



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

**Item Description: 2020 WORKFORCE INVESTMENT & OPPORTUNITES
ACT (WIOA) YOUTH SKILLS TRAINING**

Date to be opened: MONDAY, FEBRUARY 3, 2020 before 2:15 pm

Issuing Department: WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.gov
 - Please use the subject line “**RFP Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Phone: (401) 680-5766
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
Anne Walsh
 - **Phone: 401-680-8587**
 - **Email: awalsh@providenceri.gov**

Pre-bid Conference

Attendance at the Bidders’ Conference is strongly suggested but not mandatory.

BIDDERS’ CONFERENCE

**Thursday, December 19, 2019 at 9:00 AM at the
Roger Williams Park Casino,
1100 Elmwood Avenue Providence, RI 02907**

If you are a non-profit entity, please fill and download your WBE/MBE WAIVER REQUEST FORM (PAGE 13) and bring it to the Bidders’ Conference. Grace Diaz will be in attendance to sign your completed form.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

INSTRUCTIONS FOR SUBMISSION

Date to be opened: MONDAY, FEBRUARY 3, 2020

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related.** (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form **do not recycle it for use in this bid.**
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE:** This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.

*This information is **NOT** requested to be provided in your initial bid by design.*

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page 7 of this document*)
- Bid Form 3: Certificate Regarding Public Records (*see page 8 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 9-13) or on:*
<https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

*****Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.**



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City’s [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance **must accompany** a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
 - a) A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.
 - c) A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) No financial assurance is necessary for this item.
2. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Contact Email Address: _____

Agrees to bid on (Write the "Item Description" here):

If the bidder's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island*

Delivery Date (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*:

Total Amount in Figures*:

**** If you are submitting a unit price bid, please insert "Unit Price Bid"***

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 2: Certification of Bidder

(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify
that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on
this _____ day of _____ 20____.

Signature of Representation

Printed Name



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 3: Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),
I, _____ (Name of Person Making Certification),
being its _____ (Title or "Self"), hereby certify an
understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on
this _____ day of _____ 20_____.

Signature of Representation

Printed Name



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

WBE/MBE Form Instructions

The City of Providence actively seeks Minority and Women business enterprises to participate in bids to meet the City's procurement needs. Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is **10%** of the total bid value.

The goal for Women's Business Enterprise (WBE) participation is **10%** of the total bid value.

The goal for combined MBE/WBE participation is **20%** of the total bid value.

Only businesses certified with the State of Rhode Island as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at:
<http://odeo.ri.gov/offices/mbeco/>

Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Bid Requirements:

All Bidders: All bidders must complete and submit the **MBE/WBE Participation Affidavit** indicating whether or not they are a state-certified MBE/WBE and acknowledging the City's participation goals. Submission of this form is required with **every bid**. Your bid will not be accepted without an affidavit.

Bidders who will be subcontracting: Bidders who will be subcontracting must submit the **Subcontractor Disclosure Form** as part of their bid submission. All subcontractors, regardless of MBE/WBE status, must be listed on this form. Business NAICS codes can be found at <https://www.naics.com/search/>. Awarded bidders are required to submit **Subcontractor Utilization and Payment Reports** with each invoice.

Waiver Requests:

If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Bidder must complete the **MBE/WBE Waiver Request Form** for review. Waivers will be considered on a case by case basis.

No waiver will be granted unless the waiver request includes documentation that demonstrates that the Bidder has made good faith efforts to achieve the City's stated participation goals. Waivers must be reviewed and signed by the City of Providence's MBE/WBE Outreach Director, Grace Diaz, or her designee. Department Directors cannot recommend a bidder for award if this form is applicable and absent. If the bid does not meet the participation goals of the City of Providence and a waiver is not filed with the signature of the MBE/WBE Outreach Director or her designee, the bid will not be accepted.

Verifying MBE/WBE Certification

It is the responsibility of the bidder to confirm that every MBE/WBE named in a proposal and included in a contract is certified by the Rhode Island Minority Business Enterprise Compliance office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Form Instructions:



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Access all bid forms from <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>. **Download** the forms as blank PDFs. Once saved on your computer, fill them out using the Adobe program. The fillable PDFs must be completed in Adobe in order to be saved property. Google Chrome and similar platforms do not allow for the forms to be saved as filled PDFs. Therefore, please download the blank forms to your computer, then fill them out and save.

Assistance with Form Requirements

Examples of completed forms can be found on the City of Providence website at <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>.

Contract Requirements:

Prime contractors engaging subcontractors must submit the *Subcontractor Utilization and Payment Report* to the City Department's Fiscal Agent with every invoice and with request for final payment. This form is not submitted as a part of the initial bid package.

For contracts with duration of less than 3 months, this form must be submitted along with the contractor's request for final payment. The form must include all subcontractors utilized on the contract, both MBE/WBE and non- MBE/WBE, the total amount paid to each subcontractor for the given period and to date. During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract.

Questions?

For more information or for assistance with MBE/WBE Forms, contact the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.com or (401) 680-5766.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

MBE/WBE PARTICIPATION AFFIDAVIT

Item Discussion (as seen on RFP):

Prime Bidder: _____

Prime Bidder (Company) Phone Number: _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? MBE WBE Neither MBE nor WBE

By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value.
The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value.
The goal for combined MBE/WBE participation is 20% of the total bid value.

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. Initial _____

If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. **I understand that these documents must be submitted prior to the issuance of a notice to proceed.** Initial _____

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract. Initial _____

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. **I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.**

Initial _____

If awarded this contract, I understand that authorized representatives of the City of Providence may examine the books, records and files of my firm from time to time, to the extent that such material is relevant to a determination of whether my firm is complying with the City's MBE/WBE participation requirements.

Initial _____

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

Signature of Bidder

Printed Name

Company Name

Date



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

SUBCONTRACTOR DISCLOSURE FORM

Fill out this form only if you WILL SUBCONTRACT with other parties. If you will not subcontract any portion of the proposed bid, do not fill out this form.

Prime Bidder: _____ Primary

NAICS _____ Code: _____

Item Description (as seen on RFP): _____

Please list all Subcontractors below. Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at www.mbe.ri.gov. Business NAICS codes can be found at <https://www.naics.com/search/>

Proposed Subcontractor	MBE	WBE	Primary NAICS Code	Date of Mobilization	\$ Value of Subcontract
					\$
					\$
					\$
					\$
A. MBE SUBCONTRACTED AMOUNT:					\$
B. WBE SUBCONTRACTED AMOUNT:					\$
C. NON MBE WBE SUBCONTRACTED AMOUNT:					\$
D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:					\$
E. TOTAL AMOUNT OF BID (SUM OF A, B, C, & D):					\$
F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide the sum of A and B by E and multiply result by 100).					

Please read and initial the following statement acknowledging you understand. If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F) and the prime contractor is NOT a Rhode Island State-certified MBE or WBE, you must fill out the MBE/WBE WAIVER REQUEST FORM for consideration by City of Providence MBE/WBE Outreach Director. Initial _____

Signature of Bidder

Printed Name



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

MBE/WBE Waiver Request Form

Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal. State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review **prior to bid submission**. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Prime Bidder: _____

Company Trade: _____

Item Discussion (as seen on RFP): _____

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Trade	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of _____ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

Signature of Prime Contractor

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

*This information is **NOT** requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.*

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- Certificates of Insurance will be required from all partners if funded.
- Information on Worker's Compensation Policies will be requested after an award is approved by the Board of Contract and Supply.
- Information regarding an Insurance Declaration Page will be requested after an award is approved by the Board of Contract and Supply.
- A copy of the most recent audit will be requested during the contract negotiation process.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID PACKAGE SPECIFICATIONS



**Workforce Innovation and Opportunity Act (WIOA)
2020 WIOA YOUTH SKILLS TRAINING
Title I Youth FY 2020**

ISSUE DATE	TUESDAY, DECEMBER 10, 2019
BIDDER’S CONFERENCE	THURSDAY, DECEMBER 19, 2019
PROPOSALS DUE	MONDAY, FEBRUARY 3, 2020 BEFORE 2:15 PM

REQUIRED DOCUMENTS

- 1) Board of Contract and Supply Forms as described in previous pages **AND**
- 2) Only these forms will be accepted in response:
 - a) Proposal 2020 WIOA Youth **SKILLS TRAINING** Response Packet –MS Word Document **AND**
 - b) Proposal 2020 WIOA Youth **SKILLS TRAINING** Budget and Narrative-MS Excel Document

Samples of these forms are included with this Statement of Work.

Applicants must use these fillable forms posted on our website:

<http://www.providenceri.gov/oeo/2020-wioa-youth-SKILLS-TRAININGrpf/>

Foundational principles of the Youth Work Plan for WSPC:

- ❖ Adolescents and emerging adults need a developmentally appropriate and socially inclusive environment of support to successfully transition to adulthood.
 - ❖ The Providence/Cranston Youth Services will coordinate and connect vulnerable youth to activities and services they need to transition to adulthood with a focus on planning for work and self-sufficiency.
 - ❖ Commitment to the idea that social inclusion is as much about the *ability* to participate in community as it is about access to community.
 - ❖ Supports for youth should enable them to participate in and shape their own futures and not perpetuate the need for services.
 - ❖ Planning and implementation of programs and services must be firmly based in youth development principles and meet the needs of youth impacted by trauma.
 - ❖ All programs and services must include plans to develop an understanding of diversity and the attainment of cultural competency skills for staff and participants.
- From the WSPC Local Plan



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND
2020 WIOA YOUTH SKILLS TRAINING RFP TIMELINE**

RFP Released Online	Tuesday, December 10, 2019
Advertisement	Friday, December 13, 2019
Bidder's Conference	Thursday, December 19, 2019 @ 9 am
Deadline for Questions	Friday, January 17, 2020
Final Q & A Published	Wednesday, January 22, 2020
RFP Deadline	Tuesday, February 3, 2020 BEFORE 2:15 pm
Funding Provider Decision	Monday, March 2, 2020
Contract Negotiations Begin	Tuesday, March 3, 2020
Program Start Dates:	Programs MAY begin as early as April 1, 2020.
	Programs MUST begin by July 1, 2020

Procurement process dates may be subject to change.
Check regularly for updates and/or corrections to this RFP timeline at
<http://www.providenceri.gov/oeo/2020-wioa-youth-SKILLS-TRAININGrfp/>

BIDDERS' CONFERENCE

**Thursday, December 19, 2019 at 9:00 AM at the Roger Williams Park Casino,
1100 Elmwood Avenue Providence, RI 02907**

**If you are a non-profit entity, please fill and download your WBE/MBE WAIVER REQUEST FORM (PAGE 13)
and bring it to the Bidders' Conference
Grace Diaz will be in attendance to sign your completed forms.**

This informational session will be held after the release of the RFP to discuss and explain the Scope of Services, the application package and the grant process. **While attendance at the Bidders' Conference is not required to submit a proposal, it is strongly encouraged.**

Please note: Procurement policies mandate that staff of Workforce Solutions of Providence/Cranston are **not** allowed to discuss or answer questions about the RFP outside of the Bidders' Conference. **Additional questions may be submitted after the Bidders' Conference.** These questions must be submitted in writing to awalsh@providenceri.gov with **"2020 WIOA Youth SKILLS TRAINING RFP"** in the subject line, no later than Friday, January 17, 2020. You will not receive a personal answer to your question. All questions and answers will be posted on an ongoing basis through Wednesday, January 15, 2020 at <http://www.providenceri.gov/oeo/2020-wioa-youth-SKILLS-TRAININGrfp/>

**Please print and read the RFP prior to the Bidders' Conference
Bring your copy of the RFP and your questions to the conference
Auxiliary aids and services are available upon request to individuals with disabilities.
Please contact awalsh@providenceri.gov with your request prior to the event.**



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Table of Contents

BOARD OF CONTRACT and SUPPLY INSTRUCTIONS FOR SUBMISSION..... 2

BID FORM 1: Cover Page 6

BID FORM 2: Certification of Bidder 7

BID FORM 3: Certificate Regarding Public Records 8

WBE/MBE Form Instructions 9

WSPC BID PACKAGE SPECIFICATIONS 15

Section One: Background 19

 A: Workforce Solutions of Providence/Cranston 19

 B: Workforce Innovation and Opportunity Act (Overview)..... 19

 C: Comprehensive WIOA Youth Programs..... 20

Section Two: Description of Services Sought 21

 A: WIOA Occupational Skills Training with an Industry-Recognized Credential 21

 B: Work-Based Learning Experiences 25

 C: Performance Outcomes..... 26

Section Three: RFP Information..... 27

 A: RFP Schedule for Submission, Review & Awards 27

 B: Eligible Organizations 27

 C: Bidders’ Conference 27

 D: Communications and Clarification Procedures..... 28

 E: Submission Requirements 28

 F: Proposal Review and Evaluation Process 29

 G: Proposal Evaluation Criteria..... 29

 H: Notification of Award / Negotiations..... 31

 I: Protest/Appeals Process Procedures 31



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Section Four: Additional Requirements 31

A: RFP Amendments 31

B: Stand Alone 32

C: Limitations 32

D: Youth Eligibility..... 32

E: Labor Laws 32

F: Financial 32

G: Documentation 32

H: Reporting..... 33

Section Five: Administrative and Technical Requirements 33

A: Audit/Financial Statements 33

B: Cost Allocation Plan 33

C: Allowable Costs/Principles 33

D: Fidelity Bond 34

E: Fiscal Management / Internal Oversight 34

F: Nepotism 34

G: Partner Agreements..... 34

H: Types of Contracts..... 35

Section Five: Proposal Submission 38

Section Two: WSPC Youth SKILLS TRAINING Bid Specifications Response Packet and Forms 39



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Section One: Background

A: Workforce Solutions of Providence/Cranston

Workforce Solutions of Providence/Cranston (WSPC) is a municipal agency of the City of Providence. Under the mandate of federal legislation, the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Governor of RI, along with the Local Elected Officials (LEOs) for the cities of Providence and Cranston, has designated WSPC as the regional workforce development board and administrator for the cities of Providence and Cranston, RI, in compliance with WIOA Section 107 and 20 CFR Parts 679 through 681. All WSPC services are procured through the City of Providence Board of Contract and Supply (BOCS).

WSPC is governed by a Board of Directors and Local Elected Officials (LEOs) for the local workforce area. A majority of the WSPC Board of Directors' members represent private sector businesses.

WSPC strives to implement and coordinate an effective Workforce Development System that creates economic and employment partnerships among service providers, job seekers and employers in a way that enhances the economic vitality of all.

This Request for Proposals (RFP) soliciting training(s) to support WIOA-enrolled youth on a career pathway to an post-secondary, industry-recognized credential. WSPC seeks high quality, youth development-focused training through new, unique, and efficient strategies for cohorts of WSPC WIOA-enrolled youth. Approximately \$500,000.00 of WIOA Youth funds is anticipated to be available for training WIOA youth training cohorts through this RFP.

B: Workforce Innovation and Opportunity Act (Overview)

The Workforce Innovation and Opportunity Act of 2014 (WIOA), is designed to improve and streamline access to federally funded employment, education, training, and support service programs. The goal of WIOA legislation is to consolidate, coordinate, and improve employment, training, literacy, and vocational programs in the United States and provide the framework for a workforce preparation system that is flexible, responsive, customer-focused, and locally managed. The spirit of WIOA legislation emphasizes collaboration and the belief that we can accomplish more if we work together to serve participants and employers. Of particular focus in the legislation are three key driving messages:

- A commitment to providing high quality, accessible services;
- An alignment of investments in workforce, education, and economic development;
- A youth vision that supports an integrated service delivery system.

WIOA emphasizes local control and management of WIOA services through Local Workforce Investment Areas. As the Local Workforce Investment Board (LWIB) for Providence and Cranston, the WSPC board determines policies, priorities and providers for our local area, including the local One-



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Stop Center, while also working collaboratively to create a better experience for the job seekers and employers they serve.

C: Comprehensive WIOA Youth Programs

CONTEXT

This portion is for your information only. Comprehensive WIOA Youth Programs are not funded through this RFP, but the services in this RFP are part of the Comprehensive Programs.

The legislation requires that WIOA youth programs be comprehensive and shall be used to carry out the following design:

1. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant; this assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs for the purpose of identifying appropriate services and career pathways for participants.
2. Develop service strategies for each participant that are directly linked to performance outcomes, and shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant identified in the objective assessment.
3. Provide:
 - a. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
 - b. Preparation for postsecondary educational and training opportunities;
 - c. Strong linkages between academic instruction and occupational education that lead to the attainment of postsecondary credentials;
 - d. Preparation for unsubsidized employment opportunities; and
 - e. Effective connections to employers, including small employers, in in- demand industry sectors and occupations.

WSPC will fund these comprehensive programs for participants through a separate RFP process. Programs funded through **THIS** RFP will provide training and services to youth enrolled in those comprehensive programs and will require a consistent ongoing communication with the case manager.

This RFP does not request that applicants recruit, enroll or case manage WIOA youth. Youth **already enrolled in WSPC WIOA programs** will be eligible for and referred to trainings funded by this RFP.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

WIOA YOUTH TARGET POPULATION

To assist proposers in designing appropriate programs in response to this RFP, please note that in order to be eligible to enroll in the WIOA Youth program a youth must meet the WIOA low-income requirements **and** be:

WIOA Out-of-School Youth Definition
A) Not attending any school; B) Not younger than age 16 or older than age 24; and C) One or more of the following: a) A school drop-out. b) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. c) A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is i. basic skills deficient; or ii. an English language learner. d) An individual who is subject to the juvenile or adult justice system. e) A homeless individual, a homeless child or youth, a runaway, in foster care of has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement. f) An individual who is pregnant or parenting. g) A youth who is an individual with a disability. h) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Section Two: Description of Services Sought

A: WIOA Occupational Skills Training with an Industry-Recognized Credential

WSPC is seeking proposals from qualified organizations to provide occupational skills training to eligible Out-of-School youth between the ages of 16 and 24. The Occupational Skills Training Model is designed to equip youth and young adults with the skills and credential(s) necessary to secure employment in high growth in-demand industries. Programs must include instructional and hands-on training that is **youth development-focused** and must prepare participants to earn a nationally recognized credential as defined in Section B.

Bidders may reference the Employment and Training Association's (ETA) Competency Models when designing their program. ETA has worked with industry experts to develop competency models that identify the knowledge, skills, and abilities needed for workers to perform
Workforce Solutions of Providence/Cranston 2020 RFP for WIOA Youth SKILLS TRAINING *Page 21 of 51*



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

successfully and advance in a career. Each model has nine (9) tiers and begins with the same foundational competencies in tiers 1 through 3, which represent personal effectiveness, academic competencies and workplace competencies. The higher tiers represent more advanced levels of competencies that are specific to an industry and job position.

Information on the ETA's Competency Model can be found at:

http://www.careeronestop.org/CompetencyModel/userguide_competency.aspx.

Bidders' program curriculum should address skills included in Tiers 1-3.

The selected bidder is responsible for developing and preparing all course content and materials for the delivery of the training program to cohorts.

Occupational Training Areas

Applicants must plan their proposals on expected job growth in RI, as described by the RI Dept. of Labor & Training Labor Market Information publications.

Applicants may also apply for training programs in one of these areas identified as priorities in the WSPC Local Area Plan:

Healthcare

Information Technology

Transportation and Logistics

Manufacturing



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Growth by Sector from RI DLT (full report: www.dlt.ri.gov/lmi/pdf/indoutlook.pdf)

Rhode Island employment is expected to increase by nearly 30,500 jobs during the 2016-2026 projection period. Employment in 2026 is projected to reach 550,700 an increase of 36,076 (5.9%) jobs from the 2016 employment level. Much of this growth is attributed to the increased demand for the products and services provided by the Accommodation & Food Services; Health Care & Social Assistance; Professional, Scientific & Technical Services; and Retail Trade sectors. Nationally, employment is projected to increase by 7.4 percent.

A CLOSER LOOK AT PROJECTED EMPLOYMENT FOR RHODE ISLAND IN YEAR 2026

Industry Sector	EMPLOYMENT		CHANGE	
	2016	2026 ▼	Numeric	%
Statewide	520,251	550,715	30,464	5.9
Health Care & Social Assistance	82,389	86,500	4,111	5.0
Accommodation & Food Services	48,204	52,761	4,557	9.5
Retail Trade	48,190	50,653	2,463	5.1
Educational Services	44,329	45,550	1,221	2.8
Manufacturing	40,420	42,510	2,090	5.2
Government	31,431	32,028	597	1.9
Administrative & Waste Services	27,873	30,301	2,428	8.7
Finance & Insurance	26,572	28,120	1,548	5.8
Professional, Scientific, & Technical Services	24,572	27,627	3,055	12.4
Construction	18,134	20,401	2,267	12.5
Other Services (except Government)	17,951	18,751	800	4.5
Wholesale Trade	16,484	16,893	409	2.5
Management of Companies & Enterprises	13,378	14,213	835	6.2
Transportation & Warehousing	9,939	10,748	809	8.1
Arts, Entertainment, & Recreation	9,311	10,055	744	8.0
Real Estate & Rental & Leasing	6,108	6,534	426	7.0
Information	6,114	6,507	393	6.4
Utilities	1,081	1,087	6	0.6
Agriculture, Forestry, Fishing & Hunting	776	860	84	10.8
Mining	200	196	-4	-2.0

WSPC Sequence of Services – Coordination between Comprehensive and Skills Training Programs

1) Comprehensive WIOA Youth Programs (not funded through this RFP) will deliver and/or coordinate the other required WIOA services (academic, work readiness, social services, mentoring, financial literacy, etc.). This could happen over several months, during which participants will be learning about the types of training available.

2) As Case Managers determine that youth are in a stable situation and able to participate in and focus on occupational skills training, those youth will be referred to the occupational skills provider. This will be done in a manner that supports training the youth in cohorts.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

3) Training providers funded through this RFP with work closely with WSPC staff and Case Managers to support participants in the occupational skills training that will lead to earning an industry-recognized postsecondary credential.

Industry-Recognized Post-Secondary Credentials under WIOA

A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the Vocational Rehabilitation program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

Certificates awarded by workforce development boards (WDBs) and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Likewise, such certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

A variety of different public and private entities issue recognized postsecondary credentials. Below is a list of the types of organizations and institutions that award recognized postsecondary credentials (not all credentials by these entities meet the definition of recognized postsecondary credential).

- A State educational agency or a State agency responsible for administering vocational and technical education within a State;
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in Federal student financial aid programs;
- An institution of higher education that is formally controlled, or has been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or product manufacturer or developer (e.g., recognized Microsoft Information Technology certificates, such as Microsoft Certified IT Professional (MCITP),



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

- Certified Novell Engineer, a Sun Certified Java Programmer, etc.) using a valid and reliable assessment of an individual's knowledge, skills and abilities;
- ETA's Office of Apprenticeship or a State Apprenticeship Agency;
- A public regulatory agency, which awards a credential upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., Federal Aviation Administration aviation mechanic license, or a State-licensed asbestos inspector);
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps, which issues certificates for completing career training programs that are based on industry skills standards and certification requirements.

Acceptable Credentials

The following are acceptable types of credentials that count toward the credential attainment indicator:

- Occupational certification
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
- Occupational licensure
- Associate's degree
- Bachelor's degree
- Graduate degree for purposes of the Vocational Rehabilitation program

B: Work-Based Learning Experiences

WSPC will give preference to those proposers that use their employer contacts to also secure Work-Based Learning experiences (WBLs) for participants concurrent with the training.

These real or simulated industry-based work experiences combined with classroom instruction better prepare youth to meet employer demands.

From PrepareRI <https://www.prepare-ri.org/wbl>:

Rhode Island is employing a flexible definition of WBL, encompassing:

- **Internship**: A position for a trainee to work in an organization to gain work experience, satisfy requirements for a credential and/or gain course credit.
- **Apprenticeship**: Highly-formal job training experience that involves studying with a master of the trade on the job.
- **Service-Learning**: A program or project which combines community service with an outside organization with a structured opportunity for reflection about that service, emphasizing the connections between service and academic learning.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

- **Industry project:** Individual, group, or class-wide project in which students address real-world, industry-focused questions or problems with the guidance of industry professionals.
- School-Based Enterprise (not applicable for this RFP).

What does it mean for WBL opportunities to be high quality? Broadly, WBL should meet the following standards of quality.

- **Rigorous:** Skill-based and tied to measurable outcomes
- **Relevant:** Connected to a student's interests and to the real world of work
- **Reflective:** Engages the student in reflection and analysis
- **Interactive:** Providing multiple and extended opportunities for students to interact with industry professionals.
- **Integrated:** Connected with the student's school-based (training-based) curriculum and for academic credit

Youth placed in paid work experiences will be paid by the WIOA Comprehensive program provider, not the Skills Training Provider or the Employer.

Proposals including this WBL component will require the training provider to:

a. Work collaboratively with funded programs to connect youth to appropriate work-based opportunities.

b. Work collaboratively with participant's Case Manager to monitor and evaluate participants' performance on work-based assignments.

Costs for this may be included in the budget.

C: Performance Outcomes

Federal and State Performance Measures

WSPC is required to meet or exceed federal performance indicators. Targets for these indicators are redefined annually by the federal and state governments, and successful proposers will be responsible for providing services that will support WSPC and its WIOA Youth programs to achieve these goals.

Minimal Performance Outcomes for Skills Trainings funded through this RFP:

Percent of cohort to be placed in work-based learning experience: **80%**

Percent of cohort to successfully complete training: **80%**

Percent of cohort to achieve a post-secondary, industry-recognized credential: **75%**

Percent of cohort to obtain employment after training: **70%**

Percent of cohort to retain employment: **65%**



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Section Three: RFP Information

A: RFP Schedule for Submission, Review & Awards

RFP Released Online	Tuesday, December 10, 2019
Advertisement	Friday, December 13, 2019
Bidder's Conference	Thursday, December 19, 2019 @ 9 am
Deadline for Questions	Friday, January 17, 2020
Final Q & A Published	Wednesday, January 22, 2020
RFP Deadline	Tuesday, February 3, 2020 <i>BEFORE</i> 2:15 pm
Funding Decision	Monday, March 2, 2020
Contract Start Date	Some programs may begin as early as April 1, 2020

B: Eligible Organizations

Organizations eligible to submit proposals fall within the following categories:

- Institution of Higher Education
- Government Agency
- Private for-profit entity
- Employment Service Agency
- Area Career and Technical Education School
- Non-Traditional Public Secondary School
- Community-based non-profit or intermediary organization .

Proposers must also complete the Certifications form in the 2020 WIOA Youth SKILLS TRAINING response packet, declaring that they are not debarred, suspended or otherwise excluded from receiving federal funds, and that they adhere to certain required policies.

If the proposal includes partnerships, it must identify one entity as the lead organization, which is the submitter of the proposal. Each partner will deliver on their own individual metrics and performance alongside partnership metrics.

C: Bidders' Conference

BIDDERS' CONFERENCE

**Thursday, December 19, 2019 at 9:00 AM at the
Roger Williams Park Casino,
1100 Elmwood Avenue Providence, RI 02907**

If you are a non-profit entity, please fill and download your WBE/MBE WAIVER REQUEST FORM (PAGE 13) and bring it to the Bidders' Conference. Grace Diaz will be in attendance to sign your completed form.

This informational session will be held after the release of the RFP to discuss and explain the Scope of Services, the application package and the grants process. While attendance at the bidders' conference is not required to submit a proposal, it is strongly encouraged. Please read the RFP in advance and prepare questions you may have.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Please note: Procurement policies mandate that staff of Workforce Solutions of Providence/Cranston **not** be allowed to discuss or answer questions about the RFP outside of the Bidders' Conference. **Additional questions may be submitted after the bidders' conference.** These questions must be submitted in writing to awalsh@providenceri.gov no later than Friday, January 10, 2020. You will not receive a direct answer to your question. All questions and answers will be posted on an ongoing basis through Wednesday, January 15, 2020 at <http://www.providenceri.gov/oeo/2020-wioa-youth-SKILLS-TRAININGrfp/>

**Please print and read the RFP prior to the Bidders' Conference.
Bring your copy of the RFP and your questions to the conference.
Auxiliary Aids and services are available on request to individuals with disabilities.
Please contact Anne Walsh awalsh@providenceri.gov with your request prior to the event.**

D: Communications and Clarification Procedures

The primary mode of communication between WSPC and potential bidders will take place through our website: <http://www.providenceri.gov/oeo/2020-wioa-youth-SKILLS-TRAININGrfp/>

Beginning December 10, 2019 interested parties can download the Request for Proposals from the above website. A record of the questions and answers from the Bidders' Conference will be available on the website along with contact information of the attendees to assist you with networking. After the Bidders' Conference, any further questions must be submitted via email to awalsh@providenceri.gov. It is the bidder's responsibility to check the web page frequently to stay apprised throughout the process. **Questions will not be answered over the phone or in person.** Questions received after close of business on Friday, January 10, 2020 will not be answered. Final answers to questions will be on Wednesday, January 15, 2020.

E: Submission Requirements

Applicants may only use

- The required BOCS forms **and**
- The "**2020 WIOA Youth SKILLS TRAINING RFP Response Documents**" crafted specifically for this RFP. These are: one MS Word file titled "**2020 WIOA Youth SKILLS TRAINING Response Packet**", and one MS Excel "**2020 WIOA Youth SKILLS TRAINING Budget and Narrative Form**".

No other forms or budgets will be accepted.

To be considered for review, one original (containing original signatures) and two (2) complete copies of the proposal must be submitted as detailed in the instructions in first 14 pages of this RFP, from BOCS.

An electronic copy of the application 2020 WIOA Youth SKILLS TRAINING response packet and budget, in Word and Excel formats will be requested if proposals are funded.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

The included proposal format MUST be used and page limits, where defined, must be kept. Instructions for completing the proposal are provided.

- All required forms have been included for convenience and information.
- All material must be typed, double-spaced in Times New Roman or Calibri 12 point font.
- Proposal checklist must be used.
- Attachments such as videos, brochures, newspaper articles, or other extraneous materials will not be accepted.
- Any material considered extraneous by WSPC will be discarded prior to the proposal review.
- Proposals must be wholly contained and securely stapled.
- Do not enclose the proposal in a binder or portfolio or add any cover sheet other than the Proposal Cover Sheet included in the response package.
- Proposals not submitted according to the required format may not be accepted.

F: Proposal Review and Evaluation Process

Proposals will be screened for compliance with the federal and state Workforce Innovation and Opportunity Act requirements, consistency with WSPC requirements, requirements of the City of Providence Board of Contract and Supply and the specifications of this RFP.

- Staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria.
- Once the minimum threshold has been met, proposals will be evaluated on the basis of quality, congruence with the goals of this RFP, past program performance, geographic distribution of services and service to the target population based on evaluation criteria outlined in the next section.

The point values allocated to each section of the proposal narrative are an evaluation tool and do not dictate which proposals are ultimately recommended for funding. WSPC reserves the right to reject any and all proposals, to waive or modify any requirement contained in this RFP, to amend without consult any proposal, and to effect any agreement deemed to be in the best interest of WSPC and its residents.

G: Proposal Evaluation Criteria

The **2020 WIOA Youth SKILLS TRAINING Response Packet** RFP posted at <http://www.providenceri.gov/oeo/2020-wioa-youth-SKILLS-TRAININGRfp/> is the only format which can be used to submit a proposal. The maximum number of points available is 100 points. Sections A-F are forms, which will be evaluated for completeness on a “yes/no” basis. A “no” in any of these sections will eliminate the proposer from the award consideration.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Points will be awarded for responses to Sections 1-4. These sections ask the proposer what they will do, how they will do it, how much it will cost, and how qualified the proposer is to successfully carry out their proposal. **A minimum threshold of 70 points will be required.**

Failure to complete all of the sections to the satisfaction of WSPC will eliminate the proposal from consideration.

BOCS FORMS SECTION: Submission will be rejected if any of these forms are missing.	
1) Bid Form 1: Bidder's Blank as the cover page/ 1 st page	<input type="checkbox"/> YES <input type="checkbox"/> NO
2) Bid Form 2: Certification of Bidder as 2 nd page	<input type="checkbox"/> YES <input type="checkbox"/> NO
3) Certificate Regarding Public Records	<input type="checkbox"/> YES <input type="checkbox"/> NO
4) Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. <i>See forms and instructions enclosed</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
BID SPECIFICATIONS: 2020 WIOA YOUTH SKILLS TRAINING RESPONSE PACKET	
Submission will be rejected if any of these items are missing.	
FORMS	
A. WSPC Cover Page	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. Proposal Checklist	<input type="checkbox"/> YES <input type="checkbox"/> NO
C. Signed Title Page	<input type="checkbox"/> YES <input type="checkbox"/> NO
D. Signed Certifications Form	<input type="checkbox"/> YES <input type="checkbox"/> NO
E. Signed Accessibility Information	<input type="checkbox"/> YES <input type="checkbox"/> NO
F. Performance Outcomes	<input type="checkbox"/> YES <input type="checkbox"/> NO
SCORED SECTIONS	Maximum Points
1. Agency Background and Organizational Capacity	20
2. Statement of Market Need for Training	20
3. Training Curriculum and Program Design	40
4. Program Cost and Budget	20
	100

Scored Sections

1. Agency Background and Organizational Capacity (up to 20 points)

Section will be scored according to

- Agency's legal status, organizational structure, past history in training for this area.
- Experience working with WIOA youth target population and training sector

2. Statement of Market Need for Training (up to 20 points)

Section will be scored according to

- Description of the need for the training, supported by labor market information that specifies local job opportunities, potential wages, sector experience and letters of support from employers willing to work with young adults.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

3. Curriculum Training and Program Design (up to 40 points)

Section will be scored according to

- Description of specific skills and the length of time for each component
- Methodologies that address the developmental levels of young adults
- Clear measurement of participant skills learned
- Industry recognized post-secondary credentials

4. Program Cost and Budget (up to 20 points)

Section will be scored according to

- The accuracy, reasonableness and completeness of proposed budget.

A minimum threshold of 70 points will be required.

H: Notification of Award / Negotiations

Respondents will receive written notification of the status of their proposal in accordance with the RFP timeline. In all cases, available funding will be used as the initial benchmark for negotiations. Contractors will be required to submit complete and accurate information for contract components, including any revisions, additions or modifications required. **Programs may only begin after the execution of a signed contract.**

I: Protest/Appeals Process Procedures

Any respondent who has submitted a response to this RFP may appeal an award announcement. All protests, appeals and/or complaints must be submitted in writing to either WSPC within five (5) working days of the award announcement, addressed to the Executive Director for review and to determine merit. In order for an appeal to have merit it must show that any substantial portion of the RFP process or Federal procurement guidelines was violated. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered.

If protests, appeals and/or complaints are found to have merit, the appeal will be evaluated by the Youth Council, and then by The Board. The decision made by the full board will be final.

Appeals received after the established deadline will not be considered. Appeals may not dispute a particular score received by the petitioning agency, or the scores assigned to a competing agency. The scores awarded are final and are not subject to question by an appealing agency.

Section Four: Additional Requirements

A: RFP Amendments

Contradictions, errors, misinformation, etc., discovered in the RFP may require an amendment. Any amendment to this RFP will be published on the WSPC website

<http://www.providenceri.gov/oeo/2020-wioa-youth-SKILLS-TRAININGrpf/>

Proposers are responsible for checking this page regularly for any updates.



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

B: Stand Alone

Each proposal submitted must be written in such manner that if only one was funded, that one could still be successful without additional funding. However, if more than one proposal from a single respondent is funded, WSPC reserves the right to identify and eliminate duplicative costs and/or other elements during contract negotiations. All budget proposals must also “stand alone” and only include matching funds you are certain you will receive.

C: Limitations

This RFP does not commit WSPC to award a contract or to pay for any of the costs in the preparation of a proposal. WSPC reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or in its entirety this RFP, if it is in its best interest to do so and reserve the right not to fund any proposal solely due to the submission of the lowest cost or receipt of the highest ranking.

All contract awards are subject to the availability of WIOA Funds and the execution of a contract that is acceptable to both the selected respondent and WSPC.

D: Youth Eligibility

WSPC WIOA-enrolled youth will be referred to these trainings from the WIOA Youth programs.

E: Labor Laws

All programs and activities must comply with applicable federal and state labor laws including child labor, OSHA, Right-To-Know, and ADA (i.e. hours, working conditions, use of equipment, etc.). The LWIBs reserve the right to impose further restrictions on activities that it may consider inappropriate, regardless of applicable laws. In many circumstances, Work Permits and/or Certificates of Age are required. Participants that receive wages are considered employed and may require a Work Permit. Please see <http://www.dlt.ri.gov/ls/childlabor.htm> for full details.

F: Financial

All funds will be dispersed by contract through WSPC fiscal department. Payments will be issued on a benchmark, cost per person or cost per cohort basis only upon receipt of a signed invoice and necessary source documentation.

<p>Benchmark 1: Enrollment & Attendance for first 20% of program: 50%. Benchmark 2: At least 75% of cohort achieves the Post-Secondary Industry-Recognized Credential: 50%</p>
--

G: Documentation

All documentation relative to an individual’s participation benchmark attainments, time and attendance records, skills certification, test scores, and any other records or forms required by WSPC must be shared with the participant’s case manager and securely maintained in the individual’s participant file record. The participant file record is the property of WSPC and must be surrendered at the end of the contract period.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

H: Reporting

WSPC will provide a reporting format to track the status of participant activities while enrolled in the training including, attendance, participation, and benchmarks achieved. Reports will be customized for each training program.

Section Five: Administrative and Technical Requirements

All contractors must meet a minimum level of administrative capacity in order to contract with WSPC. The following administrative / technical elements will apply.

A: Audit/Financial Statements

Selected applicants will be required to submit their most recent audit during the contract negotiation in accordance with the following requirements applicable to the organization:

1. *A Non-Profit entity with federal expenditures of \$750,000 or more:* a single complete copy of the most recent required A-133 audit report with Management Letter, findings, and corrective action, if any.
2. *Non-Profit entity with federal expenditures of less than \$750,000:* a single complete copy of the most recent audited financial statements and current written accounting procedures.
3. *Commercial For-Profit entity and a sub-recipient with federal expenditures of \$750,000 or more:* a single complete copy of either an organization-wide audit conducted in accordance with A-133 or a program-specific financial and compliance audit.
4. *Commercial For-Profit entity with federal expenditures of less than \$750,000:* a single complete copy of the most recent audited/prepared financial statements that comply with GAAP (Generally Accepted Accounting Principles) and such audit or financial statements identifying no outstanding unresolved findings).

B: Cost Allocation Plan

All applicant organizations must submit a copy of the applicant's approved Cost Allocation Plan. The Cost Allocation Plan is a document that identifies and distributes the cost of services and/or departments or function according to the benefit received. It is a means to substantiate and support how shared costs of a program are charged to a particular cost objective. Formal accounting records to substantiate the charges must support all costs included in the plan, including information technology.

C: Allowable Costs/Principles

Sub-recipients must follow federal allowable cost principles which apply to their specific organization and as described in the appropriate circulars issued from the U. S. Office of Management and Budget.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

D: Fidelity Bond

If selected and prior to the initial disbursement of funds, a written statement from the insurer will be required confirming that all persons handling WIOA funds contracted under this RFP are covered by a fidelity bond equal to the maximum contracted funds.

E: Fiscal Management / Internal Oversight

Contractors are required to maintain complete and accurate records of all financial expenditures with supporting documentation. These records must be available to WSPC staff and state and federal auditors. Contractors are required to internally monitor fiscal activities to insure compliance with WOIA legislation and applicable federal cost principles. At a minimum, internal oversight will address the following:

1. WSPC staff will have verified eligibility prior to participant program enrollment and WIOA program case managers will refer participants to these programs;
2. Participant attendance and payroll disbursement have been properly documented;
3. Program expenditures are supported by appropriate documentation;
4. Budget allocations and expenditures comply with contracted obligations;
5. Accounting records are traceable to the source document and the application of grant funds relating to authorizations, obligations, balances, liabilities, expenditures and income.

All program activities must be internally monitored on a scheduled basis to ensure compliance with all aspects of the contract, written policies, and the legislation. Contractors will be required to include a program management plan and schedule to conduct internal monitoring to ensure quality services are delivered and maintained. At a minimum, this internal monitoring will include:

1. Program service delivery as it relates to the contract, including review and evaluation of the key program elements required by the contract;
2. Program activity assignments and how they correspond to participant assessments and ISS results;
3. Effectiveness of work sites including mentoring and supervision;
4. Participant attendance;
5. Frequency of documentation;
6. Review of performance outcomes as outlined in the contract.

F: Nepotism

No individual may be placed in WIOA-funded employment if a member of his or her immediate family is directly supervised by or directly supervises that individual.

G: Partner Agreements

Respondents partnering with other agencies and employers must complete and sign Partner Agreements detailing the services to be provided. The signed agreements **must** be included with the



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

proposal. The Partner Agreement format is included in the 2020 WIOA Youth SKILLS TRAINING response packet.

If a Partner Agreement is developed and supported by WIOA funds; costs must be included in the line item budget of the proposal. If WIOA funds are used to support Partner Agreements, the Contractor will be responsible for insuring that the partner(s) deliver(s) the services as outlined in the agreement and applicable performance goals are achieved. In addition, the Contractor must insure all funds expended by the partner(s) are in compliance with the federal regulations and applicable OMB guidelines. Disallowed costs by the partner(s) agency will be the liability of the Contractor. If a Partner Agreement is amended or cancelled, written notice must be submitted to The Board prior to finalization. If WIOA funds are affected, a modification to the contract must be approved and completed.

NOTE: If a Partner Agreement supported by funds is not included in the original proposal submission and it is determined at a later date that specific that services are needed, a competitive procurement process must be initiated. A sub-contractor agreement must be completed and WSPC staff must approve the sub-contract. A competitive procurement process also is required if a Partner Agreement is terminated at any time prior to the end of the contract period and a new partner is identified to deliver those services.

H: Types of Contracts

Contracts awarded under this RFP will be negotiated on a fixed-price basis per individual and per cohort.

Section Six: Provisions & Disclaimers

1. All solicitations are contingent upon availability of funds.

2. It is the intent of the WSPC to award contracts for WIOA Title I Youth Programs. The expected contract term under this solicitation will be from April 1, 2020 through June 30, 2022, provided measurable outcomes are successfully achieved and sufficient funds for the contract term remain available.

WSPC will have the option to renew the contract for up to two (2) additional two-year periods with the Board approval as follows:

- | |
|---|
| <ul style="list-style-type: none">• Optional Renewal Program Year One: July 1, 2021 to June 30, 2023• Optional Renewal Program Year Two: July 1, 2022 to June 30, 2024 |
|---|

Please note, the option to renew is subject to performance review, oversight, and approval by the PCWDB and is not guaranteed.

3. WSPC reserves the right to accept or reject any or all proposals received.

4. WSPC reserves the right to waive informalities and minor irregularities in offers received.

5. This RFP does not obligate WSPC to award a contract.



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

6. This RFP is for WIOA services and other related programs and funding streams which may become available to WSPC during this funding period.
7. WSPC may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
8. WSPC may select a service provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to WSPC.
9. Proposals must follow the format set forth in the RFP Response Package section of the RFP.
10. WSPC reserves the right to request additional data or oral discussion or documentation in support of written offers.
11. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
12. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to WSPC and be subject to disclosure under the Freedom of Information Act.
13. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected bidders and WSPC staff, availability of WIOA funds and approval of the WSPC Board and the City of Providence BOCS.
14. Any changes to the WIOA program, performance measures, funding level, or the WSPC Board of Directors' direction may result in a change in contracting. In such instances, WSPC will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
15. Proposals submitted for funding consideration must be consistent with and if funded, operated according to the federal WIOA legislation, all applicable federal regulations, State of RI policies, City of Providence and WSPC policies and procedures.
16. Service providers selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37, 2, and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) 2 CFR Chapter I, and Chapter II Part 200; and A-133 or 46 CFR Part 31, whichever is applicable.
17. Service providers will be expected to adhere to WSPC procedures to collect, verify, and submit required data as required along with submission of monthly invoices.



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

18. Additional funds received by WSPC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of WSPC and subject to approval of the City of Providence Board of Contract and Supply.

19. WSPC may decline to fund part or all of a proposal, even though it is found to be in the competitive range if, in their opinion the services proposed are not needed or the costs are higher than WSPC finds reasonable in relation to the overall funds available or if past management concerns lead them to believe that the bidder has undertaken more service provision than it can successfully provide.

20. WSPC has the right to fund a lower-ranked proposal over a higher-ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.

21. Any proposal approved for funding is contingent on the results of a pre-award review that may be conducted by the WSPC staff. This site visit will establish, to WSPC's satisfaction whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate in the opinion of WSPC that the bidder may not be able to fulfill contract expectations, WSPC reserves the right to decline to enter into contract with the organization regardless of the approval of the bidder's proposal.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Section Five: Proposal Submission

Proposals with incomplete or missing sections will not be eligible and will not be considered. Please take the time to complete this checklist to make sure that all of the necessary information is included in your proposal packet.

PROPOSALS ARE DUE BEFORE 2:15 PM Monday, February 3, 2020

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence**. At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall. **Submissions will be time and date stamped.**
Proposals delivered after 2:15 pm will not be considered.

The bid package **MUST** include the following, in this order:

SECTION ONE: Board of Contract and Supply forms

- 1) Bid Form 1: Bidder's Blank as the cover page/ 1st page (see page 6 of this RFP)
- 2) Bid Form 2: Certification of Bidder as 2nd page (see page 7 of this RFP)
Certificate Regarding Public Records (see page 8 of this RFP)
- 3) Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. See forms and instructions enclosed (pages 9-13 the RFP) or on: <https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>
- 4) One original signed proposal and two copies of proposal.

SECTION TWO: WSPC Bid Specifications Response Packet

- A) WSPC Cover Sheet
- B) Proposal checklist (this list)
- C) Signed Title Page
- D) Signed Certifications Page
- E) ADA Accessibility Information
- F) Planned Performance Outcomes
- G) Proposal Narrative Scored Sections Numbered 1-4
 - 1) Proposal Summary
 - 2) Agency Background and Organizational Capacity
 - 3) Program Design
 - 4) Budget Forms – Excel file provided with the RFP – Must include both tabs
 Tab 1 –Budget Tab 2 – Budget Narrative

Attach:

- One copy of the past year's organizational audit, including the accompanying financial statements.
- One copy of the agency's cost allocation plan.
- Partner Agreements



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Section Two: WSPC Youth SKILLS TRAINING Bid Specifications Response Packet

**This version is included in the RFP for your information only.
Proposals must use the fillable MS Word & Excel versions for SKILLS TRAINING RFP at:
<http://www.providenceri.gov/oeo/2020-wioa-youth-SKILLS-TRAININGrfp/>**

A) WSPC Cover Sheet

ORGANIZATION	
ADDRESS	
DIRECTOR/CEO	
PHONE	
EMAIL	

THIS PROPOSAL IS FOR:

- Occupational Skills Training and Work Experience Placement (preferred)
- Occupational Skills Training Only

INDUSTRY AREAS INCLUDED IN THIS SKILLS TRAINING PROPOSAL:

	Industry	Specific Job Trained For	Cost per Cohort	Min # per cohort
<input type="checkbox"/>	Health Care			
<input type="checkbox"/>	Information Technology			
<input type="checkbox"/>	Transportation & Logistics			
<input type="checkbox"/>	Manufacturing			
	Other, please specify			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

B) Proposal Checklist

Proposals with incomplete or missing sections will not be eligible and will not be considered. Please take the time to complete this checklist to make sure that all of the necessary information is included in your proposal packet.

PROPOSALS ARE DUE BEFORE 2:15 PM Monday, February 3, 2020

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

Submissions will be time and date stamped.

Proposals delivered after 2:15 pm will not be considered.

The bid package **MUST** include the following, in this order:

SECTION ONE: Board of Contract and Supply forms

- 1) Bid Form 1: Bidder's Blank as the cover page/ 1st page (see page 6 of the RFP)
- 2) Bid Form 2: Certification of Bidder as 2nd page (see page 7 of the RFP)
Certificate Regarding Public Records (see page 8 of the RFP)
- 3) Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. See forms and instructions enclosed (pages 9-13 the RFP) or on: <https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>
- 4) One original signed proposal and two copies of proposal.

SECTION TWO: WSPC WIOA Youth SKILLS TRAINING Bid Specifications Response Packet

- A) WSPC Cover Sheet
- B) Proposal checklist (this list)
- C) Signed Title Page
- D) Signed Certifications Page
- E) ADA Accessibility Information
- F) Planned Performance Outcomes
- G) Proposal Narrative Scored Sections Numbered 1-4
 - 1) Agency Background and Capacity
 - 2) Statement of Market Need
 - 3) Training Program Design
 - 4) **WIOA Youth SKILLS TRAINING Response Packet BUDGET FORMS**

Excel file provided with the RFP – Must include both tabs

- Tab 1 – Budget Tab 2 – Budget Narrative

Attach:

- One copy of the past year's organizational audit, including the accompanying financial statements.
- One copy of the agency's cost allocation plan.
- Partner Agreements



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

C) Title Page

Complete all requested information and include all required signatures.

1. Type of Organization (please check)			
<input type="checkbox"/>	Institution of Higher Education	<input type="checkbox"/>	Area Career and Technical Education School
<input type="checkbox"/>	Employment Service Agency	<input type="checkbox"/>	Non-Traditional Public Secondary School
<input type="checkbox"/>	Private-for-Profit Entity	<input type="checkbox"/>	Community-Based, Non-Profit or Intermediary Org.
<input type="checkbox"/>	Government Agency	<input type="checkbox"/>	Other: _____

2. Agency Fiscal Year End Date:	_____
--	-------

3. Name and Title of Agency Administrator:			
Name:	_____	Phone:	_____
Title:	_____	FAX:	_____
Email:	_____		

4. Proposed Program Contact Person:			
Name:	_____	Phone:	_____
Title:	_____	FAX:	_____
Email:	_____		

5. Name and Title of Person authorized to sign financial invoices:			
Name:	_____	Phone:	_____
Title:	_____	FAX:	_____
Email:	_____		

6. Agency Fiscal Management Contact Person: (If different from above)			
Name:	_____	Phone:	_____
Title:	_____	FAX:	_____
Email:	_____		

7. CFDA Number	_____
-----------------------	-------

8. Insurance: I understand that if chosen for funding, providers must supply the Office of Economic Opportunity with proof of insurance as part of the contracting process, prior to any programming. Provider's Insurance shall include, at minimum, an umbrella liability policy of \$1,000,000 for property damage and personal injury where the City of Providence is named as additionally insured.

9. Payment: Bidder organization agrees to have the financial resources to pay program costs (not including youth wages) up front and receive reimbursement after submission of invoices, reports and other required materials. The reimbursement timeline will be finalized during contact negotiation.

PROPOSAL SUBMITTAL CERTIFICATION

On behalf of the respondent organization, I approve this proposal submittal to the Workforce Solutions of Providence/Cranston.

Signature: _____

Date: _____

Typed Name: _____

Title: _____



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

D. Certifications

1. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION CERTIFICATION

Lower Tier Covered Transaction -This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant’s Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1.a. The Agency attests that neither it, its principals, nor its partners are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency from applying for or receiving federal funds.

2. NONDISCRIMINATION AND EQUAL OPPORTUNITY COMPLIANCE CERTIFICATION - This certification is required by regulations implementing WIA Section 188, “Nondiscrimination”, and as promulgated in 29 CFR Parts 31 and 32.

2.a. The Agency attests that it:

- (1) Shall not exclude any individual from participation in, deny the benefits of, subject to discrimination under, or deny employment in the administration of or in connection with any of its programs/services because of race, color, religion, sex, national origin, age, disability or political affiliation or belief.
- (2) Shall not employ participants on the construction, operation, or maintenance of so much of any facility as is used or to be used for sectarian instruction or as a place for religious worship.
- (3) Shall not discriminate, with respect to terms and conditions affecting or rights provided to participants in activities supported by funds provided under this Act, against such individuals solely because of their status as such participants.
- (4) Shall ensure that participation in programs and activities financially assisted in whole or in part under this Act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United States.

3. AMERICANS WITH DISABILITIES ACT COMPLIANCE CERTIFICATION – 3.a. The Agency attests that it is in compliance with all applicable provisions of the Americans With Disabilities Act (ADA) and shall make any and all reasonable accommodation to provide access and equity of services to disabled persons applying to or enrolled in any program controlled by this contract.

4. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

4.a. The Agency attests that it will provide a drug free workplace in accordance with 29 CFR Part 98 by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (2) Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee’s policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations.

5. CONFLICT OF INTEREST CERTIFICATION - The Agency attests that it and its principals are in compliance with the provisions of the Rhode Island “Conduct of Employee and Code of Ethics Law” (R.I.G.L. 36-14) as well as all applicable federal, state, and municipal ethics guidelines.

6. LOBBYING - The Agency attests that it and its principals must comply with the restrictions on lobbying which are codified in the Department of Labor Regulations at 29CFR Part 93. **BCI** - I/WE certify that all staff working directly with youth in programs funded under this grant will obtain a Background Check Information (BCI). I further understand that my failure to do BCI checks will adversely affect my ability to continue to do business with the State of Rhode Island.

The Agency hereby certifies, by signature of its authorized representative affixed below, to all attestations identified above.

SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE	DATE
TYPED NAME	TITLE



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

E. Accessibility to People with Disabilities

Title III of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in "places of public accommodation" (businesses and non-profit agencies that serve the public) and "commercial facilities" (other businesses). Program facilities are expected to be accessible to persons with disabilities. Respondents are expected to demonstrate full compliance with all applicable aspects of the Americans with Disabilities Act of 1990 (ADA), as amended and must have a recent accessibility survey completed and on file. Delegate Agencies who are not fully compliant with ADA are required to submit an "accessibility plan" outlining the steps that will be taken to become both programmatically and physically accessible and the planned implementation dates. This accessibility plan must meet the criteria set forth in the ADA.

For a full copy of the Americans with Disabilities Act, please visit:

<http://www.usdoj.gov/crt/ada/adahom1.htm>

For the ADA Title III Technical Assistance Manual please visit:

<http://www.usdoj.gov/crt/ada/taman3.html>

Add more rows if needed.

Location Name & Address	Is it accessible?	Plan for Accommodations

F. Planned Performance Outcomes

Please list the Performance Outcomes your proposed program plans to achieve.

Number of youth per training cohort _____

Percent of cohort to be placed in work-based learning experience:	
Percent to successfully complete training	
Percent of cohort to achieve a post-secondary, industry-recognized credential:	
Percent of cohort to obtain employment after training:	
Percent of cohort to retain employment:	



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

Scored Sections - Narrative Response

1) Agency Background and Organizational Capacity

Briefly describe your agency’s overall history and its previous experience in providing the specific services proposed. Describe your experience and expertise in any or all of the critical components of career pathways: alternative education, post-secondary education/training, and/or employment.

Include information about previous positive impact on your service to target populations in the past, if applicable.

Provide a description of your organization’s track record in the service you are proposing. Include size of service population and any performance outcomes, including alternative education, post-secondary education/training credential achievement, and/or job placement and retention.

2. Statement of Market Need for Training

Please provide an overview of the occupations the skill training you are proposing seeks to address. In your response please include information regarding: Local job opportunities in the training sector; wage earning potential in the training sector; demonstrated placement and retention experience in employment opportunities in the training sector; and letters of support from employer groups.

3. Training/Curriculum and Program Design

1) TRAINING CURRICULUM

Utilizing the following format, provide an outline of the training curriculum including the list of specific skill sets to be taught in each curriculum component and the length of time for each component. Also, identify nationally and industry recognized and other credentials that will result from this training.

Please copy this and use this table for each training included in your proposal.

List jobs accessible through the proposed training:
a.
b.
c.
d.

Training/Curriculum Component	Specific Skills Taught	Training Hours (#)	How will you measure participant have learned skills?	Credential Earned

Applicant may attach a curriculum outline in lieu of this chart, as long as all of the above fields are included.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

2) TRAINING DESIGN: YOUTH DEVELOPMENT-FOCUS

- a) Key Components: Describe the key components and special features of your teaching methodology and program design for young adults, including proposed program schedule, duration, intensity, staff to participant ratios, attendance, termination, code of conduct policies, and how these are communicated to staff and participants. Describe the methods to improve participation retention and motivation, demonstrating effectiveness where possible.
- b) Employer Engagement: Discuss how the program has engaged industry employer(s) in the development and delivery of a program design/curriculum which prepares youth for careers. Describe the nature of the organization's employer partnerships, and describe any plans to develop new partnerships or strengthen existing relationships. Attach a Memorandum of Agreement with at least one employer, which prepares youth for careers. Describe the nature of the organization's employer partnerships, and describe any plans to develop new partnerships or strengthen existing relationships.
- c) Partnerships (if applicable): Describe in detail the ways in which your partnership will contribute to the success of your program. Clearly define the roles of each partner (if applicable).
- d) Work-based learning (WBL): Describe how your program is incorporating work-based learning programs to provide opportunities for youth to gain work experience. Indicate what workplace related materials, supplies, and equipment will be used. Describe the balance between classroom-based activities and work-based learning opportunities. Please reference the *PrepareRI* description and standards in describing your plans for WBL. <https://www.prepare-ri.org/wbl>
- e) Staffing and Facilities: Discuss your agency's overall staffing and management structure, and the extent to which this adequately supports program operations and goal attainment. Describe the facilities that will be used including location of classes and other services, total square footage of site, accessibility to persons with disabilities, and any and all equipment or resources that will be available to youth. Identify staff responsible for each component of the proposed program and discuss staff qualifications, skills, and experience working effectively with youth and implementing the proposed services.
- f) Cultural Competency: Describe how the services you provide will include development of cultural competencies and ensure that trainees
1. Become aware of their individual world view
 2. Develop positive attitudes toward cultural differences
 3. Gain knowledge of different cultural practices and world views
 4. Develop skills for communication and interaction across culture

4. Program Cost and Budget

Please complete the required budget forms for this RFP, Budgets will be reviewed for accuracy, completeness, costs that are allowable, fully justified, and competitive as measured by the review of the line item budget; the program design, cost per participant, and cost per positive outcome, and comparison to all other proposals.

Both budget form tabs in the Excel document are required: Budget and Narrative.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

2020 WIOA Youth SKILLS TRAINING RFP Budget Form

This line item budget will describe the costs you are allocating to arrive at the Per Person and Per Cohort prices you are submitting in this bid. Please provide costs for the period of April 1, 2020 to June 30, 2021.

Note: The following costs are NOT allowable costs under this RFP:

- Purchase, lease or rental of equipment.
- Rent, Utilities or Consumable Supplies

A. STAFFING				
STAFF POSITION	STAFF RESPONSIBILITIES	ANNUAL SALARY	PERCENT TO PROPOSAL	AMOUNT REQUESTED
				\$0.00
				\$0.00
		AMOUNT WAGE:		\$0.00
STAFF FRINGE	WAGE BASE	RATE		AMOUNT REQUESTED
FICA	\$0.00		0	\$0.00
SUTA	0		0	\$0.00
FUTA	0		0	\$0.00
		AMOUNT FRINGE:		\$0.00
TRAVEL				
POSITION	RATE PER MILE	# MILES		AMOUNT REQUESTED
			0	\$0.00
			0	\$0.00
			AMOUNT TRAVEL:	
				\$0.00
B. OTHER COSTS				
	<i>Describe any other costs. Include profit if applicable.</i>			
				\$0.00
				\$0.00
				\$0.00
			AMOUNT OTHER:	
				\$0.00
			TOTAL:	
				0.00

Total Budget Amount Requested: _____
 Cost Per Cohort _____
 Minimum # Per Cohort: _____



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

2020 WIOA Youth SKILLS TRAINING
BUDGET NARRATIVE

Staff Salaries	\$0.00
<i>Provide # pay periods/hours at \$ rate pay period/hour @ % to grant; Indicate if the position is full time or part-time, salaried or hourly rate, paid week, bi-weekly, or monthly. Provide summary of job responsibilities for each position.</i>	
Staff Fringe Benefits	\$0.00
<i>Provide fringe benefit rate and breakdown</i>	
Staff Travel	\$0.00
<i>Describe transportation expenses under this line item</i>	
Other	\$0.00
<i>Describe any other costs. Include profit if applicable.</i>	
TOTAL	\$0.00
Leveraged Contracts	\$0.00
<i>Describe leverage amounts under this line item</i>	
In-Kind	\$0.00
<i>Describe in-kind amounts under this line item</i>	



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND
2020 WIOA Youth SKILLS TRAINING Proposal Evaluation Sample**

This is a sample of the form used to evaluate the proposals submitted under this RFP. Minor changes may be made to the final.

Lead Agency Provider Name _____ **Proposal #** _____

Proposal Segment	Maximum Points	Assigned Points
A) Agency Background and Organizational Capacity	20	
B) Statement of Market Need	20	
C) Training Curriculum and Program Design	40	
D) Program Cost and Budget	20	
Total	100	

SIGNATURE: This section must be signed by the reader in ink for the evaluation to be valid.

I, the undersigned, have read, evaluated and rated the indicated proposal package.
The scores assigned to each criterion, including any, which may be altered, are my own.

Signature: _____ **Date:** _____

I. Agency Background and Organizational Capacity: Maximum 20 points

Excellent	Good	Poor
-Clear information on similar or related past successful programs -Extensive experience with similar or related programs -Evidence of capacity to administer services as proposed -Proposal reflects a good comprehension of the purpose of the RFP and services requested	-Sufficient information on similar or past related programs -Some relevant experience with similar or related programs -Evidence of sufficient capacity to administer an adequate program -Proposal reflects an incomplete comprehension of the purpose of the RFP and services requested	-Limited, vague information on past service delivery. -Limited relevant experience with similar or related programs. -Vague description of capacity to administer services as proposed. -Proposal reflects a lack of understanding of the purpose of the RFP and services requested

	Circle One:	Comments:
1) Does the proposal provide a concise description of its organization, including legal status, governance structure, programs and vision and how the responsibilities defined in this RFP align with its vision?	Excellent Good Poor	
2) Does the proposer have expertise and successful previous experience in working with WIOA Youth target populations, including program completion rates, credentials earned, employment placement and retention rates?	Excellent Good Poor	
3) Does the proposal include past successful experience managing federally-funded programs?	Excellent Good Poor	
4) Are the staff qualifications, skills and experience working with target population youth appropriate for the proposed program?	Excellent Good Poor	

Your score for *Demonstrated Experience and Ability* (maximum 20 points): _____



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

II. Statement of Market Need: Maximum 20 points

Excellent	Good	Poor
-Proposal reflects a good understanding of RI Labor Market Need for proposed training, supported by data and job listings.	-Proposal reflects an incomplete comprehension of RI Labor Market and job trainings needed.	-Proposal reflects a lack of understanding of RI Labor Market and job trainings needed.

Does the proposal include:	Circle One:	Comments:
1) An overview of occupations the proposed skills training will address?	Excellent Good Poor	
2) Local job opportunity information for the training sector, including job titles?	Excellent Good Poor	
3) Wage earning potential in the sector?	Excellent Good Poor	
4) Demonstrated placement and retention experience in the sector?	Excellent Good Poor	
5) Evidence of employer engagement, including letters of support from employers willing to hire young adults?	Excellent Good Poor	

Your score for Statement of Market Need (maximum 20 points): _____

III. Training Curriculum/Program Design

Excellent	Good	Poor
-The methodologies fully address the developmental needs of young adults. - Proposal reflects a good comprehension of the purpose of the RFP and services requested And includes an effective approach and plan to achieve the goals of the RFP --Program structure is robust and designed to ensure successful outcomes	The methodologies partially address the developmental needs of young adults. -Proposal reflects an incomplete comprehension of the purpose of the RFP and services requested -Proposal includes a somewhat effective approach and plan to achieve the goals of the RFP, but could be better -Program structure is well described & sufficient for successful outcomes	-The methodologies do not address the development needs of young adults. -Proposal reflects a lack of understanding of the purpose of the RFP and services requested -Approach and plan to achieve the goals of the RFP are vague or not sufficient to achieve the goals of the RFP -Program structure is not clear or not sufficient

Part One: TRAINING/CURRICULUM

Does the proposal include:	Circle One:	Comments:
1) Descriptions of specific skills to be taught in each component and the length of time for each component?	Excellent Good Poor	
2) Specifics about how participant skill gains will be measured?	Excellent Good Poor	
3) Nationally and industry-recognized credentials that will result from this training?	Excellent Good Poor	



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

4) Experience in training and placing participants in these skill areas?	Excellent Good Poor	
--	---------------------------	--

Part Two: PROGRAM DESIGN

Does the proposal include:	Circle	Comments:
1) Appropriate key components and teaching methodology and program design for a youth development-focused training program, including schedule, duration, intensity, staff to participant ratios, attendance, code of conduct, and termination policies?	Excellent Good Poor	
2) Engagement of employers in the development of the training which prepares youth for careers and the nature of employer partnerships?	Excellent Good Poor	
3) Details of partnerships that will contribute to the success of the training program (if applicable)?	Excellent Good Poor	
4) The incorporation of Work-Based Learning Experiences (WBLs) for youth to gain experience concurrent with training? Does the description include workplace related materials, supplies, and equipment to be used and the balance between classroom and work-based activities? Does it demonstrate an understanding of WBLs as described by Prepare RI? https://www.prepare-ri.org/wbl	Excellent Good Poor	
5) A staffing and management structure that provides significant support to program operations and goal attainment? Are the facilities and equipment adequate to support the learning goals of the training? Do proposed staff have the qualifications, skills, and experience working effectively with youth to implement the program design?	Excellent Good Poor	
6) A significant understanding of the need to address cultural competencies for both program staff and program enrollees? Does it include plans for training both groups to: Become aware of their individual world view? Develop positive attitudes toward cultural differences? Gain knowledge of different cultural practices and world views? Develop skills for communication and interaction across culture?	Excellent Good Poor	

Your score for Training/Curriculum and Program Design (maximum 40 points): _____



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

D. Program Cost and Budget: Maximum 20 points

Excellent	Good	Poor
-Excellent budget details consistent with program design costs very reasonable; -Cost effective yet high quality; -Allowable costs; -Great cost per participant.	-Demonstrates sufficient attention to detail and consistency with program design, most costs reasonable; -Some costs are not allowable; -Cost per participant not appropriate (too high or low).	-Inconsistent with program design; -Difficult to follow/confusing; -Proposer doesn't seem to understand the allowable costs. -Cost per participant not appropriate (too high or low).

	Circle One:	Comments:
1) How well does the expenditure of funds relate to the proposed performance outcomes?	Excellent Good Poor	
2) Is the budget consistent and accurate?	Excellent Good Poor	
3) Are all costs allowable?	Excellent Good Poor	
4) Do proposed costs compare favorably with other proposals submitted?	Excellent Good Poor	
5) Does the budget narrative fully explain and justify the reasons the proposed costs are needed?	Excellent Good Poor	

Your score for Program Cost and Budget (maximum 20 points): _____