

A photograph of the Indianapolis skyline at dusk. The sky is a deep, dark blue with some light clouds. Several skyscrapers are visible, including the Bank of America Tower on the left with an American flag on top, and the Indiana State Capitol building on the right with its distinctive dome. In the foreground, there are trees and a body of water reflecting the city lights.


EmployIndy

WorkOne Indy Service Provision
Bidder's Conference
September 3, 2019

Agenda

- ★ Welcome and introductions
- ★ System Overview
- ★ Purpose of RFP
- ★ Proposal requirements
- ★ RFP timeline
- ★ Technical assistance





EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents.



ADDRESS SYSTEMATIC BARRIERS FOR EMPLOYERS AND JOB-SEEKERS



ADDRESS SYSTEMATIC BARRIERS

- ★ Strategic Partnerships
- ★ Labor Market Information
- ★ Work-and-Learn Opportunities
- ★ Job Fairs and Community Calendar of Events
- ★ Direct Hiring Assistance
- ★ Sector “Pipeline” Projects

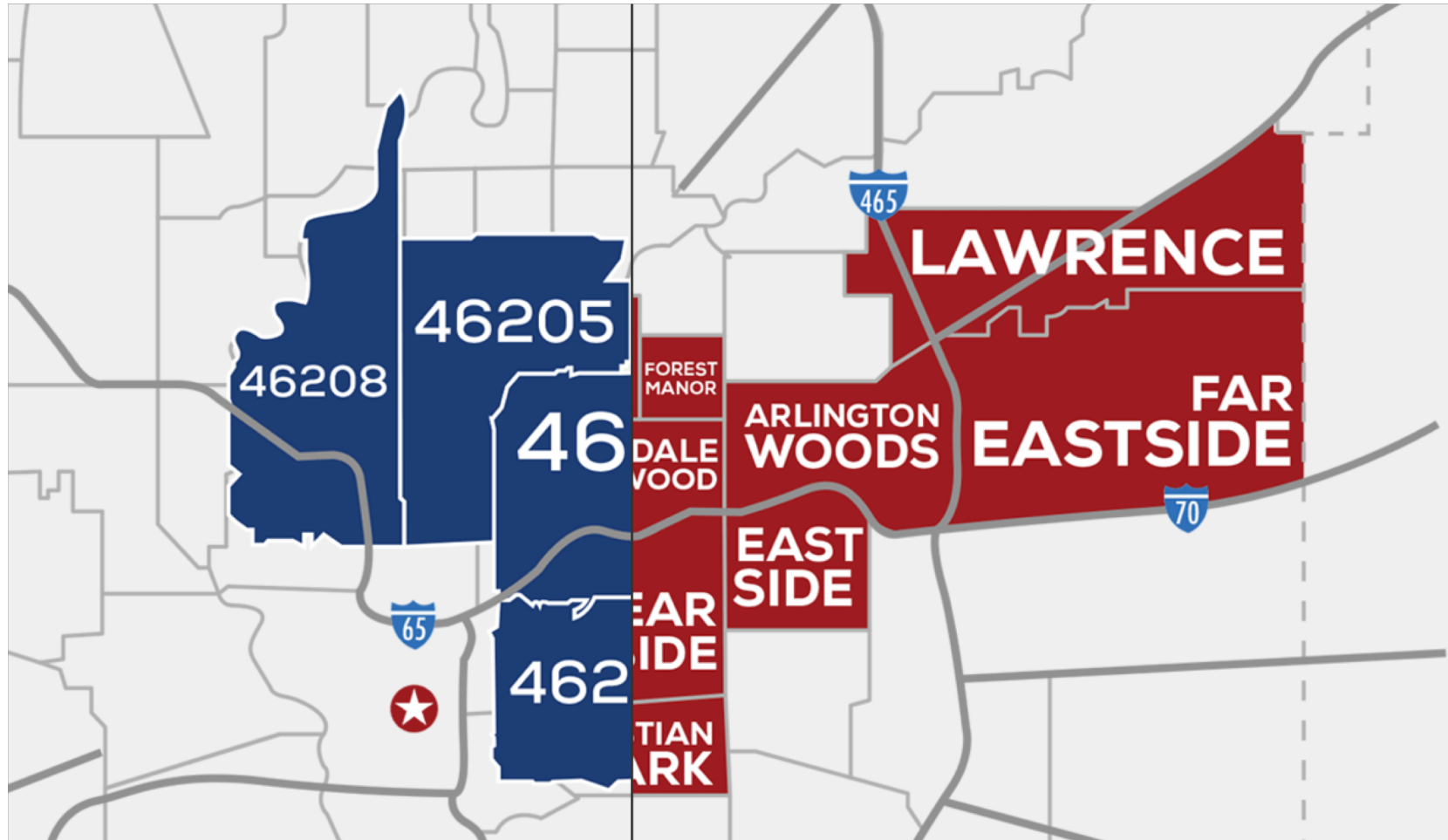




CREATE AN EMPLOYER- DRIVEN URBAN NEIGHBORHOOD FRAMEWORK



High-Priority Neighborhood Clusters



System Overview

- ★ Workforce Innovation and Opportunity Act (WIOA)
 - ★ Administered at Federal level by U.S. Department of Labor (DOL)
 - ★ State Department of Workforce Development (DWD)
 - ★ Local Workforce Development Board (WDB), EmployIndy



WIOA

- ★ [Public Law 113-128](#)
- ★ Signed into law July 22, 2014
- ★ Replaced the Workforce Investment Act of 1998 (WIA)
- ★ Amends:
 - ★ Adult Educational and Family Literacy Act,
 - ★ Wagner-Peyser Act, and
 - ★ Rehabilitation Act of 1973



EmployIndy

- Workforce Development Board in Marion County
- Oversees and implements multiple federal, state and local workforce development activities



EmployIndy Teams

- ★ Business Solutions
- ★ Quality and Analytics
- ★ Youth Services
- ★ Career Services
- ★ Finance



One-Stop Operator

- ★ Thomas P. Miller & Associates (TPMA)
- ★ Workforce Ecosystem Coordinator
- ★ Guiding investments and refinements of Marion County workforce development system
- ★ Building relationships across stakeholders and sectors to improve efficacy of the ecosystem



TPMA & WorkOne Provider

- ★ Expected to actively participate in improving efficacy of the local workforce ecosystem
- ★ “Ecosystem” used to reinforce reality that meeting diverse needs of job seekers and employers requires healthy interaction between a community of partnering entities



WorkOne Indy

- Single comprehensive center at 4410 N Shadeland Avenue
- Embedded Career Navigation at ABE & Library Branches
- Wednesdays@WorkOne
- Workshop Development and Facilitation
- Community-based Workshops



Purpose of RFP

- Contract to provide comprehensive WorkOne Indy Services to Adult, Dislocated Worker and Out-of-School Youth in Marion County
- Provide basic, individualized, and follow-up workforce development services within the WorkOne Indy System
- Implement workforce development efforts in coordination with EmployIndy teams and other partners



Scope of Work

- ★ Service Area
 - ★ Marion County
 - ★ Hours of operation, regular business days and other hours to accommodate need as set by EmployIndy
 - ★ Each Career Navigator is anticipated to be embedded in a community location as set by EmployIndy



Scope continued...

- Office, Equipment and Supplies are typically provided by EmployIndy
 - Specific needs should be outlined in the Budget template (i.e. business cards, cell phones, postage)
- Historically average 6,000 monthly or 72,000 annual visits (not reflective of unique individuals nor targets)



Responsibilities

- ★ WIOA activities including basic, individualized and follow-up services
- ★ Functional management of DWD State Staff located in comprehensive sites
- ★ Coordinate services with partners
- ★ Quality Assurance



Staffing

Expected staff knowledge and skills:

- ★ Communication skills
- ★ Multicultural Competency
- ★ Knowledge of Career Pathways for INDemand Jobs and current Labor Market Data
- ★ Job Readiness
- ★ Timely documentation & reporting
- ★ Empathy
- ★ Openness
- ★ Problem solving skills
- ★ Focus on building a “talent pipeline”



Acceptable Titles

- ★ Program Director
- ★ Quality Assurance Manager
- ★ Quality Assurance Specialist
- ★ Operations Supervisor or Team Lead
- ★ Career Navigator
- ★ Workshop Facilitator



Contract & Funding

- ★ WIOA funds
- ★ Up to \$1,900,000 for 18 month period
- ★ January 1, 2020-June 30, 2021
- ★ Option to extend for up to 3 years through June 30, 2024
- ★ Transition period may be established
- ★ All staff must be hired and in place by December 1, 2019



RFP Timeline

Activity	Deadline
Deadline to submit questions	Wednesday, September 4, no later than 5pm ET
Response to questions posted	Friday, September 6
Proposals due	Wednesday, September 18, no later than 4pm ET
Bidders Presentations (if needed)	Thursday, October 3
Contract negotiation period	October 14-30
Contract start date	December 1, 2019 for transition time, if needed January 1, 2020, services begin



Proposal Requirements

- ★ Must follow the outline
- ★ Must include all section and sub-section headings exactly as they appear in the RFP
- ★ Must include all proposal details within maximum page limits for each section



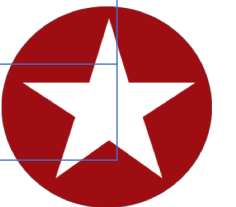
Required Outline

- ★ 1. Proposal Cover Sheet, use template provided in RFP Attachment 2
- ★ 2. Organizational Capability and
 - ★ Qualifications
 - ★ max 3 pages, 7 sub-sections A-G
- ★ 3. Service Delivery Plan
 - ★ max 12 pages, 10 sub-sections A-J
- ★ 4. Quality Assurance Plan
 - ★ max 3 pages, 3 sub-sections A-C
- ★ 5. Budget Summary Form, use template provided in RFP Attachment 3
- ★ 6. Budget Narrative
 - ★ max 2 pages, 13 sub-sections A-M
- ★ 7. Required Attachments, 6 required attachments



Scoring Rubric

Factors	Max Score
Qualifications & Experience- Organizational Capacity & Qualifications Sections	15
Values-Service Delivery Plan	10
Responsibilities-Service Delivery Plan	15
Required Program Design Elements- Service Delivery Plan	20
Staffing-Service Delivery Plan	10
Proposed Outcomes-Quality Assurance Plan	10
Realistic and Clear-Proposal Overall	10
Reasonable Costs-Budget & Budget Narrative	10



Technical Assistance

- ★ Record each question on an individual Post-it, include name and organization
- ★ Additional questions must be submitted in writing and emailed to sphillips@employindy.org
- ★ All responses posted at employindy.org



Additional Resources

- ★ EmployIndy.org
- ★ Indianacareerready.com
- ★ Indianacareerexplorer.org
- ★ Indianacareerconnect.com
- ★ Workoneindy.com

