

**IOWA JOB-DRIVEN NATIONAL EMERGENCY GRANT
REQUEST FOR TRAINING FUND PROPOSAL**

REGISTERED APPRENTICESHIP TRAINING AND JOB PLACEMENT SERVICES

State seeks to fund: Registered Apprenticeship Training for Construction Occupations

Number of Months of Contract: 24 months; from January 1st, 2015 to June 30th, 2016

State Issuing Officers:

Kerry Koonce, CPM,
Division Administrator,
Communications & Labor Market Info.
Iowa Workforce Development
1000 East Grand Avenue
Des Moines, Iowa
50319-0209
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Deadline for Proposals: December 15th, 2014 at 5:00 PM

Anticipated Date of Contract Award: December 22nd, 2014

Relevant Website: www.iowaworkforce.org

Number of Required Copies of Proposal: 1 original paper document plus 2 copies.

INTRODUCTION

The purpose of this Request for Proposal (RFP) for Registered Apprenticeship Training Services is to solicit bids from Iowa trainers and employers to provide Registered Apprenticeship Training for the following construction occupations (note some occupations may have alternate Registered Apprenticeship titles):

Plumbers	Insulators/Insulation Workers	Painters
Pipefitters	Millwrights	Bricklayers/Brick Masons
Electricians	Line Workers	Electronic Systems Technicians
Welders	Power Line Distribution Erectors	Instrumentation Mechanics
Sheet Metal Workers	Glaziers	Insulation Workers
Construction Craft Laborers	Roofers	Building Maintenance Repairers
Ironworkers	Floor Layers	Commercial Interior Specialists
Structural Steel Workers	Pipe/Sprinkler Fitters (Fire Safety)	Data Communications Installers
Steel Workers (Engineered Systems)	HVAC Installers and Servicers	Metal Building Assemblers
Carpenters	HVAC Technicians	Plasterers
Cement Masons, All Types	Instrumentation/Control Mechanics	Protective Signal Installers
Operating Engineers, All Types	Drywallers/Drywall Applicators	

Per a January 30, 2014 Presidential Memorandum on Job-Driven Training for Workers, and the USDOL Employment and Training Administration Training and Employment Notice (TEN) No. 29-13, http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4915, a grant competition made \$150 million available for Job-Driven (JD) National Emergency Grants (NEGs). Successful grant recipients are to use the funding to implement new, or expanded, local and regional job-driven partnerships that will serve dislocated workers and other populations. Employment-related outcomes are the focus of the new Job-Driven (JD) Training initiatives, and Registered Apprenticeship was a strongly encouraged training and job placement model.

Iowa Workforce Development was awarded a grant from these funds based on a proposal that centers on construction-related Registered Apprenticeship training and job placement for 1500 Iowans. The Agency is offering this RFP to fulfill its obligation to train and place fifteen hundred (or more) Iowans in critically-needed high-growth construction occupations.

The following pages are the terms, conditions and technical requirements under which the Agency is offering this solicitation for contracted training services.

ADMINISTRATIVE INFORMATION

The Issuing Officers identified in the RFP cover sheet are the sole points of contact regarding Proposal submissions from the date of issuance through the award process.

The Agency reserves the right to amend this RFP at any time using an addendum. The Contractor shall acknowledge receipt of all addenda in its Proposal. If the Agency issues an addendum after the due date for receipt of Proposals, the Agency may, in its sole discretion, allow Contractors to amend their Proposals in response to the addendum.

The dates on the cover sheet for this RFP are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Contractor submissions, the Agency will issue an addendum to the RFP, which will be posted at www.iowaworkforce.org. It is the Contractor's sole responsibility to check daily for addenda to posted documents.

The Agency must receive the Proposal at the Issuing Officer's address identified on the RFP cover sheet before the "Proposals Due" date. **Any Proposal received after this deadline not will be considered.**

The Agency will begin reviewing Proposals as they are received. The Proposals will remain confidential until the evaluator has reviewed all of the Proposals submitted in response to this RFP.

The Agency reserves the right to reject any or all Proposals at any time prior to the execution of the Contract. The Agency reserves the right to fund all, parts of, or none of the Proposals submitted to this request.

The Agency reserves the right to place a financial cap on any and all awards based on the availability of funds, in conjunction with other factors such as: population focus area representation, geographic balance, and which proposals are most advantageous to the government.

By submitting a Proposal, the Contractor agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided in the request or concerning the Agency's failure, negligent or otherwise, to provide the Contractor with pertinent information in this request.

FORM AND CONTENT OF PROPOSALS

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal. The Proposal shall be sent in a sealed envelope. The sealed envelope shall be labeled with the following information:

**RESPONSE TO REQUEST FOR TRAINING FUND PROPOSAL
REGISTERED APPRENTICESHIP TRAINING AND JOB PLACEMENT SERVICES**

Kerry Koonce, CPM
Division Administrator, Communications & Labor Market Information
Iowa Workforce Development
1000 East Grand Avenue
Des Moines, Iowa
50319-0209

Submitted By:

*Name, Mailing Address, Email Address, Telephone Number
of Respondent's Designated Spokesperson*

The envelope shall contain one original paper document and two paper copies. It must be submitted to Kerry Koonce at the contact information given above. The following documents and responses shall be included in the Proposal in the order given below:

- **Cover Letter**
The shall sign a Cover Letter addressed to Kerry Koonce at the contact information given above. The letter shall include a brief summary (one or two paragraphs) of the Proposal, along with the Designated Spokesperson's mailing address, email address, fax number, and telephone number.
- **Technical Narrative – 5 Page Limit**
The Proposal in response to this RFP must not exceed 5 pages in a PDF or Word document.
- **Budget and Budget Narrative**
The submission should include a Project Budget of not more than one page, and Budget Narrative of not more than 3 pages.

SPECIFICATIONS AND TECHNICAL REQUIREMENTS

By submitting a proposal, the Contractor and its designated Spokesperson confirm an understanding and agreement to comply with following technical requirements:

- The training and curriculum proposed must lead to employment in one or more of the Registered Apprenticeships listed on Page 2 of this RFP.
- Proposals must address the evidence of demand for the training results in Iowa.
- “Eligible workers” as defined in the RFP will be served by the Proposal. Projects should target, ***in order***, the following populations per TEN 29-13 referenced in the Introduction:

- Recently separated Veterans from anywhere in the United States (defined as having served in Active Duty according to their DD214 at any time from September 20th, 2001 to the present)
- Veterans in general (defined as having served in Active Duty status at any time according to their DD214)
- Long-term unemployed job seekers from Iowa, (unemployed for at least 27 weeks on aggregate since the recession of December 2007-June 2009);
- Unemployment Insurance recipients from Iowa that have been profiled as likely to exhaust their benefits;

In addition, the Agency is adding these two targeted populations in subordinate order to the list above:

- Other Iowans who are recipients of public entitlement or public assistance programs;
 - Iowans who fill categories of “Non-Traditional Occupations” in the construction industry, that is any demographic (gender, race, etc.) that comprise less than 25% of the workforce in any of the Registered Apprenticeships listed on Page 2 of this RFP.
- US Department of Labor Registered Apprenticeship Certification and/or Credentials will be required for all training defined in the Contractor’s proposal.
 - Training is only to be performed in Iowa, and only by Iowa-based organizations (training provided “by Iowans, for Iowans”).
 - All proposals must show a labor market need for the Registered Apprentices being trained and placed.
 - The Contractor is certified or will be able to be certified to receive federal funds; can provide accurate and timely metrics in accordance with IWD’s reporting requirements; can verify eligibility of workers; and can provide all USDOL required participant data.

Technical Narrative

Respond to each section by number. Responses should be fully informative yet concise to remain within the 5-page limit.

1. Title and Summary (maximum of ½ page suggested)

Provide a title and summary of the proposed Registered Apprenticeship training and job placement project. Providers should demonstrate, if possible, the integration of the National Career Readiness Certificate in their training and job placement plan.

2. Job Creation and Retention (maximum of ½ page suggested)

Describe how this project will support high-priority local and regional Registered Apprentices in the construction industry as well as support overall economic development, i.e.: why is the project needed and how will training needs be determined and prioritized?

3. Public and Private Partners (maximum of ½ page suggested)

Describe, in detail, how providers will be working directly with local, regional, and State-wide construction companies. Direct collaboration must be accurately cited.

4. Experience and Qualifications of the Trainer (maximum of ½ page suggested)

Provide a summary of the experience and qualifications of the training provider the key staff and their professional capability for taking on this responsibility.

5. Public and Private Resources (maximum of ½ page suggested)

What public and private resources will be utilized, leveraged or matched in this project (federal funds cannot be used as matching funds)? Identify any co-enrollment opportunities with other publically funded programs, any “braided” funding, and estimate the costs for any in-kind match to this project.

6. Participant Outcomes (maximum of 1 or 2 pages suggested)

Describe anticipated outcomes, preferably in table format:

- Number anticipated to be served, noting a Veterans priority of service
- Expected participant outcomes, including those not completing training
- Registered Apprenticeship placement and retention
- Earnings, including the trainee’s income during training period
- Demographics of the trainees, especially those that will fill “Non-Traditional Occupations”

Note: For the purposes of this JD NEG, a Registered Apprenticeship program will count as both worker training and job placement.

7. Timeline and Sustainability (maximum of ½ page suggested)

Will the project be ready to be launched within 30 to 60 days of approval, and how will this project be sustained after this grant funding has ended?