

**BUILD YOUR COMMUNITY NETWORK!
ADDRESSING THE CHALLENGE OF JOB READINESS**



**Performance Excellence Partners
*Request for Proposals***

SEEKING SUBCONTRACTORS

PURPOSE:

The purpose of these subcontracts is to facilitate events that will result in specific, new strategies to meet businesses' need for work-ready and competent employees by adequately preparing struggling individuals/populations.

Every event must bring leaders and staff from local and/or state Workforce Investment Board(s) (WIBs) and the One-Stop Career Centers (the Workforce System) together with leaders from new faith-based and community organization (FBCO) partners (*Please note, this does not exclude new relationships that CFBCI has helped you establish. "New" here refers to those who do NOT have an existing contract or large grant*) for the purpose of developing new strategies to prepare individuals for successful employment in local businesses and industries.

ELIGIBLE APPLICANTS:

State and local Workforce Investment Boards (WIBs).

DATE ISSUED:

December 18, 2007

DUE DATE:

Rolling bases:

Phase 1: Ends February 29, 2008

Phase 2: March 1 – April 30, 2008

Phase 3: May 1 – June 30, 2008 (funds permitting)

Early submissions receive funding priority

BACKGROUND:

As the United States moves to a knowledge-based economy, there are more opportunities than ever before for high-wage, high-skilled jobs so long as the workforce gains the appropriate, competitive skills. It is necessary that 21st century workers continue their education as "life-long learners" and obtain advanced post-secondary training and education. The President's High-Growth Job Initiative is based on this premise, as is the Workforce Innovation for Regional Economic Development (WIRED) Initiative (www.doleta.gov/wired).

At the same time, many people are ill-prepared for the 21st century employment and training opportunities. They lack basic educational competencies and lack basic "work readiness" skills necessary to succeed in the workplace or advance in the workforce. Consequently, many

businesses that offer “entry-level” work cannot find appropriately prepared entry-level employees who can be retained over time.

These challenges affect many community stakeholders, both within the Workforce System, businesses, and education, as well as faith-based and community organizations (FBCOs). These organizations are often well suited to provide services on location in impoverished areas and offer intensive, one-on-one support and assistance to individuals preparing to become work-ready and retain employment. The *Build Your Community Network!* events are designed to bring together leaders and staff from FBCOs and the Workforce System to create new strategies for addressing the need to adequately prepare struggling individuals/populations to become work-ready, start them on a career path full of opportunity, and stay employed over time (retention).

The term “work-readiness” includes: 1) professionalism and work ethic; 2) basic reading, writing, and math skills; 3) critical thinking and problem solving; 4) positive and respectful attitude; 5) the ability to communicate and work in teams; 6) personal responsibility; and (7) the ability to manage personal life without it interfering with work. The term “retention services” include services that support employees in staying employed, such as ongoing mentoring or job coaching.

FUNDING:

Performance Excellence Partners, Inc (PEP) received a task order award under their U.S. Department of Labor (USDOL) contract [DOLJ061A20378 Task Order 2] to produce 20-50 events at which leaders and staff from FBCOs and the Workforce System, will produce specific, new collaboration strategies to prepare individuals to be work-ready and competent. PEP is soliciting local or state Workforce Boards as federal sub-contractors to create these events.

State and local Workforce Boards (subcontractors) that submit successful proposals will be reimbursed up to \$5,000 for a local event (or series of events), or up to \$10,000 for regional or statewide events (including multiple locations across the same state). These events may include meetings, Webinars, focus groups, and/or other venues that accomplish the stated outcomes. No more than \$15,000 will be awarded within any one state. Performance Excellence Partners, Inc. (the contractor) will administer the proposal, subcontract, and reporting processes.

Subcontractors may use funding for actual event costs, including speakers, materials, or mailing expenses. In addition, funds may be used to reimburse a portion of staff time to prepare for an event. Funds may not be used to cover food or any other cost that would not be allowed under applicable federal laws or procurement regulations, including cost allocation rules. Consistent with Hatch Act restrictions, these events must not contain any political activity, including any speakers running for public office or references to campaigns, etc. State and local WIBs that submit proposals are strongly encouraged to list leveraged existing resources (e.g., staff time, existing contact lists, space, etc.) and should only request the amount necessary to achieve their stated outcomes.

REQUIREMENTS:

State and local WIBs that receive a subcontract must meet each of the following requirements. **(see Attachment B).**

Requirements:

- 1) Host a local or statewide event or series of events for faith-based and community organizations partners (FBCOs) who are new to the workforce system. The event(s) must also include representatives from various parts of Workforce System, including representatives from education and business.
- 2) Cover the agenda topics below, customized to local needs and using local speakers, presenters, or facilitators as appropriate:

- a. Information about local business needs and the skills or aptitudes specific businesses or high-demand industries need. Chambers of Commerce and/or other business representatives must be included.
 - b. Advanced training in:
 - i. Preparing struggling populations for work.
 - ii. Assisting struggling populations with job search.
 - iii. Providing effective retention support.
 - c. Information about how to collaborate and make effective referrals to the workforce system.
 - d. Strategic Planning. This refers to time on agenda in which the participants from FBCOs and the Workforce System develop specific collaboration strategies to meet local business needs for job ready employees. Strategies may include sharing resources, leveraging resources, and/or jointly applying for more resources.
 - e. Information about local and state public and private funding for workforce development activities and information about appropriate uses of government funding (such as are covered by the Equal Treatment regulations).
- 3) Create outcome report that captures the strategies and actions developed by participants/ and Workforce system staff as well as summary and copies of participant evaluations of the event. The outcomes report should include actions workforce board or One-Stop staff will take to follow-up with participants from the events. The report should also include the number of attendees and what agencies each attendee represented.

TIMELINE:

It is anticipated that multiple subcontracts will be awarded and up to 50 events will be funded. Each state or local WIB will only be funded once. The contractor will review proposals in two-month time segments through **June 30, 2008**. Events can take place through **September 30, 2008**. All proposals must be submitted at least 60 working days prior to any planned event. Selected proposals will receive funding on a cost-reimbursement basis. A report of the event outcomes—including the strategies that will be used to collaborate following the event(s) and summary of evaluations—shall be made within 30 days following the event(s).

EVALUATION:

Proposals will be evaluated according to the criteria set forth in this RFP and only in accordance with the written material submitted in the proposal. The contractor reserves the right to request clarification in writing before committing to award any subcontract or fund any event(s). The contractor has been directed to choose geographically diverse locations and will take this into consideration in addition to the criteria.

ADDITIONAL INFORMATION:

PEP will be collecting all outcome reports and participant evaluations. They will work with subcontractors to provide support for event planning and content development. PEP may also provide logistical assistance, such as establishing web-based registration, as appropriate.

USDOL Center for Faith-Based and Community Initiatives (CFBCI) will be available to provide information and materials for use at events under the subcontracts made through this opportunity, and will, in some cases, provide speakers from the USDOL CFBCI.

PEP is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

LIMITATIONS:

This RFP does not commit PEP to funding any proposed event, or to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

QUESTIONS:

Questions may be addressed to Ms. Rachel E. Ramirez, Performance Excellence Partners, Inc., 20911 Cabrillo Lane, Huntington Beach, CA, 92646, e-mailed to r Ramirez@performance-excellence.us, or call 1-800-715-1140 Pacific Time

ADDRESSING WORKFORCE NEEDS IN YOUR COMMUNITY

Request for Proposals

INSTRUCTIONS FOR SUBMITTING PROPOSALS

REQUIREMENTS:

Instructions and forms for submitting proposals are available at www.performance-excellence.us. There are three required components of the proposal:

1. Provide a cover letter that includes all of the information requested in **Attachment A**, including the **signature of the person who is authorized to sign a sub-contract with the contractor**.
2. Provide an event proposal using the Proposal Checklist (**Attachment B**). Event proposals should contain no more than **7 pages** using size 12 font Times Roman and double-spacing.
3. Provide a cost proposal showing total anticipated expenses, as well as all existing resources that are being utilized (such as space) to maximize the effectiveness of the available funding (**Attachment C**)

Proposals Submission:

1. Submit your proposal, as a word document, electronically by emailing it to Performance Excellence Partners, Inc. at r Ramirez@performance-excellence.us.

Once submitted, all proposals become the property of Performance Excellence Partners, Inc. and will not be returned.

All state and local WIBs that submit proposals must agree to comply with all applicable federal, state, and local laws when performing the services included in any subcontract awarded hereunder, and shall abide by all general federal accounting practices, including retention and inspection of records.

Attachment A

COVER SHEET:

Please provide the information below. You must complete all three sections of the proposal (Attachments A, B, and C) for it to be eligible for consideration.

Name of Applicant Organization:

Applicant Address:

Telephone Number:

Fax Number:

E-Mail Address:

Contact Person:

Address (if different from Organization address)

Employer Identification Number (EIN)

Date(s) and Location(s) of Proposed Event(s) :

Obligating Signature

Attachment B

NARRATIVE:

- Describe the structure and timeframe of the proposed event(s).
- Describe the geographical area included in this proposal.
- Describe how your WIB will market the event and ensure attendance from new faith-based and community organizations (FBCOs) not currently under contract with the One-Stop system. These FBCOs should be committed to helping prepare people for employment or supporting them in maintaining employment. This could include tapping into clergy networks and other community coalitions, etc. If your agency has done similar outreach to new FBCOs before that you will build upon, please note what you have done and how you will expand your outreach for the Build Your Community Network events.
- Describe the speakers, presenters, and/or facilitators who will be covering the agenda items below. (If you will be identifying outside trainers, please state how you will do this.) Describe how you will customize the topics to cover local issues.
 - a. Information about local business needs and the skills or aptitudes specific businesses or high-demand industries need. Chambers of Commerce and/or other business representatives must be included.
 - b. Advanced training in:
 - i. Preparing struggling populations for work.
 - ii. Assisting struggling populations with job search.
 - iii. Providing effective retention support.
 - c. Information about how to collaborate and make effective referrals to the workforce system.
 - d. Information about local and state public and private funding for workforce development and information about appropriate uses of government funding (such as are covered by the Equal Treatment regulations).
- Describe how your WIB will facilitate the strategic planning session. During this session, participants from FBCOs and the Workforce System should develop specific collaborative strategies to meet local business needs for job ready employees. Strategies may include specific ways to share resources, leverage resources, and/or jointly applying for more resources. Who will facilitate this session and how will your WIB capture and follow up on the action items for the outcomes report (including who is responsible and by when)?
- Describe how you will use participant evaluations and what those evaluations will cover.
- Provide a cost proposal (Attachment C) showing total anticipated expenses, including any existing resources that will be leveraged to maximize the effectiveness of the available funding.

Attachment C

COST PROPOSAL:

Sample Proposed Budget
Build Your Community Network!

Associated Expense	Total Cost	Less In-Kind or Match	Amount Requested
Speakers/Presenters			
1.			\$0.00
2.			\$0.00
3.			\$0.00
4.			\$0.00
Meeting facility (excluding food)			\$0.00
Marketing and promotional materials			\$0.00
Handouts, copying/duplicating costs			\$0.00
Postage			\$0.00
Staff preparation time			\$0.00
Other			
1.			\$0.00
2.			\$0.00
3.			\$0.00
4.			\$0.00
TOTAL			\$0.00

EVALUATION CRITERIA:

1. Does the proposal describe an aggressive strategy for (1) identifying FBCOs that provide untapped and/or under utilized services, and (2) marketing the event(s) to those organizations? If the organization has done outreach to new FBCOs before, does it demonstrate how it will expand upon previous efforts? (30 points)
2. Does the proposal contain an agenda and speakers that accurately and consistently reflect all of the objectives in the RFP? (30 points)
3. Does the proposal provide a plan to develop specific collaboration strategies or “strategic planning” and follow up on the action items for the “outcomes report”? (10 points)
4. Does the proposal commit to soliciting feedback from the event attendees (evaluation forms will be provided by the contractor prior to each event)? (5 Points)
5. Does the proposal contain a reasonable budget (Attachment C) that is necessary to host one or more successful events? (20 points)
6. Does this proposal leverage existing resources (e.g., staff time, existing contact lists, space, etc.)? (5 points)