EmployIndy

WorkOne Indy Training Services
Bidder's Conference
March 1, 2018
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
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
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

- Local Initiatives Support Corporation (LISC)
- Workforce Ecosystem Coordinator
- Building relationships across stakeholders and sectors to improve efficacy of the ecosystem
WorkOne Indy, Current State

- Physical offices, WorkOne East & West
- WorkOneIndy.com
- Mobile WorkOne Team
- Special Projects Team
Moving Forward

- WorkOne Indy Services
  - Physical office & embedded
  - High priority neighborhoods

- Virtual tools-ICR, ICC, ICE, etc...

- Training Services
Purpose of RFP

- Contract to provide instructional design, development and facilitation of all workshops in the WorkOne Indy office(s) as well as partner locations.

- Research, development, delivery, and administration of products for job seekers in Marion County area.
Responsibilities

- Develop and deliver meaningful resources through workshops and labs for job seekers that meet labor market need.
- Research and Develop Plan for Workshops and Labs
- Chair Workshop & Lab Committee with reps from EmployIndy Career Services and Business Solutions, WorkOne Indy Service Provider(s), and LISC
- Data Collection and Evaluation
Schedule and Deliver Workshops and Labs within the WorkOne Indy office(s) and the community as requested by WorkOne Indy Career Navigators

Quality Assurance

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)

Customer Volume from 7/1/17-12/31/17 there were 4,052 workshop attendees (not reflective of unique individuals nor targets)

Highest attended workshop was Resume Lab
Staffing

Expected staff knowledge and skills:
- Communication skills
- Multicultural Competency
- Knowledge of instructional design, learning styles and instructional techniques
- Knowledge of Career Pathways for IN-Demand Jobs and current Labor Market data
- Proficient in identifying Job Readiness skill shortfalls and assisting participants to gain then necessary skills for employment
Staffing continued…

- Timely documentation & reporting
- Empathy
- Openness
- Problem solving skills
- Focus on building a “talent pipeline”
Contract & Funding

- WIOA funds
- Up to $250,000 for 12 month period
- July 1, 2018-June 30, 2019
- Option to extend for up to 3 years through June 30, 2021
- Transition period in June may be established
- Provider must be able to take over workshop facilitation July 1, 2018
# RFP Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Intent to Bid due</td>
<td>Tuesday, March 5, no later than 5pm ET</td>
</tr>
<tr>
<td>Deadline to submit questions</td>
<td>Monday, March 9, no later than 5pm ET</td>
</tr>
<tr>
<td>Response to questions posted</td>
<td>Monday, March 12</td>
</tr>
<tr>
<td>Proposals due</td>
<td>Friday, March 21, no later than 4pm ET</td>
</tr>
<tr>
<td>Bidders Presentations (if needed)</td>
<td>Tentative April 10</td>
</tr>
<tr>
<td>Contract negotiation period</td>
<td>April 11-30</td>
</tr>
<tr>
<td>Contract start date</td>
<td>June 1 or July 1, 2018</td>
</tr>
</tbody>
</table>
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
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 2 pages, 3 sub-sections (A-C)
5. Budget Summary Form, use template
6. Budget Narrative
   - max 3 pages, 13 sub-sections (A-M)
7. Required Attachments, 5 required attachments
## Scoring Rubric

<table>
<thead>
<tr>
<th>Factors</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications &amp; Experience-Organizational Capacity &amp; Qualifications Sections</td>
<td>15</td>
</tr>
<tr>
<td>Values-Service Delivery Plan</td>
<td>10</td>
</tr>
<tr>
<td>Responsibilities-Service Delivery Plan</td>
<td>15</td>
</tr>
<tr>
<td>Required Program Design Elements-Service Delivery Plan</td>
<td>20</td>
</tr>
<tr>
<td>Staffing-Service Delivery Plan</td>
<td>10</td>
</tr>
<tr>
<td>Proposed Outcomes-Quality Assurance Plan</td>
<td>10</td>
</tr>
<tr>
<td>Realistic and Clear-Proposal Overall</td>
<td>10</td>
</tr>
<tr>
<td>Reasonable Costs-Budget &amp; Budget Narrative</td>
<td>10</td>
</tr>
</tbody>
</table>
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