

# EmployIndy

GUIDING MARION COUNTY'S WORKFORCE

## NOTIFICATION OF REQUEST FOR PROPOSALS

Provision of  
**Community-Based Workforce Development**

Issued December 6, 2023

**Proposals must be received no later than 11:59pm EST  
Friday, January 19, 2024**

RFP# 2023-007

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.

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- A. Projected Performance Outcomes
- B. Past Performance Worksheet
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## 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 supportive 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 its new Strategic Plan (releasing in March 2023) and centered on four primary goals:

1. Elevate implementation of high-quality initiatives for individuals and employers to succeed in a rapidly changing 21st Century economy;
2. Build capacity among ecosystem partners to ensure quality services through training and support across Marion County;
3. Utilize data to prioritize equity among interventions in the workforce development ecosystem that lead to economic mobility; and
4. Promote and support systems change to ensure an enabling environment that promotes success in the education through workforce pipeline.

To address the needs and challenges of our workforce, EmployIndy's strategic initiatives and investments span five priority focus areas including career-connected learning, coaching and training, job connection, good jobs, and systems change and advocacy.

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.

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 youth 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 and are looking to fill.

EmployIndy is deliberately deepening its effort by aligning resources and services in the following zip codes: 46208, 46201, 46205, 46218, 46235. In these neighborhood clusters and beyond, an estimated

20,000 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 doing so, 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**

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.

Through this RFP, EmployIndy seeks programs and services targeted at building the human capital within the Indianapolis Urban Core, in these neighborhood clusters or others where significant investments in community development and placemaking are concurrent.

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, ultimately, career pathways aligned with Indianapolis' growing economic sectors. EmployIndy seeks to improve the connection and braiding of funds between 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 workforce funding to bring employment services and case management support to organizations on an established and consistent schedule.

Without the skills that matter to area employers, our neighbors are unable to secure jobs that ensure a place in the workforce, livable wages or even career growth.

Utilizing an ABC approach - Any job, Better job, Career – residents begin to find jobs and develop a work history. After demonstrating on-the-job competencies, individuals take on additional responsibilities that align with higher pay and continued learning opportunities. Finally, persons with interest and aptitude move into high-demand fields that help grow our local economy.

EmployIndy seeks to help individuals who experience significant barriers find employment. This may include individuals in high-need households, individuals with criminal backgrounds, individuals with mental and behavioral health needs, individuals who may be homeless, or males not enrolled in Selective Service by age 26. Programs and services targeting participants or employers in the following areas of Marion County are preferred:

1. The Indianapolis Core;
2. Neighborhoods undergoing concurrent community development and placemaking revitalizations; and/or

3. 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) and surrounding neighborhoods.

EmployIndy seeks to contract Community Development Block Grant (CDBG) funds to community-based organizations engaged in barrier- busting workforce development activities. EmployIndy is soliciting proposals which will support, improve, and coordinate effective neighborhood-level employment and training programs that connect underemployed and/or unemployed residents to jobs and career pathways that lead to self-sufficiency and family sustaining wages. Through the resulting contracts, EmployIndy will partner with community-based organizations and neighborhood-level programs to increase program capacity and provide community- level access to workforce development services throughout Marion County.

### **III. Community Development Block Grant**

Since 2011, EmployIndy has disbursed approximately \$5,600,000 on behalf of the City of Indianapolis to area community-based organizations through CDBG, resulting in neighborhood-level employment services to over 9,000 residents. This funding has led to 2,218 credentials received through education and training programs and over 2,500 residents finding employment.

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 community-based organizations working with unemployed and underemployed residents to increase capacity to deliver workforce services at a very local level through annual contracts. Community-based organizations are uniquely positioned to offer a variety of individualized, culturally appropriate, accessible, and adjacent services that bring workers into the mainstream economy through jobs offering the promise of financial stability and pathways to long-term careers.

#### *A. Oversight*

The oversight of CDBG work resides with the Community Career Services team. EmployIndy's Community Career Services team manages programs that recruit and re- engage opportunity youth and adults into education and workforce development services.

The Community Career Services team will work with cross-departmental EmployIndy team members to provide 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, once annually 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), the required CDBG case management system.

### *B. Efforts to Outcomes*

EmployIndy requires CDBG providers to use the case management system, Efforts to Outcomes (ETO). All program and client level services must be captured within ETO.

EmployIndy's Technical Assistance team will onboard 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*

CDBG 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 Community-Based Workforce Development 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 are eligible to apply for funding. EmployIndy recognizes that smaller organizations may not have the capacity to manage federally funded contracts but have distinct expertise in working with job seekers facing significant barriers to 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.

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

The City of Indianapolis' Department of Metropolitan Development (DMD) receives CDBG as an entitlement grant from the U.S. Department of Housing and Urban Development (HUD) to provide decent housing, secure a suitable living environment, and expand economic development opportunities for individuals earning 80% or less of median family income. Within this funding, public services – which include employment services – are held to a maximum of 15% of total CDBG funds. Therefore, it is anticipated DMD will award EmployIndy approximately \$500,000 for public service administration and activities focused on employment services in 2024.

EmployIndy is partnering with DMD to oversee the award and implementation of these CDBG public service funds. EmployIndy will award CDBG funds to four to seven entities that demonstrate an ability to innovatively and effectively deliver the programs and services described herein.

The procurement under this RFP will cover through March 31, 2025. The contract will be a one-year contract beginning on April 1, 2024, and ending on March 31, 2025. Contracts and services may be eligible for a one-year extension depending on award of funding in 2025 and provider spending and performance.

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 the 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 are at 80% or less of the median family income;
- Knowledge and understanding of the CDBG Program Policies and Procedures Manual (revised) or the willingness to gain knowledge of such; and
- Knowledge and understanding of OMB's Uniform Guidance at 2 CFR 200. More information can be found at:
  - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

*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. Community-Based Workforce Development 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, and 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, target population, and target area; 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.

#### 1. 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:

- **Company History** – include the organizations' mission, vision, governance structure, and legal status.
- **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 organizational chart specific to the proposed service delivery plan as an attachment.
- **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 who may be homeless, and/or males not enrolled in Selective Service by age 26.

- **Target Area** - include a description of the target area including neighborhood and resident needs.
- **Organizational Experience** - include prior work that demonstrates 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.
- **Client Tracking** - 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.

## 2. Proposed Program Design & Implementation

- **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.
- **Client Demographics** – describe the target client demographics including age, race, ethnicity, education level, and targeted zip code of residence.
- **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.
- **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 for participants to be successful in education, training, and employment.
- **Partners and Collaborations**
  - List your partners and describe how your partners align with the occupation opportunities of the labor market and/or targeted occupations.
  - 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 expand opportunities for residents.
- **Funding**
  - A description of how you will use CDBG dollars to pay for training not on the eligible training provider list.

- List all funding streams necessary to fully implement the proposed program including local 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.
- **Key Performance Indicators** – 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. Each proposal must include projected performance outcomes using the Projected Performance Outcomes Worksheet (Attachment A).

3. Diversity, Equity and Inclusion

Does your agency have a stated commitment to diversity, equity, and inclusion in your governing strategic plans or program policies? If so, describe how it is demonstrated in policy and practices and what accountability mechanisms are used.

4. 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. EmployIndy recognizes only the state’s certification of an XBE, or a certification by the City of Indianapolis Office of Minority and Women Business Development.

Additionally, priority consideration will also be given to organizations with minority, women, veterans, and disabled persons in key leadership/board positions.

*D. Past Performance*

Organizations that have previously received and completed (or nearly completed) a CDBG grant award from EmployIndy in the last 5 years will receive points based on past performance demonstrated by their quarterly performance report submissions.

Organizations who have not previously been funded a CDBG grant award through EmployIndy must submit a brief description of the completed grant for which they 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.

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 B)

1. Earned an Industry Recognized Credential
2. Placed in Unsubsidized Employment
3. Employment Placement Retained at 30 Days
4. Amount of Budget Expended

Points awarded (total 10 pts)

- 80.00 percent or higher will receive 2.5 points for this subsection.
- 50.00 percent – 79.99 percent will receive 1.5 points for this subsection.
- 49.99 percent or below will receive 0 points for this subsection.

### *E. 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 managing and accounting for Federal and/or State Funds. A brief description of the financial staff 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. 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 C). 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. Salaries and Wages – Includes the staffing costs and position types. Levels and numbers of positions should be specified in the narrative.
2. 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.
3. Staff Travel & Development– Includes all travel and training costs.
4. Direct Participant – Includes costs to provide direct services to participants including items like training and supportive services.
5. Total – This is the total proposed cost for operating the specific module during the specified time period covered by the specific budget worksheet.

### *F. Attachments*

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

1. An organizational chart.
2. A copy of the most recent financial audit.
3. The Projected Performance Outcomes Worksheet (Attachment A).
4. A Past Performance Worksheet (Attachment B).
5. The Budget Worksheet (Attachment C).
6. A job description for front-line staff working directly with participants.

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.

## VII. Proposal Submission

### *A. RFP Timeline*

Beginning Tuesday, December 5, 2023, the RFP will be available to download from the EmployIndy website at [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).

Applicants must submit one (1) electronic copy of responses. Please note that EmployIndy will not reimburse vendors for any costs they incur in developing their response.

All responses should be submitted no later than 11:59pm EST, January 19, 2024, at <https://employindy.org/contractopp>.

RFP Issued	Wednesday, December 6, 2023
Bidders Conference	Wednesday, December 13, 2023, 10:00am
Deadline to Submit Questions	Friday, December 15, 2023. 5:00pm
Response to Questions Posted	Tuesday, December 19, 2023, close of business
Proposal Due	Friday, January 19, 2024, 11:59pm
Bidders Presentations (if needed)	Tuesday, January 30, 2024, and Wednesday, January 31, 2023
Notice of Award (Per Board Approval)	Week of February 26, 2024
Effective Contract Date	April 1, 2024

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

*B. Technical Assistance*

A virtual bidder’s conference, open to eligible applicants, will be held on Wednesday, December 13, 2023, at 10:00 am. CDBG staff will present the RFP requirements and accept questions during the bidder’s conference to offer technical assistance to respondents. The zoom meeting information is posted below, and the PowerPoint will be posted to EmployIndy’s website after the meeting.

**[Bidders Conference](#)**

**Meeting ID: 890 6008 8956**

**Passcode: 634717**

Entities may submit questions to <https://employindy.org/contractopp> until Friday, December 15, 2023, at 11:59 pm ET. A response to all questions will be available no later than close of business on Tuesday, December 19, 2023, 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 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.

<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 deliver the proposed program to meet the needs of this solicitation.</p>	<b>10</b>
<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>	<b>40</b>
<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>	<b>10</b>
<p><b>XBE Status</b></p> <p>Points will be applied based on organization status and key leadership/board positions.</p>	<b>5</b>
<p><b>Targeted Area</b></p> <p>Points will be applied for programs and services targeting participants and/or employers in the preferred areas of Marion County identified in this solicitation.</p>	<b>5</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 grant funds.</p>	<b>20</b>
<p><b>Past Performance</b></p> <p>Points will be applied based on the percentage of met individual performance goals, including budget spending.</p>	<b>10</b>
<p><b>Total Points</b></p>	<b>100</b>

**Attachment A**

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**Project Performance Outcomes Worksheet**

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<b>Performance Outcome</b>	<b>Projected Number</b>
<b>Enrolled into Workforce Development Services</b> (Number who are eligible and enrolled)	
<b>Completed Job Readiness Training</b> (Number who complete workforce preparation activities and training)	
<b>Enrolled in Industry Recognized Credential</b> (Number enrolled in a high school diploma, HSED, or other industry recognized credential or degree program)	
<b>Earned an Industry Recognized Credential</b> (Number receiving a high school diploma, HSED, or other industry recognized credential or degree)	
<b>Placed in Unsubsidized Employment</b> (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)	
<b>Employment Placement Retained at 30 Days</b> (Number placed in unsubsidized employment and have remained employed for 30 days)	
<b>Employment Placement Retained at 60 Days</b> (Number placed in unsubsidized employment and have remained employed for 60 days)	



**Attachment B**

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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			

**Attachment C**  
**Budget Worksheet**

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<b>Budget Category</b>	<b>Expense</b>
Personnel	
Fringe Benefits	
Direct Participant	
Staff Development & Travel	
<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.
4. All included costs must be reasonable and necessary to carry out the proposed project.