

**Request for Quotes (RFQ) 2025-007**  
**Growth Opportunities Employer of Record &**  
**Project Administration Services**

Release Date: August 13, 2025

Proposal Due Date: August 29, 2025

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Indianapolis Private Industry Council, Inc., d/b/a EmployIndy, is seeking proposals from qualified organizations to serve as **Employer(s) of Record (EOR)** and provide **Project Administration** for the *Growth Opportunity Grant 5 (GO 5)*.

Multiple awards may be made. Proposers may submit for one or more pathways in:

- **Construction** (two separate training pathways)
- **Healthcare**
- **Advanced Manufacturing**

### **Introduction**

EmployIndy drives growth in Marion County by investing over \$20 million annually in public, private, and philanthropic funds to reduce barriers to career pathways and equip residents with the skills needed to succeed in the workforce. As the Workforce Development Board (WDB) for Marion County, EmployIndy serves as a local intermediary, connecting training providers, educational institutions, employers, and community-based organizations.

Guided by 21 business, civic, education, and nonprofit leaders, EmployIndy's three-year strategic plan focuses on:

1. Elevate implementation of high-quality initiatives for individuals and employers to succeed in a rapidly changing 21st Century economy;
2. Build capacity among ecosystem partners to ensure quality services through training and support across Marion County;
3. Utilize data to prioritize equity among interventions in the workforce development ecosystem that lead to economic mobility; and
4. Promote and support systems change to ensure an enabling environment that promotes success in the education through workforce pipeline.

### **Project Overview**

The purpose of the GO 5 Grant is to introduce and prepare justice-involved youth and young adults between the ages 18-24 years old for the world of work, and on a path to equitable career opportunities, through placement into paid work experiences. In addition to paid work experiences, the program encompasses occupational education and training in in-demand industries, leadership development, a mentorship component, and post-work experience placement into unsubsidized employment and/or education.

The goals of the grant are to:

- Strengthen conflict resolution skills and strategies to prevent and avoid violence.
- Introduce and prepare participants for the workplace.
- Help participants identify career interests, develop relevant skills, and gain hands-on experience.
- Provide income to set participants on the path toward living wages and quality careers.

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The programs will consist of various training modules, workshops, and practical exercises designed to enhance participants' professional development and employability. Participants will be referred to services and training from various Justice Involved partners.

Phase 1 – Mental Toughness, and Job Readiness (4 Weeks): This phase will allow participants to enroll in Mental Toughness (which we call Power Huddle), Moral Reconation Therapy (MRT), Leadership Development and Job Readiness. At this point, participants will also begin exploratory work experiences, group mentoring, and case management. During this phase, participants will receive a stipend.

Phase 2 – Occupational Training (Varies Depending on Training): This phase will allow participants to begin adult basic education (if needed) and occupational training with the training provider. Participants will start by taking a TABE test for basic skills assessment and determining if they need to enroll in adult basic education to pursue a High School Equivalency (HSE) credential. Through training, participants will have the opportunity to receive industry-renowned credentials. Participants will continue leadership training, case management, and barrier-buster support. During this phase, participants will receive a stipend.

Phase 3 – Work Experience (5 Weeks): This phase will allow participants to get hands-on work experience in their career pathway industry. Participants will continue to receive case management, barrier buster support, and meeting with their transition coordinator during this phase. During this phase, participants will receive a stipend.

Phase 4 – Job Placement Assistance and Follow-Up: Participants will be placed in employment, additional education, or an apprenticeship upon completion of the program. Participants will receive support and follow-up from their case manager and transition coordinator.

**Scope of Work**

**A. Employer of Record Responsibilities:**

1. Serve as the official employer of record for program participants and handle all administrative tasks related to stipends.
3. Manage participant referrals from justice-involved agencies, oversee registration and enrollment, and complete all required paperwork, background checks, and orientation sessions.
4. Act as the primary point of contact for program participants regarding stipend related issues and grievances.
4. Collaborate with program organizers and stakeholders to develop and implement effective training policies and procedures.

**B. Project Administration Duties:**

1. Coordinate scheduling and planning for training sessions and workshops, and other program activities, ensuring timely and efficient delivery.
2. Administer Job Ready Indy Badges 2,3,5, and 6.
3. Coordinate Work Based Learning (WBL) activities.
4. Maintain accurate records of participant attendance, progress, and performance throughout the program duration.
5. Assist in the development and dissemination of program materials, including training manuals, presentations, and online resources.

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6. Collect and analyze feedback from program participants and stakeholders to identify areas for improvement and inform future program planning.
  7. Prepare regular reports on program activities, milestones, and outcomes for program organizers and funding agencies.
  8. Enroll and manage participant's data in Efforts to Outcomes (ETO).
  9. Manage completion events and ceremonies.

**Pathway Details**

See Attachments 1-4 for details of each individual pathway.

**Eligibility Requirements**

Participants must:

- Be between 18–24 years old at enrollment
- Reside in Marion County
- Be U.S. citizens or eligible to work in the U.S.
- Be justice-involved youth or young adults

**Payment Terms**

Monthly Reimbursement upon approval of an Accrued Expenditure Report.

**Proposal Requirements**

Please provide a complete written response to this RFQ which is double-spaced and does not exceed 10 single-sided pages.

The following information should be included:

**1. Organization Overview:**

- a. Provide a brief company description.
- b. The qualifications of all key staff conducting the proposed services and their expertise providing program administration and training to the 18–24-year-old age group.
- c. Provide an organizational chart and resumes describing the experience of key staff.
- d. The experience and/or prior work that demonstrates expertise in executing and delivering the services described in this solicitation.

**2. Project Plan:**

- a. Describe how your projects are prioritized to meet deadlines and deliverables.
- b. Describe the plan for implementing the above-mentioned responsibilities and deliverables.
- c. Describe your recruitment strategy.

**3. Budget Narrative:**

- a. Provide a budget narrative for Project Administration fees.

### **Proposal Evaluation and Scoring**

Proposals will be evaluated using the following scoring rubric:

Criteria	Description	Max Points
<b>Organizational Overview</b>		
Company Description	Clear, concise overview of the organization's mission, services, and relevance to the project	5
Staff Qualifications	Demonstrated qualifications and relevant experience of key staff, especially with 18–24-year-olds	10
Org Chart & Resumes	Inclusion and clarity of organizational chart and resumes; relevant experience of staff	10
Relevant Experience	Evidence of successful delivery of similar services, including past performance and outcomes	15
<b>Project Plan</b>		
Implementation Approach	Clear, detailed plan addressing all EOR and project administration responsibilities.	20
Recruitment Strategy	Specific, realistic approach to recruiting eligible justice-involved youth.	15
Timeline & Deliverables	Logical schedule, aligned with program dates, showing capacity to meet performance goals.	10
<b>Budget</b>		
a. Budget Narrative	Clear, detailed, and reasonable explanation of project administration fees, cost justification, and efficient use of funds	15
<b>Total Points Available</b>		<b>100</b>

### **Submission Requirements**

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

All proposals should be submitted no later than **11:59 p.m. EST, Friday, August 29, 2025**, at [www.employindy.org/contractopp](http://www.employindy.org/contractopp).

Any questions should be submitted via [www.employindy.org/contractopp](http://www.employindy.org/contractopp) no later than **5:00 p.m. on Tuesday, August 19, 2025**. Answers to submitted questions will be made available on the EmployIndy website by close of business August 21, 2025.

**Attachment 1**

**Construction Training – Pathway One**

**Performance Period:** September 1, 2025 – May 31, 2028

**Cohorts:** 4 (14 participants each)

- Cohort 1: September 2025
- Cohort 2: March 2026
- Cohort 3: September 2026
- Cohort 4: February 2027

Metric	Goal
Justice Involved Referrals	125
Enrolled in Phase 1	70
Enrolled in Occupational Training	60
Participating in Work Based Learning Opportunities	53
Place in Employment	53

**Deliverables**

The EOR will be responsible for:

- 1. Onboarding & Documentation** – Complete all required onboarding forms and maintain accurate employee records for every program participant.
- 2. Payroll Administration** – Process participant stipends accurately and on time in accordance with program requirements.
- 3. Data & Reporting** – Maintain up-to-date records in the *Efforts to Outcomes (ETO)* system and provide regular reports on participant attendance, progress, and outcomes.
- 4. Program Improvement Recommendations** – Use participant feedback and performance data to develop actionable recommendations for program enhancements.

**Budget:** \$302,200.00

- Program Administration: \$56,000.00
- Participant Stipends: \$246,200.00

**Attachment 2**

**Construction Training – Pathway Two**

**Performance Period:** August 1, 2026 – May 31, 2028

**Cohorts:** 2 (15 participants each)

- Cohort 1: August 2026
- Cohort 2: February 2027

Metric	Goal
Justice Involved Referrals	75
Enrolled in Phase 1	30
Enrolled in Occupational Training	22
Participating in Work Based Learning Opportunities	20
Place in Employment	20

**Deliverables**

The EOR will be responsible for:

- 1. Onboarding & Documentation** – Complete all required onboarding forms and maintain accurate employee records for every program participant.
- 2. Payroll Administration** – Process participant stipends accurately and on time in accordance with program requirements.
- 3. Data & Reporting** – Maintain up-to-date records in the *Efforts to Outcomes (ETO)* system and provide regular reports on participant attendance, progress, and outcomes.
- 4. Program Improvement Recommendations** – Use participant feedback and performance data to develop actionable recommendations for program enhancements.

**Budget:** \$148,993.11

- Program Administration: \$37,833.11
- Participant Stipends: \$111,160.00

**Attachment 3**

**Advanced Manufacturing Training – Pathway Three**

**Performance Period:** September 1, 2025 – May 31, 2028

**Cohorts:** 4 (13 participants each)

- Cohort 1: September 2025
- Cohort 2: March 2026
- Cohort 3: September 2026
- Cohort 4: February 2027

Metric	Goal
Justice Involved Referrals	115
Enrolled in Phase 1	55
Enrolled in Occupational Training	53
Participating in Work Based Learning Opportunities	40
Place in Employment	40

**Deliverables**

The EOR will be responsible for:

- 1. Onboarding & Documentation** – Complete all required onboarding forms and maintain accurate employee records for every program participant.
- 2. Payroll Administration** – Process participant stipends accurately and on time in accordance with program requirements.
- 3. Data & Reporting** – Maintain up-to-date records in the *Efforts to Outcomes (ETO)* system and provide regular reports on participant attendance, progress, and outcomes.
- 4. Program Improvement Recommendations** – Use participant feedback and performance data to develop actionable recommendations for program enhancements.

**Budget:** \$187,400

- Program Administration: \$47,000.00
- Participant Stipends: \$140,400.00

**Attachment 4**

**Healthcare Training – Pathway Four**

**Performance Period:** October 1, 2025 – May 31, 2028

**Cohorts:** 2 (10 participants each)

- Cohort 1: October 2025
- Cohort 2: June 2026

Metric	Goal
Individuals with No High School Credential Recruited	20
Enrolled in Phase 1	20
Enrolled in Occupational Training	15
Participating in Work Based Learning Opportunities	12
Place in Employment	12

**Deliverables**

The EOR will be responsible for:

- 1. Onboarding & Documentation** – Complete all required onboarding forms and maintain accurate employee records for every program participant.
- 2. Payroll Administration** – Process participant stipends accurately and on time in accordance with program requirements.
- 3. Data & Reporting** – Maintain up-to-date records in the *Efforts to Outcomes (ETO)* system and provide regular reports on participant attendance, progress, and outcomes.
- 4. Program Improvement Recommendations** – Use participant feedback and performance data to develop actionable recommendations for program enhancements.

**Budget:** \$84,233.12

- Program Administration: \$32,833.12
- Participant Stipends: \$51,480.00