



★ Labor ★ Business ★ Government ★ Education ★ Community

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LIFT supports life-long learning and self-improvement through quality, collaborative programs between labor, business, government, education and community partners.

NOTIFICATION OF REQUEST FOR PROPOSALS

Provision of
Growing Opportunities for Latinos in America (GOAL) an H-1B Job Training Grant

Issued January 5, 2018

**Proposals must be received no later than 4:00 pm EST
Friday, January 19, 2018**

Section 1. Terms of Solicitation, B. Submittal of Proposal

QUESTION: Is emailing the proposal by 4:00 EST on the 19th sufficient to meet the deadline or must hard copies be received by that time as well?

ANSWER: LIFT will accept receipt of electronic version of the proposal with four (4) additional copies of that proposal being sent via mail with a postmark date of January 19, 2018.

Section II. Background Information, B. Key Performance Indicators and Outcomes

QUESTION: The RFP refers in multiple sections to work performed which goes beyond just translation?

ANSWER: A very limited amount of the funds proposed would be allowable for actual translation services. LIFT is seeking a partnership organization that can deliver translated material to provide both an English and Spanish version of those materials and supplies to serve a minimum of 400 Limited English Proficient individuals within the state of Indiana during the proposed contract period. Please refer to Section II. Background Information, B. Key Performance Indicators for additional clarification.

Indicators to be tracked through outcomes reporting include, but may not be limited to:

- Statewide GOAL participant access to English and Spanish version of Manufacturing Skill Standards Council Certified Production Technician (CPT) Training Assessment and Certification Program Policies and Procedures
- Statewide GOAL participant access to English and Spanish version of Manufacturing Skill Standards Council CPT Training, Assessment and Certification existing, copyrighted Amatrol curriculum and MSSC's proprietary tests available now only in English as component services required for GOAL program participants to earn industry-recognized credentials for key CPT activity areas: Safety, Quality Practices and Measurement, Manufacturing

QUESTION: Is this work included in the \$450K for translation?

ANSWER: A very limited amount of the available funds would be allowable for actual translation services. Organizations can 1) demonstrate a partnership by proposing to provide translated material for LIFT to begin program delivery immediately or 2) tasks/timeline to complete translation. The budget

template allows for either 1) translation as a leveraged resource or 2) a budget item request to fund actual translation.

QUESTION: If not what is the total grant amount and what will these other services pay?

ANSWER: The organization selected will work with LIFT and all other GOAL partnership organizations to ensure a system is in place for collecting and reporting performance data on all GOAL participants. This system will be negotiated and agreeable to all parties and must include all service components needed for delivery of an English-Spanish version of the MSSC CPT system for registration, training, assessments, etc. to serve a minimum of 400 individuals.

LIFT is seeking an English and Spanish version of Manufacturing Skill Standards Council Certified Production Technician (CPT) Training Assessment and Certification Program Policies and Procedures. And, statewide GOAL participant access to English and Spanish version of Manufacturing Skill Standards Council CPT Training, Assessment and Certification existing, copyrighted Amatrol curriculum and MSSC's proprietary tests available now only in English as component services.

QUESTION: Or are they to be performed by LIFT?

ANSWER: This RFP seeks MSSC CPT English and Spanish System components required for LIFT and other project partners to serve a minimum of 400 individuals that are Limited English Proficient.

QUESTION: If MSSC and Amatrol cover the translation cost, what funds can be applied to additional training and assessment?

ANSWER: Providing translated materials and/or budgeting to translate materials represent a minimum portion of allowable expenses. This RFP seeks translated material and all aspects of the MSSC CPT English and Spanish System components required for LIFT, and other project partners to serve a minimum of 400 individuals that are Limited English Proficient.

QUESTION: Under your section, "Background Information" sub section B. Key Performance Indicators and Outcomes (p.8). this whole section refers to ROI and Outcomes Reporting data Both refer to training services and partner building] Again not-translation?

ANSWER: Providing translated materials and/or budgeting to translate materials represent a minimum portion of allowable expenses. This RFP seeks translated material and all aspects of the MSSC CPT English and Spanish System components required for LIFT, and other project partners to serve a minimum of 400 individuals that are Limited English Proficient.

QUESTION: Section C. "Proposal Narrative" (p 10) This section refers directly to Spanish translation, but the actual qualifications go way beyond a translation company services.

ANSWER: This RFP includes an option for providing translated materials and/or budgeting to translate materials. Either way, this task represents a minimum portion of allowable expenses. This RFP seeks translated material and all aspects of the MSSC CPT English and Spanish System components required for LIFT, and other project partners to serve a minimum of 400 individuals that are Limited English Proficient.

QUESTION: The Proposal Narrative must provide an overview of its organization staff and qualifications to successfully carry out the proposed services. Respondents are asked to explain the proposed service design by demonstrating their capacity and knowledge to deliver a Spanish version of the MSSC CPT program service components.

ANSWER: The organization selected must be agreeable to work with LIFT and all other GOAL partnership organizations to ensure a system is in place for collecting and reporting performance data on all GOAL participants. This system will be negotiated and agreeable to all parties and must include all service components needed for delivery of an English-Spanish version of the MSSC CPT system for registration, training, assessments, etc. to serve a minimum of 400 individuals.

QUESTION: 1. Organizational Qualifications

- o The experience and or prior work that demonstrates expertise in executing and delivering the services described in this solicitation, along with performance outcomes, key partners, and/or key staff; and
- o The utilization of participant tracking and/or management information systems and the experience the organization and key staff possess in real-time reporting of participants using training and certification systems.

ANSWER: The organization selected must be able to deliver of an English-Spanish version of the MSSC CPT system for registration, training, assessments, etc. to serve a minimum of 400 individuals. The organization must outline system is in place for collecting and reporting MSSC CPT system data required for LIFT to report performance data on all GOAL participants.

QUESTION: 2. Proposed Design & Implementation

- o An explanation of your organization's experience with coordinating skills, knowledge and experience needed in order to align appropriate training and service components;
- o Describe the processes and procedures around services such as course management,

ANSWER: The organization selected must be able to deliver of an English-Spanish version of the MSSC CPT system for registration, training, assessments, etc. to serve a minimum of 400 individuals. The organization must outline system is in place for collecting and reporting MSSC CPT system data required for LIFT to report performance data on all GOAL participants.

QUESTION: Per the above the proposed work has elements of the entire GOAL program work included. Again, this RFP goes far beyond translation services.

ANSWER: Yes, this RFP includes an option for providing translated materials and/or budgeting to translate materials. Either way, translation represents a minimum portion of allowable expenses. This RFP seeks translated material and all aspects of the MSSC CPT English and Spanish System components required for LIFT, and other project partners to serve a minimum of 400 individuals that are Limited English Proficient.