

Platform to Employment

»» ***A WorkPlace Opportunity.***

2019 REQUEST FOR QUALIFICATIONS (RFQ)

for

Participant Recruitment and Placement Services for Recovery Workforce Initiative in Rhode Island

RELEASE DATE: July 9, 2019

SUBMISSION DEADLINE: 12:00 p.m. (Noon) EST
Monday, July 22, 2019

The WorkPlace
»» *Think it forward.*

Equal Opportunity/Affirmative Action Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities.

Table of Contents

INTRODUCTION	2
SECTION I – GENERAL INFORMATION	2
A. Administrative Requirements	2
B. Estimated Available Funds	2
C. Period of Performance	3
D. Eligible Bidders	3
E. Ineligible Bidders	3
SECTION II – SCOPE OF SERVICES	4
A. Description of Services Sought	4
B. Required Deliverables and Benchmarks	4
C. Proposal Narrative	4
D. Budget	5
SECTION III – SUBMISSION PROCESS AND PROCEDURES	6
C. Submission Instructions	6
D. Proposal Format	6
E. Deadline for Submission of Completed Proposal	7
SECTION IV – REVIEW PROCESS	7
A. Screening and Evaluation	7
B. Proposal Rating Criteria	8
C. Contract Award	8
D. Contract Negotiation	8
SECTION V – GENERAL CONDITIONS	9
A. Conditions of this RFQ	9
B. General Conditions	9
C. Proprietary Information	11
D. Debarment, Suspension, Ineligibility, and Voluntary Exclusion	12
E. Equipment	12

INTRODUCTION

The WorkPlace, is a private, not-for-profit 501(c)(3) corporation that coordinates job training, employment, and educational services in multiple markets across the United States. As a national leader in workforce solutions, the WorkPlace develops partnerships with local community leaders, elected officials, business, labor, and education leaders to create a competitive economic environment through workforce development.

Through this Request for Qualifications (RFQ), The WorkPlace is soliciting competitive proposals from qualified organizations to provide **program participant outreach, recruitment/referral and job placement services** in Rhode Island. Funding under this RFQ will focus on unemployed individuals who have or had a substance abuse disorder.

The purpose of this RFQ is to identify a provider that can recruit unemployed individuals that meet specific requirements and refer them to the Platform to Employment program.

Funding for these services is available under a grant from the Governor's Workforce Board and the Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) through the U.S. Department of Health and Human Service's State Opioid Response (SOR) Grant program.

SECTION I – GENERAL INFORMATION

A. Administrative Requirements

Selected bidders shall work cooperatively with The WorkPlace and its partners, including any Federal, State or Public/Private Foundations.

Selected bidders shall maintain the confidentiality of all information regarding participants and their families.

At minimum, selected bidders shall submit monthly progress and data reports in accordance with reporting requirements established by The WorkPlace. Reports must be submitted by the tenth (10th) day of the month for the previous month's activities.

B. Estimated Available Funds

The total available funding under this RFQ is \$120,000. The WorkPlace anticipates issuing one contract under this request.

The funds available for the services described in this RFQ will be allocated as follows:

Services	Allocation
Participant Outreach, Recruitment and Referral	\$100,000
Job Development Services	\$20,000
Total	\$120,000

Bidders must apply to provide services in both of the above categories.

Bidders must submit a budget on the attached Budget Form (*Attachment B*).

Costs included must be actual costs incurred in delivering the proposed services and these funds cannot supplant funds already received by the proposing agency from other programs.

C. Period of Performance

Any contract awarded as a result of this RFQ shall commence on July 1, 2019 and end on October 31, 2019. The WorkPlace, in its discretion, may elect to extend any and/or all contracts awarded as a result of this RFQ for an additional term.

D. Eligible Bidders

All public or private not-for-profit corporations, local education agencies, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least one (1) year may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.

Per 2 CFR §25.200, all proposers are required to:

1. Be registered with the System of Award Management (SAM) prior to the submission of a proposal.
2. Maintain an active SAM registration with current information at all times during which a proposal is under consideration or, if selected, at all times during the contract period.
3. Provide its unique entity identification in the proposal.

Organizations can partner with other eligible entities to develop and deliver a responsive program as long as one of the entities is clearly identified as the lead entity and fiduciary. Where such arrangements exist, the proposal must include a **Letter of Agreement** clearly articulating the roles and responsibilities of each party. Proposals from individuals will not be accepted.

E. Ineligible Bidders

An organization shall not be considered if it:

- It is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by an action of any governmental agency;
- It owes delinquent Federal and/or State taxes;
- It owes delinquent Unemployment Insurance taxes;
- It has existing contracts with any governmental entity that are suspended or otherwise not in good standing;
- It had previous contracts with any governmental entity terminated for cause;
- It has not complied with an official order of any agency of the State of Rhode Island or the USDOL to repay disallowed costs incurred during its conduct of projects or services.

The WorkPlace, in its discretion, may determine if there is good and just cause not to consider the proposal.

SECTION II – SCOPE OF SERVICES

A. Description of Services Sought

The WorkPlace is seeking proposals from qualified organizations to provide outreach, recruitment and referral services for unemployed job seekers who have or had a substance abuse disorder. The goal is to identify and refer 100 candidates to the P2E program. Additionally, the successful contractor will work with the P2E RI team to assist with job placement activities. The selected bidder must demonstrate the capacity to provide group activities as well as meet each participant’s individual needs.

B. Required Deliverables and Benchmarks

- Refer 100 eligible job seekers to the P2E program for selection.
- Provide job placement services to 40-50 job seekers.

C. Proposal Narrative

All sections listed below are required and must be addressed in the proposal, following the instructions provided and answering all questions completely.

1. Organizational Experience and Capability (60 Points)

- a. *Previous Experience and Qualifications (30 points)*
 - i. Provide a profile of your organization (including mission and vision statements). (10 points)
 - ii. Provide details of your organization’s background and previous experience in performing work similar in size and scope to the services solicited in this section of the RFQ. Include information regarding populations served. Emphasize any experience your organization has in working with a broad range of customers, in

terms of skills, education and barriers, and how other organizational experience relates to the services sought in this section of the RFQ. (20 points)

b. *Financial (10 points)*

- i. Describe how your organization arrived at the program costs being proposed. (5 points)
- ii. Describe how the budget is cost effective. (5 points)

c. *Management (20 points)*

- i. Describe the staff involved in the project. What related experience or training are staff expected to have? How will staff be selected for this project?

2. Service Delivery (40 point)

a. *General Program Design (40 Points)*

- i. Describe your ability to provide and manage successful, innovative, and high-quality services to job seekers, as indicated in this RFQ. (10 points)
- i. Describe your employer connections for work-based opportunities including paid and unpaid internships, and job shadowing opportunities. (10 points)
- ii. Describe your connections with employers to assist participants with securing unsubsidized employment. (20 points)

D. Budget

A detailed budget must be submitted on the attached Budget Form (Attachment B).

Costs included must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing agency from other programs.

All proposals will be evaluated on the basis of cost-effectiveness in relation to proposed high quality service delivery. To accomplish this, The WorkPlace will conduct an analysis of projected costs during the proposal review process. Bidders are therefore encouraged to submit their best offer for providing the services solicited in this RFQ and to thoroughly describe and justify the proposed costs. This analysis will be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit The WorkPlace.

SECTION III – SUBMISSION PROCESS AND PROCEDURES

A. Submission Instructions

To be considered for funding under this RFQ, bidders must submit their proposals by **email submission ONLY**. Bidders must submit **one (1) original proposal by email to mmccarthy@workplace.org**

All proposals must comply with the following guidelines:

- 8½ x 11 letter size paper
- One-inch margins
- No smaller than 12-point font
- Numbered pages
- Single-sided printing
- Proposal attachments must be formatted and saved as a PDF.
- Bidders may NOT submit extraneous material such as brochures or newspaper articles.
- Proposals must be sequenced in accordance with the instructions provided in this RFQ.
- Bidders must use affirmative language (shall, will) as appropriate so that proposals can be converted easily to contract form.

B. Proposal Format

Proposals must be prepared and sequenced in accordance with the instructions given in this part. **Proposals received after the submission deadline will be returned to the bidder.** Timely delivery of proposals to The WorkPlace is the sole responsibility of the bidder.

When complete, the proposals must contain the following sections in the order indicated:

1. **Proposal Title Page** (Attachment A)
2. **Proposal Narrative**
 - a. Organizational Experience and Capability
 - b. Service Delivery
3. **Budget Form** (Attachment B)

C. Deadline for Submission of Completed Proposal

**P2E Recruitment and Job Placement Services Workforce Recovery Initiative
are due by:**

Monday, July 22, 2019 (noon) EST

Proposals must be emailed to mmccarthy@workplace.org

THERE ARE NO EXCEPTIONS TO THIS DEADLINE.

SECTION IV – REVIEW PROCESS

A. Screening and Evaluation

The award of a contract for any services under this RFQ is contingent upon:

1. Favorable evaluation of the proposal in relation to other proposals; and
2. Successful negotiation of any changes to the proposal.

An initial screening of all proposals will be conducted by staff of The WorkPlace to insure (1) the proposal was submitted on time and in the proper format. (2) the proposal is responsive to the RFQ and all RFQ questions and sections; and (3) all required signatures appear on the document. **If a proposal does not meet the technical requirements of the screening process, it may not continue through the review and rating process and will be returned to the bidder.**

If the proposal meets the requirements of the screening process, it will then be evaluated by The WorkPlace Proposal Review Team using a point system based on a Proposal Evaluation/ Rating Form. Proposals will be scored (in accordance with the schedule which follows) and recommendations made to the Chief Operating Officer.

All prospective bidders are prohibited from contacting any of The WorkPlace's Board members, Board committee members or staff (other than contact persons identified in this RFQ), regarding this solicitation to avoid actual conflicts, the appearance of conflicts, or undue influence over the process. Contact with anyone for purposes of influencing the outcome of the procurement process shall result in the disqualification of the prospective bidder.

The WorkPlace maintains a policy that an organization must possess the demonstrated ability to perform successfully under the terms and conditions of a proposed contract prior to the contract being executed. Determinations of demonstrated performance shall take into consideration such matters as to whether the organization has:

- Adequate financial resources or the ability to obtain them;

- The ability to meet the RFQ design specifications at a reasonable cost, as well as the ability to meet performance goals;
- A satisfactory record of past performance in delivering the proposed services, including demonstrated quality of services and successful outcome rates from past programs;
- The ability to provide services and/or programs that can meet the need identified;
- A satisfactory record of integrity, business ethics and fiscal accountability;
- The necessary organization, accounting and operational controls; and
- The technical skills to perform the work.

B. Proposal Rating Criteria

Proposals will be rated according to the following criteria:

Criteria	Points
Organizational Experience and Capacity a. <i>Previous Experience and Qualifications (30)</i> b. <i>Financial (10)</i> c. <i>Management (20)</i>	60
Service Delivery	40
Total	100

C. Contract Award

A contract may be awarded based on offers received, without discussion of such offers with the bidders. Each offer should, therefore, be submitted in the most favorable terms, from a price and technical standpoint. However, the review team reserves the right to request additional data, oral discussion or presentation in support of written proposals. Final award of a contract shall be contingent upon:

- Successful negotiation of a contract;
- Acceptance by the bidder of the contract terms and conditions;
- Satisfactory verification of past performance and systems (e.g., financial), where applicable; and
- Availability of funding.

D. Contract Negotiation

The amount approved by The WorkPlace will be a maximum funding level. The WorkPlace staff will meet with selected bidders to finalize funding and project design. Staff will notify selected bidders of any modifications that are required to their original proposal to ensure that it fulfills all

Board recommendations and meets the required contract format. Selected bidders are expected to comply with all requested revisions in a timely manner so that the contract may be executed without delay. Only after authorized representatives of the selected bidders and The WorkPlace have signed the contract may any payments be made.

SECTION V – GENERAL CONDITIONS

A. Conditions of this RFQ

This RFQ does not commit or obligate The WorkPlace to award a contract, to commit any funds identified in this RFQ document, to pay any costs incurred in the preparation or presentation of a proposal to this RFQ, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

The following conditions are applicable to all proposals. The WorkPlace reserves the right to:

- Accept or reject any or all proposals, in whole or in part, which it considers not to be in its best interest.
- Change or waive any provisions set forth in this RFQ.
- Reject non-conforming proposals without review.
- Waive informalities and minor irregularities in proposals received.
- Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics.
- Request: a) additional data, b) technical or price revisions, and/or c) oral presentations in support of the written proposal.
- Determine that an arms-length agreement exists between the bidder and any subcontractor or vendors they might choose to use.
- Conduct a pre-award review that may include, but is not limited to, a review of the bidder's record keeping procedures, management systems, accounting and administrative systems, and program materials.
- Use additional or de-obligated grant funds to increase the slot level of successful programs.
- Change specifications and modify the contract as necessary to: a) facilitate compliance with the legislation, regulations and policy directives, b) to manage funding and c) to meet the needs of the customers.
- End contract negotiations if acceptable progress, as determined by The WorkPlace is not being made within a reasonable time frame.

B. General Conditions

- This RFQ does not commit The WorkPlace to award a contract to any bidder. The WorkPlace shall not pay any costs incurred by any bidder in the preparation of a proposal. The WorkPlace may accept or reject any or all proposals received as a result of this RFQ

or cancel in part or in its entirety this RFQ if it is in the best interest of The WorkPlace to do so.

- The WorkPlace is responsible for final review and evaluation of proposals and selection of bidders, and reserves the right not to fund any or all proposals. Proposals must be complete and must follow the format outlined in the Proposal Instructions. The WorkPlace may incorporate site visits and/or applicant interviews into the proposal review process.
- The award of a contract for any proposed service is contingent upon:
 - Favorable evaluation of the proposal in relation to other proposals;
 - Successful negotiation of any changes to the proposal or budget required by the Proposal Review Team.
- The WorkPlace may request additional data or an oral presentation in support of written proposals.
- The WorkPlace may require bidders selected to participate in negotiations and to submit any price, technical or other revisions of their proposal as may result from negotiation.
- The WorkPlace reserves the right to negotiate the final terms of all contracts with selected bidders. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, service delivery timelines, target groups, management and staffing configurations and number of personnel, location of service delivery and service levels.
- The WorkPlace also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of offered terms, services, or costs. Therefore, bidders are advised to propose their most favorable terms initially.
- By submission of a proposal, the proposing organization certifies as to its legally constituted status, and that in connection with this proposal:
 - The costs in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other bidder or with any competition;
 - Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the bidder, and shall not be disclosed by the bidder, prior to award directly or indirectly to any other bidder or to any competition; and
 - No attempt has been made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- Selection of bidders shall be conducted in accordance with The WorkPlace, federal and state procurement provisions. The WorkPlace may choose not to fund a bidder who has the proposal with either the lowest cost or the highest score on the proposal. In addition to the scores obtained through the rating process, The WorkPlace may take into account previous experience the bidder has had in implementing similar projects, as well as the bidder's capability of providing services in a timely fashion.

- All contract awards are subject to the availability of federal and/or state funds and the execution of a contract acceptable to The WorkPlace and the selected bidder. If awarded a contract under this RFQ, selected bidders must abide by funding restrictions found in Section 2005 (a) (other than paragraph (6)) of the Social Security Act (42 U.S.C. § 1397d(a)).
- **Drug Free and Smoke Free Workplace:** Bidders should note that if awarded a contract under this RFQ, a drug free and smoke free workplace for both employees and customers must be maintained.
- **Non-Discrimination:** No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with this solicitation on the basis of race, sex, sexual orientation, genetics, national origin, religion, age, disability and/or any other rights protected under Title VII of the Civil Rights Act. Each individual shall have such rights as are available under any applicable Federal, State, or local law prohibiting discrimination. Moreover, programs must comply with the Americans with Disabilities Act (ADA), which requires, among other things, that all programs be fully accessible to persons with disabilities.
- **Certification Regarding Lobbying:** If awarded a contract under this RFQ, selected bidders must certify as to compliance with Title 45 CFR Part 93.
- **Assurances:** If awarded a contract under this RFQ, selected bidders must complete Standard Form 424B, Assurances – Non-Construction Programs, prescribed by OMB Circular A-102.
- The WorkPlace shall perform contract compliance, programmatic and financial monitoring in connection with all provisions of this RFQ.
- Selected bidder must be in compliance with local Ethics Reform provisions.

C. Proprietary Information

Proposals shall be received and maintained consistent with any applicable open records laws. Due regard will be given to the protection of proprietary information contained in all proposals received. However, bidders should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for bidders merely to state generally that a proposal is proprietary in nature and therefore not subject to release to third parties. Those particular pages which a bidder believes to be proprietary must be specifically identified as such. Convincing explanation and rationale to justify exception from release consistent applicable Statutes must accompany the proposal. The rationale and explanation must be stated in terms of: (1) the prospective harm to the competitive position of the bidder that would result if the identified material were to be released, and (2) the reasons why the materials are legally exempt from release pursuant to the above-cited statute. Rationale and explanation of the proprietary nature of all such pages or portions thereof, as described above, should be included as an attachment.

D. Debarment, Suspension, Ineligibility, and Voluntary Exclusion

Federal regulations require WDBs to determine if a bidder is debarred, suspended, ineligible or voluntarily excluded from applying for federal funds. This will be done at the same time the "Notice of Approval" is sent to selected bidders. Bidders will be asked to sign a form certifying they are NOT currently debarred, suspended, ineligible or voluntarily excluded from applying for federal funds. **Contract negotiations will not begin until this certification form is signed and returned to The WorkPlace.**

E. Equipment

Federal awards requires that property/equipment purchased with funds awarded under this grant must be used only for the purposes authorized in the grant and that all property/equipment purchased by a selected bidder with awarded funds shall become the property of The WorkPlace.

The WorkPlace will retain title to all equipment with a value of one thousand dollars (\$1,000) or more purchased with funds awarded under this grant, and a useful life of at least twelve (12) months. Also, selected bidders are required to receive prior approval from The WorkPlace on all purchases in excess of one thousand dollars (\$1,000).

Platform to Employment

»» A WorkPlace Opportunity.

Request for Proposal (RFQ)

for

Participant Recruitment and Placement Services for Recovery Workforce Initiative

PROPOSAL TITLE PAGE

Organization	
Mailing Address	
Contact Person	Name: Title: Telephone: Email:

FUNDING CATEGORIES

AMOUNT OF REQUEST	
Outreach, Recruitment and Referral	
Job Development/Placement Assistance	
TOTAL	

Signature

Date

Name and Title of Authorized Representative

**BUDGET SUMMARY
COST REIMBURSEMENT ALLOCATION**

a.	Contractor:	
b.	Address:	
c.	Report Period:	
d.	Activity:	
	(1) Budget Line Items	(2) Cost Reimbursement Allocation
A. DIRECT PROGRAM COSTS		
	1	Staff Salaries
	2	Staff Fringe
	3	Travel
	4	Rent / Utilities
	5	Equipment - Lease/ Maintenance/ Purchase
	6	Other Direct Costs
		a. Supplies - Office/ Postage/ Other
		b. Telephone/ Internet
		c. Staff Training
		d. Conferences/ Meetings
		e. Marketing/ Printing
		f. Other:
	7	Insurance & Bonding
	8	Contractual/ Outsourced - identify
	9	Sub-Total Program Costs
B. ADMINISTRATIVE COSTS		
	1	Staff Salaries
	2	Staff Fringe
	3	Other Direct Costs (Supplies, Staff Training, Conferences/Meetings)
	4	Audit/ Legal
	5	Insurance & Bonding
	6	Contractual/ Outsourced - identify
	7	Sub-Total Administrative Costs
C. TOTAL AMOUNT (A+B):		
Signature: _____		
Title: _____		
Date: _____		

Please provide a detailed budget narrative and any budget schedules for each of the above line items.