participant services across multiple funding streams.
- Has had an A-133 audit in the past three years.
- Has previously received Youth Employment Services funds through EmployIndy.
- Has previously been awarded WIOA Youth funds.
- Currently uses one or more of the following systems to enter, manage, and track data for clients/participants:
  - Efforts to Outcomes (ETO)
  - Indiana Career Connect (ICC)
  - IPIC YES database

**EmployIndy RFP# 2018-005  
Attachment F: Projected Outcomes**

*Please complete the table below and provide as an attachment to the full proposal.*

<b>Youth Employment System Services November 1, 2018-June 30, 2019</b>	
<b>Key Performance Indicators</b>	<b>Projected Outcome</b>
Number of out-of-school youth and young adults to enroll in YES services (participants)	
Number of participants completing employability skills training and earning Job Ready Indy badges	
Number of participants entering education services	
Number of participants entering training services	
Number of participants receiving paid and unpaid work experiences and participating in career-connected learning experiences	
Number of participants to obtain a recognized post-secondary credential	
Number of participants to obtain a recognized secondary school diploma or equivalent	
Number of participants to obtain an Advance Training/Certification	
Number of participants placed in unsubsidized employment	
Number of participants who are in education or training services, or in unsubsidized employment during second quarter after exit (180 days)	
Number of participants who are in education or training services, or in unsubsidized employment during fourth quarter after exit (365 days)	
Number of participants who are in education or training services, or in unsubsidized employment 18 months after exit	
Number of participants who are in education or training services, or in unsubsidized employment 24 months after exit	

**EmployIndy RFP# 2018-005  
Attachment G: Budget Summary**

*Please complete the worksheet below and provide as an attachment to the full proposal.*

<b>Youth Employment System Services November 1, 2018-June 30, 2019</b>	
<b>Cost Category</b>	<b>Category Sub-Total</b>
Salaries and Wages	\$
Fringe Benefits	\$
Direct Participants – Barrier Buster (Vouchers)	
Direct Participants – Work Experience	
Occupancy	\$
Furniture and Equipment	\$
Staff Travel and Development	\$
Insurance	\$
Indirect Costs	\$
Administrative/Overhead	\$
<b>Total Amount Requested</b>	<b>\$</b>