

# 2018 CareerReady RFQ



REQUEST FOR QUALIFICATIONS

South King County CareerReady Program

Sponsored by Seattle Jobs Initiative

CareerReady Navigator Services

Requested by: Seattle Jobs Initiative

Due Date: Monday, July 9<sup>th</sup>, 2018

Send Qualifications/Questions To: [RFQ@seattlejobsinit.com](mailto:RFQ@seattlejobsinit.com)

## INTRODUCTION

Seattle Jobs Initiative (SJI) promotes innovations in the workforce development system to: help low income residents procure living wage jobs; support retention and upward mobility; and contribute to regional competitiveness by supplying businesses with qualified workers.

SJI simultaneously champions the interests of low-income/low-skilled adults, while serving the interests of local businesses who need qualified workers. We collaborate with businesses, low-income job seekers, community-based organizations, community colleges and other workforce development stakeholders to achieve our mission.

Beginning in 2018, SJI will provide career navigation, manufacturing training, and participant support services to match South King County businesses with low-income jobseekers from the same area through the CareerReady program. CareerReady is a business driven program model, matching businesses that are committed to helping their staff grow and advance, with job seekers who are well prepared for a first step in a manufacturing career - SJI will provide business engagement services directly. Our goal is to assist with worker retention; fill entry-level positions, diversify the local workforce; boost the technical skills and performance skills of local residents; place local residents in jobs with a career track, locally; and provide self-sufficiency wages for workers.

Over the 2 year program, we expect enrollment of 250 participants. Manufacturing training will begin with a 2½ day basic manufacturing course for all participants, at Aerospace Joint Apprenticeship Committee's (AJAC) new facility in Kent. Of those moving forward in training, AJAC will provide further training of these participants in a comprehensive 10 week manufacturing class prior to job placement. It is expected that these participants will complete training, find employment, with at least 125 of them succeeding and retaining their new manufacturing job for at least 6 months after hire.

This program will:

1. Involve businesses from the beginning in all aspects of the process to inform and participate in training, recruitment and upskill.
2. Reach diverse communities and participants and provide needs assessment to determine appropriateness for enrollment, refer those who are not selected to participate to appropriate services that meet their needs;

3. Match participants with Navigators who will enroll participants into short-term manufacturing training and provide wraparound services to ensure a high success rate in training and employment.
4. Assign life coaches to those who need assistance with personal barriers to training and employment.
5. Help participants meet the demands of becoming ready for an entry-level job, as well as the even more intensive effort to continue their education to achieve career development and wage increases.
6. Place participants in entry-level manufacturing employment upon completion of training.
7. Provide 6 months of retention services to those placed in employment and provide participants with a career advancement plan.

## **CAREERREADY RFQ**

### **Overview of Services solicited through this RFQ**

Career Navigation Services will be contracted through this Request for Qualifications (RFQ) process. SJI anticipates awarding no less than 2 contracts and no more than 4 contracts. The anticipated total amount awarded for all Career Navigation services will be between \$300,000 and \$360,000. This amount may be split across multiple contracts. A total of 4 full-time Navigators will support the entire program. Each Navigator will enroll 25-30 participants in training in the first year of the program. The first year's contract will run from August 1<sup>st</sup>, 2018 through July 31<sup>st</sup>, 2019. This program design is for 2 years. The community partner(s) selected by SJI will be expected to lead the program after the initial funding has ceased and seek additional grants/funding to sustain the program.

CareerReady is a collaborative model that relies on the input and efforts of multiple partners. As a result, community partners should be capable of providing high quality services as individual organizations, but also be prepared to work closely with SJI staff, and partner organizations in delivering services to participants and sharing best practices, challenges, and successes.

CareerReady services must be thorough and appropriate for our target population – diverse jobseekers in South King County who meet businesses' basic hiring needs. SJI is committed to:

- Career navigation and case management that is reflective of best practices;

- Training-related job placements that lead to living-wage, medical benefits, long-term job retention, wage progression and career advancement; and
- Being responsive to the needs of the participants, the businesses who hire them, and training partners.

All successful bidders will provide the services outlined below:

- Outreach and recruitment of low-income participants from diverse communities;
- Assess participant needs and potential barriers to employment and/or training, as well as interests, and ability to benefit;
- Refer those who are not selected to participate to appropriate services that meet their needs;
- Develop an individualized career and education plan with each participant;
- Refer participants to short-term manufacturing training with AJAC;
- Provide career navigation and case management;
- Develop a professional resume with participants;
- Place participants in manufacturing employment;
- Provide support and coaching to participants from the time of enrollment and training through employment and then 6 months after job placement; and
- Coordinate all services with SJI, AJAC, businesses and other partners to ensure participant success.

### **SJI Project Manager Role & Responsibilities**

To support the efforts of the CareerReady program, SJI will assign a Project Manager who will work collaboratively with the community partners to implement the CareerReady strategy and to achieve successful outcomes. The SJI Project Manager will be responsible for general project management and systems-level relationship development/enhancement with businesses, and contracted community partners. Navigators will be responsible for job placement. SJI will connect partner businesses with Navigators, but Navigators may also place participants with other businesses who are committed to career advancement.

### **Basic Food Employment & Training (BFET)**

SJI has a contract with the Washington State Department of Social & Health Services (DSHS) to provide employment and training services to participants of the Basic Food program. SJI will leverage BFET funding to support CareerReady. This program is not BFET only, but the success of CareerReady

depends on Navigators maintaining a caseload where at least 50% of the participants are actively enrolled in BFET services. All support services as well as administrative costs and staff salaries must meet BFET contract compliance.

Since the income eligibility level for Basic Food is the same as CareerReady (at or below 200% of the federal poverty level), most individuals will be BFET eligible. Participants are encouraged to apply for Basic Food.

## **Enrollment Eligibility Requirements**

CareerReady will serve low-income, South King County residents with the ability to benefit from wraparound supports and skills training to lead to full-time, entry-level manufacturing employment and career advancement.

SJI's participant eligibility criteria for enrollment are as follows:

- At least 18 years old on the date of enrollment.
- A resident of the South King County region, and a Washington State resident; SJI expects that program recruitment and enrollment happens within the South King County region. This includes the cities of Auburn, Burien, Des Moines, Federal Way, Kent, Renton, SeaTac, Tukwila, and the south Seattle neighborhood of White Center.
- Has a family or individual income at or below 200% of the Federal Poverty Guidelines; Income should be determined by establishing the participant's individual/gross income from the past three (3) months, excluding roommates or other family members whose income is not shared.
- Eligible to work in the United States; this includes a citizen or national of the United States, an immigrant lawfully admitted for permanent residence, or a non-immigrant currently authorized by the Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS) to work in the United States.
- Has an ability to benefit from SJI; "ability to benefit" means that the participant has the ability to attend training or maintain their family or personal living situation and attend training, and to enter the workforce full-time after training completion. This is a short-term, fast-paced program, so the participant must be able to engage in training with a quick entry into employment.
- AJAC, has recommended participants have an English language level 4 or above. Those with English language level 3 will be assessed on a case-by-case basis.

## CAREERREADY RFQ RESPONSE QUALIFICATIONS

In responding to the RFQ, bidders are asked to provide written responses to all of the following criteria. Bidders should address each part in order.

### **Organization Summary and Strengths**

Include a one-page cover letter describing the interested organization's background and structure as an employment service provider.

Organizations are required to demonstrate that they meet all of the following core criteria in order to qualify for project funding:

1. Demonstration of Core Criteria 1: Ability to Serve Participants
  - a. Needs Assessment: Qualified organizations must demonstrate the process for identifying the service needed by participants seeking services. Please discuss your assessment process.
  - b. Eligibility Assessment: Qualified organizations must demonstrate the process for assessing eligibility of participants for SJI's services.
  - c. Resource Referrals: Qualified organizations must demonstrate the ability to refer participants for services within their community.

### Evaluation criteria

#### Organization:

- Has a process for identifying the needs of incoming participants and can assess their eligibility for SJI services;
- Describes its process for identifying the services needed by participants seeking services;
- Identifies both formal and informal processes for assessing participant needs;
- Identifies a formal process for assessing participant eligibility for SJI services;
- Describes its experience in assessing eligibility of participants within its community;
- Identifies its experiences referring out participants; and
- Identifies programs to which the organization regularly refers participants.

## 2. Demonstration of Core Criteria 2: Ability to provide Career Navigation services

### a. Career and training navigation

Qualified organizations must demonstrate their ability to provide career navigation services and enrollment into training programs. Please discuss your organization's philosophy of career navigation and describe how career navigation services will be delivered to participants.

### b. Ability to track and report outcomes and manage according to outcome data.

Qualified organizations must clearly demonstrate the outcomes they are currently achieving, as well as the anticipated outcomes they will achieve as a result of project funding and how these will be measured.

### Evaluation criteria

#### Organization:

- Has the ability to provide career navigation services;
- Describes its experience with career navigation services and/or how services will be delivered;
- Describes its philosophy of career navigation;
- Describes how it delivers services to participants;
- Has the ability to track and report outcomes and manage according to outcome data;
- Demonstrates the outcomes their proposed program is currently achieving, as well as the anticipated outcomes they will achieve as a result of project funding;
- Identifies how it measures outcomes;
- Demonstrates ability to track and report outcomes; and
- Ability to enter information into SJI database and create reports measuring outcomes of programs.

### 3. Demonstration of Core Criteria 3: Outreach

- a. Qualified organizations must demonstrate the ability to do outreach to BFET eligible jobseekers who are appropriate for enrollment into CareerReady. Please share your organization's recruitment strategies.
- b. Organization must show recent measurable success in providing services to targeted low-income South King County populations. SJI expects that program recruitment and enrollment will happen within the South King County region. This includes the cities of Auburn, Burien, Des Moines, Federal Way, Kent, Renton, SeaTac, Tukwila, and the South Seattle neighborhood of White Center.
- c. SJI intends to serve diverse populations of low-income jobseekers through this program. For reference, four groups of low-income jobseekers were identified during the development of this program. These groups include:
  - U.S. Immigrants and Refugees;
  - Previously Incarcerated;
  - Non-Immigrant People of Color; and
  - Low-Income/Working-Class White.

Representatives from these four groups provided input to the program design team. Please share how your organization would provide outreach to one or more of these populations and access to program services. Please note that all participants must meet the other eligibility criteria provided in this RFQ.

#### Evaluation criteria

Organization:

- Describes its experience conducting outreach/recruitment to BFET eligible jobseekers who are appropriate for enrollment into CareerReady;

- Describes its experience recruiting/serving the South King County Region (Auburn, Burien, Des Moines, Federal Way, Kent, Renton, SeaTac, Tukwila, and the south Seattle neighborhood of White Center); and
- Describes its experiences and ability to outreach to one or more, of the diverse populations described in the RFQ:
  - U.S. Immigrants and Refugees;
  - Previously Incarcerated;
  - Non-Immigrant People of Color; and
  - Low-Income/Working-Class White.

#### 4. Demonstration of Core Criteria 4: Job Placement, Business Engagement, Job Retention

- a. Qualified organizations must clearly demonstrate their relationships to businesses, and the ability to place participants in manufacturing jobs. Retention services to participants may include, but may not be limited to, re-employment and career advancement. SJI expects that community partners will employ a variety of strategies to support participants through 6 month retention. We also expect that these services will change over time and the program will be staffed according to participants' level of need.

#### Evaluation criteria

##### Organization:

- Describes its ability and experience placing job seekers in manufacturing jobs;
- Describes its ability to provide retention services;
- Describes its ability to support career advancement counseling and how it will support participant through 6-month retention;
- Identifies business partners;
- Demonstrates ability to support participants' long-term job retention, promote wage progression, and career advancement; and
- Describes its experience and gives examples of its success with living-wage attainment, long-term job retention, promotion of wage progression, and career advancement.

## **Fiscal Status, including BFET Program Knowledge and Uniform Guidance Knowledge**

Qualified organizations will have experience working with federal funding, working within Uniform Guidance, and adhere to standard accounting procedures. Please provide a narrative of financial capacity and ability to succeed within budget parameters.

SJI will support the program through a cost-reimbursable contract that will include reporting requirements.

SJI recommends that interested organizations prepare a draft program budget simultaneously with the RFQ submittal. Organizations selected for potential contracting will be required to submit a budget, explain budget to SJI leadership, and be available for contract negotiation meetings.

## **FIDUCIARY REQUIREMENTS**

All bidders responding to the CareerReady RFQ are asked to provide responses to all of the following questions.

### Fiduciary Requirements

Please submit the following financial statements with your proposal:

- a. Most current Form 990, or, if not a 501(c), current Federal tax return;
- b. Most current audited financial statements, if your organization is required to do an audit. Otherwise, please send your fiscal year-end financials;
- c. Your DUNS Number from Dun & Bradstreet, if applicable;
- d. Current fiscal YTD statement of activities (revenue and expense) and a statement of financial position (balance sheet).

If your organization is selected to contract with SJI, we require that the organization be adequately insured. SJI must be named as an additional insured and a copy of the insurance binder must be mailed to SJI prior to any contract payments. Our minimum insurance requirements are:

- a. Worker's Compensation complying with the laws of the State of Washington and Business's Liability Insurance as well as similar coverage required by applicable federal or state law.
- b. Commercial Liability for the protection against bodily injury and property damage claims arising from work done under the SJI contract at a limit no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- c. Business Automobile Liability with a combined single limit for bodily injury and property damage no less than \$500,000 each occurrence to include coverage for all owned, non-owned and hired vehicles.
- d. The organization shall maintain Professional Liability Insurance, including coverage for losses caused by errors and omissions, with the following minimum limits: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000.

- e. Any other insurance necessary to provide coverage for risks assumed by your organization pursuant to any work done under the SJI contract.

You do not need to attach insurance documents at this time.

<b>CAREERREADY QUALIFICATIONS EVALUATION CRITERIA</b>
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All contract decisions for the SJI CareerReady program will be based on the information provided in submissions. Points will be awarded based on written responses and will be weighted as follows:

<b><u>Submission</u></b>	<b><u>Points</u></b>
• Organization Summary and Strengths	10 points
• Demonstration of Core Criteria 1: Ability to Serve Participants	15 points
• Demonstration of Core Criteria 2: Navigation Services	20 points
• Demonstration of Core Criteria 3: Outreach	20 points
• Demonstration of Core Criteria 4: Business Relationships	15 points
• Budget Narrative	10 points
• Financial Documents	10 points
<b>Total</b>	<b>100 points</b>

## SUBMISSION REQUIREMENTS

### FORMAT AND SUBMISSION

To submit a full proposal, please prepare the following **required exhibits and attachments**:

- Exhibit A: SJI RFQ Cover Sheet 1 page
  
- Exhibit B: Demonstration of Core Criteria
  - Organization Summary and Strengths 1 page
  - Core Criteria 1 2 pages
  - Core Criteria 2 2 pages
  - Core Criteria 3 2 pages
  - Core Criteria 4 2 pages
  
- Exhibit C: Budget Narrative (Core Criteria 5) 1 page
  
- Exhibit D: Fiduciary Requirement Documents As needed

All narrative sections must be typed, double-spaced, in 12-point font on white paper with one-inch margins. SJI strongly encourages bidders to present information clearly and succinctly and avoid lengthy narrative. An electronic submission of your response must arrive no later than 5:00 p.m. on July 9<sup>th</sup>, 2018, via email, to [RFQ@seattlejobsinit.com](mailto:RFQ@seattlejobsinit.com). Only submissions received via email will be reviewed. We will acknowledge receipt of your submission via return email.

A review team, consisting of community stakeholders and SJI staff will evaluate all completed applications that meet the minimum eligibility requirements. Members of the review team will evaluate and score each response to the RFQ, and make recommendations to SJI leadership. Selection as an eligible provider does not guarantee that SJI will enter into a funding agreement with any eligible provider, nor grant the full funding amount requested by the provider.

### QUESTIONS REGARDING THE RFQ

Questions about this RFQ will be accepted, by email only, at [RFQ@seattlejobsinit.com](mailto:RFQ@seattlejobsinit.com) and in person at the bidder's conference. More information about the bidder's conference will be posted to our website at <http://bit.ly/2JkwWmn> when it becomes available.

Answers to all emailed questions will be compiled and posted weekly, by 5:00 p.m. each Friday, on the SJI website at <http://www.seattlejobsinitiative.com/about/what-we-do/careerready-rfq/>

The first questions and answers will be posted online by 5:00 p.m. on June 15<sup>th</sup>, 2018. Answers will be posted again on June 22<sup>nd</sup>, 2018 and June 29<sup>th</sup>, 2018.

No new questions will be accepted after 5:00 p.m. on June 26<sup>th</sup>, 2018.

## **APPEALS**

Any entity submitting a proposal may appeal an award decision. Appeals must: 1) be in writing; 2) delivered to [RFQ@seattlejobsinit.com](mailto:RFQ@seattlejobsinit.com) within seven (7) calendar days after notice of an award decision; and, 3) state the reason(s) for the appeal and the desired remedy. SJI will respond in writing to any appeal within ten (10) calendar days after its receipt. Awards may either go forward or may be held in abeyance pending resolution of any appeals at the sole discretion of SJI.

## **AWARD**

This RFQ does not commit SJI to award a contract. SJI reserves the right to accept or reject any or all proposals received. All solicitations are contingent upon availability of funds. SJI may accept any items or group of items of any offer, or award more or fewer dollars.

SJI will have the final decision making authority to award contract(s).

SJI may require the selected applicant(s) to participate in negotiations and to submit revisions to budget, scope, or other proposal details.

**EXHIBIT A: SJI RFQ COVER SHEET**

Please include a copy of this cover sheet on the top of the proposal submitted by your organization.

Name of Organization:	
Mailing Address:	
Primary Contact Person:	
Primary Contact's Title:	
Primary Contact's Phone Number:	
Primary Contact's Email Address:	
Name & Title of Proposal Writer:	

To the best of my knowledge and belief, all information in this proposal is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with SJI's contracting policies if a contract is awarded.

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date