

# REQUEST FOR PROPOSALS

## Outreach & Education Services

<b>ISSUE DATE</b>	July 8, 2024
<b>SUBMISSION OF INQUIRIES</b>	July 15, 2024 By 4:00 PM EST
<b>PROPOSALS DUE</b>	August 2, 2024 By 12:00 PM EST

**Coastal Counties Workforce, Inc.**

Antoinette Mancusi, Executive Director

Carrie Murphy, Workforce Board Chair

***Inquiries:***

[info@coastalcounties.org](mailto:info@coastalcounties.org)



14 Maine Street, Box 2, Brunswick, Maine 04011 | July 2024

This project is fully funded by the Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants through the U.S. Department of Labor (USDOL) Employment and Training Administration. The funds are awarded from USDOL, through the Maine Department of Labor, to Coastal Counties Workforce, Inc., the Local Workforce Development Board for Maine's six coastal counties. These are equal opportunity employers / programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Request For Proposal  
Outreach and Education Services

I. Background:

Coastal Counties Workforce, Inc. (CCWI), is a non-profit 501(c)(3) entity founded to administer and oversee the delivery of the workforce system's services for the Coastal Counties Region in Maine. CCWI is the entity (mechanism) working on behalf of the Coastal Counties' Local Board to ensure its responsibilities under federal workforce development law (i.e., Workforce Innovation and Opportunities Act (WIOA) administered by the U.S. Department of Labor), and funding are met. CCWI's jurisdiction includes Maine's six coastal counties (York, Cumberland, Sagadahoc, Lincoln, Waldo, and Knox). Visit our website for more information at: **[www.coastalcounties.org](http://www.coastalcounties.org)**.

Currently, Goodwill Northern New England has been contracted to provide employment and training services on behalf of the Coastal Counties Workforce Board under the name "Workforce Solutions." Workforce Solutions' staff provides services throughout our six-county region. For job seekers, Workforce Solutions provides a full range of services including career advising and access to training services.

II. Scope of Work:

The COVID-19 pandemic substantially affected the health and prosperity of the nation, its people, and its businesses. While these impacts were widespread and varied, they were not evenly distributed across populations. Single parents and other workers from historically marginalized communities were more likely to face unsafe working conditions, be laid off, or be forced to leave the workforce to protect their health and safety or care for family members.

Even as the overall economy continues to rebound from the pandemic, the emerging new economy is not benefitting all industries or populations equally. Many workers most negatively impacted by the pandemic continue to face persistent challenges in finding quality jobs. To address these barriers, CCWI seeks the assistance of a community-based organization (CBO) to support outreach and education concerning workforce system services and specifically the QUEST DWG grant in order to increase participation from the grant's targeted communities. In addition to single parents, individuals that can be served include low-wage earners, racial and ethnic minorities, immigrants and refugees, individuals with disabilities, discouraged workers, justice-involved or incarcerated individuals soon to be released, individuals in recovery from substance use disorder, and individuals from historically marginalized communities.

The successful CBO must perform the following activities within the Coastal Counties Workforce Board area covering York, Cumberland, Sagadahoc, Lincoln, Knox, and Waldo counties, with its key responsibilities being:

1. Outreach: Create an outreach plan and perform outreach activities to single parents and other QUEST DWG priority populations who can benefit from workforce development

services to Workforce Solutions. The applicant should develop and deploy an outreach plan to effectively implement this.

2. Develop staff training around priority populations, eligibility requirements, and priority sectors for the QUEST DWG and other WIOA programs to ensure qualified referrals (in consultation with Workforce Solutions, our WIOA Service Provider).
3. Work with Workforce Solutions to utilize a referral system that ensures appropriate information is delivered to the appropriate personnel. This allows Workforce Solutions to enroll participants easily and ensures individuals a smooth transition for eligible job seekers.
4. Support job seekers to learn about high-wage, high-demand positions in sectors targeted in the QUEST grant: Green Energy, Caring Economy, and Infrastructure by coordinating job seeker intake meetings with Workforce Solutions, gathering key eligibility documents, and troubleshooting issues during the intake process. Help connect individuals to programming to support their training through Workforce Solutions (pre-apprenticeship, apprenticeship, work experience, on-the-job training, and support services).
5. Provide quarterly report of outreach activities and the number of individuals benefiting from the outreach activities noting the priority population and employment interest of each.

### III. Eligibility Criteria:

#### **Eligible Applicants**

This is an open and competitive procurement process. Eligible applicants must have been in business for at least three years and be incorporated as a 501(c)(3).

Eligible applicants must be in good standing with the federal/state government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency or quasi-governmental agency are ineligible to apply. If applicable, applicants must be registered and in good standing with the System for Award Management (SAM) unless the entity is exempt from this requirement under 2 CFR 25.110.

If awarded, the contractor will provide proof of general liability coverage within 30 days of executing the award.

All selected applicants will have demonstrated experience and expertise in the provision of high-quality services to the target populations described in this RFP.

#### **Participant Eligibility**

Outreach activity for grant services should be focused on single parents or other priority populations who are work-authorized and meet one of the following criteria:

- have been laid off from employment or collected unemployment insurance;
- have inconsistent work history;
- unemployed or underemployed.

Selected applicant will receive comprehensive training on participant eligibility.

#### IV. Project Time Frame:

This project's time frame is for one year. The anticipated start date is October 1, 2024.

#### V. Narrative Response:

Immediately below are four questions to which bidders must respond, along with the maximum corresponding points which a response can be assigned. Be certain to include sufficient detail to demonstrate the bidder's understanding and compatibility for the work to be performed:

- a) Relevant Experience: Describe your organization/agency's relevant experience and qualifications, referencing Section II (Scope of Work) requirements. (25 points)
- b) Service Approach: Describe how your organization/agency would structure its approach to the activities required in Section II. (Scope of Work) and Section IV. (Project Time Frame). Be certain to describe the number of customers your agency foresees it will reach monthly. Also, regarding the number of customers you will reach, describe the number of customers you anticipate will be referred to Workforce Solutions. (25 points)
- c) Fees: CCWI will provide a one-year contract for funds up to \$35,000 for these services. Assuming a contractual agreement, please provide an all-inclusive estimated maximum fee, including all costs, for which the requested work will be done. Your bid should include all of your staffing, materials, and business costs. A cost schedule must be included to justify the all-inclusive maximum fee and must reflect the number of hours and an hourly rate proposed for each staff classification, the total cost for each staff category, and a schedule of travel and other out-of-pocket costs. Importantly, where relevant, your response should identify the number of individuals to be provided your services. (25 points)
- d) Staff/Project Management: Describe how this project would be staffed/managed. Identify the person or persons in your organization who would be the primary staff person(s) for the project. This individual is responsible for the coordination of the activities listed above and to respond to both Coastal Counties Workforce, Inc. and Workforce Solutions within 48 hours of any request for more information. Please provide a detailed description of the staff person(s) background, including their relevant educational and professional background, professional certifications, and knowledge of and experience in working with targeted populations and/or workforce development projects, if any. (25 points)

#### VI. Procurement Process

##### **Proposal Specifications:**

Bidder's proposal shall be submitted in several parts as set forth below. The bidder will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for CCWI's evaluation of the bidder's proposal. To facilitate proposal evaluation, the bidder is directed to organize its proposal based on the following outline:

A. Title Page

State the name(s) of the organization, Unique Entity Id (UEI) or Commercial And Government Entity Code (CAGE Code) (unless the entity is exempt from this requirement under 2 CFR 25.110), titles, address, telephone number, name of the contact person, email address, and date submitted.

NOTE: State the name(s) of the person(s) who will be authorized to make representations for the bidder along with their titles.

B. Responses

Provide complete responses and information to Section V. Please include headers identifying the requested proposal material by section within your response.

C. Professional References

Respondents are encouraged to include three (3) professional references supporting their organization's ability to provide requested services.

D. Format

Proposals must be:

- Single spaced;
- Typed on 8½" x 11" single-sided paper;
- One inch (1") margins;
- Times New Roman font,
- Size twelve font;
- Sequentially numbered pages; and,
- Up to six (6) pages for Section V – Narrative Response. (This 6-page maximum does not include references.)

**Application Deadline:**

Responses to this RFP must be received by CCWI by **12:00 PM on August 2, 2024**. All proposals must be submitted in PDF format via email to [info@coastalcounties.org](mailto:info@coastalcounties.org). All proposals must be submitted as a single PDF document. Late or incomplete proposals will be rejected as not meeting the requirement of this solicitation.

VII. Evaluation and Award

The evaluation of proposals received under this solicitation will be based on scores received for each question posed in Section V. Based on the above criteria, each proposal will be independently evaluated by two or more qualified individuals.

Award of the contract resulting from this RFP will be based upon the most responsive bidder whose offer will be the most advantageous to CCWI in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

CCWI reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential bidder;
- Accept other than the lowest priced offer;
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers;
- Award more than one contract; and
- Reserves the right to retract the RFP in the event a 1-year extension (currently being sought) is not granted by the USDOL.

A proposal may be deemed "non-responsive" if any of the required information is not provided, the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, or the proposal is clearly not within the scope of the project described and required in the RFP. CCWI reserves the right to cancel this procurement anytime for any reason.

Please read this document carefully. Your proposal must conform in all respects to the requirements contained herein. The requester is the Coastal Counties Workforce, Inc., represented by its Executive Director, Antoinette Mancusi.

Your proposal will become part of the official contract file. If you are selected as the contractor, any commitments made in the proposal will be part of the contract and will be binding on the contractor.

The issuance of this solicitation in no way commits CCWI to pay any cost for the preparation and submission of a proposal. Bidder assumes all costs of preparation of the proposal and any presentations necessary for the proposal process.

NOTE: A bidder's conference is not planned at this time. It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Questions regarding this Request for Proposals should be submitted in writing to Valerie Odams, Executive Assistant, via email: [info@coastalcounties.org](mailto:info@coastalcounties.org). Phone calls will not be accepted. The deadline to submit questions is **July 15, 2024, by 4:00 PM**. Responses to questions received during the procurement process will be posted on the CCWI website at: <https://www.coastalcounties.org>. It is the bidders' responsibility to check the website for updates and postings. Responses will be posted by **July 17, 2024**. No questions will be accepted after **July 15, 2024, at 4:00 PM EST**.