

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's a dark, reflective body of water, possibly a canal or a large fountain, with some trees and a walkway on the left side. The overall mood is serene and urban.


Empl[★]yIndy

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

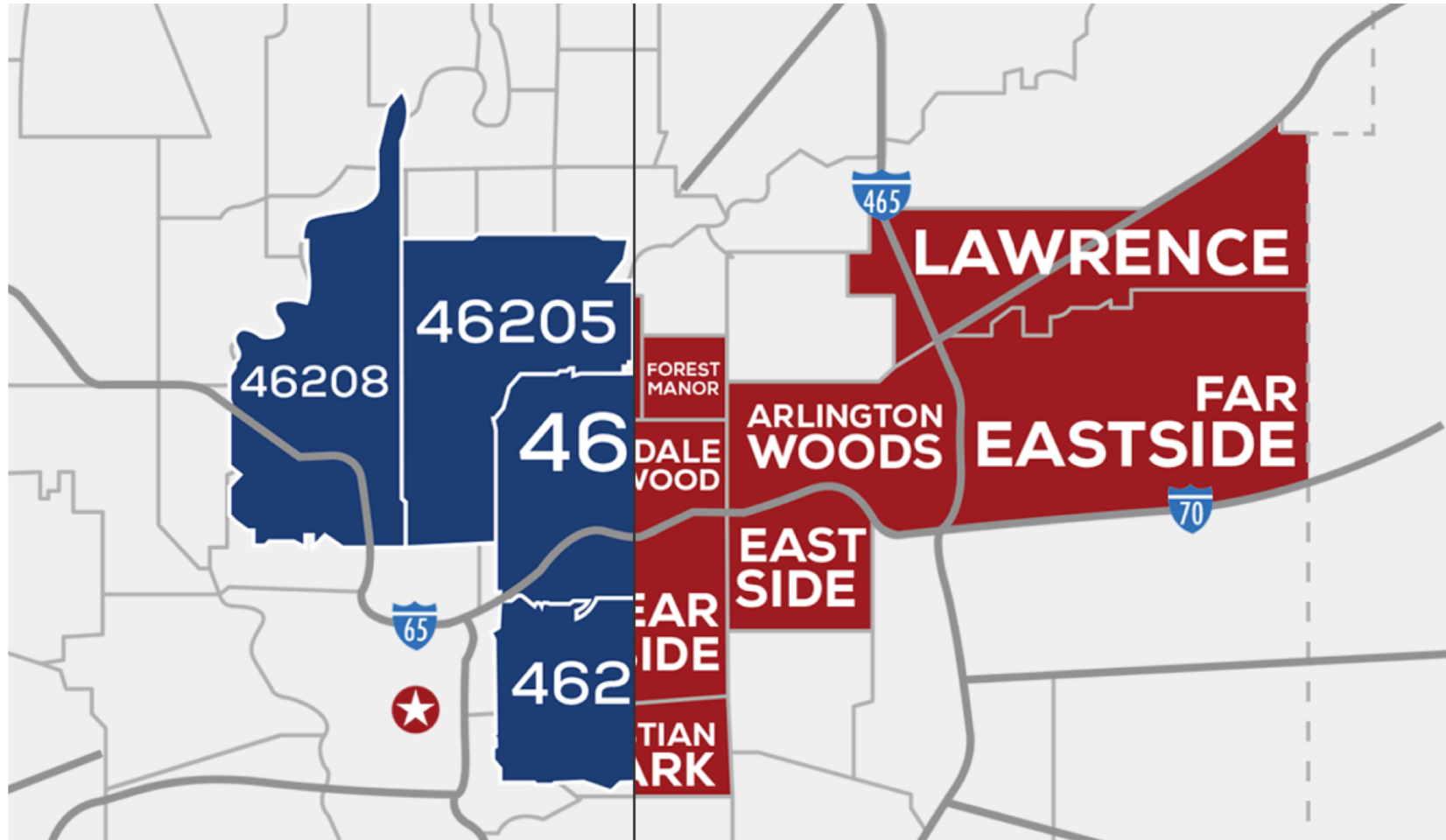




CREATE AN EMPLOYER- DRIVEN URBAN NEIGHBORHOOD FRAMEWORK



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



Responsibilities continued...

- ★ 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

Activity	Deadline
Letter of Intent to Bid due	Tuesday, March 5, no later than 5pm ET
Deadline to submit questions	Monday, March 9, no later than 5pm ET
Response to questions posted	Monday, March 12
Proposals due	Friday, March 21, no later than 4pm ET
Bidders Presentations (if needed)	Tentative April 10
Contract negotiation period	April 11-30
Contract start date	June 1 or July 1, 2018



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



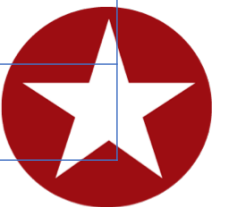
Required Outline

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

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

