

# **Economic Growth Region 7**

**Request for Proposals  
For  
Summer Camp  
Training Related to Demand Occupations  
And Career Clusters  
By  
WorkOne Western Indiana Services  
&  
Vincennes University**

**Service Delivery Period: June 3, 2014 – June 30, 2014**

<b>RFP Release Date:</b>	<b>March 10, 2014</b>
<b>Proposal Submission Deadline:</b>	<b>4:30 PM, local April 11, 2014</b>
<b>Award Notification:</b>	<b>No later than April 18, 2014</b>
<b>Contract Effective Date:</b>	<b>June 1st, 2014</b>

<b>Package Contents:</b>	<b>Section 1 – General Information and Purpose Section 2 – Proposal Statement of Work Section 3 – General Instructions Section 4 – Proposal Package Attachment A – Cover Sheet Attachment B - Non-Collusion Affidavit Attachment C– Assurances and Certifications</b>
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## **Section I: General Information and Purpose of this Proposal**

### **Part A. - General Information**

Vincennes University is a statewide public educational institution procured by the Economic Growth Region (hereafter referred to as EGR) 7, Western Indiana Workforce Investment Board, to serve as the WIA Service Provider. As WIA Service Provider, Vincennes University is responsible for the administration and oversight of federal Workforce Investment Act (WIA) funds, which flow through the Indiana Department of Workforce Development, that are used for workforce development and employment and training activities in EGR 7. The Region is composed of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo counties in Indiana. There is a WorkOne office in each county in the EGR. Within this group, there is one comprehensive center, located in Terre Haute.

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

- Advanced Manufacturing
- Healthcare
- Construction
- Logistics
- Information Technology

WorkOne is also focused on establishing itself as the premier job placement service for business and job seekers. In line with this goal, the Indiana Department of Workforce Development has established “Indiana Career Connect.” Indiana Career Connect allows employers to post job openings, search an extensive database of job seekers and find employees with the right qualifications. Conversely, ICC allows job seekers to find job openings, post their resume, explore careers, and research the job market. Additionally, all business and job seeker activities are supported by WorkOne staff that work with both customer bases to ensure effective use of the system and continuous placement of skilled job seekers into the right jobs for employers.

### **Part B. – Purpose of this Solicitation**

Vincennes University is seeking proposals primarily for training and career exploration programs which are related to the high wage, high demand jobs of the region and tied to the aforementioned priority business sectors of WorkOne Western Indiana. Training services which are being sought are anticipated to be up to two weeks in nature lasting 6 – 8 hours per day. Training may or may not result in a recognized credential or certification. However, it is preferable that proposed training result in a recognized

credential or certification whenever possible. Determination of training outcomes will be made largely based the identified objectives of the training.

- Individuals attending the proposed training are customers enrolled, primarily in WIA youth programs between the ages of 16 to 21, but customers enrolled in other programs will be considered when appropriate. Participants will have established career and employment goals which indicate they would benefit by participating in one or more training program. The skill levels of the people we anticipate enrolling in these classes will run the gambit. For example, in a computer course there may be people who have never used a computer before, and others who are fairly proficient. It is also anticipated that a number of participants have limited or no work history, have weak basic job skills, need work readiness skills, and need enhanced skills and knowledge in order to qualify for today's jobs. Our goal is to increase their employability.
- An amount of up to \$15,000 is available per contract awarded for cost reimbursement to provide training under this RFP. If additional funding is needed special arrangements must be made.
- It is expected that training may be delivered during regular business hours (8:00 AM – 4:30 PM).
- Contractor must provide nutritious meals to all participants
- It is anticipated that the successful bidder will be issued a contract for a period from June 2, 2014 through June 30, 2014.
- A proposal must address achievement of the stated purpose on a regional basis.
- A proposal should be constructed in such a manner as to allow for flexibility of use as needed by the program.
- Individuals or organizations that may submit proposals include both private and public not-for-profits, for-profit entities, public and private educational institutions, and other such entities. All organizations must be legally incorporated (or organized as a Limited Liability Company) and must be able to operate a business under the laws of the State of Indiana.

## **Section II: Proposal Statement of Work**

Vincennes University desires an eligible individual or organization to bid on the following work:

- Deliver training as developed with, and approved by, WorkOne management.
- Provide training reports to WorkOne management as requested.

- Adjust training times, locations, and course offerings as directed by WorkOne management.

Interested organizations or businesses should submit a proposal that address the following key components:

- A. Understanding of Need
- B. Experience/Qualifications to Deliver Services
- C. Implementation Strategies,
- D. Results and Outcomes
- F. Budget
  - Narrative
  - Numbers
  - Proof of financial strength.
  - Identification of funding to repay disallowed costs, if necessary.

A summary of the overall scoring is as follows:

- |  |                       |
|--|-----------------------|
| A. Understanding of Need                         | 15% of overall rating |
| B. Experience/Qualifications to Deliver Services | 10% of overall rating |
| C. Implementation Strategies,                    | 25% of overall rating |
| D. Results, Outcomes                             | 25% of overall rating |
| E. Budget  | 25% of overall rating |

### **SECTION III: General Instructions**

#### **1. Proposal initially on most favorable terms.**

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

#### **2. No Disclosure**

Except as to serve notice to unsuccessful offerors of the final awards by Vincennes University for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a “need to know” basis for evaluation purposes. In the event of an award, the

proposal submitted pursuant to the requirements of this agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at Vincennes University option.

### 3. Right to Reject

Vincennes University reserves the right to reject any or all proposals received through this RFP and to re-advertise for any or all of the listed services at its discretion, or cancel this RFP in part or in its entirety, at any time. Vincennes University will not pay for costs incurred in the preparation of bids.

### 4. Requirements

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

1. A statement that describes the training services to be provided, the goals sought to be achieved; and,
2. A line item budget of the services to be provided.

### 5. Questions and Answers

To be considered for funding, each bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the Program will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposals. Therefore, Vincennes University encourages bidders to contact the Program by facsimile transmission, email, or regular mail during **the technical assistance period, which ends March 20th, 2014 at 4:00 PM local time**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.** The official Program response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted at the Program's website at [www.workonewest.com](http://www.workonewest.com).

Answers will be posted on an ongoing basis, within three (3) business days after receipt of the question. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information, being any new questions and answers, changes to the RFP, or any additional information. All answers issued become part of the RFP and the RFP process. Should you wish to submit a question or encounter a problem with the website, contact the Authorized Contact immediately? The Authorized Contact is Brent Woolwine. His email address is [bwoolwine@vinu.edu](mailto:bwoolwine@vinu.edu) and the fax number is (812) 888-5292.

## 6. Contract Requirements

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

### Special Assurances

1. If awarded a contract, the bidder assures that it will abide by the specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a Vincennes University representative who is specifically authorized to do so.
2. If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
3. The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act; Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
4. The bidder assures that it will comply with the Americans with Disabilities Act (ADA) in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not Vincennes University.
5. In accordance with P.L. 101-333, Section 508, the bidder is hereby notified that all projects that are funded as a result of this RFP will be 100% funded by federal funds. There will be no non-government funds available to finance these proposed services. All commitments made by Vincennes University are contingent upon the availability of funds and Vincennes University reserves the right to award an amount less than the total funds available for bid.

6. The bidder assures that it will procure an audit and will provide an audit report of all funds contracted with Vincennes University if requested by Vincennes University.

2. Cost Reimbursement Contracting

Vincennes University management of the contract(s) will be on a cost-reimbursement basis. Specifically, the line item budget as required by this RFP will be negotiated and will identify the specific cost categories, and allowable costs to be reimbursed by Vincennes University.

3. Subcontracting

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

4. Contract Negotiations

Successful respondent to this RFP will be expected to participate in contract negotiations to establish exact services to be provided and payment and terms of those services. Cost and services will be based on information contained in this RFP and in the proposal selected for negotiations.

5. Authorized Contact

The authorized contact person for this procurement is:

Brent Woolwine

P.O. 887

Vincennes, IN 47591

[bwoolwine@vinu.edu](mailto:bwoolwine@vinu.edu)

PH# (812) 888-5299

Fax (812) 888-5292

## **7. Late Proposals**

A. Proposals and modifications received at Vincennes University office designated in the RFP after 4:30, local time, on the date specified therein shall not be considered unless:

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

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

C. The time of mailing late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown on the postmark on the registered mail receipt or registered mail wrapper or on the Receipt of Certified Mail unless the offeror furnished evidence from the post office station of mailing which established an earlier time. In the case of Certified Mail, the only acceptable evidence is as follows:

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

## **8. Envelope for Proposals**

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

PROPOSAL RFP: Region 7 WorkOne Training

## 9. Alternate Proposals

Alternate proposals may be submitted provided that all deviations are clearly specified. The offeror should be prepared to discuss such deviations to ascertain the general acceptability by Vincennes University.

## 10. Time Period of Contract

Proposals should address a period from June 2<sup>nd</sup> 2014 through June 30<sup>th</sup>, 2014. An extension of this contract may be authorized at the discretion of Vincennes University.

## 11. Procedures

Complaint, grievance, and mediation procedures of Vincennes University are available to bidders from the office at P.O. 887, Vincennes, IN 47591, upon request.

## 12. Proposals Received

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

Three (3) copies of the proposal(s), with one (1) copy designated as an original with original signatures, are to be submitted by certified mail, return receipt requested, or by hand-delivery with a signed receipt. All proposals must be received by **no later than 4:30 P.M.** local time on **Friday, April 11th, 2014.**

Proposals should be mailed to:

Vincennes University.  
ATTN: Region 7 WorkOne Training  
P.O. 887  
Vincennes, IN 47591

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

Proposals received by the deadline specified herein and meeting the requirements as stated shall be acted upon by the Region 7 WIA Program of Vincennes University. It is the responsibility of the bidder to ensure delivery of the proposal by the required time and date.

## **SECTION IV: Proposal Package**

**1. Proposal Cover Sheet** includes the following areas which must be completed in the entirety:

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

## **2. Proposal Statement of Work**

- A. Understanding of Need
- B. Experience/Qualifications to Deliver Services
- C. Implementation Strategies,
- D. Results and Outcomes
- E. Budget
  - Narrative
  - Numbers
  - Proof of financial strength
  - Identification of funding to repay disallowed costs, if necessary.

## **3 Participant needs i.e.:**

**Special supplies, clothing, safety equipment, other**

## **4. Attachment a – Non-Collusion Affidavit**

## **5. Attachment b - Assurances and Certifications**

## **6. Attachment c - Youth Camp Summer 2014 Worksheet**

Remainder of page intentionally left blank.

Attachment A

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this day \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

Notary Public

County of

Commission Expiration Date

Attachment B

**Assurances and Certifications**

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

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

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

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Signature of Authorized Representative

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Print or Type Name

---

Date

ATTACHMENT C

**Youth Camp Summer 2014  
WORKSHEET**

**Begin / End Dates of Camp:** \_\_\_\_\_

**Daily Hours of Camp (lunch/breaks):** \_\_\_\_\_

**Location of Camp:** \_\_\_\_\_

**Number of Campers:** \_\_\_\_\_

**Preferred Age of Campers:** \_\_\_\_\_

**Camp Activities/Curriculum:**

**Outcomes (any certifications, etc.)** \_\_\_\_\_

**Cost of Camp** \_\_\_\_\_

**Equipment, apparel, tools, etc. needed by campers that is Not included in the camp cost:**

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**Additional Information:**

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**ADDED INFORMATION,  
EXPECTATIONS, AND SUGGESTIONS**

- 1. LUNCH WILL BE PROVIDED AS PART OF THE  
CAMP**
- 2. ACADEMICS PRESENTED IN AN APPLIED NATURE**
- 3. ALL PARTICIPANTS WILL BE WIA OR JAG  
ENROLLEES**
- 4. PROGRAM KEPT AT APPROPRIATE AGE**
- 5. MAXIMIZE A HANDS-ON PROGRAMING**
- 6. PARTICIPANTS WILL BE PAID A STIPEND  
(By the WIA Service Provider)**
- 7. RELEASES FOR FIELD TRIPS AND PHOTOGRAPHS  
ARE NECESSARY**
- 8. FOCUS ON CAREER SKILLS AND INFORMATION**

**9. REMEMBER CAMP IS SUPPOSED TO BE FUN FOR  
BOTH THE STAFF AND PARTICIPANT WHEN EVER  
POSSIBLE.**