

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 Bankers Life Tower on the left with an American flag on top, and the Indiana State Capitol building on the right with its distinctive green dome. The buildings are lit up from within, and some windows are glowing. In the foreground, there is a dark, winding path or canal with small lights along its edge, and some trees with autumn-colored leaves. The overall scene is a mix of urban architecture and natural elements.

# EmployIndy


Reemployment Services Program  
Bidder's Conference  
September 24, 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



# 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





# System Overview

- ★ Federal Level

- ★ By Budget Appropriations, the Department of Labor (DOL) grants funding to states for Unemployment Insurance (UI) & Reemployment Services and Eligibility Assessments (RESEA)





# State Level

- Department of Workforce Development (DWD) sub-grants RESEA funding to Regional Workforce Development Boards (WDB) to provide services to UI claimants determined most likely to exhaust benefits
- Jobs for Hoosiers (JFH) Act established by P.L. 154-2013, to claimants not as likely to exhaust UI benefits



# Locally

- EmployIndy, as the Regional WDB for Marion County, contracts for the RES Program, including RESEA and JFH, to be provided within the WorkOne Indy offices
- Bidders must demonstrate a strong understanding of UIPL Nos. 03-15, 07-16, and IPL 154-2013



# WIOA Required Partners

- ★ [Workforce Innovation and Opportunity Act Public Law 113-128 \(WIOA\)](#)
- ★ Title I, governs the one-stop delivery system
- ★ Title IA, requires regional coordination of federally required partner programs including UI and by extension RESEA





# 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
- Guiding investments and refinements of Marion County workforce development system
- Building relationships across stakeholders and sectors to improve efficacy of the ecosystem





# LISC & RES 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, Current State

- WorkOne Indy East  
2525 North Shadeland Avenue
- WorkOne Indy West  
3400 Lafayette Road



# Management Structure

- ★ Determined by EmployIndy:
  - ★ EmployIndy and Career Services serve as fiscal agent and program contract manager (respectively)
  - ★ State DWD employees are co-located in the WorkOne Indy system and are functionally managed assigned WorkOne Indy system service provider & project





# Purpose of RFP

- Contract with an entity to provide Reemployment Services Program including RESEA Orientation, Initial Interview, Subsequent RESEA (Sub-RESEA), and Jobs for Hoosiers (JFH) within the Marion County WorkOne Indy services system
- Funding sources will include RESEA and JFH



# Scope of Work

- ★ Service Area
  - ★ UI claimants choosing to receive services in Marion County
  - ★ Hours of operation, regular business days and other hours to accommodate need as set by EmployIndy



# Scope continued...

- Office, Equipment and Supplies are typically provided by EmployIndy
  - *Specific needs should be detailed in the Budget Narrative (i.e. business cards, other)*
- Customer Volume average 2,300 monthly (not reflective of unique individuals nor targets)





# RES Requirements

- All RES activities as directed by DOL and DWD, as specified per UIPL Nos. 03-15, 07-16, 03-17 and IPL 154-2013
- All related requirements and guidance as set by the DWD Director of RES Programs



# RES Activities

- ★ Scheduling
- ★ Mailings
- ★ Staff Training
- ★ Meetings with UI claimants
- ★ Service data entry
- ★ Claimant communications
- ★ RES case management
- ★ RES coordination of tasks completed in a group setting



# RES Activities continued...

- ★ Enrollment in Wagner-Peyser
- ★ Co-enrollment in WIOA Dislocated Worker or other available programs
- ★ Additional Assignments to claimants as needed
- ★ Completion of “45 Day” and “Final” reviews
- ★ Failure to Participate notices same day to UI Adjudication
- ★ Issuing and Revoking change in status waivers same day to UI Adjudication
- ★ Interregional Transfers
- ★ Annual Monitoring from DWD and EmployIndy QA teams



# Staffing

Expected staff knowledge and skills:

- ★ Communication skills
- ★ Multicultural Competency
- ★ Knowledge of Career Pathways for INDemand Jobs and current Labor Market Data
- ★ Assessment of Job Readiness skills and referrals to additional services
- ★ Timely and accurate documentation & reporting
- ★ Empathy
- ★ Openness
- ★ Problem solving skills





# Acceptable Titles

- ★ Program Director
- ★ Operations Manager
- ★ Quality Assurance Manger
- ★ Quality Assurance Specialists
- ★ RES Team Leads
- ★ RES Coordinators



# Contract & Funding

- ★ RESEA and JFH funds
- ★ Up to \$300,00 for 12 month period
- ★ January 1, 2019-December 31, 2019
- ★ Option to extend for up to 3 years
- ★ Transition period, if needed
- ★ All staff must be hired and in place by December 1, 2018



# RFP Timeline

Activity	Deadline
Deadline to submit questions	Tuesday, September 25, no later than 5pm ET
Response to questions posted	Wednesday, September 26
Proposals due	Wednesday, October 3, no later than 4pm ET
Bidders Presentations (if needed)	October 10-12
Contract negotiation period	October 29-November 9
Contract start date	December 1 or January 1



# 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 Proposal Outline

1. Proposal Cover Sheet, use template
2. Organizational Capability and Qualifications (max 3 pages, sub-sections A-G)
3. Service Delivery Plan (max 12 pages, sub-sections A-I)
4. Quality Assurance Plan (max 3 pages, sub-sections A-C)
5. Budget Summary Form, use template
6. Budget Narrative (max 2 pages, sub-sections A-C)





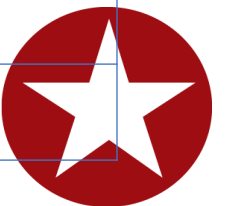
# Required Proposal Attachments

- ★ Most recent Audit/Fiscal Report
- ★ Organizational Chart
- ★ Citations Supporting Evidence of Effectiveness
- ★ Staff Job Descriptions and Qualifications
- ★ 3 Professional References



# 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](mailto:sphillips@employindy.org)
- All responses posted at [employindy.org](http://employindy.org)



# Additional Resources

- ★ EmployIndy.org
- ★ Indianacareerconnect.com
- ★ DWD Policy Search  
<https://www.in.gov/dwd/2482.htm>
- ★ DOL ETA Directives  
<https://wdr.doleta.gov/directives/>

