



**Request for Proposals  
Eastern Indiana Works Muncie YouthBuild**

**Release Date: Thursday, May 30, 2024**  
**Proposal Submission Deadline: Thursday, June 27, 2024, by 4:00pm EST**  
**Contract Period: July 1, 2024, through September 30, 2027**

## **Purpose of RFP**

Alliance for Strategic Growth, Inc., doing business as Eastern Indiana Works, serves as a pass-through entity for a myriad of employment and training programs in Economic Growth Region 6 (EGR 6) using a variety of state and federal grant resources, including the US DOL Awarded YouthBuild Grant.

Grant funds for this RFP are awarded based on the grant proposal submitted and chosen for award by US DOL. This Request for Proposal (RFP) solicits proposals for the delivery of the Muncie YouthBuild Initiative. Muncie YouthBuild is focused on providing a pre-apprenticeship program model in the construction field that encompasses education, occupational skills training, leadership development, and high-quality post-program placement opportunities to youth. Contracts awarded are anticipated to commence July 1, 2024, and continue through September 30, 2027, contingent upon available funding.

## **About Eastern Indiana Works/ASG**

Eastern Indiana Works /ASG provide strategic leadership, oversight, and content delivery to the Economic Growth Region 6 (EGR6). EGR6 has been structured by the Governor of Indiana in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), and serves the Eastern Indiana counties of Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union, and Wayne. Eastern Indiana Works/ASG is designated by the Economic Growth Region 6 Chief Elected Officials Executive Council to serve as the Eastern Indiana Works/Workforce Development Board. Eastern Indiana Works/ASG strives to prepare the Eastern Indiana workforce for high-demand, high-wage employment, and convenes regional private/public partners to provide funding for credential, certificate and degree programs that empower job seekers to meet the current and future workforce needs of Eastern Indiana Employers.

Eastern Indiana Works/ASG's mission and vision align with the intent of WIOA through the following commitments:

**ENGAGE Employers-** to gather real-time workforce demand data.

**CONVENE Partners-** convenes Economic Development, Education and Training Provider Partners to design and implement data-driven, cost-effective, employer-demanded workforce training.

**ALIGN Resources-** to fund data-driven, cost-effective, employer-demanded training.

**EMPOWER the Workforce-** empowers the current and future Eastern Indiana workforce with targeted training opportunities that prepare participants with opportunities for high-demand, high-wage jobs.

Bidding organizations should know that Eastern Indiana Works/ASG intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals

that meet the workforce development needs of the emerging workforce in EGR 6. The resulting contract with the successful bidder will be for a one-year period. Based on performance, Eastern Indiana Works/ASG may elect to renew the contract for up to two additional years.

The current Eastern Indiana Works/ASG Region 6 Organizational Chart is available at the end of this document.

## **Who is Eligible to Apply**

Government, business, non-profit, educational institutions, and faith-based organizations are eligible to apply for WIOA funding. WIOA fiscal and administrative management and performance outcomes are rigorously and regularly monitored by Eastern Indiana Works/ASG.

For this grant funding opportunity, Eastern Indiana Works/ASG will consider sole organization applicants, serving as lead and fiscal agent, and applicant will not subcontract.

## **Procurement Timeline**

RFP Release Date: **Thursday, May 30, 2024**

RFP Questions & Answers due: Thursday, June 6, 2024

RFP Q&A Responses posted to [www.easternindianaworks.org](http://www.easternindianaworks.org)

**Proposal Packages Due- no later than June 27, 2024, 4:00pm EST**

Contract Negotiations with selected provider: July 2024

Beginning Implementation of Muncie YouthBuild July 2024

## **RFP Funding Categories**

Bidders should know that funding comes from multiple sources including DOL YouthBuild, WIOA, and other federal and non-federal entities. The total program amount is \$1,569,914 with \$1,011,994 in federal YouthBuild dollars allotted to the project, \$265,512 in match funding, and \$292,408 in leveraged funding. Bidders should use the funding estimate below for their proposals. The estimate is provided solely to offer guidance to bidders in preparing budget and cost proposals. The final contract amount will be negotiated between Eastern Indiana Works/ASG and the successful bidder. The final contract amount will be based upon the amount of funding available for Muncie YouthBuild initiatives in the Muncie Area. The estimated total contract amount is capped at \$763,842.

Approximately \$244,983 in wages and benefits, \$215,482 for work-based learning, \$87,516 for educational stipends, \$93,778 for occupational skills training, \$51,360 for supportive services, \$2,620 for travel, \$10,600 for supplies, and the remainder for administration, etc. Again, this funding is an estimate and is contingent on actual awarded YouthBuild funding levels.

## **RFP Questions and Answers**

Beginning with the release of this RFP and continuing through Thursday, June 6, 2024, 12:00 pm (EST), bidders may submit questions electronically to Rebecca Jennings, VP of Operational Strategies, [rjennings@easternindianaworks.org](mailto:rjennings@easternindianaworks.org). Questions will not be answered over the phone, in person, via email, or directly to inquiring parties in any form. A question-and-answer page will be updated and posted on the website on a rolling basis at [www.easternindianaworks.org](http://www.easternindianaworks.org).

## **Submission is Final**

Unless specifically requested by Eastern Indiana Works/ASG, changes and/or amendments to the originally submitted proposal will not be considered. In addition, Eastern Indiana Works/ASG reserves the right to: (1) amend or withdraw this RFP at any time, (2) reject any and all proposals, and (3) re-issue this RFP if necessary.

## **Right to Appeal**

Bidders have the right to appeal any action or decision related to this RFP. Appeals must be submitted to Eastern Indiana Works/ASG and will be reviewed and investigated by the Executive Board. If a bidder wishes to appeal, a letter of inquiry must be submitted in writing within fifteen (15) calendar days of the date of the notice of non-award. Letters must detail the specific appeal and can include additional documentation as deemed necessary by the appeal. Letters should be addressed to:

**Attn: Lyndsey Hellems, Chief Administrative Officer**

**Address: Alliance for Strategic Growth, 4620 W Bethel Ave, Ste. A, Muncie, IN 47304**

***The decision of the Workforce Development Board in such situations shall be final.***

## **RFP Provisions and Expectations**

Bidding organizations must assure that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The RO also assures that it will comply with 29 CFR Part 38 final rule and all other regulations implementing the laws listed above. This assurance applies to the WIOA Title I financially assisted program or activity, and to all agreements to carry out the WIOA Title I financially assisted program or activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid, all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

The successful bidder also assures that if awarded a contract, it will comply with Regional, State and Federal program and financial monitoring requirements. This means the bidder will make available the required information (both program and financial) required to satisfy local, state, and federal monitoring expectations. In addition, bidders are required to maintain all WIOA records for three years.

Bidding organizations should note that specifications in this RFP may change based on issuance of State or Federal policy. Eastern Indiana Works/ASG will work with successful bidders to implement any changes required by the State or the Federal Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with Eastern Indiana Works/ASG to comply with any required subsequent changes.

### **Important Notes for Bidders**

This RFP does not commit Eastern Indiana Works/ASG to award a contract. Eastern Indiana Works/ASG reserves the right to accept or reject any or all proposals received, and to accept or reject portions of proposals received.

Eastern Indiana Works/ASG may award more or fewer dollars to any budget proposal, unless the bidder qualifies its proposal by specific limitations. All awards are contingent upon fund availability.

All awards are contingent upon the demonstrated administrative capacity of the bidder, as determined by Eastern Indiana Works/ASG. No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.

Proposers are advised that most documents in the possession of Eastern Indiana Works/ASG are considered public records and are subject to disclosure under Federal and State public records laws.

### **Eastern Indiana Works/ASG Contact Information**

For the purpose of this solicitation, the final proposal submission should be directed to Eastern Indiana Works/ASG electronically via SharePoint site. Please contact Rebecca Jennings, VP of Operational Strategies at [rjennings@easternindianaworks.org](mailto:rjennings@easternindianaworks.org) for Sharepoint site access prior to submission time deadline. **Preferably the access request should be made by Tuesday June 25<sup>th</sup>, 2024.**

***Bidders are responsible to check the webpage frequently to stay informed throughout the procurement process. Website: [www.easternindianaworks.org](http://www.easternindianaworks.org)***

## Overview of RFP

Eastern Indiana Works/ASG is issuing this Request for Proposals (RFP) to procure a service provider to deliver Muncie YouthBuild career services activities. Eastern Indiana Works/ASG is seeking partnerships with organizations that can demonstrate a measurable, positive impact. Organizations are invited to respond to this Request for Proposal (RFP) as an important step toward building a network of integrated services.

Muncie YouthBuild was established in Muncie, IN in 2022 with a partnership between Eastern Indiana Works, ecoREHAB of Muncie, Ivy Tech Community College, Muncie Community Schools (Muncie Area Career Center), & Shafer Leadership Academy providing (4) cohorts a 6-month training program to individuals 18-24 years old (may expand to 16 & 17 year olds) who meet YouthBuild eligibility over 2 years of active programming. Through the program students are connected to resources and partners to obtain their High School Equivalency Diploma, NCCER Core Certification, OSHA 10 Certification, gain valuable workplace skills in the construction industry, develop as leaders, as well as complete career readiness training. The selected service provider will play a huge role in supporting clients throughout their YouthBuild experience.

### Service Provider Staffing Structure

Ideally, we would like to see at least 2 full-time program staff but open to bidders providing a staffing structure model that they feel fits within the budget. This project will be functionally managed by EIW with formal management with bidder.

## **WIOA Performance Outcomes**

The selected bidder(s) are expected to establish and maintain program performance standards that:

- Assure that negotiated performance measures are met or exceeded;
- Promote accountability and transparency, and;
- Maximize return on investment of federal resources;
- Utilize state's case management system for performance tracking.

WIOA Performance measures are defined in the following chart:

<b>WIOA Performance Measure</b>	<b>Definition</b>
Entered Employment or Education	The percentage of participants who are placed in unsubsidized employment or education during the second quarter after exit
Employment or Education Retention	The percentage of participants who are placed in unsubsidized employment or education in the fourth quarter after exit
Median Earnings	The median earnings of participants who are in the second quarter after exit



Credentials	The percentage of participants who obtain recognized postsecondary credential or secondary school diploma/HSE/GED while in training or within one year after exit from the program
Skill Gains	The percentage of participants enrolled in training or education program who show documented skills gains during a program year

The period of performance is July 1, 2024, through September 30, 2027. The negotiated performance measures for the period of performance are as follows:

Proposed WIOA Performance Outcome	Goal
Enrollment	44 participants
Placement into Employment or Education 2 <sup>nd</sup> Qtr. After Exit	70% (31/44)
Placement Into Employment or Education 4 <sup>th</sup> Qtr. After Exit	65% (29/44)
Median Earning	\$5,000
Credential Attainment	80% (35/44)
Measurable Skills Gains	70% (31/44)
Effectiveness in Serving Employers	50% (22/44)

## Proposal Narrative

All proposals must be received by Thursday, June 27, 2024, no later than 4:00pm EST. No proposals submitted after the due date will be reviewed.

The proposal should be organized in the order in which the requirements are presented in this RFP, with a table of contents which cross-references the RFP requirements. The Executive Summary and Proposal Narrative must be submitted in the following format:

- 8 ½” x 11” plain white paper
- One-inch margins on each side
- Minimum 12-point font
- Double spaced
- Sections and subsections labeled
- 20 pages maximum, excluding the cover page, table of contents, executive summary, and requested attachments
- Number the pages of the proposal narrative consecutively in “Page x of x” format. Attachments need not be numbered.

Proposals should be assembled in the following order:

- Cover Sheet (Included as an attachment to this RFP)
- Table of Contents
- Executive Summary (No more than 2 pages)

- Proposal Narrative
- Required Attachments
  - Attachment 1 – Proposal Cover Sheet
  - Attachment 2- Budget Worksheet
  - Attachment 3 – Non-Collusion Affidavit
  - Attachment 4 – Assurances & Certifications Form
  - Attachment 5 – Proof of Non-Profit Status OR if For-profit provide Certificate of Good Standing
  - Attachment 6 – Audited Financial Statements

Eastern Indiana Works/ASG is requesting that proposals be submitted in electronic format. Eastern Indiana Works/ASG will provide a secure electronic SharePoint folder for that entity to provide all required documents. Each file should include the entities' name and the document title. Eastern Indiana Works/ASG has the right to reject late proposals submissions. Request access to SharePoint folder from Rebecca Jennings, VP of Operational Strategis, preferably no later than Tuesday June 25, 2024, via email [rjennings@easternindianaworks.org](mailto:rjennings@easternindianaworks.org).

Proposal narrative responses should address specific questions and be answered clearly and concisely. Bidders are encouraged to use bullet points and embedded charts or graphs when possible. Bidders should not include references to attachments not specifically requested. Any superfluous attachments referenced in the proposal narrative or attached to the proposal will not be reviewed.

## **ORGANIZATIONAL BACKGROUND AND CAPACITY**

All bidders are instructed to provide the following information about their organization:

1. Brief history of the organization.
2. Description of the organization's qualifications related to the delivery of the required youth service components.
3. Overview of the organization's staffing and management structure, including an organization chart that depicts levels of staff responsibility and division of work.
4. Staff experience and specialized WIOA Youth workforce system knowledge. If your organization has not provided WIOA services, please provide the same information for programs comparable to the WIOA services you propose.
5. The organization's ongoing staff development plan to engage staff in gaining knowledge, skills, and abilities to better serve customers.
6. Grant recipient and fiscal agent role, and the organization's experience in managing Federal, State, and other public funds, and experience in fund accounting; and
7. Three (3) examples of successful systemic or programmatic workforce system delivery improvements the organization have initiated or driven.

## **PAST PERFORMANCE HISTORY**



All bidders are instructed to provide the following information about the organization's past performance outcomes, by providing specific examples and/or performance data for the past three to five (3 – 5) years in the following areas:

1. Evidence of the organization's ability to meet program performance goals and objectives in delivering workforce services to customers.
2. Evidence of the organization's track record in recruiting customers eligible to receive services.
3. Evidence of the organization's success in using data entry systems to capture service delivery data, case notes, and documents in provision of workforce development services; and
4. Evidence of the organization's success in using performance data to drive service design and delivery for continuous program improvements.

## **PROGRAM MANAGEMENT QUALIFICATIONS**

All bidders are instructed to provide the following information about their organization:

1. Ensure staffing plan for program delivery.
2. Ability to deliver employment and other career-readiness services and support to at-risk youth who are enrolled in MYB.
3. Familiarity with WIOA standards, YouthBuild standards, and eligibility for Youth.
4. Ensuring consistent, timely entry of services into all appropriate electronic data/case management systems. What case management system(s) is the organization familiar with or what case management system(s) does the organization have at its disposal?
5. Taking direction from Eastern Indiana Works and working in coordination with MYB partners to meet MYB goals.
6. Supporting candidates in accessing appropriate non-workforce services available in the community.

## **FINANCIAL MANAGEMENT**

1. Provide an overview of your administrative and financial management capabilities as they relate to your ability to carry out the services described.
2. Describe your experience with cost reimbursement contracts.
3. Describe your organization's previous experience administering federal, state, and private grants.
4. How will financial information be made available for monitoring and auditing purposes?

## **PROPOSAL EVALUATION**

Each proposal will be reviewed for completeness toward meeting the submittal guidelines. Proposals that are incomplete will not be evaluated further.

Proposals will be scored according to the following matrix:

<b>Proposal Evaluation Scoring Matrix</b>	
<b>Proposal Requirement</b>	<b>Total Points</b>
Organization Background and Qualifications	35

WIOA Youth Services or Similar Project/Performance	35
Financial Management	20
Budget	10
Total	100

**REGULATIONS AND REQUIREMENTS**

**RIGHT TO CANCEL:** The Eastern Indiana Works/ASG reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. Eastern Indiana Works/ASG also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by the US Department of Labor and/or Indiana Department of Workforce Development and/or any subsequent sub-awards will be modified to ensure compliance.

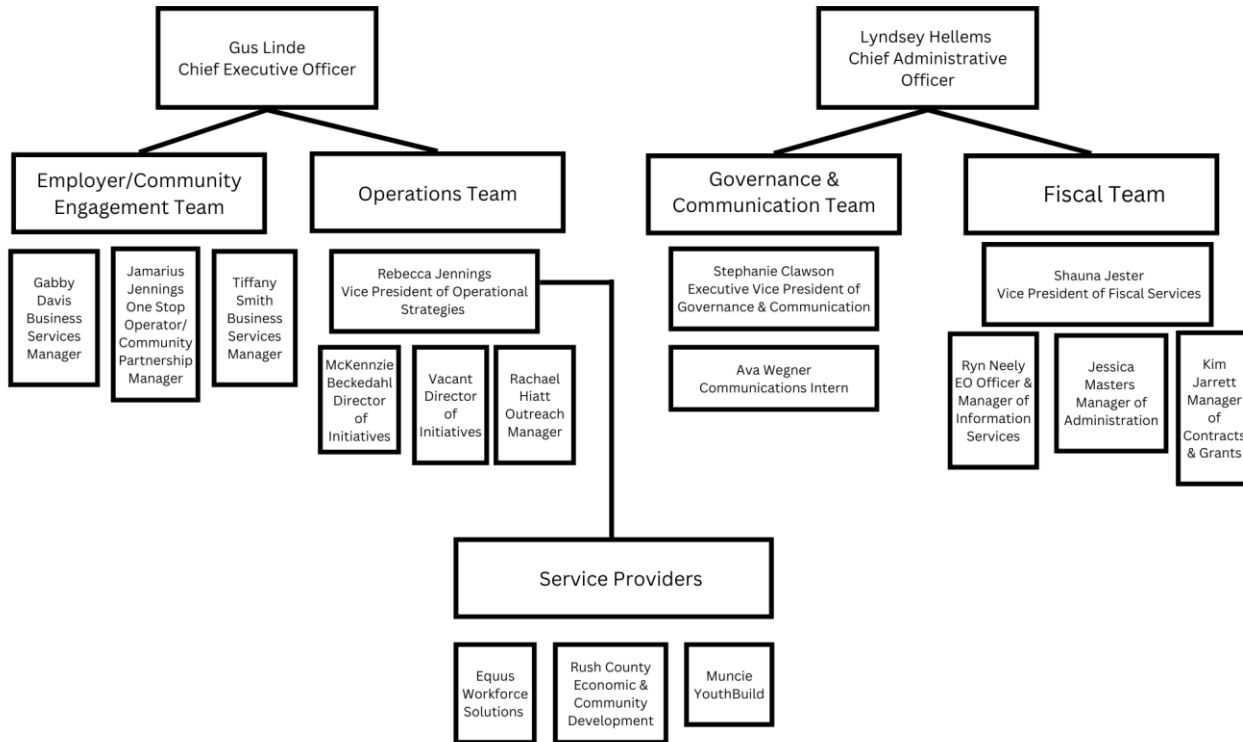
**AUDIT REQUIREMENTS:** The services delivered under this RFP are considered sub-recipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements.

**TYPE OF CONTRACT:** Proposed costs will be analyzed, and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purpose of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs. Bidders may not subcontract the services described in this proposal without prior written consent.

**COMPLIANCE WITH WORKFORCE INNOVATION AND OPPORTUNITY ACT:** The selected bidder(s) are required to operate the Workforce Innovation and Opportunity Act (WIOA H.R. 803, Public Law 113-128) in accordance with all applicable current or future federal, state, and local laws, rules, and regulations. As a condition to the award of financial assistance from the Department of Labor, under WIOA the selected bidder will assure that it will comply fully with the nondiscrimination and equal opportunity provisions of as follows: WIOA prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity.

Eastern Indiana Works Organizational Chart

# Eastern Indiana Works System



Due Date: Thursday, June 27, 2024, 4:00 pm (EST)

Attachment 1

## Proposal Cover Sheet

Name of Lead Agency/Organization: \_\_\_\_\_

FEIN: \_\_\_\_\_

Partnership or Sole Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Total Funds Requested: \$ _____	Proposed Expenditures per Service Category:	
	Career Services	\$ _____
Supportive Services	\$ _____	
Work Experience	\$ _____	
Other Education and Training	\$ _____	

To the best of my knowledge and belief, all information in this proposal is true and correct, the document has been duly authorized by the governing body of the applicant.

\_\_\_\_\_  
Name of Authorized Representative                      Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative              Telephone Number              Date

Attachment 2

## Budget Estimate Worksheet

Organization Name: \_\_\_\_\_

This is a 2 year budget. Should a contract extension be awarded for an additional 3<sup>rd</sup> year, another \$50,000 will be available for staffing (wages & benefits) and supportive services for the follow-up year.

Line-Item Budget	YouthBuild	Leveraged Funds	Total
Wages & Benefits	\$ 150,072	\$ 94,911	\$ 244,983
Travel	\$ 2,620		\$ 2,620
Supplies	\$ 10,600		\$ 10,600
Training Services	\$ 93,778		\$ 93,778
Work Experience	\$150,838	\$ 64,644	\$ 215,482
Education Stipend	\$ 87,516		\$ 87,516
Supportive Services	\$ 51,360		\$ 51,360
Profit			
Indirect Charges			
<b>Total</b>	<b>\$ 549,784</b>	<b>\$ 159,555</b>	<b>\$ 706,339</b>

Attachment 3

## NON-COLLUSION AFFIDAVIT

State of Indiana

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

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Eastern Indiana Works/ASG 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 of \_\_\_\_\_, 2022.

Notary Public

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

Commission Expiration Date: \_\_\_\_\_

Attachment 4



## **ASSURANCES AND CERTIFICATIONS**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Development Act, Workforce Development 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, as requested.

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Signature of Authorized Representative

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Print or Type Name