



***PASCO-HERNANDO WORKFORCE
BOARD, INC.***

REQUEST FOR PROPOSAL

**ISSUED July 10, 2014
RFP No. EWT 0714-1-001**

**HIGH SKILL HIGH WAGE INDUSTRIES:
FUNDING TO PROMOTE CAREER LADDER, BUSINESS RETENTION &
SKILLS UPGRADE TRAINING FOR EMPLOYED WORKERS**

EMPLOYED WORKER TRAINING PROGRAM

IMPORTANT INFORMATION

- **Question and Answer Period- Ongoing until funds are obligated**
- **Proposal Due Date- Ongoing until funds are obligated**
- **Trainees must be existing full-time employees at the time of training.**
- **All training must be completed by June 15, 2015.**

Submittal Deadline: Ongoing. Applications will be processed on a first come first served basis. The Selection Committee will meet based on applications received at the Pasco Hernando Workforce Board Meeting Room located at 7361 Forest Oaks Blvd, Spring Hill, Florida 34606. Each application will be scored independently.

All responses are to be submitted to the address and contact person listed below. **Please reference Section IV (A) for detailed instructions.**

Question can be submitted by email to kruss@CareerSourcePascoHernando.com or fax to 352-593-2210. The questions and answers will be ongoing and posted on our website at www.CareerSourcePascoHernando.com until all funds are obligated.

All responses must be mailed to the address and contact person listed below:

JEROME SALATINO, CEO
Pasco-Hernando Workforce Board, Inc.
7361 Forest Oaks Blvd
Spring Hill, Florida 34606

Please reference Section IV (A) for detailed instructions.

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PASCO-HERNANDO WORKFORCE BOARD, INC.
RFP No. EWT - 0714-1-001

I. Introduction

A. Objectives

The Governing Board of the Pasco Hernando Workforce Board, Inc. (hereafter known as the Board) is requesting sealed proposals from qualified employers for the provision of training for their existing workforce. This request is in alignment with the workforce initiatives found in the Tampa Bay Partnership's (TBP) Regional Business Plan for Tampa Bay.

The Pasco Hernando Workforce Board Employed Worker Training program is designed to assist employees in developing higher skills and receiving increased wages. This program is also designed to improve workforce availability and skills to support the TBP targeted sectors with Pasco and Hernando Counties. This strategy serves to promote business retention and contribute to the overall economic growth within the region.

For more information on A Regional Business Plan for Tampa Bay: Communities Come Together to Address Future visit: www.tampabay.org/regionalbusinessplan

The services are to cover a period encompassing a date thru June 15, 2015.

Multiple proposals will be selected. The award of these contracts is open to only Pasco and Hernando Counties' employers. Employers may use their own (in-house or contracted) training providers or any other training providers selected solely by the employer. **The Pasco Hernando Workforce Board** does not participate in the promotion or selection of any training providers. **The Employer must submit the proposal.**

Employers must provide training credentials/certifications that comply with the USDOL/ETA policy definition of a certificate listed below. The PHWB will not fund training components that do not meet the requirements.

Per the USDOL Employment and Training Administration's (ETA) definition:

Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.

“Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not

included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.*
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.*
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.*
- A registered apprenticeship program.*
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).*
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.*
- Job Corps centers that issue certificates.*
- Institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.”*

B. Standards

To be considered for contract award under this RFP, Respondent Employers must be approved to do business in the State of Florida and have not been suspended or debarred from doing business with the state or federal government. **Employers must provide evidence of sound financial condition and include their Dunn & Bradstreet (DUNS) Number as part of the proposal. Employers must complete and submit the EWT survey, provided by Pasco Hernando Workforce Board, upon submission of reimbursement payment for training.**

C. Selection Committee

The Committee will be comprised of PHWB staff.

II. DESCRIPTION OF PASCO-HERNANDO WORKFORCE BOARD, INC.

A. General Information

Pasco-Hernando Workforce Board, Inc. is a 501(c) (3) non-profit organization. The PHWB was appointed and designated by the Pasco and Hernando Boards of County Commissioners to act as the Pasco and Hernando Workforce Board under provisions of the “Workforce Innovation Act of 2000.” Pasco-Hernando Workforce Board, Inc. has requested and received certification as the Region 16 Workforce Board by Workforce Florida, Inc., the State of Florida Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development. The PHWB is one (Region 16) of twenty-four regional workforce boards in Florida.

B. Pasco-Hernando Workforce Board, Inc. Board

The Board of Directors of the PHWB is comprised of representatives from businesses in Pasco and Hernando Counties, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners, and from other individuals deemed appropriate. Board members are appointed by the Pasco and Hernando Boards of County Commissioners and certified by the Governor of the State of Florida once every two years. Criteria for composition of the Board are set forth in Section 117, Chapter 2, Subtitle B, Title I of the Workforce Investment Act of 1998. The PHWB serves as the Administrative and Fiscal Agent for the region.

III. SERVICES TO BE PROVIDED

A. Scope of the RFP

Any employer is eligible to submit a proposal. The projected total to be awarded under this RFP is approximately \$650,000. This amount is based on funding availability and is not a guaranteed amount.

The program will provide reimbursement grants to businesses to pay for pre-approved, direct, training-related costs. **Trainees must be existing full-time employees at the time of training. Trainee wages cannot fall below \$9.12 per hour after training.** Businesses that plan to use in house staff to provide customized training must note that customized training is defined as training that is designed to meet the special requirements of an employer that is conducted with a commitment by the employer to employ an individual on successful completion of the training and for which the employer pays for not less than 50 percent of the training. **The Employer must submit the proposal.**

The program will not reimburse businesses for trainee wages, the purchase of capital equipment, or the purchase of any item or service that may possibly be used outside the training project. All businesses applying for trainings must contract with training providers that supply certificates that meet the USDOL/ETA definition of a credential or certificate. In house training must meet the same training standards as training providers. A business approved for a grant may be reimbursed for pre-approved, direct, training-related costs including tuition and fees; books and classroom materials.

Employers will be required to provide resources (other than Pasco Hernando funds) and/or leveraged funds. These resources and/or leveraged funds can include trainee wages, a portion of the requested direct training costs, i.e. instructors' wages, tuition, curriculum development, textbooks, materials and supplies and must be at least **50%** of the total program budget. **Note: Training funds cannot be used to reimburse any training costs incurred before the grant is approved. Please take this into account when developing your budget and timeline.**

Employers will be responsible for ensuring that all participating employees meet the program eligibility requirements and that eligibility paperwork is filled out by the employee and employers. The Pasco Hernando Workforce Board Inc. will not be responsible for reimbursement of any participants that do not meet the eligibility requirements. Participants and Employers will be required to fill out the WIA required eligibility paperwork. All Employers will be required to provide copies of I-9s and wage information on participants to the Pasco Hernando Workforce Board, Inc. before training starts. For males born on or after January 1, 1960, it is required that they have previously registered for Selective Service.

Employers are encouraged to anticipate their training needs for the period July 1, 2014 through June 15, 2015 and include multiple applications within their proposal to include all training for the period. The PHWB would like to issue one contract with each employer for the entire period for an anticipated total amount of funding for all applications.

An example of information that will be required is listed in **Appendix C. Employer/ Employee Profiles do not need to be submitted as part of the proposal.**

IV. GENERAL CONDITIONS

A. Response Format

Respondent should follow the instructions in this RFP Document and **complete Appendix A – Pasco-Hernando Workforce Board Employer Training Application (pages 10-16 of this document)** in order to be considered fully responsive. Submissions should be concise and easily understood.

Responses should be submitted on 8 ½” X 11” pages, printed or typewritten, and single-spaced. Text should be presented single-sided on each separate page.

Include:

- **1 signed paper original and 3 paper duplicate copies of Appendix A** to Jerome Salatino, CEO, Pasco-Hernando Workforce Board, Inc., 7361 Forest Oaks Blvd, Spring Hill, Florida 34606. The original should be stamped or marked “Original”. **Do not submit this entire document only the Application (pages 10-14).**
- The proposal submissions must be submitted in a **sealed package**.

The delivery of the Response is solely and strictly the responsibility of the Respondent. Proposals received once funding is obligated will be returned, unopened to the sender.

B. Assignment of Contract

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this RFP.

C. Possibility of Additional Services

The PHWB reserves the right to request additional services. If the Respondent is to be engaged to perform these additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contract modification agreements, including provisions for additional fees are valid only if approved by both the Respondent and the PHWB.

D. Rejection of Responses

The PHWB reserves the right to reject any or all responses, to re-advertise this RFP, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time. Any proposal received that does not include resources and/or leveraged funds or list

occupations or training not on the Targeted Occupations List will be considered non responsive and will not be included with the proposals to be reviewed by the committee.

E. Cost of Preparing Response

The cost of preparing a response to this RFP shall be borne entirely by the Respondent.

F. Requests for Interpretation of RFP

All requests for interpretation or clarification of the RFP document must be submitted in writing and received by the PHWB within the dates listed on the first page. Any resultant interpretation or clarification responses, which if issued, will be added to our website for review.

G. Contract Term and Conditions

The term of agreements shall terminate by June 15, 2015. Invoices must be submitted by June 15, 2015. **Invoicing must include reporting the amount of employer resources and/or leveraged funds provided in category and dollar amount.** Contractors with PHWB must agree to allow Board staff, the Agency for Workforce Innovation, and USDOL access to any records directly related to this program. Records must be maintained for five (5) years subsequent to the conclusion of this program.

H. Selection Process

The selection committee will review and score each proposal, and provide notification to all employers applying for training funds. All employers will be sent notification letters that state acceptance or denial of funding for training programs. If accepted, the notification letter will state the total training dollar award amount. Businesses, whose CEO sits on the Pasco Hernando Workforce Board, will need board approval to receive training funds. A 2/3 approval is needed for board members. PHWB staff will provide documentation to the board for training approval for board members.

V. CRITERIA FOR SELECTION

CRITERIA	WEIGHT FACTOR
<p>1. Strategy/ Project Description- “No” marked in either category indicates the proposal is not responsive. The proposal will not be considered for funding.</p> <p style="padding-left: 40px;">a. Sound Financial Condition- Appendix A: Proposer shows evidence of sound financial condition-Dunn & Bradstreet Number must be provided. Yes _____ No _____</p> <p style="padding-left: 40px;">b. Training meets the USDOL/ETA guidelines for training certificates. Yes _____ No _____</p>	MANDATORY
<p>2. Strategy/ Project Description-</p> <p style="padding-left: 40px;">a. The number of employees to be served during the period must be realistic for completion within the specified time period – [15pts]</p> <p style="padding-left: 40px;">b. Training meets the USDOL/ETA guidelines for training certificates – [10pts]</p> <p style="padding-left: 40px;">c. Employees will receive a wage increase after training (Anticipated Outcomes) – [10pts]</p> <p style="padding-left: 40px;">d. Training promotes job creation/ retention (Anticipated Outcomes) – [10pts]</p> <p style="padding-left: 40px;">e. Training is crucial to promote business retention (Anticipated Outcomes)-[10pts]</p>	55 Points
<p>3. Cost of the Services- Costs will be calculated based on Pasco Hernando Workforce Board funds requested divided by the number of unique eligible employees to be served. Points will be awarded on a cost per individual to Pasco Hernando Workforce Board as follows:</p> <p>\$0-700 = 25 points \$701-1400 = 20 points \$3501 & higher = 0 \$1401-2100 = 15 points \$2101-2800 = 10 points \$2801-3500 = 5 points</p>	25 Points
<p>4. Provider Resources- Amount of provider resources or leveraged funds to be provided by the employer. The resources/ leveraged funds must enhance the intended scope of services. A minimum 50% match is required. Points will be awarded as follows:</p> <p>50%-59% = 10 points 60%-69% = 15 points 70% or higher = 20 points</p>	20 Points
TOTAL SCORE**	100 Points

**** A MINIMUM SCORE OF 70% IS REQUIRED TO BE CONSIDERED FOR FUNDING. ANY SCORE THAT FALLS BELOW THIS REQUIREMENT WILL NOT BE FUNDED.**

**APPENDIX A
PROPOSAL**

**PASCO HERNANDO WORKFORCE BOARD
EMPLOYER TRAINING APPLICATION
07-12-001**

Company Name:			
Street/Mailing Address:			
City:		ZIP:	County:
Company Contact Person:		Title:	
Phone:		Ext.:	Fax:
Email Address:		Website Address:	
Date of Inception:	Years in Business:	Total # Full-time Employees at this location:	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Leased	<input type="checkbox"/> Other (please indicate)
Employer's Federal ID #:		Unemployment Comp ID #:	
Dunn and Bradstreet. #:		Primary NAICS and or (SIC) Code:	
Is your company current on all State of Florida tax obligations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Please estimate the total amount your company will spend on training in 2012/2013			
Is your company receiving/applying for other public training funds?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes explain:			
If yes, please state the source(s) and \$ amount(s):			
Description of your business, product(s) and/or service(s):			
Amount of Grant Request from Pasco Hernando Workforce Board:		Number of FT Employees to be Trained: (must be Florida residents)	
Training Start Date		Training End Date	
Training will be delivered:	<input type="checkbox"/> On-site	<input type="checkbox"/> At the training institution	<input type="checkbox"/> At a remote location

Please complete this form for each type of training that meets the USDOL definition
DO NOT FILL OUT FOR TRAINING THAT DOES NOT MEET THE DEFINITION

Type of Training:

Will the proposed training meet the USDOL/ETA definition of a credential or certificate? ___ Yes ___ No

“A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.”

If Yes- Which definition fits the types of organizations that will issue the certificates? (Check as many as apply)

___ A state educational agency or a state agency responsible for administering vocational and technical education within a state.

___ An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.

___ A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual’s knowledge, skills, and abilities.

___ A registered apprenticeship program.

___ A public regulatory agency, upon an individual’s fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector)

___ A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.

___ Job Corps centers that issue certificates.

___ Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe.

Who will provide the training:	
Organization:	Location:(City/State)
Contact Name:	Phone Number:

PROPOSAL APPLICATION BUDGET

A. BUDGET CATEGORY	B. PASCO-HERNANDO WORKFORCE BOARD ASSISTANCE REQUESTED	C. * EMPLOYER CONTRIBUTION	D. TOTAL (B. + C.)
1. <i>Instructor Wages/Tuition inclusive of Manuals/Textbooks</i>			
2. <i>Curriculum Development</i>	<i>Cannot fund with grant</i>		
3. Training Equipment Purchase <i>(must be employer contribution and cost prorated as a percentage for training time period) Amount to be listed in dollars</i>	<i>Cannot fund with grant</i>		
4. Other Costs (describe) a) b)	<i>Cannot fund with grant</i>		
5. Facility Usage <i>(if training takes place at company site)</i>	<i>Cannot fund with grant</i>		
6. Travel, Food, Lodging	<i>Cannot fund with grant</i>		
7. Trainee Wages (including benefits)	<i>Cannot fund with grant</i>		
8. Sub Total			
9. Indirect Costs	<i>Cannot fund with grant</i>		
10. TOTALS			

<p>Pasco Hernando Workforce Board Cost per Trainee = Line 10 Column B divided by Number of Trainees</p> <p>Employer Contribution Ratio = Line 10 Column C divided by Line 10 Column D</p>

ANTICIPATED OUTCOMES

Please check the boxes that apply to the anticipated outcomes of the proposed employed worker training project. **NOTE: THIS IS REFERENCED WHEN SCORING.**

<input type="checkbox"/> Will save ____ jobs within our company	<input type="checkbox"/> Will create ____ openings in entry-level positions
<input type="checkbox"/> Will improve the long-term wage levels of trainees	<input type="checkbox"/> Will improve the short-term wage levels of trainees
<input type="checkbox"/> Will create ____ new jobs within our company	<input type="checkbox"/> Would help prevent company from having to relocate operations
<input type="checkbox"/> Will lower employee turnover in our company	<input type="checkbox"/> Critical to the long-term viability of our company
<input type="checkbox"/> Critical to the short-term viability of our company	<input type="checkbox"/> Will make this location more competitive within company
<input type="checkbox"/> Will assist in the training of veterans	<input type="checkbox"/> Will assist in the training of minorities
<input type="checkbox"/> Will assist in the training of the disabled	<input type="checkbox"/> Will assist welfare to work participants
<input type="checkbox"/> Will increase the profitability of our company	<input type="checkbox"/> Important to the stated mission of our company
<input type="checkbox"/> Will be an important component of our company's overall workforce employee development efforts	
<input type="checkbox"/> Will assist in the improvement of international trade opportunities	
<input type="checkbox"/> This training is mandatory and without it, employees are in jeopardy of losing their jobs	
<input type="checkbox"/> This training is mandatory and necessary for their next promotion and/or pay raise.	

Certification by Authorized Company Representative

The individual signing the application below must have authority to enter into contracts on behalf of the applying company.

As an authorized representative of the company listed above, I hereby certify that the information listed above and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.

Signature: Email:	Title:
Print Name:	Date:

Equal Opportunity Assurance Statement

As a condition of the proposal for this grant, the Applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which 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 WIA Title I B financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Applicant also assures that it will comply with 29 C.F.R. Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands that WFI and the United States have the right to seek judicial enforcement of the assurance.

By signing below, the Applicant certifies and assures that it will fully comply with the applicable assurances outlined above.

Name and Title of Authorized Representative

Applicant Signature Date

NOTE: This assurance form MUST be signed and submitted with the proposal/application.