



**Request For Proposals 2023-006  
Reemployment Services Program  
Questions & Answers**

1. Is a Letter of Intent with an Executive summary required? If so, please describe the requirements.
  - a. This is not required.
2. The cover page of the RFP says there is an option to extend for up to two additional years, however, page 9 paragraph C says there is an option to extend for up to 3 successive years. What is the possible maximum extension?
  - a. The maximum extension is three (3) years.
3. RFP page 11, Section 2 title (Organizational Capability and Qualifications) says "maximum of 3 pages, however, in the paragraph below it says it should not exceed four (4) pages. Is the maximum for this section 3 or 4 pages?
  - a. Four (4) pages
4. The RFP states that the proposal cannot exceed 10 pages, however the maximum allowed per section according to RFP pages 11-13 do not add up to 10 pages. What is the maximum?
  - a. Maximum page limit is 10 pages.
    - i. Organizational Capability and Qualifications - 4 pages
    - ii. Staff Hiring Plan – 4 pages
    - iii. Budget Narrative – 2 pages
5. As a private company we do not share our financial data during the proposal process. Could a letter from our bank suffice, or could we provide this data after award under an NDA?
  - a. EmployIndy would accept a summary of financial statements and audit findings signed by the organization who completed the audit.
6. Is the vendor serving as the employer of record for only the "• 9 FTE Re-employment Service Coordinators and 1FTE Compliance Coordinator that will also serve as the on-site formal supervisor?" or will we be the employer of record for people in the RES program that those coordinators are placing?
  - a. This contract is only for the 10 RES staff.
7. What is the pay rate for each of the 9 service coordinators and 1 compliance coordinator?
  - a. Currently pay ranges from \$19.81 per hour to \$24.49 per hour plus full benefits.
8. What are the background and drug screening requirements?
  - a. Please refer to the attached EmployIndy policies.
9. Please confirm the vendor is not required to recruit for any of the positions.



- a. The vendor is expected to recruit individuals to fill vacancies. Those vacancies are filled with temp-to-hire or direct hire.
10. Will personnel be located at the vendor's site or elsewhere?
  - a. Staff are located at WorkOne Indy, 4410 N Shadeland Ave, Indianapolis, IN 46259
11. The section Organizational Capability and Qualification notes a three-page maximum, but below it says the description should not exceed 4 pages, please clarify.
  - a. See question 3.
12. Can you provide examples of what you are looking for with Prior Performance Outcomes?
  - a. Provide performance outcomes on previous contracts you have held.
13. When you say "administrative overhead total" are you referring to the cap on profit?
  - a. Administrative/Overhead, Indirect, and Profit are different line items.
14. In section "Direct Service" it notes "Eligible costs include but are not limited to: orientation to WorkOne Services, determination of individual claimant needs, provision of additional reemployment services and/or training or WorkOne staff during the timeframe indicated." Aren't we just serving as the employer of record for 10 full-time employees?
  - a. The vendor is expected to provide onboarding of staff and to serve as the formal supervisor for the 10 full-time staff including formal disciplinary actions. Functional supervision is provided by EmployIndy. The RES staff work and interact with other service provider staff in the building to deliver services and cross-knowledge is shared.
15. For attachment "Citations supporting evidence of effectiveness" can you help us understand what we need to provide there?
  - a. This could include previous KPIs on other contracts or other information you believe is evidence of effectiveness.
16. For attachment "Staff Job Descriptions" what are you looking for here? Are these job descriptions for the 10 employer of record positions? Are they for internal employees who will be managing the program?
  - a. The vendor will have to have both as the Employer of Record – staff involved in recruitment, formal supervision as well as the 10 staff.
17. We see that Staff Hiring Plan is 50% of the points. If we are just serving as the employer of record, and hiring people directed to us by EmployIndy, can you elaborate on what you'd like to see in this section?
  - a. It is the vendors responsibility to provide qualified candidates for EmployIndy to review for open positions. At times these will be direct hires at other times they would be temp-to-hire positions.



18. Can the Cyber Liability of \$2 Million be waived since these are not technology positions?
  - a. The Cyber Liability insurance is required as staff will be collecting personally identifiable information from clients and entering into the State database system.
  
19. We are seeing references to "Yes Indy" within this document which looks to have been a previous RFP - can you confirm if these requirements are for this RFP, as some of them seem to not be applicable for this scope of work.
  - a. These are the requirements of this RFP. The YES Indy reference is an editing error.

# Resources

[Dashboard](#) > [EmployIndy Policies](#) > [Chapter 3: Program Administration](#) > [Section 3: Client Service](#) > [Background Checks for Staff and Volunteers](#)

## Background Checks for Staff and Volunteers

### Purpose

To provide guidelines on the administration of background checks to EmployIndy and service provider staff, interns, and volunteers.

### Scope

This policy applies to all EmployIndy staff and interns, as well as all service provider staff administering an EmployIndy program and EmployIndy program volunteers who either come into meaningful contact with minors or have access to minors' **personally identifiable information (PII)** during the course of their EmployIndy-related job responsibilities. This policy does not apply to volunteers for non-EmployIndy programs or events who are referred or recruited for the program or event by EmployIndy.

Affected funding streams: All

### Responsible Parties

EmployIndy Fiscal and Administrative Officer

EmployIndy department directors

Service providers

### Policy Statement

#### Background Checks

A criminal background check is required of all EmployIndy staff and interns.

A criminal background check is required of all EmployIndy volunteers and service provider staff, interns and volunteers who either come into meaningful contact with minors or have access to minors' personally identifiable information ( **PII** ) during the course of their EmployIndy-related job responsibilities.

EmployIndy does not require volunteers for a non-EmployIndy program or event who are referred or recruited for the program or event by EmployIndy to receive a background check.

A criminal background check includes the following:

- National criminal background check;
- National Sex Offender check; and
- Child Protection Index (CPI) check.

Meaningful contact takes place when an individual is in a one-on-one situation with a minor.

A criminal background check may be carried out at any time, and at a minimum is carried out at hiring and annually thereafter.

EmployIndy department directors are responsible for ensuring each staff member and program volunteer who fall under the requirements in this policy are administered a background check.

#### Notification

Applicants to an open EmployIndy or service provider staff position, internship or volunteer position must be given advance notice if the position requires a criminal background check prior to the background check being conducted. Applicants may decline consent to have a criminal background check conducted with the understanding that this will make them ineligible for the position.

As part of the onboarding process, new employees and interns must be informed that additional criminal background checks may be conducted at any time and at a minimum of once every three years.

#### Identification

A person's identity for the purpose of conducting a background check is confirmed through social security verification and a valid driver's license. A state identification or license from another state is acceptable when the applicant works in but lives outside of Indiana, has current military involvement, is a current college student, or maintains dual residency.

#### Results

All individuals are entitled to a copy of the results of a background check conducted on them. If an individual suspects inaccuracies in the report, the individual must appeal to the entity which prepared the report using that entity's appeals procedures. EmployIndy shall accept the findings of the report and administer appropriate action unless the individual's appeal returns with a correction.

## Action

It is not the intention of this policy to be a barrier to employment for individuals who are or could be otherwise productive staff members of their organization. If it is feasible for an individual to retain employment but be moved to a position or arrangement that does not require meaningful contact with minors or other job duties deemed inappropriate given the employee's history, that should be the preferred option.

Job applicants for positions requiring meaningful contact with minors shall be rejected and current staff shall be terminated, removed from job responsibilities requiring meaningful contact with minors, or, in the case of service provider employees, removed from an EmployIndy-contracted position, if any of the following apply:

- Failure to complete the screening process.
- CPI history check is returned with a negative result.
- Conviction of any crime in which a non-peer child was involved;
- History of sexual abuse of children and/or sexually exploitive behavior; or
- Having a felony conviction within the past three years.

This list does not prohibit EmployIndy from barring an individual from employment, meaningful contact with a minor, or other job duties (such as managing funds or data) based on other pertinent information gleaned from the background check.

Final decisions regarding which action to be taken upon completion of a background check are left to the EmployIndy Fiscal and Administrative Officer for EmployIndy staff members and volunteers.

Service providers may make personnel decisions internally except when requesting an exception to required actions in the "Action" section of this policy.

## Exceptions

Individuals who receive a negative outcome from a background check which typically would disqualify the individual from job positions requiring meaningful contact with minors may receive an exception to action taken in certain circumstances.

When considering an exception, decision-makers must consider the nature of the offense, the clear, significant, and long-lasting strides the individual has made to correct their life, and factors such as an employer's ethos being built around re-entry populations.

The following background check outcomes may not be granted an exemption:

- Failure to complete the screening process;
- History of sexual abuse of children and/or sexually exploitive behavior.

Exception requests for EmployIndy staff members and volunteers to required actions described in the "Action" section of this policy must be made to the EmployIndy Fiscal and Administrative Officer.

Service providers seeking an exception for an employee to the required action described in the "Action" section of this policy must direct the request to the appropriate EmployIndy department director, who may grant an exception at their discretion. In those cases, the requesting service provider must provide the full criminal background check to EmployIndy for review.

## Recordkeeping

For each required staff member, intern, or volunteer, a copy of the most recent background check conducted shall be kept on record for the duration of the individual's employment and at least 2 years following the completion of their employment. Service providers must maintain their own records according to this schedule. EmployIndy shall maintain all internal records, and any service provider records which requested an exception.

## Procedure and Best Practice

None.

## Governing Laws, Rules, and Policies

None.

## Related Documents

None.

## Policy History

1. Initial release. Approved 5/25/2019, effective 7/1/2019. Review 7/1/2020.

# Resources

[Dashboard](#) > [EmployIndy Policies](#) > [Chapter 3: Program Administration](#) > [Section 3: Client Service](#) > [Drug Screening](#)

## Drug Screening

### Purpose

To establish guidelines for drug screening of participants in the **EmployIndy system**.

### Scope

This policy provides guidance to EmployIndy and all service providers concerning screening participants for use of controlled substances.

Affected funding streams: All

### Responsible Parties

EmployIndy service providers are responsible for complying with the requirements of this policy.

### Policy Statement

EmployIndy shall not require participants to be screened for use of controlled substances in order to be eligible for enrollment or participation with any programs in the EmployIndy system.

### Exceptions

A service provider may drug screen participants if screening is required as condition of enrollment in a program competitively selected by EmployIndy.

### Procedure and Best Practice

### Governing Laws, Rules, and Policies

[29 U.S.C. § 3241\(f\)](#) provides States the authority to establish their own requirements for the screening and sanctioning of **WIOA** participants for the use of controlled substances prior to enrollment in training-level services.

The Indiana Department of Workforce Development issued [DWD Policy 2017-17: Participant Drug Screening](#), dated June 13, 2018, which allows local WDBs the flexibility to determine which WIOA participants should be screened, if at all, based on regional needs.

### Related Documents

### Policy History

1. Initial release. Approved 08/02/2018, effective upon approval. Review 08/02/2019.