

EmployIndy

GUIDING MARION COUNTY'S WORKFORCE

NOTIFICATION OF REQUEST FOR PROPOSALS

Provision of
Community-Based Workforce Development

Issued October 27, 2017

**Proposals must be received no later than 4:00 pm ET
Friday, November 17, 2017**

RFP# 2017-005

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.

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I. Terms of Solicitation

A. Purpose of Request for Proposal

EmployIndy is a 501(c)(3) tax-exempt organization whose primary objective is to develop a skilled workforce for the consolidated City of Indianapolis and Marion County, Indiana. 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.

An estimated 80,000 Marion County residents are unemployed, underemployed, or marginally attached to the workforce. 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 Urban Core;
2. Neighborhoods undergoing concurrent community development and placemaking revitalization; and
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).

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 this 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 to award the contract in whole or in part as is deemed to be in the best interest of EmployIndy.

B. 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 serving as the contract lead and fiscal agent.

C. Submittal of Proposal

The proposal must be received by EmployIndy no later than 4:00 pm (ET) on Friday, November 17, 2017. Please submit one proposal with original signature(s) and eight (8) additional copies of that 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. Please send documents to sphillips@employindy.org.

D. Request for Proposal Schedule

Beginning Friday, October 27, 2017 the RFP will be available to download from the EmployIndy website: www.employindy.org. If you are unable to access or download the RFP, please contact: Sara Phillips at sphillips@employindy.org or (317) 684-7617. Key dates specific to this notification are scheduled as follows:

RFP Issued	Friday, October 27, 2017
Bidder's Conference	Friday, November 3, 2017 at 11:00 am ET
Deadline to Submit Questions	Friday, November 10, 2017 at 5:00 pm ET
Response to Questions Posted	No later than close of business Monday, November 13, 2017
Proposal Due	Friday, November 17, 2017 at 4:00 pm ET

Contract Negotiation Period	Monday, December 4 thru Friday, December 15, 2017
Effective Date of Contract	January 1, 2018

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

E. Technical Assistance

A bidder's conference, open to eligible applicants, will be held on Friday, November 3 at 11:00 am ET at EmployIndy, PNC Center, 115 W. Washington St., Suite 450 S. Indianapolis, IN 46204. CDBG staff will present the RFP requirements and accept questions during the bidder's conference to offer technical assistance to respondents.

EmployIndy is located in Downtown Indianapolis in the PNC Center South, also known as the Hyatt Regency Indianapolis. Parking is available in the World of Wonders garage for Circle Centre Mall, with garage entrances accessible from Maryland Street (one way east) or Illinois Street (one way north). The cost for parking is \$2.00 per hour. To access the PNC Center South, enter the tunnel from the 3rd floor (north) or 4th floor (east) to the Hyatt Regency Indianapolis. Proceed past the first set of elevators in the PNC Center, then make two immediate lefts to the South Tower elevators. EmployIndy is located on the 4th floor.

Entities may submit questions to sphillips@employindy.org until Friday, November 10, 2017 at 5:00 pm ET. A response to all questions will be available no later than close of business on Monday, November 13, 2017 and posted at www.employindy.org. If it becomes necessary to revise any part of this RFP, an addendum will also be posted on the EmployIndy website.

F. 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 2018.

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

The contract period for this RFP will begin on January 1, 2018 and end December 31, 2018. Contracts and services are not eligible for extension under this funding source.

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

G. 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.

H. 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 for the delivery of these services;
- 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;
- 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.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html> OR
- www.federalregister.gov/documents/2016/02/16/2016-02473/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards OR
- cfo.gov/wp-content/uploads/2015/09/9.9.15-Frequently-Asked-Questions.pdf

I. 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 cost 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.

II. Background Information

A. Organizational Overview

EmployIndy drives growth in Indianapolis by investing in innovative jobs-to-careers strategies that ensure all residents have access to employment and training services to gain the skills needed to enter into jobs, and ultimately careers, that Marion County employers have available. As the workforce development board for Marion County, guided by 21 business, civic, education and non-profit community leaders, EmployIndy invests \$20 million in public, private and philanthropic funds for both youth and adults annually. EmployIndy oversees the delivery of skill development and employment preparation services for youth and adults with job readiness, job training and job placement services throughout Marion County. These activities are delivered through WorkOne Indy and the local public workforce system, a network of employers, partners, programs, centers, and service providers who coordinate to address residents' workforce development needs.

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. Concentrated areas of our city 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.

B. Community-Based Workforce Development

Since 2011, EmployIndy has disbursed approximately \$3 million on behalf of the City of Indianapolis to area community-based organizations through CDBG, resulting in neighborhood-level employment services to nearly 6,000 residents. This funding has led to more than 1,000 credentials received through education and training programs, and more than 1,600 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.

C. Local Workforce System

EmployIndy receives Workforce Innovation and Opportunity Act (WIOA) funding to oversee local American Job Centers, 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 centers 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.

Mobile WorkOne works in partnership with community-based organizations to serve clients on a continuum of job readiness, job training, and job placement services that lead to progressive employment along career pathways. Mobile WorkOne bridges provider access to all local workforce funding administered

by EmployIndy through online case management and financial systems, enabling provision of additional career services, Adult Basic Education vouchers for High School Equivalency Degrees (HSED), barrier-busting supports to ensure positive training and employment outcomes, and occupational training for participants enrolled in a community-based organization's programs.

This strategy is designed to enhance and strengthen, rather than replace, the offerings at area agencies. Therefore, EmployIndy seeks to support organizations that effectively utilize and connect to the programs and initiatives of the local public workforce system, funded through EmployIndy, to access appropriate and necessary leveraged resources for eligible participants, like WIOA, as well as:

- WorkINDiana – This program offers participants in need of both adult education and occupational training the opportunity to earn a pre-postsecondary industry-recognized certification if they are preparing to remediate, earn, or have recently earned, a high school diploma or equivalent through an adult education program. To be eligible, participants must be currently enrolled in or have recently earned their high school diploma or equivalent from a WIOA Adult Education program; demonstrate 4th grade level (at a minimum) proficiency in math and reading; and successfully pass a drug screen test, when applicable.
- Youth and Young Adult Services – These programs serve out-of-school youth and young adults, ages 16-24, who do not have a high school diploma, and have barriers to employment. Career information and substantive employment opportunities are provided to prepare the city's 30,000 opportunity youth and young adults for the jobs of the future. Exposure to industries and employers driving our local economy, paid opportunities to earn and learn, empower students to make smart choices about their education and careers. We operate and enhance programs for youth 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 high school diploma but less than a four-year baccalaureate degree.
- Employ Up – This program serves individuals who are underemployed or have been unemployed for 27 weeks or longer, also known as, long-term unemployed. The purpose of this program is to provide individually-appropriate specialized services and education/training, primarily in information technology and healthcare, so individuals can embark on or complete career paths in STEM/technical occupations.
- Business Solutions - In collaboration with the city's economic development and attraction efforts, EmployIndy provides no-cost business

development services, workforce planning, and consultation to strengthen or expand employee talent through training, screening, and recruiting services. EmployIndy excels at serving small to medium-sized enterprises, placing residents in demand positions through more than 160 hiring projects with local employers last year.

- Youth Employment Services (YES) - The Lilly Endowment has invested \$15M to fully fund EmployIndy's YES program since 2003, providing flexible vouchers to youth and young adults between the ages of 17 and 25 who need assistance removing significant obstacles to successfully complete education or retain employment. Over 13 years, 84 percent of youth receiving YES supports have completed their education and/or retained employment.

D. Career Navigation Services

EmployIndy places high significance on the quality and impact of services to participants entrenched in a career navigation framework. Often a set of approaches in sectoral workforce development to help low-income workers connect to jobs in targeted sectors or occupations, career navigation encompasses a range of services to individuals to help make educational, training, and occupational choices and manage their careers. 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.

E. 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:

- Number of individuals enrolled in workforce development and job seeker services of the program.
- Number of individuals who have completed and passed a job readiness training program.
- Number of individuals enrolled in education or training.
- Number of individuals enrolled in post-secondary training.
- Number of individuals receiving an industry recognized credential.
- Number of individuals placed in unsubsidized employment working a minimum of 30 hours a week.
- Number of individuals with an increase in self-sufficiency.
- Number of individuals retained at 30 and 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. Participant and program level data reporting will also be necessary when key performance is reported monthly to monitor progress.

III. 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.

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 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
 - 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 managing, coaching, and motivating participants with unique needs and significant barriers;
 - 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;
 - A description of the target area including neighborhood and resident needs;
 - 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, key partners, and/or key staff; and
 - The 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
 - A description of the industry sector(s) targeted, including growth and demand in the local labor market;
 - i. A description of the target client demographics including age, race, ethnicity, education level, and targeted zip code of residence.
 - 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;

- A description of 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;
- The methods and resources that will be used to understand clients' 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.
- 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 support services and systems, including public benefits, necessary for participants to be successful in education, training, and employment;
- A description of how you will use CDBG dollars to pay for training not on the approved eligible training provider list (ETPL).
- 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;
- List all funding streams necessary to fully implement the proposed program including local public workforce funds like WIOA, YES, and WorkINdiana, as well as funding such as Pell Grants, state, local, and philanthropic or scholarship dollars to support participants; and
- A description of the key performance indicators and qualitative outcomes collected for the proposed program, especially those by which an organization defines its own success, both immediately and long term.
 - i. Provide suggested key performance indicators and qualitative outcomes to be collected to demonstrate success for your proposed program.

D. 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 A). The budget narrative should consist of the proposed costs for executing the program described herein, along with a description for justification of the costs. For the purpose of this RFP, cost categories must include:

1. 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. 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.
4. Furniture and Equipment – This category includes furniture and equipment costs.
5. Staff Travel – Includes all travel and training costs.
6. Direct Participant – Includes costs to provide direct services to participants including items like training and supportive services.
7. Non-Direct – This includes supplies and consumables not included elsewhere.
8. Overhead – Overhead costs include administrative and overhead costs for operating the program. The cap for overhead is 10 percent of the total program budget.
9. Leverage/Match/In-Kind Funds – Any funds that the organization plans to use to supplement the proposed program. Leverage, match or in-kind funds are not required, but the organizations that demonstrate a strong ability to support and supplement the program design by braiding local public workforce funds like WIOA, YES and WorkINDiana, etc. will receive points. The source of these funds must be described and documented in the budget narrative.
10. Total – This is the total proposed cost for operating the specific module during the specified time period covered by the specific budget worksheet.

E. Attachments

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

- An organizational chart;
- A copy of the most recent financial audit;
- The Budget Worksheet (Attachment A); and
- 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; and
- Any letters of support demonstrating provider and/or program partnership, as needed to support the proposal.

F. Proposal 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.

Evaluation Criteria	Maximum Points
<p>Organizational Qualifications</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>	10
<p>Proposed Program Design and Implementation</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>	50
<p>Budget and Budget Narrative</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>	15
<p>Targeted Area</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>	10
<p>Leveraged Resources</p> <p>Points will be applied for proposed programs demonstrating an ability to effectively braid local public workforce funds like WIOA, YES and WorkINDiana, as well as other federal, state, local, and philanthropic or scholarship dollars to support participants.</p>	15
<p>Total Points</p>	100

Attachment A

**Request for Proposal
Community Based Workforce Development**

Budget Worksheet

Respondent Name: _____

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

Line Item Categories	CDBG Grant Cost	Leveraged Cost	Total Cost of Proposed Project
Salaries and Wages			
Fringe Benefits			
Occupancy			
Furniture and Equipment			
Staff Travel			
Direct Participant			
Non-Direct			
Overhead			
Total			