

City of Salem, Massachusetts



Request for Proposals

R-40

Develop and Provide Occupational Skills Training for NSWIB

November 30, 2015

PROPOSALS DUE:

Friday, December 18, 2015, 11:00 AM

*Late proposals will be rejected

Whitney C. Haskell
Purchasing Agent
93 Washington Street, 2nd Floor
Salem, MA 01970
whaskell@salem.com
(978) 619-5695

**REQUEST FOR PROPOSALS
R-40
OCCUPATIONAL SKILLS TRAINING
COVER SHEET**

Proposer: _____

Street Address: _____
(Number and Street) (City) (State) (Zip)

Taxpayer
Identification No: _____
(Social Security Number) (Federal Identification Number)

Contact Name: _____

Telephone: _____

Email Address: _____

Fax: _____

Authorized
Signature: _____

Name: _____

Title: _____

Date: _____

**REQUEST FOR PROPOSALS
R-40
OCCUPATIONAL SKILLS TRAINING
CHECKLIST**

Submissions:

	Yes	No
1. Cover Sheet		
2. Proposer's Checklist (this sheet)		
3. Price Proposal		
• Budget and Budget Narrative		
4. Non-Price/Technical Proposal		
• Required Certifications		
• Plan of Services		
5. Acknowledgement of Addenda: Addendum #1 Date: _____		
		Addendum #2 Date: _____
		Addendum #3 Date: _____
		Addendum #4 Date: _____

**REQUEST FOR PROPOSALS
R-40
OCCUPATIONAL SKILLS TRAINING
PRICE PROPOSAL**

The price proposal will consist of the proposed budget. Proposers should follow the format described below when preparing a budget.

The budget shall be type-written and represent the total cost of the proposed services.

Please include a narrative on each item.

A. Salaries and Wages

Position/Title	Hourly Rate	Hours/week	Total
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Total Salaries: _____

B. Fringe Benefits

Payments other than salaries and wages, made to staff or paid on behalf of or on their account, e.g. pensions, insurance etc...

Fringe Benefit	Percent of Salary	Amount
FICA	%	\$
Workers Compensation	%	\$
Health Insurance	%	\$
Retirement	%	\$
Other	%	\$

Total Fringe Benefits: _____

C. Other Line Items

List proposed cost for each additional line item. Line items listed below reflect the types of costs that have historically been proposed. You are not limited to these, nor are you required to propose a cost for each one.

Item	Amount
Instructional Supplies	\$
Office Supplies	\$
Equipment	\$
Facilities	\$
Communications	\$
Postage	\$
Insurance	\$
Travel	\$
Professional Services	\$
Photocopying	\$
Printing	\$
Needs Related Payments	\$
Other	\$

Total Other Line Items: _____

Grand Total (A + B + C): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NAME (PRINTED)

DATE

**REQUEST FOR PROPOSALS
R-40
OCCUPATIONAL SKILLS TRAINING
REQUIRED CERTIFICATIONS**

**FORM A
NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Date)

FORM B
TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Federal Tax Identification or Social Security Number)

(Date)

FORM C
CERTIFICATE OF CORPORATE AUTHORITY *(if applicable):*

I, _____ certify that I am the _____ of the corporation named as Bidder in the Bid included herein, that _____, who signed said Bid on behalf of the Bidder was then _____ of said corporation, that I know his signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and executed for and in behalf of said corporation by authority of its governing body.

(Corporate Seal)

(Secretary-Clerk)

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Date)

PART 1. GENERAL INFORMATION

1.1 PROCUREMENT DESCRIPTION

The North Shore Workforce Investment Board (NSWIB), through the City of Salem Purchasing Department, is seeking proposals for the development and provision of occupational skills training under the Workforce Innovation and Opportunity Acts FY 2016, to eligible individuals as determined by the North Shore Career Centers.

1.1.1 BACKGROUND

The North Shore WIB is a public/private partnership which provides a central point where citizens, businesses, labor, and community leaders create programs that ensure our workforce has the skills our employers need today and tomorrow.

We are a diverse group of North Shore professionals representing education, business, and government committed to understanding business and workforce needs. We implement services and programs that match workforce skills with business requirements, thus sustaining stable, long term employment.

The North Shore Workforce Investment Board, one of 16 such entities in the State of Massachusetts, is responsible for setting policy and overseeing all federal and state funded workforce development programs across the 19 cities and towns in the north shore area. The Board consists of 35 individuals, the majority of which are business leaders. Additional members represent educational institutions, community based agencies, organized labor, and other entities with expertise in workforce development. The Board, through its subcommittees, develops policy around such issues as welfare reform, school to career, job training, and career center operations. The Board itself does not run programs, but contracts out services through public bids. All funds for WIB activities flow to the City of Salem that acts as its Grant Recipient.

1.2 APPLICABLE LAW

This procurement will be conducted pursuant to M.G.L. ch. 30B, sec. 6.

1.3 APPROVAL

Any contract that may result from the procurement shall be subject to the approval of the Mayor of the City of Salem.

1.4 INCORPORATION BY REFERENCE

All requirements, specifications, terms and conditions described in this Request for Proposals ("RFP") shall be incorporated by reference into any contract that may result.

1.5 TIME FOR AWARD

Any contract that may result from the procurement shall be awarded within thirty (30) days after the proposal due date. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the most advantageous proposer.

1.6 RIGHT TO CANCEL/REJECT

The City reserves the right to cancel this RFP or reject in whole or in part any and all proposals if the City determines that cancellation or rejection serves the best interests of the City.

1.7 TAXATION

Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the proposal pricing.

Copies of the City’s tax exempt paperwork shall be available upon request of the selected contractor.

1.8 OBTAINING THE REQUEST FOR PROPOSALS

The RFP shall be available beginning, Monday, November 30, 2015.

The RFP and related documents shall be available for free download from the City’s Purchasing Department website at http://saalem.com/Pages/SalemMA_Purchasing/index under the link titled “IFBs RFPs, and RFQs.”

Hardcopies of the RFP and related documents may be obtained at the Office of the Purchasing Agent, 120 Washington Street, 3rd Floor, Salem, MA 01970, during regular office hours:

Monday-Wednesday: 8:00 AM – 4:00 PM
Thursday: 8:00 AM – 7:00 PM
Friday: 8:00 AM – 12:00 PM

PART 2. INSTRUCTIONS TO PROPOSERS

2.1 REQUIREMENTS AND SUBMISSIONS

Below please find a description of the requirements and submissions that must be included as part of a proposal.

2.1.1 PRICE PROPOSAL FORM

Every proposal must include a completed 'Price Proposal Form'. See attached. The price proposal shall be separately sealed and labeled as "Price Proposal".

2.1.2 NON-PRICE/TECHNICAL PROPOSAL

Each proposal must include a Non-Price/Technical, which shall be separately sealed and labeled as "Non-Price Proposal," containing:

NON-COLLUSION FORM

Every proposal must include a certification of good faith, certifying that the proposal was made in good faith and without collusion or fraud. See 'Non-Collusion Form' attached.

TAX COMPLIANCE FORM

Every proposal must include a written certification that the proposer has complied with all state laws relating to taxes, reporting of employees and contractors, and child support. See 'Tax Compliance Form' attached.

CORPORATE BIDDER FORM

If the proposal is being submitted by a corporation the proposal must include a certification that the individual submitting the bid has been authorized to bind the corporation. See 'Certificate of Corporate Authority' attached.

PLAN OF SERVICES

Respond to the following in three (3) to five (5) pages:

1. Describe the occupation(s) for which you are proposing training.
2. Describe the industry where these occupations primarily exist, as well as the current need for this skill, anticipated openings, average wage, etc.
3. Describe the following detailed program design elements:
 - a. Average length of training
 - b. Hours per week of training
 - c. Location of training

4. Include full curriculum (if curriculum not available, include curriculum summary that provides the WIB with a clear understanding of what will be taught.) This item should not be considered in the 3 to 5 page guide listed above.
5. What pre-requisites will be required of students entering this program, including reading, math, or other academic levels that students should be at in order to successfully complete training
6. How will you work with the North Shore Career Centers to ensure that students meet all WIOA eligibility standards? (Please include names of staff, or titles if not yet hired, from your organization who will be responsible for working with North Shore Career Center staff on WIOA Eligibility during the recruitment phase of the program.)
7. What anticipated barriers will the students have to employment and what will be the overall strategy between the instructor and student to overcome and obtain employment? It is anticipated that the vendor will obtain an 85% placement rate for students enrolled in the program. The Career Center is available to assist in these placement activities.
8. What local companies have indicated an interest in hiring successful graduates of this program?

2.2 PROPOSAL DELIVERY

Below please find a description of the manner in which sealed proposals must be submitted. Price and Non-Price proposals must be separately sealed and labeled.

2.2.1 DUE DATE AND TIME

Proposals shall be received by the Office of the Purchasing Agent on or before **Friday, December 18, 2015 at 11:00 AM.**

Any proposal received after that time shall be rejected as non-responsive.

2.2.2 ADDRESS

Sealed proposals shall be delivered to the Office of the Purchasing Agent, 93 Washington Street, 2nd Floor, Salem, MA 01970.

Facsimile and email submissions will not be accepted.

2.2.3 HOURS OF OPERATION

Proposals must be delivered during the normal hours of operation of the City of Salem:

Monday-Wednesday:	8:00 AM-4:00 PM
Thursday:	8:00 AM-7:00 PM
Friday:	8:00 AM-12:00 PM

2.2.4 COPIES

Proposers must submit one (1) original and four (4) copies of the proposal.

2.2.5 LABELING

Price and Non-Price proposals must be separately sealed and labeled. Each proposal shall be labeled with (1) the proposal number and title, (2) the proposal due date, (3) the name of the proposer and (4) price or non-price proposal.

2.3 SIGNATURES

A proposal must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

2.4 QUESTIONS, CHANGES, MODIFICATIONS AND WITHDRAWALS

2.4.1 QUESTIONS

Questions concerning this RFP must be submitted in writing to: Whitney Haskell at whaskell@saalem.com at least five (5) days prior to the bid opening date. Written responses will be mailed to all bidders on record as having picked up the RFP.

2.4.2 CHANGES

If any changes are made to this RFP, addenda will be issued. Addenda will be posted in the Office of the Purchasing Agent, on the website and e-mailed to all proposers on record as having picked up the RFP.

2.4.3 MODIFICATIONS AND WITHDRAWALS

A proposer may correct, modify, or withdraw a proposals by written notice received by the City of Salem prior to the time and date set the proposal due date.

Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the RFP.

After the proposal due date, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them.

2.5 UNFORESEEN OFFICE CLOSURES

If, at the time of the scheduled due date, 93 Washington Street, 2nd Floor, Salem, MA 01970, is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the due date will be postponed until 2:00 PM on the next normal business day. Proposals will be accepted until that date and time

PART 3. SCOPE OF SERVICES

The North Shore WIB is seeking bids from local educational providers, community-based organizations, and others to develop and provide occupational skills training under the Workforce Innovation and Opportunity Act FY 2016 funding to eligible individuals as determined by the North Shore Career Centers. Programs should include the following:

1. Occupational Skills training should provide unemployed and low skilled adults 18 and over (who are WIOA Eligible) with skills leading to employment within the local labor market in career paths of critical and emerging industries in the region¹.
2. These industries include construction, health care, financial services, Life Sciences, or the Information Technology sectors.
3. Other priority concerns include programs that can be sustained beyond the terms of the WIOA on a tuition basis, particularly on programs that are eligible for federal financial aid and/or eligible for inclusion on the WIB Approved Vendor list.
4. Also, the WIB will provide extra consideration to programs that include at least one course that provides college credit toward a certificate, associates, bachelors, or masters degree. In addition, the incorporation of employment readiness activities will be looked upon favorably.
5. The WIB is interested in moving students into training as soon as possible, but no later than February 2016. Training must be completed by May 30, 2016.
6. In addition to skills training, providers can include Adult Basic Education and English for Speakers of Other Languages as part of the program, either directly or indirectly through partner organizations.
7. Heavy emphasis placed on participants having positive employment outcomes, industry recognized credential, and ultimately the development of career pathways for long-term learning and success.

¹ As documented in the North Shore WIB 2015 Labor Market Blueprint. http://northshorewib.com/wp-content/uploads/2014/12/NSWIB_Blueprint_2015.pdf

PART 4. EVALUATION AND SELECTION

4.1 COMPARATIVE CRITERIA

1. *For previously funded programs:* Previous experience in providing classroom training programs:

Highly Advantageous:	Vendor has shown outstanding ability to deliver quality services and meet administrative requirements in operating classroom training programs.
Advantageous:	Vendor has, at an acceptable level, delivered quality services and met administrative requirements in operating classroom training programs.
Not Advantageous:	Vendor had some difficulty in delivering quality services and/or meeting administrative requirements in operating classroom training programs.
Unacceptable	Vendor has consistently had difficulty in delivering quality services and meeting administrative requirements, and has not shown interest or ability to address problems in these areas, in operating classroom training programs.

2. The narrative submitted describing the applicant, its organizational structure and its proposed approach to the work for the classroom training:

Highly Advantageous:	The narrative demonstrates the applicant fully understands the requirements of the proposed project, and their proposed approach would offer a very effective method of providing the services as requested in the RFP.
Advantageous:	The narrative demonstrates the applicant understands the requirements of the proposed project and the proposed approach should offer an adequate response to the requirements in the RFP.
Not Advantageous:	The narrative appears to show the applicant's proposed approach may not in all aspects meet the requirements in the RFP, and would need modification(s) to meet the requirements of the RFP.
Unacceptable:	A review of the narrative finds that the applicant would not be able to accomplish all the requirements of the RFP.

3. The description of the industry where the occupations exist and the current need for this skill will be evaluated as follows:

Highly Advantageous:	The narrative demonstrates the applicant fully understands where the occupations exist and the current need for this skill.
Advantageous:	The narrative demonstrates the applicant has a reasonable understanding of where the occupations exist and the current need for this skill.
Not Advantageous:	The narrative appears to show the applicant may not in all aspects

	understand where the occupations exist and the current need for this skill.
Unacceptable	The applicant has not shown where the occupations exist and the current need for this skill.

4. The vendors understanding of the target population will be evaluated as follows:

Highly Advantageous:	The narrative demonstrates the applicant fully understands the target population
Advantageous:	The narrative demonstrates the applicant has a reasonable understanding of the target population
Not Advantageous:	The narrative appears to show the applicant may not in all aspects have an understanding of the target population.
Unacceptable	The narrative does not discuss the target population.

4.3 RULE FOR AWARD

Any contract that may result from this procurement shall be awarded to the responsible and responsive proposer offering the most advantageous proposal, taking into consideration all evaluation criteria described herein, as well as price.

4.4 SELECTION PROCESS

Each proposal shall be evaluated by a committee appointed by the City's Chief Procurement Officer. The documented results and rankings based on the Evaluation Criteria shall then be submitted to the City's Chief Procurement Officer who will make the award.

The North Shore Workforce Investment Board has been appointed to evaluate the relative merits of the submitted proposals

PART 5. TERMS AND CONDITIONS

5.1 TERM OF CONTRACT

The anticipated performance period shall be January 1, 2016 through June 30, 2016.

5.2 ASSIGNMENT AND SUBCONTRACTING

The selected contractor(s) shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

5.3 INSURANCE REQUIREMENTS

General- The Vendor shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the Vendor agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the Vendor to any such kinds and amounts of insurance coverage. All policies issued shall indemnify and save harmless the City of Salem, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

Vendor's Comprehensive General Public Liability and Property Damage Liability Insurance - The Vendor shall carry Comprehensive General Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Vendor's Comprehensive Property Damage Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit per accident, a total (or aggregate) limit or not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

Comprehensive Automotive and Property Damage Insurance - The Vendor shall carry Automobile Insurance covering all owned vehicles, hired vehicles or non-owned vehicles under the control of the Vendor while performing work under the Contract in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries to or death of two or more persons in any one accident; and Property Damage coverage in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages to or destruction of property.

The Vendor must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other City and State Laws and Regulations.

No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the City of Salem at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Vendor.

All insurance coverage shall be at the sole expense of the Vendor and shall be placed with such company as may be acceptable to the City of Salem and shall constitute a material part of the contract documents.

Failure to provide written proof to City and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

5.4 INDEMNIFICATION

Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees.

5.5 FEDERAL AND STATE LAW

The selected contractor shall comply with all applicable Federal, State and Local laws and ordinances.