

MEMORANDUM

TO: Interested Parties

FROM: Workforce Development Council of Seattle-King County

DATE: June 10, 2010

SUBJECT: RFP #10-07 Request for Proposals for Case Management and Employment Placement Services for Commercial Energy Workforce Projects

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit workforce “think tank” and grant-making organization charged with overseeing a large system of employment and training in Seattle and King County. The WDC’s mission is to ensure a strong economy as well as a path to self-sufficiency for every resident. To learn more about the WDC, please visit the WDC website at www.seakingwdc.org.

PURPOSE OF THIS SOLICITATION

The Workforce Development Council of Seattle-King County is seeking proposals for cost-efficient and effective recruitment, case management, job placement and retention services for the Recovery Act-funded State Energy Sector Partnership project. It is expected that successful bidders will work in partnership with the WDC to provide the project leadership needed to achieve project outcomes within time and budget.

BACKGROUND

The American Recovery and Reinvestment Act of 2009 (the Recovery Act) was signed into law by President Obama on February 17, 2009. The Recovery Act initially brought more than \$8.5 million to our local community through the WDC for job training, employment services and summer jobs for youth.

In addition to the \$8.5 million of ARRA funding allocated for Seattle-King County through formula, the federal stimulus bill released \$750 million nationwide in competitive grants for workforce services in high-demand sectors, \$500 million of which was designated for green jobs. Out of this funding, the Department of Labor (DOL) awarded grants to provide training for workers that prepares them to enter the energy efficiency and renewable energy industries, as well as green occupations within other industries. A State-wide Energy Sector Partnership grant was awarded to the Washington Workforce Education and Training Coordinating Board (WETCB).

The State Workforce Board will contract with three regional Workforce Development Councils (Seattle-King County, Snohomish County, and Spokane Area). Each local Workforce Development Council will subcontract with certain area community and technical colleges and other partners, including Build It Smart, a statewide labor-management non-profit who will provide training for journey level workers statewide and add certificated green skills training to area building trade apprenticeship programs.

The Commercial Energy Workforce project will provide training for targeted populations in high demand, professional-technical occupations needed for energy efficiency in commercial and public buildings. This initiative will create a ready supply of skilled workers for the energy efficiency sector and put participants on career paths with recognized credentials in hand. Training will occur in these occupational areas: Building Engineers, Commercial Energy Auditors, Building Commissioning Agents, Building Operators and Building Sustainability Managers.

This training will be targeted to skilled workers in the construction and building maintenance fields as well as new workers and jobseekers. Among all served, veterans will be given priority of service with subsequent priority given to dislocated workers, low-income adults, women and people with barriers to employment.

The grant will last approximately 29 months.

The Commercial Energy Workforce Project
Number to be served: 170

Services will include career planning support, support for longer-term educational persistence, and support developing personal effectiveness, academic, workplace, and industry-wide technical competencies once in school. These individuals will have access to a wide range of training retention services.

The Commercial Energy Workforce project will utilize a coordinated recruitment, case management, training, job placement and retention strategy designed to include partnerships with community-based organizations, training providers, employers, and labor. Job placement strategies will include targeted job fairs and industry events to bolster the connections between students and employers.

Project participants will be recruited from a broad range of audiences including unemployed individuals, underemployed individuals, dislocated workers, incumbent workers, veterans, at-risk youth, low-income adults, women, and people with barriers to employment such as those with disabilities.

Veterans recognized under state WorkSource Standards & Integration Division policy will receive priority for service (see Policy 1009: <http://www.wa.gov/esd/policies/systems.htm>).

PROJECT SCOPE AND FUNDS AVAILABLE

Through this solicitation, the WDC will identify providers to perform case management and employment placement services meeting the requirements described in the following subsections.

CASE MANAGEMENT SERVICES

Funding available: Up to \$280,000

Funding is available for case management services to include:

- **Recruitment:** The bidder will recruit participants to meet participant enrollment goals and demonstrate that they have recruited from the following populations: unemployed individuals, dislocated workers, incumbent workers, veterans, women and people with barriers to employment such as those with disabilities. In partnership with the training provider, the bidder will develop outreach materials specific to each population and/or identify and use distribution channels shown to reach the populations including WorkSource and colleges.
- **Assessment:** Provide individualized assessment to help applicants determine appropriate green career pathways and training opportunities.
- **Career counseling:** Connect program participants with training programs identified within the Commercial Energy Workforce program and assist participants with course selection, registration, and other college requirements.
- **Case management:** Provide ongoing case management to ensure that barriers to training and employment are addressed so that program participants can successfully complete training programs and develop the skills they need to become employed in green industries. Case management includes the provision of support services to address barriers related to the successful completion of training and connection/retention to employment opportunities.
- **Job connections and placement:** Work with program partners, including employers and industry groups, to ensure participants are connected to and retain employment in green sectors and other employment opportunities. The bidder will provide job placement assistance by identifying and making participants aware of employment opportunities and providing them with the appropriate support for job placement such as help with job search skills and connections to employers.
- **Job retention and support:** Staff will also provide placement and retention services for participants who are trained to work in these industries for the first and second quarters following job placement.

- **Data entry:** Case management staff will collect complete and accurate participant data as specified by the Project Manager and provide input for the approved data tracking system (SKIES or a DOL-specified system). Data will be updated and available according to a time schedule which meets local and DOL reporting requirements.
- **Reporting and collaboration:** Case management staff will be available to meet with the Project Manager as needed and have participant files and project reports up-to-date and available for monitoring purposes. Staff will be available to attend periodic project management meetings.

Project-Specific Details:

Commercial Energy Workforce Project—Up to \$280,000 to serve 170 participants. Participants will be recruited from following populations: unemployed and underemployed individuals, dislocated workers, incumbent workers, veterans, women and people with barriers to employment such as those with disabilities.

The goal is to ensure job placements for individuals trained through Commercial Energy Workforce and work with case managers and employers to ensure these connections to employment are maintained through two quarters following placement.

ELIGIBILITY

Eligible applicants include governmental organizations and private for-profit or non-profit nonsectarian organizations, with proven case management experience.

The WDC intends to fund one organization under one contract to implement and complete the entirety of this proposed scope. The contract duration will be one year with continuation planned for the length of the project, providing performance in the first year meets expectations outlined in the contract .

APPLICATION REQUIREMENTS

Parties interested in submitting a proposal should respond by providing:

- Cover page (below) including agency name, address, phone, fax number and web page URL (if applicable). Include the name, title, phone and email address of this proposal's lead contact representative.
- Agency background, including a description of the organization and experience of the agency in providing employment services. Summarize any experience providing outreach, case management, job development and other appropriate services in the

context of the emerging “green jobs” sector and the construction and building maintenance fields. Please describe the assessment tools used by the organization and how they connect to a customer’s case management plan. Also include a description of retention services generally offered employment service customers in your organization.

- Describe any experience providing outreach, case management, support and persistence services to the targeted populations.
- Describe the services you will deliver and a detailed description of how they will be delivered, the staffing approach, and how the service delivery approach is justified, cost-effective and aligned with the proposed budget. Please also describe how the service delivery approach supports the guiding principles and desired outcomes described above and achieves the work in an accountable and creative manner.
- A complete twenty-nine month line-item budget including salaries and benefits, and additional costs such as direct participant costs, indirect costs or travel (**Attachment A**)

Applicants proposing services are limited to **three (3) single-spaced pages**.

Print on only one side of the page using 12-point Times New Roman font and one-inch margins and do not staple or bind. Attachment A does not count toward the page limit.

The selection process will be based upon quality of information provided, cost effectiveness, expertise, professional background and general responsiveness to the requirements outlined in this solicitation.

PROPOSAL SUBMISSION

Please send three (3) copies of your response in a sealed envelope to arrive no later than 5:00 pm, June 23, 2010 addressed to:

Tess Suarez RFP #10-07
Workforce Development Council of Seattle-King County
2003 Western Avenue, Suite 250
Seattle, WA 98121-2162

Late responses will not be considered and will be returned unopened. Faxed or emailed proposals will not be accepted. Questions may be emailed to operations@seakingwdc.org through June 18, 2010; please note “RFP #10-07” in the subject line. No phone calls please. Responses will be posted on the WDC website (www.seakingwdc.org).

The WDC makes no commitment to contract with providers procured through this RFP, but will consider utilizing providers selected through this RFP for future services on an as-needed basis.

This RFP does not commit the WDC to award a contract. **The WDC reserves the right to accept or reject any or all proposals received. The WDC reserves the right to waive informalities and minor irregularities in offers received.** All solicitations are contingent upon availability of funds.

The WDC may accept any item or group of items of any offer, or award more or fewer dollars at the same price bid, unless the bidder qualifies its offer by specific limitations. All awards are contingent upon demonstrated administrative capacity determined by site visits and staff interviews.

No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under the Workforce Investment Act.

Proposers are advised that most documents in the possession of WDC are considered public records and subject to disclosure under the federal and state public records laws.

**The Workforce Development Council of Seattle-King County
is an Equal Opportunity Employer and Provider of Employment And Training Services**

Auxiliary aids and services are available upon request to individuals with disabilities
TDD/Washington Telecommunications Relay Service 1-800-833-6384

ATTACHMENT A: Budget Summary

Note: Please submit a complete budget for the length of service (approx. 29 months).

Following these instructions:

- In section 1A, list by position or title all staff that will spend a significant amount of time working directly on one or more of the proposed services.
- In section 1B, provide the amount of benefits to be earned by the staff listed in Section 1A.
- In section 2A, list by position or function any staff that will be charged to this grant either by allocation or through indirect charges (i.e. supervisory/director staff, accounting staff, administrative staff, etc.)
- In section 2B, provide the amount of benefits that will be charged for those staff in section 2A.
- In section 3, provide the total amount of operating costs that will be charged either directly or indirectly (through a cost allocation plan or indirect rate). Operating costs will include (but not limited to) travel, office supplies, communications, equipment rental, etc.
- In section 4, please identify direct participant costs including: support services, books, supplies, tuition, exam/certification fees, etc.
- In section 5, please identify and list any other costs related to this proposal.
- In section 6, list out by source any leveraged funds that will be provided.

SECTION 1A: DIRECT STAFF SALARIES		
Position/Title	FTE	Total Salary
1.		\$
2.		\$
3.		\$
4.		\$
Total Direct Staff Salaries		\$

SECTION 1B: DIRECT STAFF BENEFITS		
	% of Yearly Salaries	Total Benefits
Total Direct Staff Benefits		\$

SECTION 2A: OTHER STAFF SALARIES		
Position/Title	FTE	Total Salary
1.		\$
2.		\$
3.		\$
4.		\$
Total Other Staff Salaries		\$

SECTION 2B: OTHER STAFF BENEFITS		
	% of Yearly Salaries	Total Benefits
Total Other Staff Benefits		\$

SECTION 3: GENERAL OPERATING COSTS	
Item	Amount
1.	
2.	
3.	
4.	
Total Operating Costs	\$

SECTION 4: Direct Participant Costs	
Item	Amount
1.	\$
2.	\$
3.	\$
4.	\$
Total Direct Participant Costs	\$

SECTION 5: OTHER COSTS	
Item	Amount
1.	\$
2.	\$
3.	\$
4.	\$
Total Other Costs	\$

SECTION 6: LEVERAGED FUNDS	
Source	Amount
5.	\$
6.	\$
7.	\$
8.	\$
Total Leveraged Funds	\$