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

- **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 Manager
- Quality Assurance Specialists
- RES Team Leads
- RES Coordinators
Contract & Funding

- RESEA and JFH funds
- Up to $300,000 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
<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Deadline to submit questions</td>
<td>Tuesday, September 25, no later than 5pm ET</td>
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<tr>
<td>Response to questions posted</td>
<td>Wednesday, September 26</td>
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<tr>
<td>Proposals due</td>
<td>Wednesday, October 3, no later than 4pm ET</td>
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<td>Bidders Presentations (if needed)</td>
<td>October 10-12</td>
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<td>Contract negotiation period</td>
<td>October 29-November 9</td>
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<tr>
<td>Contract start date</td>
<td>December 1 or January 1</td>
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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

<table>
<thead>
<tr>
<th>Factors</th>
<th>Max Score</th>
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<tbody>
<tr>
<td>Qualifications &amp; Experience-Org. Capacity &amp; Qualifications Sections</td>
<td>15</td>
</tr>
<tr>
<td>Values-Service Delivery Plan</td>
<td>10</td>
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<tr>
<td>Responsibilities-Service Delivery Plan</td>
<td>15</td>
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<tr>
<td>Required Program Design Elements-Service Delivery Plan</td>
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<td>Staffing-Service Delivery Plan</td>
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<td>Proposed Outcomes-Quality Assurance Plan</td>
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<td>Realistic and Clear-Proposal Overall</td>
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<tr>
<td>Reasonable Costs-Budget &amp; Budget Narrative</td>
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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
- Indianacareerconnect.com
- DWD Policy Search
  https://www.in.gov/dwd/2482.htm
- DOL ETA Directives
  https://wdr.doleta.gov/directives/