



★ Labor ★ Business ★ Government ★ Education ★ Community

1100 West 42nd Street, Suite 115 | Indianapolis, IN 46208 | Phone 317.354.7396

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**

Table of Contents

I.	Terms of Solicitation	
	A.	Purpose of Request for Proposal 3
	B.	Eligible Entities 3
	C.	Submittal of Proposal 4
	D.	Request for Proposal Schedule 4
	E.	Technical Assistance 4
	F.	Available Funding and Contract Period 5
	G.	Contract Type 6
	H.	Technical Qualifications 6
	I.	Contracting Terms 7
II.	Background Information	
	A.	Organizational Overview 7
	B.	Key Performance Indicators and Outcomes 8
III.	GOAL Proposal	
	A.	Format 9
	B.	Proposal Cover Sheet 9
	C.	Proposal Narrative 10
	D.	Budget and Budget Narrative 11
	E.	Attachments 12
IV.	Proposal Evaluation Criteria	12
	Attachments	
	A.	Budget Worksheet

I. Terms of Solicitation

A. Purpose of Request for Proposal

LIFT is a 501(c)(3) tax-exempt organization whose primary objective is to support life-long learning and self-improvement through quality, collaborative programs between labor, business, government, education and community partners. LIFT seeks to contract services for the Growing Opportunities for Latinos in America (GOAL) project funded by the U.S. Department of Labor H-1B TechHire Partnership Grants.

LIFT is soliciting proposals, which will support, improve, and coordinate effective bridge training programs that connect limited English proficient individuals to advanced manufacturing jobs and career pathways. Through the resulting contracts, LIFT will collaborate with employers, community-based organizations, and statewide adult basic education and workforce development providers to increase limited English proficient individual's access to workforce development services throughout Indiana.

The GOAL project will serve at minimum 400 unemployed, underemployed, or incumbent workers.

This RFP describes the specific services LIFT seeks and sets forth application requirements for eligible respondents. This RFP does not commit LIFT to accept any proposal submitted, nor is LIFT responsible for any costs incurred by the respondent in the preparation of responses to this RFP. LIFT reserves the right to delay, amend, or reissue the RFP at any time.

LIFT will evaluate all timely submitted proposals and competitively award contracts to respondents whose submissions are most responsive to the need for services described herein. LIFT reserves the right to reject any or all items in the proposals, to negotiate with any respondent after the proposals are reviewed, and to award the contract in whole or in part as is deemed to be in the best interest of LIFT.

B. Eligible Entities

Entities must be knowledgeable and understand the Manufacturing Skill Standards Council Certified Production Technician (CPT) Training Assessment and Certification Program Policies and Procedures or the willingness to gain knowledge of such; and the Manufacturing Skill Standards Council CPT Training, Assessment and Certification existing, copyrighted Amatrol curriculum and MSSC's proprietary tests available now only in English. LIFT will be available to provide ongoing assistance to ensure successful grant implementation and serving as the contract lead and fiscal agent.

C. Submittal of Proposal

The proposal must be received by LIFT no later than 4:00 pm (EST) on Friday, January 19, 2018. Please submit one proposal with original signature(s) and four (4) additional copies of that proposal to:

Labor Institute for Training, Inc.
ATTN: Kathy Clayton
1100 West 42nd Street, Suite # 115
Indianapolis, IN 46208

An electronic copy of the proposal must also be received by LIFT no later than 4:00 pm (EST) on Friday, January 19, 2018. Please send documents to kclayton@lift-usa.org.

D. Request for Proposal Schedule

Beginning Friday, January 5, 2018 the RFP will be available to download from the LIFT website: www.lift-usa.org. If you are unable to access or download the RFP, please contact: Kathy Clayton at kclayton@lift-usa.org or 317-409-3517. Key dates specific to this notification are scheduled as follows:

RFP Issued	Friday, January 5, 2018
Deadline to Submit Questions	Friday, January 12, 2018 at 5:00 pm EST
Response to Questions Posted	No later than close of business Monday, January 15, 2018
Proposal Due	Friday, January 19, 2018 at 4:00 pm EST
Contract Negotiation Period	Monday, January 22 thru Friday, January 26, 2018
Effective Date of Contract	January 29, 2018

LIFT reserves the right to modify this schedule at any time as deemed necessary.

E. Technical Assistance

Entities may submit questions to kclayton@lift-usa.org or 317-409-3517 until Friday, January 12, 2018 at 5:00 pm EST. A response to all questions will be available no later than close of business on Monday, January 15, 2018 and posted at www.lift-usa.org. If it becomes necessary to revise any part of this RFP, an addendum will be posted on the LIFT website.

F. Available Funding and Contract Period

Under the authority of the American Competitiveness and Workforce Improvement Act, the U.S. Department of Labor has awarded a grant to the Labor Institute for Training, Inc. for the H-1B Techire Partnership Grants.

Led by the Labor Institute for Training (LIFT), the Growing Opportunities in America for Latinos (GOAL) project will combine English language instruction for people with limited English proficiency (LEP) with MSSC's proven Certified Production Technician (CPT) training to establish career pathways in manufacturing and advance the skills of Indiana's industrial labor force with limited English proficiency. More specifically, the project will translate into Spanish Amatrol's CPT curriculum and the corresponding MSSC CPT Certification exams for new and incumbent entry-level workers. These proven training resources will be redesigned to serve the unique needs of participants with limited English mastery, and will be available nationally through Amatrol and MSSC after grant completion. GOAL will also increase the pipeline of highly qualified and diverse individuals prepared to enter middle- and high-skilled occupations in Indiana's manufacturing sector. GOAL will enroll a minimum of 400 LEP unemployed, under-employed, or incumbent workers in services resulting in at least 276 CPT certifications by the grant's end. The project will also strengthen systems and capacity, addressing lack of skilled job training opportunities in advanced manufacturing for LEP students and workers.

LIFT will receive grant funds to work with 1) employer partners to provide feedback on translated curriculum, both in terms of employability skills (soft skills) and the technical skills needed for mid-level manufacturing jobs and 2) community partners to maximize job placement and provide career exposure for LEP students. The GOAL project partners will be working with Su Casa of Columbus, Ivy Tech, and Indiana Department of Workforce Development's Adult Basic Education (ABE) offices providing English Language classes to assist in verifying that the translated course and certification tests accurately reflect the original content. LIFT will award vendor approximately \$450,000 for Spanish version of curricula and service components outlined in this RFP.

LIFT will award funds to one entity that demonstrates an ability to expedite delivery, innovatively and effectively for services described herein.

The contract period for this RFP will begin on January 29, 2018 and end June 30, 2020. Contracts and services are not eligible for extension.

The terms and conditions of this RFP and resulting contracts may change based on any Federal regulatory changes.

G. Contract Type

Contracts executed as a result of this RFP will be paid through cost reimbursement based on the scope of work and budget for negotiated services and outcomes. LIFT reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, project deliverables, project schedule, and contract period. Performance and participant data reporting will be required in contracts executed as a result of this RFP, however pay for performance clauses will not be included and reimbursement will not be based on performance reported.

H. Technical Qualifications

To be eligible for consideration, respondents submitting proposals may not have a financial or policy interest in LIFT and must demonstrate:

- Experienced staff or subcontractors to provide the services described herein or must show the ability to acquire such staff;
- Demonstrated experience in effectively performing similar types of services in the public or private sector;
- Ability to contract with LIFT for the delivery of services in a timely manner for the delivery of these services;
- Ability to fulfill contract requirements, including the indemnification and insurance requirements;
- Satisfactory performance under a current or past contract with LIFT for similar services, when executing existing and/or previous contracts;
- Capacity to maintain adequate files and records and meet reporting requirements, as prescribed by LIFT;
- Capability to fiscally and administratively provide and manage the proposed services on a cost-reimbursement basis, to ensure adequate audit trail, to maintain audit ready files, and to monitor its own organization files (internal audit function);
- Knowledge and understanding of the Manufacturing Skill Standards Council Certified Production Technician (CPT) Training Assessment and Certification Program Policies and Procedures or the willingness to gain knowledge of such; and
- Knowledge and understanding of OMB's Uniform Guidance at 2 CFR 200. More information can be found at:
 - <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014title2-vol1-part200/content-detail.html> OR
 - www.federalregister.gov/documents/2016/02/16/201602473/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards OR

- <https://cfo.gov/wp-content/uploads/2017/08/July2017-UniformGuidanceFrequentlyAskedQuestions.pdf>

I. Contracting Terms

1. A bidder or its principals shall be in good standing, not debarred or suspended, proposed for debarment, declared ineligible or otherwise excluded from entering into a financial agreement of federal funds.
2. Local, small, minority owned businesses are encouraged to respond and shall not be discriminated against during proposal review.
3. LIFT is an equal opportunity employer. All bidders shall certify the same.
4. The bidder certifies and agrees that it will provide and maintain a drug free workplace.
5. Issuance of the RFP does not commit LIFT to award a contract, to pay cost associated with proposal development or to procure or contract for goods and/or services. Payment for services will be negotiated.
6. LIFT reserves the right to reject any and all proposals if it is in the best interest of LIFT to do so and waive any minor informalities or irregularities in the RFP process. LIFT shall be the sole judge of these irregularities.
7. For the top-ranked bidder(s) selected, references or other points of contact as necessary will be made and any comments will be used to complete the evaluation process. LIFT reserves the right to enter into negotiations with one or more bidders as a result of the RFP evaluation process and enter into a best and final negotiation with one or more of the bidders.
8. LIFT will consider non-responsive any submittal for which critical information is omitted, lacking or represents a major deviation from the RFP.
9. Proposals received after the issued due date will be considered nonresponsive and will not be reviewed or evaluated.
10. Other issues of grievances, hearing resolutions, and authority shall be addressed prior to award of contract and relevant issues may be stated within contract. LIFT reserves the right to negotiate proposed outcomes, budget, and other matters prior to actual execution of the contract.
11. Bidders shall certify either no real or apparent conflict of interest exists in carrying out the proposed scope of work, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.
12. All submitted proposals are considered the property of LIFT and are considered confidential.

II. Background Information

A. Organizational Overview

LIFT, Ivy Tech, MSSC and Amatrol offer CPT training programs, and Ivy Tech offers Associate degree programs in manufacturing technology, as well as industrial apprenticeship related instruction for machinists and maintenance mechanics. While aligned with the needs of industry, these programs and associated resources are only available in English. Providing translated CPT courses and certification exams in Spanish will open up this training and mid-skilled jobs to Indiana's LEP students and workers, and prepare them for entry into apprenticeships and community college programs in manufacturing technology.

Target population: GOAL intends to serve a minimum of 400 LEP Spanish-speaking residents of Indiana or LEP Spanish speaking employees of Indiana companies who are interested in careers in advanced manufacturing. Up to 100, or 25%, of participants may be entry-level incumbent workers in manufacturing, and another 100, or 25%, may be under-employed LEP residents working in other sectors but who are interested in pursuing career advancement opportunities in manufacturing. At least 200, of the participants will be unemployed LEP Indiana residents.

Percentage of people within targeted population: GOAL will recruit from the entire state of Indiana with an emphasis on the capital region where Indianapolis has large numbers of Latino residents.

LIFT has experienced a lag in enrolling participants and request for translation of the Amatrol and MSSC materials. Since the CPT training programs already exist, we are looking for project partners that can expedite delivery of a Spanish version of materials for participant enrollment in the first quarter of 2018.

B. Key Performance Indicators and Outcomes

Contract vendors will be asked to report the outcomes of key performance indicators that enable LIFT to track the respective program's progress through an online course management system.

LIFT is also interested in additional indicators of performance measured by our partners, as well as qualitative data gathered from participants, employers and training providers. Defining additional measures tracked and qualitative outcomes collected by respondents, especially those by which an organization defines its own success, both immediately and long term, are highly encouraged in your response to this RFP.

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 Processes and Production, Maintenance Awareness, and Green Production*
 - * It is desirable to include the Green Production module but only if the bidder provides leveraged resources to include this module for availability to GOAL participants since it is not required for an individual to earn full-CPT Certification.
- Number of GOAL individuals using both English and Spanish versions of the Manufacturing Skill Standards Council Certified Production Technician (CPT) Training, Assessment and Certification component services of the program.
- Number of individuals who have registered, completed and passed CPT assessment component services of the program.
- Number of individuals receiving an industry recognized credential.

These program outcomes will be aggregated among other federally- and locally-funded workforce development programs administered by LIFT to broadly demonstrate impact of our investments, offering results-based accountability to our community partners and stakeholders. Outcome data reporting will also be necessary when key performance is reported monthly to monitor progress.

III. GOAL Proposal

A. Format

Each respondent is to submit its proposal in a format suitable for ease of review with minimum repetitious material. To maintain comparability of proposals, please prepare proposals using Microsoft Word and typed in 12-point font, double-spaced, with numbered pages at the bottom of each page. The Proposal and Budget Narratives should not exceed 15 pages. The page limitation does not include the Proposal Cover Sheet or the required Budget Worksheet attachment.

B. Proposal Cover Sheet

The Proposal Cover Sheet should not exceed a single page and shall include:

- The title of the proposal;
- The organization name, address, phone number, and web address;
- The name of the person authorized to negotiate contracts and make decisions for the organization, their direct phone number, and email address;
- The total funds requested;

- A proposal summary briefly describing the services to be provided, including key partners; and
- The authorized signature and submittal date.

C. Proposal Narrative

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. Please include a timeline, schedule of activities with services, and key dates for implementation.

1. Organizational Qualifications

- A company history including the organization's mission, vision, governance structure, and legal status;
- The number of employees, including an organizational chart specific to the proposed service delivery plan as an attachment;
- The qualifications of all key management and staff conducting the proposed services and their expertise to complete activities and service;
- 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
- 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.

2. Proposed Design & Implementation

- An explanation of your organization's experience with coordinating skills, knowledge and experience needed in order to align appropriate training and service components;
- Describe the processes and procedures around services such as course management, enrollment, certification registration, assessment services, etc.;
- List your partners and describe how your partners align with the service be delivered;
- Describe any challenges presented by your partners that would prevent participant persistence or success;
- List any leverage funding streams utilized or discounted services offered to fully implement the proposed services;

- A description of the key performance indicators and outcomes collected for the proposed services, especially those by which an organization defines its own success, both immediately and long term.
- Provide suggested key performance indicators and qualitative outcomes to be collected to demonstrate success for your proposed services.

D. Budget and Budget Narrative

Included in the Proposal Narrative, the respondent should provide an outline of their financial management structure, including experience and/or expertise managing and accounting for Federal Funds. A brief description of the financial staff structure and internal control system in place should also be included in the budget narrative, and a copy of the organization's most recent financial audit should be attached. Additional narrative describing the projected costs by the budget categories below should also be included.

Each proposal must include an operational budget using the Budget Worksheet (Attachment A). The budget narrative should consist of the proposed costs for executing the services described herein, along with a description for justification of the costs. For the purpose of this RFP, cost categories must include:

1. Salaries and Wages – Includes the staffing costs and position types. Levels and numbers of positions should be specified in the narrative. Includes translation consulting services.
2. Fringe Benefits – Includes FICA unemployment insurance, worker's compensation, disability, life insurance, retirement costs, and medical coverage as per your policies. Fringe rates must not be less than 7.65% or exceed 25% of total salaries and wages. The types of fringe benefits should be specified in the narrative.
3. Travel – Includes all staff travel.
4. Translation Services - Translation cost to convert Amatrol training curricula and MSSC Certification materials to Spanish – involves multiple courses and verification of technical content.
5. Direct Participant – Breakout of cost to include MSSC CPT training, registration and assessment supplies necessary for LIFT and partners to provide direct services in collaboration with Indiana's statewide Community College and Adult Basic Education system. Cost should include English and Spanish versions of CPT training curricula, Candidate ID Registration, MSSC Certification testing and related costs.
6. Leverage/Match/In-Kind Funds – Any funds that the organization plans to use to supplement the proposed services. Leverage, match or in-kind funds are not required, but the organizations that demonstrate a strong ability to support and supplement the program design will receive

additional points. The source of these funds must be described and documented in the budget narrative.

7. Total – This is the total proposed cost for operating the specific module during the specified time period covered by the specific budget worksheet.

E. Attachments

The required attachments will not count toward your page limit and must include:

- An organizational chart;
- A copy of the most recent financial audit;
- The Budget Worksheet (Attachment A)

Additional attachments may include:

- Any staff resumes, additional job descriptions and/or profiles for key staff, as needed to support the proposal; and
- Any letters of support demonstrating provider and/or program partnership, as needed to support the proposal.

IV. GOAL Proposal

A. Proposal Evaluation Criteria

All respondents are advised that each proposal will be evaluated based on responsiveness to this RFP. Proposals will be reviewed for completeness, clarity, and adherence to stated requirements. Proposals will be evaluated based on the criteria described below and points will be applied for scoring in rank order from the highest to lowest. However, LIFT reserves the right to select lower ranked proposals when warranted. Such selection of proposals shall be made at the sole discretion of LIFT.

Evaluation Criteria	Maximum Points
Organizational Qualifications Points will be applied based on the experience and perceived capabilities of both the organization and their staff to successfully deliver the proposed services to meet the needs of this solicitation.	10

<p>Proposed Service Design and Implementation</p> <p>Points will be applied based on the strength of the service component design as demonstrated through capacity and knowledge to deliver for implementation within an expeditious timeline while maintaining a quality framework.</p>	<p>50</p>
<p>Budget and Budget Narrative</p> <p>Points will be applied based on the overall cost and justification proposed by the respondent, including an evaluation of the respondent's ability to appropriately manage and account for the grant funds.</p>	<p>15</p>
<p>Innovative Strategy to serve Targeted Population</p> <p>Points will be applied for service components that offer an innovative strategy to increase English language skills of Limited English Proficient participants as a component of technical training service components that are delivered in Spanish.</p>	<p>10</p>
<p>Leveraged Resources</p> <p>Points will be applied for proposed services demonstrating an ability to effectively leverage resources as a public-private partnership to support participants success.</p>	<p>15</p>
<p>Total Points</p>	<p>100</p>

Attachment A

Request for Proposal

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

Budget Worksheet

Respondent Name: _____

Instructions: The budget worksheet should clearly identify the respondent's cost for delivery of proposed service components.

Line Item Categories	GOAL Grant Cost	Leveraged Cost	Total Cost of Proposed Service
Salaries and Wages			
Fringe Benefits			
Travel			
Translation Services			
Direct Participant – Cost for MSSC CPT Training Modules			
Direct Participant – Cost for MSSC CPT Candidate Registration			
Direct Participant – Cost for MSSC CPT Certification Assessment(s)			
Leverage/Match/In-Kind Funds			
Total			