



**Solicitation Information**  
20 Feb 06

**RFP # B06074**

**TITLE: Rapid Re-Employment Services for Union Workers**

**Submission Deadline: 28 March 06 @ 2:00 PM (Eastern Time)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **9 March 06 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

Note to Vendors:

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- This solicitation, and any subsequent award (s) are governed by the State's General Conditions of Purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site [www.rimbe.org](http://www.rimbe.org). To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

### **Equal Employment Opportunity (RIGL 28-5.1)**

**§ 28-5.1-1 Declaration of policy.** – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service,

grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

## **SECTION 1 - PROPOSAL REQUESTED**

This program is State funded through a general revenue account; however, federal funding under the Workforce Investment Act (CFDA No. 17.260) may be used in support of clients eligible for federal benefits.

Approximately, sixteen percent (16%) of Rhode Island workers are unionized. Therefore, a significant number of the Rhode Island dislocated worker population universe are also unionized and are covered by contracts with their employers of record. These contractual arrangements make quickly accessing these prospective dislocated workers, once they are threatened with imminent unemployment, very difficult. In many cases, mass layoffs occur in industry sectors that are entirely unionized. The existing labor-management arrangements must be understood and respected by the successful proposer.

Accordingly, the Rhode Island Department of Labor and Training's State Workforce Investment Office is seeking a proposer with the unique capacity to provide Rapid Response and additional services to union affiliated dislocated workers .

The proposer should have access to extant union contracts and have knowledge of associated benefits, and further, be able to interact with unionized workforces and provide the necessary counseling and job referral services.

Proposals will be evaluated on the basis of the proposer's past experience in providing Rapid Response and other additional services to unionized dislocated workers, adherence to the bid specification, format and cost.

## **SECTION 2 – DISLOCATED WORKER DEFINED**

A dislocated worker must meet the following requirements to participate in the program:

1. Age 18 years of age or older.
2. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylum, parolee, or other immigrant authorized to work in the United States.
3. Be in compliance with the Military Selective Service Act. (This applies to males 18 or older who were born on or after December 31, 1959.)
4. A dislocated worker as defined:
  - has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
  - is eligible for, or has exhausted entitlement to, unemployment compensation; or has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having

performed services for an employer that were not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation; has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise;

- is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- for purposes of eligibility to receive services other than training services is employed at a facility at which the employer has made a general announcement that such facility will close.

### **SECTION 3 -PROPOSAL NARRATIVE**

The proposal narrative should explain how the proposer will provide the services requested through this RFP. The narrative should also demonstrate the proposer's experience with and knowledge of the unique problems associated with the unionized dislocated worker population in Rhode Island. The proposal should address the proposer's experience with providing critical services such as job referral/placement, coordination with the State Rapid Response entity to assist in providing on-site contact with the employer, representatives of the affected workers, and the local community, coordination with the State designated Rapid Response entity for the provision of guidance and/or assistance. All information presented should be factual and should respond to the proposal content specifications.

To the extent possible, the narrative should convey to the reader that the proposer understands the approach to be followed in order to provide the necessary services. ( See Section 5 to ensure that all items requested are included in the Narrative.)

### **SECTION 4 - PERIOD OF PERFORMANCE**

The initial period of performance will be twelve (12) months, or a lesser period subject to the availability of state funds, with an option for the State Workforce Investment Office to extend the period of performance by two (2) twelve (12) month periods. The proposer's contract performance will commence upon execution of a contract (PURCHASE ORDER / NOTICE OF AWARD).

### **SECTION 5 - BID SPECIFICATION**

A. The proposer must demonstrate the capability and past experience needed to successfully fulfill the responsibilities identified below in the narrative submitted with the proposal. Each of the following items must be addressed in the written proposal:

1. Coordinate with the State designated Rapid Response entity to assist in providing on-site contact with the employer, representatives of the affected workers, and the local community.

2. Coordinate with the State designated Rapid Response entity for the provision of guidance and/or financial assistance in establishing a labor-management committee comprised of representatives of the employer, the affected workers and the local community. The committee may devise and oversee an implementation strategy that responds to the reemployment needs of the workers. The assistance to this committee may include:
  - Provide training and technical assistance to committee members;
  - Funding the operating costs of a committee to enable it to provide advice and assistance in carrying out Rapid Response duties;
  - Provide a list of potential candidates to serve as a neutral committee chairperson;
  - When required the vendor will provide job referral and placement services at their own offices.
3. Coordinate with the State designated Rapid Response entity to provide emergency assistance in union related closings, layoffs, or disasters.
4. Coordinate with the State designated Rapid Response entity to develop prospective strategies for addressing dislocation events, identify strategies for layoff aversion; and participate in a regular exchange of information relating to potential dislocations, available adjustment assistance, and the effectiveness of Rapid Response strategies.
5. Assist in researching strategies for layoff aversion, such as pre-feasibility studies for avoiding a unionized plant closure through an option for a company or group, including the workers, to purchase the plant or company and continue it in operation.
6. The proposer will be the principle staffing services provider, including pre-and post-layoff services at union affiliated company-based Career Transition Centers (CTCs). CTCs are established via approval and coordination with company management to better prepare workers for employment loss and transition to immediate new employment and the array of services available to a company's dislocated workers . The proposer is required to co-enroll all clients eligible for WIA into appropriate available programs. At established CTCs, the proposer will provide core and intensive services to workers approved for WIA services by DLT. Where customers are unable to secure appropriate employment, and utilizing DLT's established criteria, the proposer will refer customers for possible training services. The proposer will provide the primary staff linkages between the company approved CTCs and netWorkri one-stop delivery offices. The proposer will provide job referral and placement services at their own offices when required.
7. As part of the rapid reemployment services, the proposer will be in communication with local union officials to determine if an establishment has hiring plans and will provide proposed job opportunity information to union affiliated dislocated workers. They will develop job openings throughout the State of Rhode Island.
8. Core and intensive services as defined under the WIA Regulations, as amended from time to time, will be provided to all clients. In addition, clients will be enrolled and referred to WIA, Trade Adjustment Assistance (TAA) and National Emergency Grant Programs where appropriate.

9. The proposer will maintain appropriate client and employer information in a system that protects the privacy rights of those involved (America's One Stop Operating System). Cost for a license is \$6,720 and it should be included in the Budget attachment. A confidentiality statement must be included with the proposal.

B. In addition, the vendor will assist the operation of the One-Stop delivery systems in the netWorkri Center by performing the following activities.

1. The proposer will provide informational services or activities to union affiliated dislocated workers. These services may include: orientation to available WIA services; initial assessment of skills, aptitudes, abilities and support services; assisting customers to access labor exchange information available in the netWorkri resource area; information on financial aid resources for union employees; provision of information on the availability of support services; referral to netWorkri for specialized assessment and counseling.
2. The proposer will carry out dislocated worker employment and training activities as the State determines are necessary to assist DLT in providing employment and training activities.

#### **SECTION 6. PERFORMANCE GOALS**

- Enroll 50% of impacted unionized workers within 180 days of the announced layoff and/or actual layoff in appropriate programs. Additionally, clients will be referred to other workforce programs based upon eligibility such as Workforce Investment Act (WIA), Trade Adjustment Assistance and National Emergency Grants (NEGs).
- Increase earning potential by providing services that will enable participants to successfully compete for new employment opportunities.
- Create long-term stability by ensuring that participants secure services to become re-employed or to continue their education in an occupational training with a goal towards becoming re-employed.
- Performance goals will be analogous to the applicable federal program, specifically the Workforce Investment Act (WIA). All clients will be included in calculation of performance for the purposes of enrollment only. Specific WIA performance expectations are identified on the charts below.

<b>WIA Chart of Performance Expectations</b>			
<b>PROGRAM GROUP</b>	<b>MEASURE</b>	<b>PERFORMANCE GOALS</b>	
		<b>PY-2005</b>	<b>PY2006</b>
		<b>Negotiated</b>	<b>Negotiated</b>
<b>DISLOCATED WORKER</b>	Entered Employment Rate (Entry into unsubsidized employment rate) Section 136(b)(2)(A)(i)(I)	87.5%	89%
	Six Month Retention Rate (Retention in unsubsidized employment six months after entry into employment) Section 136(b)(2)(A)(i)(II)	90%	92%
	Average Earnings Change in Six Months (Earnings received in unsubsidized employment six months after entry into employment) Section 136(b)(2)(A)(i)(III)	(\$1050)	(\$1030)
	Educational Credential/Occupational Skills Credential Rate (Training Services ONLY) Section 136(b)(2)(A)(i)(IV)	77.5%	78.5%

**SECTION 7 - PROPOSAL COSTS**

A proposed budget must be submitted with cost justified in terms of activities related specifically to major related expenditures, e.g., salary, fringe, supplies, rent, utilities, travel, outside contracts, etc. In cases where services and/or corresponding costs are to be provided by a subcontractor, consultant, or other organization, the basis of the cost determination must be disclosed.

The proposer's bid shall be based upon the proposer's estimate of the staff and related staff time needed to successfully accomplish the responsibilities identified in the Bid Specifications. Staff and staff time must be identified in the proposal. In addition, copies of the proposed staff job specifications and resumes must be attached to this section of the proposal. (See Attachment "A" Budget and Cost Allocation Plan.)

**SECTION 8 - PAYMENT**

Payment will be on a cost reimbursement basis once per month and one advance payment may be made within the first quarter of the contract in an amount not to exceed twenty per cent (20%) of the full contracted amount. Payments may be withheld for failure to submit required reports in a timely fashion (within five (5) working days of the due date).

**SECTION 9- ADHERENCE TO U.S. DEPARTMENT OF LABOR REQUIREMENTS AND OTHER FEDERAL LAWS AND REGULATIONS.**

The proposer must comply with the Workforce Investment Act of 1998 and all associated regulations, especially, 29 CFR Part 37 (Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998). The proposer must also comply with the Office of Management and the Budget Circular applicable to the subrecipient's type of organization, i.e., OMB A-122 (non-profit organizations), A-87 (state and local government), A-21 (educational institutions), and A-133 (Single Audit) requirements.

**SECTION 10 - SUBCONTRACTING, STAFF SUBSTITUTIONS**

No part of the work resulting from an agreement with RIDLT covered by the terms of this RFP may be subcontracted unless such subcontract is approved in writing in advance by RIDLT or specifically detailed in the proposal.

All disclosures required by RIDLT will be required of a subcontractor. The Offeror will be required to assume the sole responsibility for the complete effort under this RFP. All subcontracts will be reviewed and approved in writing by RIDLT in advance. RIDLT will consider the Offeror to be the sole contact with regard to all contractual matters.

Substitutions of staff identified by the submission will not be permitted without the prior written consent of RIDLT. Staff resumes and/or job descriptions must be included with the proposal as Attachment B.

**SECTION 11 - CONFIDENTIALITY**

Individual participant and employer information is confidential. It is the responsibility of the successful vendor to limit access to the information generated by the application, counseling and testing processes. The data stored and generated may only be used for the purposes of this program. The proposer must specify that all electronic data files are secure and access is limited on a need to know basis. A confidentiality statement must be included with the proposal.

**SECTION 12 - SELECTION CRITERIA**

**A. Evaluation of Technical Proposals**

The RIDLT will commission a Technical Review Committee that will evaluate and score all technical and cost proposals that were submitted on time, signed by the signatory authority of the respondent organization and are not debarred, suspended or voluntarily excluded from receipt of federal funds. All proposals meeting this test will be evaluated to determine whether the proposal is responsive to the proposer's duties and responsibilities as provided in the RFP. The possible maximum score is 90 points. Proposals scored below 60 points out of a maximum of 90 points will not be considered in the next phase of the evaluation.

## **B. Evaluation of Cost Proposals**

Each cost proposal of the proposers who received a minimum of 60 points out of a maximum of 90 points for their technical proposal will be further evaluated. The technical (90 pts.) and cost points (10 pts.) will be combined to rank the proposals.

## **C. Evaluation Criteria**

Proposals will be evaluated on the basis of the proposer's program design (as described in the proposal narrative that is responsive to the bid specifications, and the capacity to implement Rapid Response on short notice to unionized layoffs as evidenced by experience of the organization and staff with similar situations, and finally, the administrative and fiscal capability of the organization.

### **1. Proposal Design-Narrative (0-50 points)**

Proposer has demonstrated clear goals and objectives, as well as indicated the amount of time required to implement program components or services. The proposer has presented a plan of action which is clear and detailed, and meets the requirements of each component (**Section 3 & 5**). The proposer has clearly demonstrated when and how each task in the work plan will be carried out, and methods to be used.

### **2. Capacity to implement (0-20 points)**

The past experience and existing capacity to respond to a Rapid Response event where unionized workers have been laid off by one employer, and further, to staff up to meet long term needs of the workers.

### **3. Administrative and Fiscal Capability of the lead agency (0-20 points)**

The statement of organizational qualifications will be evaluated. This criteria also evaluates the proposed or existing governance structure and the administrative and fiscal capabilities of the agency; including the qualifications of the existing and proposed project staff.

The agency must submit a copy of their most recent audit and/or audited financial statement.

### **4. Cost Proposal (0-10 points)**

Calculated as (lowest responsive cost proposal divided by this cost proposal) times 10 points.

## **D. Negotiation**

The State reserves the right to negotiate with proposers on costs and deliverables in order to contract with the proposer who best meets the State's needs. This negotiation may result in selection of an apparent successful proposer, and a contract will be drafted and signed as soon as possible. If a contract for any reason cannot be negotiated, another proposer may be selected.

**The ranked findings and selection recommendation will be submitted to the State's Architectural/ Engineering Consultant Services Selection Committee, and forwarded to the Director of Administration for final selection consideration.**

## **SECTION 13 – ADMINISTRATIVE REQUIREMENTS**

All contractors must meet a minimum level of administrative capacity in order to contract with the State of Rhode Island, RIDLT. The following administrative / technical elements will apply.

### **A. Audit / Financial Statements**

All governmental and non-profit organizations must follow the audit requirements of OMB Circular A-133.

1. Commercial organizations that expend \$500,000 or more in federal funds must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program specific financial and compliance audit. Those entities that expend \$500,000 or more in federal funds may include audit costs to the grants on a pro-rated basis.

### **B. Cost Allocation Plan**

All successful applicant organizations must submit a Cost Allocation Plan to be incorporated in the contract:

A single complete copy of the applicant organization's cost allocation plan. The cost allocation plan is a document that identifies and distributes the cost of services and/or departments or function according to the benefit received. It is a means to substantiate and support how shared costs of a program are charged to a particular cost objective. Formal accounting records to substantiate the charges must support all costs included in the plan.

### **C. Allowable Costs / Cost Principles**

Grant recipients must follow federal allowable cost principles which apply to their specific organizations and which are included in the appropriate circulars issued from the Office of Management and Budget and/or Generally Accepted Accounting Principles.

Hyperlink:

<http://www.whitehouse.gov/omb/circulars>

#### **SECTION 14 – NOTICE TO PROCEED**

The envisioned Rapid Response encompasses all the activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a job dislocation of at least twenty-five (25) unionized workers. Costs will not be incurred by the successful vendor unless at least twenty-five (25) unionized workers have been noticed by an individual or general announcement and/or actually laid off or terminated by a single employer at one time (within a 180 day period). The successful vendor would receive a notice to proceed with contracted work from RIDLT when a qualifying event has occurred.

#### **SECTION 15 – PRE-PROPOSAL QUESTIONS & PROPOSAL SUBMISSION**

Interested parties may submit emailed questions, in accordance with the terms and conditions expressed on page one of this solicitation, no later than the date and time indicated. Questions received, if any, will be answered and posted on the DOA / Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Interested offerors may submit proposals to provide the services covered by this Request on or before the deadline for submission posted on page one of this solicitation. Proposals received after this time and date may not be considered.

Responses **(an original plus five (5) copies)** should be mailed or hand-delivered in a sealed envelope marked “**RFP # B06074: Rapid Re-Employment Services**” to:

RI Dept. of Administration  
**Division of Purchases, 2<sup>nd</sup> floor**  
**One Capitol Hill**  
**Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

Proposals should include the following:

- A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- A Signed, Sealed, & Separate Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services.

- A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
- A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

Technical Proposal must contain the following sections:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Offeror's Organization and Staffing

A description of staffing, including an organizational chart highlighting the persons or units(s) responsible for this project should be demonstrated.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.

- Work plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule by task, a list of tasks, activities and/or milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

- Previous Experience and Background

This section shall include the following information:

A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,

A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and

The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, call the MBE Officer at (401) 222-6670.

- Any other information the Offeror seems relevant to the evaluation process.

**END**