

ST. LOUIS CITY WORKFORCE INVESTMENT BOARD
AND
ST. LOUIS AGENCY ON TRAINING AND EMPLOYMENT (SLATE)



REQUEST FOR PROPOSAL

FOR:

BounceBack Program Services

Opening Date

8:00 a.m., Central Time, July 3, 2014

Closing Date

5:00 p.m., Central Time, July 18, 2014

REQUEST FOR PROPOSAL

BounceBack Program Provider

SUMMARY: All information required to submit a bid is contained in this Request for Proposal (RFP) announcement. The St. Louis Agency on Training and Employment (SLATE) and the Workforce Investment Board of St. Louis City announce the availability of funds under the Jobs and Innovation Accelerator Grants through the Department of Labor. Costs for the BounceBack Program Provider submitted subsequent to the initial offering may be negotiated based on verifiable market changes. Period of performance for the program is projected to be from July 1, 2014 – Jun 30, 2015. SLATE and the Workforce Investment Board of St. Louis City reserve the right to renew programs for an additional three contractual periods for those programs that become operational as a result of this RFP. Such renewal of contracts will be based on fund availability, performance and on determination of needed services, activities, and delivery methods to be used by SLATE and the Workforce Investment Board of St. Louis City.

DATES: The release date of this request for proposal is July 3, 2014. The closing date for receipt of bids under this solicitation is July 18, 2014, at 5:00 p.m. Central Time. No exceptions to the mailing and hand-delivery conditions set forth in this notice will be granted. Bids that do not meet the conditions set forth in this notice will not be considered. SLATE will not accept any amendments, revisions or alterations to bids after the RFP due date.

FURTHER INFORMATION: All questions must be submitted in writing and received prior to 5:00 p.m. on July 11, 2014. All correspondence should be to the attention of Kelley Bernardi, Deputy Director, SLATE, 1520 Market Street, 3rd Floor, St. Louis, MO, 63103. Written responses to all questions received will be posted on our website: www.stlworks.com. Questions received after the July 11, 2014 deadline will not be answered. Telephone inquiries regarding an interpretation of the contents of the RFP are not permitted. **A pre-bid conference will be held July 10 at 2:00 PM at SLATE Missouri Career Center, 1520 Market Street, 3rd Floor, St. Louis, MO 63103.**

PART I. General Information

The St. Louis Agency on Training and Employment (SLATE) and the Workforce Investment Board of St. Louis City are seeking to contract for a BounceBack Program Provider.

Required Qualifications and Duties:

The following is an outline of required qualifications and duties. Bidders must give a detailed narrative explaining how the following services will be accomplished.

Nitty Gritty Workshops

Expected number of annual workshops—minimum 6 sessions for year one and a minimum of 24 sessions per year for years two through four, dependent on funding. Provisions include setup, program delivery, and take-down.

Describe the expertise of individuals (staff) assisting in workshops and how their skills relate to previous BounceBack programs.

Describe how often you will provide workshops for year one, and for years two through four.

Describe how you will cover the following topics in each workshop and how much time you would spend per topic:

- Learn how to conduct a personal skills assessment
- Discuss what soft skills employers expect
- Learn best ways to identify job opportunities
- Create a winning resume
- Understand the Applicant Tracking System process
- Implement effective networking techniques
- Organize yourself for an interview

Informal Conversations

Recommended occurrences— two sessions per month for years two through four, dependent on funding. (None for year one.) Provisions include setup, program delivery, and take-down.

Describe the expertise of individuals (staff) assisting in conversations and how their skills relate to the previous BounceBack Program.

Describe how you will provide informal conversations with participants:

- How will you provide follow-up one-on-one assistance with attendees from the Nitty Gritty series of workshops?
 - How often?
 - What will be discussed?

Information Technology Forum

Recommended occurrence — one 6-hour program for each year one through four, dependent upon funding. Provisions include setup, program delivery, and take-down.

- How will you extend invitations/gather information to/from businesses to provide feedback on hiring trends in the St. Louis region?

Mentor Program

Recommended occurrences — 20 hours per month (12) for each year two through four. (None for year one.)

Describe expertise of individuals (staff) providing mentoring to include how their skills will assist the Long Term Unemployed (LTU). Provisions include setup, program delivery, and take-down, where applicable.

Describe your mentoring services which may include some of these examples and/or additional topics:

- Talify (personality assessment)
- Resume Sessions
- Interviewing Sessions
- Development and delivery of materials for Long Term Unemployed (LTU) participants of BounceBackSTL and St. Louis Job Angels

Additional Services

Describe how you will use social media to provide outreach, program promotion and networking opportunities for potential and actual workshop/program participants. List all the social media sites you will use for this project.

Describe your knowledge of the Information Technology industry, including IT employment needs, IT companies in the St. Louis area, and any partnerships you will create.

Describe how you will ensure all participants register with jobs.mo.gov, a service of the Missouri Career Centers.

PART II. Application Process and Guidelines

Submission of Bid Package

Bidders must submit, in a sealed package, an original and five (5) copies of the completed bid package for review.

Bids must be ***received*** by 5:00 p.m., Central Time, on July 18, 2014, whether submitted by mail or hand-delivered. Telegraphed, faxed and e-mailed bids will not be considered. Late, incomplete, or alternate submissions will not be considered.

Bids shall be mailed or hand-carried to the SLATE Career Center, 1520 Market Street, 3rd Floor, St. Louis, MO 63103, Attention: Bid for BounceBack Program Services.

Late Bids

Any bids received after the exact time specified above for receipt **WILL NOT BE HONORED.**

Format of the Bid

The bid must include a Table of Contents and a completed Executive Summary Form. To ensure your bid is considered fully, you must respond completely to each section. All attachments should be included at the end under an "Attachments" heading.

Bid Package

In addition to the Table of Contents and Executive Summary Form, the bid package must consist of the following sections.

Table of Contents

Executive Summary Form

Detailed Description of Qualifications Using Point Listed in Part I of this RFP:

Budget/Cost Pricing:

Provide a budget sheet for the time frame of July 1, 2014 – June 30, 2015. No advance payments will be provided. Complete the attached Application Fact Sheet.

Assurances

Complete and sign the attached Assurances and attach to the original and each of the five copies.

Review Process

- All responses will be evaluated by reviewers using the following criteria and by assigning points. The total points possible is 100. Bids must receive a minimum of 70 points of the total possible in order to be considered for funding by the Workforce Investment Board of St. Louis City and the City of St. Louis/SLATE.

- Experience of Bidder (0 – 50 points)
 - Budget/Cost (0 – 50 points)
- Any bidder that is not selected, or has its bid denied for consideration, will be notified in writing.
- Bidders that are selected will be notified in writing.
- Bidders may request, in writing, a copy of the written reviewer comments, if any, and the points awarded (by category and total).

APPLICATION FACT SHEET

BounceBack Program Provider

NAME OF MANAGER: _____

BUSINESS NAME: _____

TYPE OF BUSINESS: _____

BUSINESS ADDRESS: _____
(Street, City, State & Zip code)

TELEPHONE: _____
(Area Code, Number & Ext)

CERTIFICATION: This bid has been developed according to policies and procedures governing the City of St. Louis and a Request for Proposal Application issued by the City of St. Louis/SLATE and the Workforce Investment Board of St. Louis City. We/I understand that this RFP Response is subject to revision, in consultation with us/me, in order to make it compatible with the overall City plan. It is fully understood that acceptance of this RFP Response for review in no way assures its approval for consideration for funding. If approved for funding, we/I will accept full responsibility for all operation, management and financial expenditures and will later reimburse the City of St. Louis for all costs found to be disallowed in an official audit.

Date Submitted

Signature of Authorized Official

Title of Authorized Official

Typed Name of Above Official

Award Requirements and Contract Provisions

If selected to provide training or services under the auspices of the City of St. Louis and the Workforce Investment Board of St. Louis City under the Jobs and Innovation Accelerator Grant,

(Name/Business)

hereby assure and certify that the following is recognized and followed:

Appendix A of 29 CFR Part 95

TITLE 29 - LABOR

SUBTITLE A - OFFICE OF THE SECRETARY OF LABOR

PART 95 - GRANTS AND AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON - PROFIT ORGANIZATIONS, AND WITH COMMERCIAL ORGANIZATIONS, FOREIGN GOVERNMENTS, ORGANIZATIONS UNDER THE JURISDICTION OF FOREIGN GOVERNMENTS, AND INTERNATIONAL ORGANIZATIONS

subpart d - AFTER - THE - AWARD REQUIREMENTS

Appendix A to Part 95 - Contract Provisions

All contracts, awarded by a recipient including small purchases, shall contain the following provisions as applicable: 1. Equal Employment Opportunity All contracts shall contain a provision requiring compliance with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

2. Copeland Anti-Kickback Act ([18 U.S.C. 874](#) and [40 U.S.C. 276c](#)) All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland Anti-Kickback Act ([18 U.S.C. 874](#)), as supplemented by Department of Labor regulations (29 CFR part 3, Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States).

The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The

recipient shall report all suspected or reported violations to the Federal awarding agency.

3. Davis-Bacon Act, as amended ([40 U.S.C. 276a to a-7](#)) When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 276a to a-7](#)) and as supplemented by Department of Labor regulations (29 CFR part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

4. Contract Work Hours and Safety Standards Act ([40 U.S.C. 327333](#)) Where applicable, all contracts awarded by recipients in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act ([40 U.S.C. 327333](#)), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours.

Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. Rights to Inventions Made Under a Contract or Agreement Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.

6. Clean Air Act ([42 U.S.C. 7401](#) et seq.) and the Federal Water Pollution Control Act ([33 U.S.C. 1251](#) et seq.), as amended Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401](#) et seq.) and the Federal Water Pollution Control Act as amended ([33 U.S.C.](#)

[1251](#) et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

7. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

Such disclosures are forwarded from tier to tier up to the recipient.

See 29 CFR part 98.

8. Debarment and Suspension (E.O.'s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.'s 12549 and 12689, Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

ATTESTED BY:

(Officer with Signatory Authority – Typed Name)

(Signature of Above Official)

(Date)

SLATE Request for Proposal

Fact Sheet

Information Description Page #

Name of organization:		
Type of organization (for profit, non-profit, government):		
Total program costs:		
Years of experience running similar program:		