

Economic Growth Region 7

Request for Proposals For Leadership Development Training

***Part I. WorkOne Staff Leadership Development
Part II. “Women in the Workforce” Participant
Leadership Development***

Western Indiana Workforce Development Board, Inc.

Service Delivery Period: - September 19, 2022 – March 31, 2023

RFP Release Date:	August 29, 2022
Proposal Submission Deadline:	4:00 PM, local time September 13, 2022
Award Notification:	No later than September 16, 2022
Contract Effective Date:	September 19, 2022

Package Contents:	Section 1. General Information and Purpose Section 2. Proposal Statement of Work Section 3. General Instructions Section 4. Proposal Package Attachment A. Cover Sheet Attachment B. Non-Collusion Affidavit Attachment C. Assurances and Certifications
--------------------------	---

Section I: General Information and Purpose of this Proposal

Part A. General Information

Western Indiana Workforce Development Board, Inc. is a 501(c) (3) corporation authorized by the Indiana Department of Workforce Development to provide administration and oversight of WorkOne Western Indiana services including the Workforce Innovation and Opportunity Act (WIOA) and other workforce development services in Economic Growth Region 7 (hereinafter referred to as EGR 7) which includes the counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo Counties in Indiana. Western Indiana Workforce Development Board, Inc. (hereinafter referred to as WDB) also serves as the fiscal agent for Workforce Innovation and Opportunity Act funds for EGR 7.

The board is responsible for the operations of the WorkOne Career Centers throughout the region. There is a WorkOne office in each county in the EGR. Within this group, there is one comprehensive center, located in Terre Haute. The vision of the Governor's Workforce Cabinet is to create a talent system that affords all Hoosiers equitable opportunities for lifelong learning and increased personal economic mobility and provides employers the talent to grow and diversify their workforce. The WDB is actively promoting this vision by reinforcing the importance of lifelong learning for all Hoosiers, and by offering relevant career pathways and in-demand training opportunities to the citizens of EGR 7 that will result in the attainment of the skills needed to successfully perform high demand, high wage occupations.

Information on office locations, current services and offerings and current events may be found at the WorkOne Western Indiana website at www.workonewest.com.

Specific business sectors have been identified as priority areas for the region. These sectors represent those business sectors in EGR 7 where there is a demand for jobs that require a high skill level, and in turn, pay higher wages. As priority areas, these sectors will be presented as premier career paths to our customers, will be highlighted in local workforce development stories and career profiles, and will be the focus, as possible, in the application for additional grant funding to the region. These sectors include:

- Advanced Manufacturing
- Healthcare
- Construction
- Logistics
- Information Technology and Business Services

Current services provided to customers include, but are not limited to:
Employer Services:

- Candidate screening
- Access to thousands of job seekers through Indiana Career Connect.
- Job fairs and other recruitment services (customized and general).

- Workshops.
- Labor market information.
- Information on grants, WorkKeys, and tax credits.

Job Seeker Services

- Access to the State of Indiana’s job matching system: Indiana Career Connect.
- Assessment tools to identify skills and interests.
- Training programs and workshops; including but not limited to, digital literacy, HSE, on-line resources, on-the-job training.
- Scholarship funding to attend occupational skills training.
- Special services for veterans and job seekers over 55 or people with disabilities.
- Registration for unemployment insurance.

Youth Services

- Career development services: work experience, job shadowing, mentoring.
- Jobs for America’s Graduates in-school programs.
- Training programs and workshops; including but not limited to, digital literacy, HSE, on-line resources, on-the-job training.
- Scholarship funding to attend occupational skills training.

Business Services

- Job postings
- Recruitment and screening services
- Assessment services
- On-the Job Training
- Apprenticeships
- Labor Market Information
- Human resources consultation

Purpose of the Proposal

As the lead organization of talent development in the region, the Western Indiana Workforce Development Board is seeking a qualified vendor or vendors to provide services for two different groups of individuals.

Part I. Leadership development training for WorkOne Western Indiana regional staff.

Part II. Leadership development for participants in the “Women in the Workforce” initiative, which aims to build skills and confidence among women entering or advancing in the workforce.

A vendor may submit a proposal to deliver Part 1 only, Part II only, or both Parts I & II. Final scope of services will be negotiated with the successful vendor(s).

Section 2. Proposal Statement of Work

Part A. Purpose of this Solicitation

The Western Indiana Workforce Development Board is seeking proposals from qualified vendors to provide services for leadership development training. Part I. is directed at WorkOne Western Indiana Regional staff. There are approximately 30 people on the regional staff that will be participating in this training. And, Part II. is focused on participants of the “Women in the Workforce” initiative, which aims to build skills and confidence among women entering or advancing in the workforce. It is hoped that development of such confidence will strengthen job coping skills and job retention. While many people were affected by the COVID crisis, the toll was especially hard on women who made up the majority of workers in both the retail and service sectors. These sectors were among the first to close and the last to reopen. Women are also still responsible for being the caregivers to children and the elderly in the country. For all of these reasons, women have been slow to re-enter the workforce since COVID, so it is hoped that with special attention from WorkOne, more women will find a way and a purpose to enter into the workforce, with knowledge of career options, pathways, and jobs that provide self-sufficiency.

Part B. Scope of Work and Goals, Deliverables and Measurables

The Western Indiana Workforce Development Board is seeking a vendor or vendors with experience and expertise in leadership training to nurture or strengthen the leadership skills of the WorkOne West staff and/or build confidence and leadership skills in customers participating in the “Women in the Workforce” program. The selected vendor or vendors will be responsible for either Part 1, Part 2, or both, depending on which parts (s) a proposal includes and the scoring and selection of each section.

Part 1 - Training WorkOne Western Indiana regional staff how to cultivate a culture of leadership and ongoing development of skills that will lead to stronger performance and improved outcomes. The successful vendor will be required to hold seven (7) all day training sessions with staff. (Proposals should not include cost for food or space.) The successful vendor will be required to maintain close coordination and cooperation with Service Provider and Board staff and create the most effective plan based on the information presented in this Request for Proposals.

Goals:

WorkOne Western Indiana Regional Staff

- Develop and enhance staff leadership skills and competencies
- Strengthen decision making
- Expand knowledge and strengthening skillsets, which may include, but not be limited to:
 - identification and development of individual skills and strengths
 - enhanced communication skills
 - refined coaching skills

- de-escalation of stressful situations
- enhanced networking ability
- encouraged strategic thinking

Deliverables and Measurable:

The WorkOne Western Indiana Regional Staff will be more confident in their leadership ability and more effective in case management and employment counseling skills due to improved personal interaction gleaned from the series of leadership training sessions. As a result, Region 7 will see an increased improvement in outcomes and performance measures.

Part 2 - “Women in the Workforce” Participants are looking to 1) enter the workforce, often for the first time, with a career-focused view of obtaining a job, re - entering the workforce after setbacks faced by COVID, or looking to improve their current employment situation. It is also anticipated that 1) Many will have limited work history. 2) A number of these participants will be enrolled in, or considering skills enhancement training, as part of their employment plan. 3) A number of these participants will have children whose care must be factored into any change they wish to make to their current employment status. It is anticipated that “Women in the Workforce” leadership workshops will run on a staggered schedule throughout the approximate six and a half month contract period. Please keep in mind that participants will be involved in a number of activities, and may have limited schedule availability due to childcare demands. Therefore, long training/workshop periods may be hard for participants to attend. Please also keep in mind that while the intention is to cover a number of important skillsets, the program must be flexible enough to serve the turnover of participants, as they continually come in for assistance, and hopefully leave as employment goals are reached. Also, WorkOne West serves six counties, so the successful vendor should incorporate use of virtual workshops in order to serve individuals in rural areas. WorkOne West has a virtual account to set meetings, and the equipment needed to deliver these services. As we are also an equal opportunity provider, males are also able to participate in these workshops. The successful vendor will be required to maintain close coordination and cooperation with Service Provider and Board staff and create the most effective plan based on the information presented in this Request for Proposals.

As we are also an equal opportunity provider, all qualified participants will be able to participate in these workshops without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.

Goals:

“Women in the Workforce” Participants

- Provide knowledge and strengthening skillsets, which may include, but not be limited to,
 - building confidence
 - developing leadership skills
 - enhancing communication skills

- introducing negotiation skills
- enhancing self-awareness and potential in themselves
- building a support system

Deliverables/ Measurable

“Women in the Workforce” Participants will be more confident in their own skills and abilities as they prepare themselves for today’s workforce. They will enter job search and interviewing with improved personal interaction, and enhance communication as a result of leadership training sessions. Once on the job, leadership training participants will also have greater problem solving skills, coping skills, and a good support system outside of work. As a result, Region 7 will see an increased improvement in outcomes and performance measures in areas such as participant retention and wage rates.

Part D. Term of Contract/Funding

The program/contact term is from **September 19, 2022 – March 31, 2023.**

Available Funding

The program/contact term is August 5, 2022 through March 31, 2023. The maximum available contact amount is **\$26, 700.00. This total includes: \$15,400.00 to provide at least 42 hours of session/workshop time with customers, and \$11,300.00 to deliver seven (7) monthly, day long staff development sessions.** The seven months in which these daily sessions will take place include September 2022 through March 2023. The specific dates are to be coordinated with the WorkOne West Manager. Proposals should not include costs of food or space.

The Western Indiana Workforce Development Board reserves the right to modify the terms, amount, and scope of the performance to any extent necessary to ensure compliance with State, Federal, and local guidelines. The contract may be renewed or extended at the discretion of the Western Indiana Workforce Development Board. Please note that the contract awarded by the Board will be a cost-reimbursement contract.

Remainder of page intentionally left blank.

SECTION III: General Instructions

1. Proposal initially on most favorable terms.

Offerors are cautioned to submit their proposals initially on the most favorable basis since an award may be based on the price and terms of the proposal as initially submitted, although Western Indiana Workforce Development Board, Inc. reserves the right to negotiate with an offeror(s).

2. No Disclosure

Except as to serve notice to unsuccessful offerors of the final awards by Western Indiana Workforce Development Board, Inc. for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a “need to know” basis for evaluation purposes. In the event of an award, the proposal submitted pursuant to the requirements of this agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at the Western Indiana Workforce Development Board, Inc. option.

3. Right to Reject

Western Indiana Workforce Development Board, Inc. reserves the right to reject any or all proposals received through this RFP, and to readvertise for any or all of the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time Western Indiana Workforce Development Board, Inc. will not pay for costs incurred in the preparation of bids.

4. Requirements

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance. All RFP's must contain a clear outline of all the following elements:

1. Understanding of Need
2. Qualifications of the organization and key staff to deliver described services;
3. A clear description of the services to be provided; planning, processes, Implementation; and,
4. A line item budget of the services to be provided.

Remainder of page intentionally left blank.

5. Questions and Answers

To be considered for funding, each bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the WIWDB will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposals. Therefore, the Board encourages bidders to contact the Board contact by email during **the technical assistance period, which ends Wednesday, September 7, 2022 at 4:00 PM local time**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.** The email to submit bidder questions is lisalee@workforcenet.org. The official Board response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted at the Board's website at www.workonewest.com. Answers will be posted on an ongoing basis, within three (3) business days after receipt of the question. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information, including any new questions and answers, changes to the RFP, or any additional information. All answers issued become part of the RFP and the RFP process. Should you wish to submit a question or encounter a problem with the website, contact the Authorized Board Contact immediately. The Authorized Board Contact is Lisa Lee. Her email address is lisalee@workforcenet.org and the fax number is (812) 238-2466.

6. Contract Requirements

Specific requirements for conversion of the proposal into a contract will be discussed after the contract award decision. However, to be considered, proposals must include the following special assurances:

Special Assurances

1. If awarded a contract, the bidder assures that it will abide by the specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a Western Indiana Workforce Development Board, Inc. representative who is specifically authorized to do so.
2. If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
3. The bidder assures that, if awarded a contract, it will not subcontract any of these services without the specific, written prior approval from the Western Indiana Workforce Development Board, Inc.

4. The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act; Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 38 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
5. The bidder assures that it will comply with the Americans with Disabilities Act (ADA) in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not Western Indiana Workforce Investment Board, Inc.
6. In accordance with P.L. 101-333, Section 508, the bidder is hereby notified that all projects that are funded as a result of this RFP will be 100% funded by federal funds. There will be no non-government funds available to finance these proposed services. All commitments made by the Western Indiana Workforce Investment Board, Inc. are contingent upon the availability of funds and the Western Indiana Workforce Investment Board, Inc. reserves the right to award an amount less than the total funds available for bid.
7. The bidder assures that it will procure an audit and will provide an audit report of all funds contracted with the Western Indiana Workforce Development Board, Inc. if requested by the Western Indiana Workforce Development Board, Inc.

2. Subcontracting

Bidders may subcontract part of the services to be provided by the Service Provider, but the intention to subcontract must be clearly stated in the response to this RFP and approved by the Board.

3. Contract Negotiations

Successful respondent to this RFP will be expected to participate in contract negotiations to establish exact services to be provided and

payment and terms of those services. Cost and services will be based on information contained in this RFP and in the proposal selected for negotiations.

4. Authorized Contact

The authorized contact person for this procurement is:

Lisa Lee

630 Wabash Avenue, Suite 205

Terre Haute, IN 47807

lisalee@workforcenet.org

Fax (812) 238-2466

7. Late Proposals

A. Proposals and modifications received at the Western Indiana Workforce Investment Board, Inc office designated in the RFP after 4:00 PM, local time, on the date specified therein shall not be considered unless:

1. They are received before award is made; and either,
2. They are sent by registered mail, or be certified mail for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained, and it is determined by Western Indiana Workforce Development Board, Inc. that the late receipt was due solely to delay in the mail, for which offeror was not responsible; or,
3. It is determined by Western Indiana Workforce Development Board, Inc. that the late receipt was due solely to mishandling by Western Indiana Workforce Development Board, Inc. after receipt at the Administrative Office: Provided, that timely receipt at such office is established upon examination of an appropriate date or time stamp (if any) of such office or other documenting evidence or receipt (if readily available) with the control of such office serving it. However, a modification of a proposal, which makes the terms of an otherwise successful proposal more favorable to, Western Indiana Workforce Development Board, Inc shall be considered at any time it is received and may thereafter be accepted.

B. Offerors using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such receipt against the chance that it shall be required as evidence that a late proposal was mailed in a timely fashion.

C. The time of mailing late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown on the postmark on the registered mail receipt or registered mail wrapper or on the Receipt of Certified Mail unless the offeror furnished evidence from the post office station of mailing

which established an earlier time. In the case of Certified Mail, the only acceptable evidence is as follows:

1. Where the Receipt of Certified Mail identifies the post office station of mailing, evidence furnished by the offeror which establishes that the business day of that station ended at an earlier time in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or,
2. An entry in ink on the Receipt for Certified Mail showing the time of mailing and the initials of the postal employee receiving the item and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown in the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offeror shall not be considered.

8. Envelope for Proposals

It is important that the proposal be mailed in an envelope clearly marked in the lower left corner with the following information:

PROPOSAL RFP: Region 7 Leadership Services RFP

9. Alternate Proposals

Alternate proposals may be submitted provided that all deviations are clearly specified. The offeror should be prepared to discuss such deviations to ascertain the general acceptability by Western Indiana Workforce Development Board, Inc.

10. Time Period of Contract

Proposals should address a period from September 19, 2022 through March 31, 2023. An extension of this contract may be authorized at the discretion of Western Indiana Workforce Development Board, Inc.

11. Procedures

Complaint, grievance, mediation procedures of Western Indiana Workforce Development Board, Inc. are available to bidders from the office at 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807, upon request.

12. Proposals Received

Proposals should be received in a "ready to copy" format and, therefore, should not, in any way, be bound, stapled, three-hole punched, or in any manner that prevents ease of copy.

Three (3) copies of the proposal(s), with one (1) copy designated as an original with original signatures and a copy of the complete, signed proposal on a data stick are to be submitted by certified mail, return receipt requested, or by hand-delivery with a signed receipt. All proposals must be received by no later than 4:00 PM local time on September 13.

Proposals should be mailed to:

Western Indiana Workforce Development Board, Inc.
ATTN: Region 7 Leadership Services RFP
630 Wabash Avenue, Suite 205
Terre Haute, IN 47807

Proposals sent by email, telegram, and facsimile (fax) will not be honored.

Proposals received by the deadline specified herein and meeting the requirements as stated shall be acted upon by the Board of Directors of the Western Indiana Workforce Development Board, Inc. It is the responsibility of the bidder to ensure delivery of the proposal by the required time and date.

Remainder of page intentionally left blank.

SECTION IV: Proposal Package (Attachment A)

1. Proposal Cover Sheet Please include the following areas which must be completed in their entirety:

- **Organization** - the legal entity submitting the proposal must be identified here.
- **Address** - the legal mailing address must be identified on this line.
- **Contact Person** - the individual who has authority to commit the organization to provide the proposed services should be recorded on this line. If other individuals will have responsibility for this project, they may be included here, but should be asterisked (*) as a secondary contact.
- **Phone Number** - the phone number of the contact person should be recorded on this line.
- **Fax** - please identify the facsimile number where communications can be sent.
- **E-mail Address** - an e-mail address for the contact person should be included on this line.
- **Authorized Signature** - the signature of the primary contact person must be provided in ink. Secondary contacts need not sign the proposal.

2. Proposal Statement of Work

- A. Understanding of Need
- B. Experience/Qualifications*
- C. Planning, Implementation, and Delivery of Services
- D. Budget

* Optional – You may include a single sheet of paper listing three references and their contact information.

3. Attachment B – Non-Collusion Affidavit

4. Attachment C - Assurances and Certifications

Remainder of page intentionally left blank.

Attachment B

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Western Indiana Workforce Investment Board, Inc. whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day _____ day of _____

Notary Public

County of _____

Commission Expiration Date _____

Attachment C

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Investment Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

Signature of Authorized Representative

Print or Type Name

Date

Western Indiana Workforce Development Board, Inc.
Leadership Development Training Proposal
Scoring Criteria

Organization _____

1. Understanding of Need Possible 20 points _____

2. Experience/Qualifications* Possible 30 points _____

3. Planning, Implementation,
and Delivery of Services Possible 30 points _____

4. Budget Possible 20 points _____

TOTAL _____

*PLEASE NOTE: OPTIONAL - You may include a separate sheet of paper with up to three references and their contact information.