

FUNDING OPPORTUNITY ANNOUNCEMENT

for
Sector Partnership Training



ISSUE DATE: April 28, 2021

RESPONSES DUE: June 4, 2021

AWARD NOTIFICATION: June 18, 2021

EQUAL OPPORTUNITY EMPLOYER/PROGRAM
FUNDED BY WORKFORCE DEVELOPMENT AGENCY, STATE OF MICHIGAN AUXILIARY AIDS AND SERVICES AVAILABLE UPON REQUEST
TO INDIVIDUALS WITH DISABILITIES (TTY NUMBER: 711)

City of Detroit

Michael E. Duggan, Mayor

Mayor's Workforce Development Board

Cynthia J. Pasky, Co-Chairperson

David E. Meador, Co-Chairperson

Nicole A. Sherard-Freeman, Executive Director

Detroit Employment Solutions Corporation

Calvin C. Sharp, Chairperson

Terri Weems, President





Funding Opportunity Announcement for Sector Partnership Training

APPLICATION INFORMATION	
Issue Date:	April 28, 2021
Questions Deadline:	<p>May 10, 2021 at 5:00 PM (EST)</p> <p>All questions must be submitted in writing via email to FOAprocurement@detempsol.org</p> <p>To be properly received, <u>Email Subject Line must include:</u> DESC Sector Partnership Training FOA Questions</p> <p>DESC will provide a response to all companies/individuals that requested an FOA via email upon completion of responses.</p>
Response to Questions Posted:	<p>May 13, 2021 at 5:00 PM (EST)</p> <p>Responses to questions will be available at this link: https://www.descmiworks.com/opportunities/rfps-and-rfq/</p>
Bidders Conference	<p>May 7, 2021 at 10:00 AM (EST)</p> <p>https://us02web.zoom.us/j/85604345709?pwd=Y2NhVWZHZkZjZzGpuRDlxL3RkZG1JZz09</p> <p>Meeting ID: 856 0434 5709 Passcode: 377124</p> <p>One tap mobile +13017158592,,85604345709#,,,,*377124# US (Washington DC) +13126266799,,85604345709#,,,,*377124# US (Chicago) *DESC strongly encourages applicants to attend the bidders' conference.</p>
Responses Due:	<p>June 4, 2021 at 5:00 PM (EST)</p> <p>Response must be received electronically by email to: FOAprocurement@detempsol.org</p> <ul style="list-style-type: none"> • Files submitted via email must not exceed 25 MP • Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated • To be properly received, <u>Email Subject line must include:</u> Response to DESC Sector Partnership Training FOA • Proposal email submissions that include DESC staff will not be accepted • Confirmation of proposals will be provided within 24 hours of receipt <p>Please note: <i>Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages. Proposal email submissions that included DESC staff will not be accepted. Confirmations of proposals received will be provided within 24 hours of receipt.</i></p>



Funding Opportunity Announcement for Sector Partnership Training

APPLICATION INFORMATION CONTINUED	
	DESC WILL NOT ACCEPT PAPER/HARD COPY OR LATE PROPOSALS.
Oral Presentations	<p>Please HOLD: June 9 & 10, 2021 9 AM - 12 PM EST</p> <p><i>*Oral Presentations are only required for customized training and incumbent worker training applications.</i></p> <p>DESC will invite customized training and incumbent worker applicants that meet the criteria outlined within this Funding Opportunity Announcement (FOA) to participate in an interview(s) with the review committee if they are seeking an award. Lead employer(s) must participate in an interview if applicant seeks customized training and incumbent worker contract.</p>
Award Notice:	The award notification is planned to be provided by June 18, 2021
Contract Start Date:	The contract period is scheduled to begin July 1, 2021



Funding Opportunity Announcement for Sector Partnership Training

Table of Contents

I. INTRODUCTION5

II. CONFIDENTIALITY.....6

III. DESIRED OUTCOMES and REQUIREMENTS.....6

IV. APPLICATION REQUIREMENTS.....14

V. FOA PROCESS AND PROCEDURES.....15



Funding Opportunity Announcement for Sector Partnership Training

I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Development, Workforce Development (LEO/WD) for the planning and oversight of talent development programs in the City of Detroit. Designated by the MWDB, Detroit Employment Solutions Corporation (DESC) serves as the fiscal and administrative entity and Michigan Works! Agency that provides workforce services to job seekers and employers, using a range of federal, state, local and private funds. DESC oversees nine (9) Detroit Michigan Works! One-Stop Service Centers and contracts with qualified entities to provide workforce development services to job seekers and employers. Locally, the Michigan Works! One-Stop Service Centers are branded as Detroit at Work Career Centers. DESC is also a proud member of the American Job Center network.

Detroit's Re-designed Workforce Development System

In July 2019, the MWDB and DESC, known collectively as Detroit at Work, launched a re-designed public workforce system. This included expanding from 3 to 9 Career Centers; doubling the number of youth service locations; physical co-location of federally funded programs with a common intake process; a centralized call center that serves as a single point of entry to our system; expansion of technology-enabled and web-based services; and integration of on-site financial coaching services. In addition, one of the most critical components of the new system has been reorienting program delivery through a Human-Centered design lens that puts the customers' needs at the center of service delivery.

Building on the transformative impact of the new system, Detroit at Work launched the People Plan in December of 2020 to raise philanthropic and private funds to support and expand its impact. The People Plan is a focused, scalable strategy by Detroit at Work to ensure all Detroiters – especially Black and Brown Detroiters – have a pathway to the middle class. It builds on Detroit's economic momentum so that Detroit residents can participate in Detroit's future. The People Plan will expand or launch signature initiatives that build skills and provide comprehensive supports using evidence-based methods. The Career Centers and youth service locations serve as the foundation for all initiatives.

To support the successful implementation of the People Plan, **DESC seeks proposals from qualified applicants to provide Sector Partnership Training for DESC and the MWDB, known collectively as Detroit at Work.**

We seek programs that result in 80% of graduates obtaining training-related employment in a targeted occupation (see **Attachment A** for a list of Targeted Occupations) that pays \$15/hour or more. DESC will use this Funding Opportunity Announcement (FOA) to select providers for DESC's supplemented Eligible Training Provider List (ETPL); placement on this list qualifies providers to enter into Master Training Agreements (MTAs) to train jobseekers with Individual Training Accounts approved by DESC. DESC may also award funds via direct contracts for special projects as described below.



Funding Opportunity Announcement for Sector Partnership Training

DESC plans to award **multiple MTAs and/or contracts** for requested services as detailed in this FOA. DESC reserves the right to select multiple proposals to achieve its objectives if outcomes are likely to be enhanced for job seekers.

II. CONFIDENTIALITY

DESC will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by your FOA (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

III. DESIRED OUTCOMES and REQUIREMENTS

A. Detroit at Work Training Programs

DESC is seeking training providers that can help us transform the way we provide and facilitate occupational skills training in the City of Detroit, while supporting and driving the economic growth of key industries. We seek applicants that can help us: 1) build the technical skills of at least 600 residents per year, equipping them with credentials, skills and experience needed to obtain jobs and advance in careers, and 2) increase residential employment, improve economic mobility, and reduce the poverty rate.

In Spring 2021, DESC released a Request for Proposals (RFP) for Contextualized Integrated Education and Training programs that provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of both educational and career advancement. Contextualized IET programs provide new training opportunities to jobseekers who do not possess the academic skills required to obtain their desired job or to enroll into the post-secondary training required for their desired job. We seek to build the technical and academic skills of at least 500 additional residents per year through that model.

The intent of this FOA is to identify and support sector partnership led occupational skills training programs that lead to industry-recognized credentials. Graduates must be able to obtain jobs that pay **at least** \$15/hour after completing the program; ideally, they will earn wages that place them in the middle-class or on a clear pathway to this goal. Programs selected through this FOA will focus on building technical and occupational skills and should assume that students have the baseline academic skills needed to succeed in the program.

While applicants may submit proposals in response to both this FOA and the RFP, the proposed programs may not be wholly identical. If an applicant intends to submit similar programs to the RFP and FOA, they must demonstrate how the programs are unique and how both meet a specific and distinct need among Detroit workers and businesses. This should be evident in the description of the target population, the curriculum and program design and possibly other elements.

B. Summary of Sector Partnership Training

Detroit at Work's Sector Partnership Training model includes post-secondary training that leads to



Funding Opportunity Announcement for Sector Partnership Training

an industry-recognized credential or degree. Program types include apprenticeships, community college credit-bearing programs, classroom based occupational training, customized occupational training, hybrid classroom and work-based occupational training and incumbent worker training.

Successful sector partnerships training strategies have the following characteristics:

- Employers and data drive the occupations to be targeted, the volume of training by occupation and sector, and the credentials and content of training;
- Create a system to align the hiring needs of employers with trained job seekers;
- Multiple or strategic employers lead and contribute to training efforts. DESC defines a “strategic employer” as one that is large and/or likely to significantly drive economic growth within the City of Detroit;
- Career advancement opportunities are identified and supported as part of the model. Some programs support career advancement of employees while backfilling entry-level opportunities with new workers;
- Better align state and local programs and resources serving employers and workers; and
- Address issues at multiple firms in ways that individual firms, which independently could not solve the issues, can benefit.

Detroit at Work launched Get Paid to Learn a Trade in late 2020 through the People Plan. This initiative provides stipends for trainees in select sector partnership and other training programs that lead to a job that pays \$15 or more per hour. We plan to identify additional programs for this initiative by evaluating outcomes of existing preferred training providers and/or through this FOA.

C. Funding Availability & Mechanisms

Through this FOA, DESC plans to invest **approximately \$3.7M** in multiple sector partnership training programs in **FY 2022 (July 1, 2021 – June 30, 2022)**. DESC will utilize a range of funding sources to support training programs including federal and state allocated funds, as well as local public and private funds. The MWDB and DESC will determine the distribution of funds across the target industries. The final distribution of training activity across industries will depend on industry-specific funding source restrictions, the quality of submitted applications, and employer and labor market data. DESC manages some funds that have more restrictive eligibility requirements (e.g., you must be on TANF cash assistance to be in the PATH program).

DESC will work with its contracted career services providers to braid and blend the various funding streams to achieve the best outcomes while complying with eligibility requirements. While DESC does not expect selected training providers to screen for or document eligibility, providers should be aware that for some populations and programs, demand may exceed available resources.

In FY 22, DESC will fund sector partnership training in two primary ways:

- **Supplemented ETPL** where customers that meet eligibility requirements select the program of their choice after researching several options. DESC will enter into Master Training Agreements with training providers it selects for its supplemented ETPL through this FOA. Customers will then choose from training programs listed on the Detroit supplemented ETPL. The ultimate number of trainees referred by the Career Centers to each provider will be dependent on customer interest and choice, as well as their eligibility for various funding sources.



Funding Opportunity Announcement for Sector Partnership Training

- Please note that USDOL Registered Apprenticeships are automatically eligible for Individual Training Accounts; interested providers do not need to submit an application and may instead contact jescarr@detempsol.org to be included. DESC will apply its training policy funding cap to apprenticeships.
- Starting Summer 2021, some Higher Education Act (HEA) Title IV organizations currently eligible to receive Federal Student Aid for the proposed program(s) may also be added to the supplemented ETPL through a screening process conducted by DESC, if they are providing training in a targeted occupation. As this policy is still under development, we recommend that all interested training providers respond to this FOA by the deadline.
- **Special Projects** that require a direct contract in order to facilitate training entire cohorts of trainees. This may include employer-driven customized training programs, incumbent worker training programs, or other training programs that need to be delivered for cohorts at a location and via a schedule designated by DESC. This type of training is permissible under WIOA as long as DESC continues to maximize customer choice.¹
 - Customized and incumbent worker training programs must be led by an employer that has expressed a specific training need and commits to fully employ, retain and/or advance participants that have successfully completed the program. DESC will enter into a contract with the employer and identified training provider (if applicable) to provide an employer-led training to eligible participants resulting in unsubsidized employment after participation. The ultimate number of participants will be dependent on customer interest and choice, as well as their eligibility for various funding sources.

D. Required & Desired Program Elements

Required Program Elements

At a minimum, training providers selected by DESC for the supplemented ETPL, or special projects must meet the following required elements:

1. Provide occupational skills training that leads to employment in one or more of the targeted occupations (see **Attachment A**). Supplemented ETPL training programs must result in an industry-recognized credential. Both supplemented ETPL and special project programs must equip participants with the skills necessary to secure middle skilled employment that is part of a career pathway. Acceptable industry-recognized credentials have been defined by WIOA.
2. At least 80% of graduates must obtain training-related jobs that result in wages of at least \$15 per hour.
3. Proposed training program must be registered on the Michigan's Eligible Training Provider List known as the Michigan Training Connect.
4. As part of the application process, demonstrate evidence of the following:

¹ WIOA, per 20 CFR 680.320 – exceptions to ITAs for expenditure of WIOA funds



Funding Opportunity Announcement for Sector Partnership Training

- Training provider coordinates with multiple employers within a sector to collectively identify and/or refine training that is aligned with Detroit at Work’s identified in-demand industries and occupations.
- Training provider benefits from current or previous contribution of employer resources (cash or in-kind) to the development and delivery of the program. This may include direct investment in cost of training, participation in career exploration activities, screening of potential trainees, participation in job search and job readiness activities, assistance with curriculum development, and other activities.
- If the applicant is proposing a customized or incumbent worker training program, they must provide evidence that the employer is covering 50% of the total program cost (cash or in-kind) and will sign a contract with DESC that commits the employer to hiring, retaining, or advancing graduates.

Desired Program Elements

DESC is especially interested in sector training partnerships that have the following characteristics:

1. Training provider and employer partners have a strategy for promoting career advancement and promotion of incumbent workers while building a pipeline of new workers to backfill entry-level jobs;
2. Willingness to collaborate fully with the Detroit at Work Employer Engagement team that is responsible for overseeing and facilitating key sector partnerships. Detroit at Work may wish to engage directly with the employer partners of the selected training providers to seek feedback on hiring needs and challenges, the selection and quality of training in the region, and other issues. The purpose of this engagement is for Detroit at Work to identify employer engagement strategies and support overall efforts to connect Detroiters to jobs.
3. Training program includes career readiness training that builds “workplace navigation skills” and/or “executive function skills.” See **Attachment B – Career Readiness Outline**, which defines these skills in detail.² If the applicant does not have the expertise, capacity, or desire to provide career readiness training, the applicant should help facilitate the jobseeker building these skills through the Detroit at Work Career Center system. Detroit at Work provides virtual and (when allowable) in-person workplace navigation skills workshops. We plan to further develop services that build executive function skills.

Table 1. Types of Special Projects

Service	Definition
Customized Training	Customized Training is industry and occupation specific skills training delivered through a curriculum designed collaboratively by a training provider, an identified employer(s) and other partners. Customized Training is intended to provide job seekers with specific skill sets identified as necessary for an industry, occupation, or particular position within a company. The employer must pay for a significant share of the cost of the training, currently defined by the MWDB as 50 percent. All Customized Training agreements must be approved by DESC prior to implementation. See Section 5.2, Michigan Workforce

² The attached outline is modeled after a Chicago Jobs Council report released March 2021, *Career Readiness Framework*.



Funding Opportunity Announcement for Sector Partnership Training

Service	Definition
	Development Agency WIOA Manual for a full definition of customized training programs.
Incumbent Worker Training (IWT)	Incumbent worker training is a provides employees of a company the ability to obtain skills to retain employment and advance within a company or to acquire the skills to avoid a layoff. IWTs allow a company to move participants with newly acquired skills into higher skilled and higher paid jobs within the company, allowing the company to hire a jobseeker to backfill the incumbent work’s position. See Section 5.2, Michigan Workforce Development Agency WIOA Manual for a full definition of incumbent worker training programs.
Other Special Projects	Detroit at Work develops and launches special initiatives on a regular basis, such as adult training at Detroit Public Schools Community District Career and Technical Education Center. We anticipate needing training providers for the same and additional special projects in FY 2022. Please indicate if you are interested in providing the proposed program via a different schedule and different location selected by DESC. If selected, DESC and applicant will negotiate a program budget that reflects the new location and schedule. <i>NOTE: the responses to these questions will <u>not</u> impact scoring of the proposal.</i>

Other Requirements

Selected applicants must also adhere to the requirements and expectations outlined in the attached document and summarized below.

- Comply with all applicable Federal, State and Local Laws
- Agree to DESC’s Indemnification, Liability and Insurance requirements
- Follow DESC’s Reports, Records, and Documentation Retention Guidelines
- Participate fully with DESC’s Monitoring and Audit activities
- Follow the federal requirement to first apply Pell Grants, Grants, and Student Loans to training costs
- Agree to DESC’s Invoice, Reimbursement and Payment schedule
- Agree to DESC’s guidelines for marketing, branding and recruitment

E. Detroit at Work Career Center System Coordination

Detroit at Work supplemented ETPL trainers and work-based learning programs will provide one or more types of training opportunities to Detroiters that results in training-related employment that pays at least \$15/hour. Training must be evidence-based and driven by the needs of multiple employers within the targeted sectors. Detroit at Work contractors will provide participants with classroom-based training that leads to an industry-recognized credential and/or work-based



Funding Opportunity Announcement for Sector Partnership Training

learning that builds participants skills and/or result in industry-recognized-credentials.

Detroit at Work will be responsible for advertising training initiatives through a variety of methods, driving job seekers to the Detroit at Work website and Career Centers. The Detroit at Work Career Centers will be responsible for the promotion of training and employment opportunities to job seekers, as well as conducting orientation, assessment, and intake activities. The Centers will provide all job seekers with basic career services (workshops, resource room, referrals to community and training resources, hiring events and other employment opportunities, etc.), and eligible job seekers with individualized services (in-depth assessment and planning, career coaching and navigation, barrier resolution, financial assistance with occupational training, access to foundational skills or High School Equivalency training, connections to employers, etc.).

Detroit at Work is interested in participating in some of the key sector partnerships formed by the other training contractors, in order to support their efforts and fill in any gaps faced by employers and job seekers. For example, we can leverage resources to identify, screen and refer candidates for jobs with partner employers that are not addressed by the training effort. We can also provide job placement assistance to participants that do not successfully complete the training program or are unable to find employment through the employers organized through the partnership.

All selected training providers and Career Centers will be connected via DESC's Workforce Information Management and Data Exchange System. DESC's supplemented ETPL trainers and other training contractors will use the system to report training program outcomes. DESC will cover the costs of this system.

It is critical that the Detroit at Work system provide consistent and seamless services to employers, which requires exceptional coordination. DESC may require contractors delivering special projects to document DESC-funded employer engagement activities in DESC's data system.

F. Organizational Qualifications

Eligible applicants include:

- Institutions of higher education that provide a program which leads to a recognized postsecondary credential;
- Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 et seq.); or
- Other public or private providers of training services, which may include:
 - Community-based organizations,
 - Joint labor-management organizations; and
 - Eligible providers of adult education and literacy activities under title II of WIOA if such activities are provided in combination with training services described at 20 CFR § 680.350, non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations.

To be considered for the supplemented ETPL through this FOA, **qualified** applicants must have their program listed on Michigan's Eligible Training Provider List (Michigan Training Connect- MiTC)

AND:



Funding Opportunity Announcement for Sector Partnership Training

1. Be a current DESC training provider with the proposed program(s) in good standing.
 - a. **NOTE: training providers that have already been selected by DESC through the FOAs previously released in January, June, and October of 2019 do not need to submit a new application unless they are proposing a new or significantly modified program.** DESC will automatically include all programs previously selected through the FOA on its revised supplemented ETPL if the program meets the below criteria:
 - i. Meet performance requirements, which include:
 1. Training-related placement rate
 2. Industry-recognized credential attainment rate
 3. Curriculum quality
 4. Customer satisfaction
 - ii. Align with target in-demand industries, and occupations (**Attachment A**); and
 - iii. Graduates achieve an average wage rate of \$15/hour or higher.
 - b. If you are a current training provider that wants to propose a program that has not be active with Detroit at Work during the last two years, please provide past performance data and other evidence of the likelihood of success.

OR

2. Be a prospective DESC training provider, or a current DESC training provider that:
 - a. Aligns with target in-demand industries and occupations (**Attachment A**)
 - b. Has been in operation for at least one (1) year (this refers to the proposed program); and
 - c. Demonstrate evidence of likelihood of success through one of the following:
 - i. Higher Education Act (HEA) Title IV organization currently eligible to receive Federal Student Aid for the proposed program(s) – program must also be in good standing with DESC if currently or recently funded; OR
 - ii. Submitted past performance data if a prospective training program.

Note: If the proposed program and/or training provider has not been in operation for a minimum of one (1) year, applicants must submit a separate narrative (up to 3 pages) providing evidenced based data and research to describe why the proposed program will be successful. Please note that lack of at least one year of positive past performance will impact scoring.

Under WIOA, employers are permitted to directly provide training or select a training provider of their choice. To be considered for a customized or incumbent worker training program through this FOA, the selected training provider must meet the criteria listed above.

After a successfully completed initial term, DESC may renew contracts for up to two (2), up to one (1) year periods.

Small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are particularly encouraged to apply.



Funding Opportunity Announcement for Sector Partnership Training

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following credentials:

- Maintain all required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the FOA;
- Have a Certificate of Incorporation; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.

Applicants must also demonstrate financial solvency, which will be evaluated and determined by DESC in its review of submitted financial statements and tax returns.

As a condition to the award of this contract, the applicant must assure that it has the ability to comply with all applicable laws and regulations, as well as the nondiscrimination and equal opportunity provisions of 29 C.F.R. § 38.25 and will remain in compliance for the duration of the award.

G. Funding Term & Potential Extension

Training providers receiving funds through the supplemented ETPL or contracts for special projects will be reimbursed through a fee-based payment structure. DESC will pay selected training providers and employers a mutually agreed to per trainee fee that is divided equally across two milestones (successful start and completion of the training.) DESC will not provide reimbursement for any activities outside of the agreed to fee-based payments for training. See Section III.D. for more guidance on budget submission.

Information related to Master Training Agreements:

DESC will require all providers to enter into a Master Training Agreement that is up to 12 months in length and will expire on June 30, 2022. Each year, DESC will conduct a review of the credential-based programs on the state's ETPL and ensure the program has met local performance standards before entering into a new MTA. DESC will also enter into a contract with employers and or training providers for special projects. For agreements, DESC will determine award amounts solely at its own discretion after review and evaluation of the proposals.

Applicants acknowledge that submission of an application is not a guarantee of funding or placement on DESC's supplemented Eligible Training Provider List (ETPL), and that DESC may select multiple applicants, or none at all, to enter into a contract awarded pursuant to this FOA. Applicants acknowledge and understand that if multiple applicants are selected, contract award amounts may differ between applicants/contractors, and that the determination is made at DESC's sole discretion.

The contract period will be up to twelve (12) months in length depending on the decision period. Based on performance, contingent upon the availability of funds, and at DESC's sole discretion, contracts may be extended for up to two additional periods of (up to) one year each. Any such extensions will be subject to approval by DESC's Board and/or its President, in accordance with



Funding Opportunity Announcement for Sector Partnership Training

DESC's then applicable policies and procedures.

In the event that additional funds become available, DESC reserves the right to use such funds to select additional providers from proposal applications submitted in response to this FOA. If no funds or insufficient funds are appropriated to DESC, or if funding is otherwise unavailable during the period of payment due under the contract, then DESC, upon written notice to the contractor shall have the right to amend or terminate the contract without any penalty or expense to DESC.

IV. APPLICATION REQUIREMENTS

If the applicant is proposing more than one type of training program that prepares graduates for jobs within the same industry or occupational group, one application may be submitted. If an applicant is proposing training programs that cross multiple industries and involve more than one sector partnership, a separate application must be completed for each partnership.

A. Coversheet

Coversheet is required to be completed by all applicants.

B. Form 1: Program and Applicant Description

Form 1 has three parts: Part A is the overview; Part B covers the employer involvement and partnership, and Part C is the program description.

- All applicants must complete Form 1 – Part A.
- All applicants must complete Form 1 – Part B.
- All applicants must complete Form 1 – Part C for each proposed program.
- All applicants must also attach signed letters of commitment from employers as described in Form 1.
- All applicants must also attach a copy of each proposed program's curriculum and/or syllabus

C. Form 2: Past Performance

DESC requires that applicants that fall into one of the following categories must complete Form 2 – Past Performance:

- Proposed program was funded by DESC but trained less than 10 customers since within the last two years;
- Proposed program was never part of a Master Training Agreement or training contract with DESC;
- Proposed program has not been part of a Master Training Agreement or training contract with DESC for proposed program within the last two years;
- Proposed program was funded by DESC but had a completion and/or training placement rate below 70%.

Note: For programs in operation for less than (1) year, a separate narrative (up to 3 pages) providing evidence-based data and research to describe why the proposed program will be successful.



Funding Opportunity Announcement for Sector Partnership Training

This requirement does not apply to Higher Education Act (HEA) Title IV organizations currently eligible to receive Federal Student Aid for the proposed program(s).

D. Price Proposal

DESC will consider cost effectiveness and projected outcomes in scoring applications. DESC will not provide reimbursement for any activities outside of the agreed to fee-based payments for training benchmarks. Applicants must:

- Identify the cost per trainee in Form 1 for each program
- Provide a line-item budget for each proposed training program that supports the proposed cost per participant, using the provided template. DESC will review both the cost per trainee and line-item budget in order to evaluate proposed cost per trainee. Selected applicants will not be reimbursed based on costs but instead on the agreed to per person fee.

V. FOA PROCESS AND PROCEDURES

A. Questions and Question Deadline

Should an applicant have any questions about this FOA or be in doubt as to the true meaning of any portion of this FOA or find any patent ambiguity, inconsistency, or omission herein, the prospective contractor must make a written request for an official interpretation or correction.

Prospective contractors are advised that no oral interpretation, information, or instructions provided by an officer or employee of DESC shall be binding upon DESC. **DESC will only honor answers to questions submitted in writing.**

Questions regarding the FOA may be submitted by May 10, 2021 at 5:00 PM (EST) via email to FOAprocurement@detempsol.org.

To be properly received, Email subject line must include: **DESC Sector Partnership Training FOA Question**. No telephone calls will be accepted.

Responses to questions will be available at the link by May 13, 2021 at 5:00 PM (EST):
<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

DESC does not guarantee a response to questions received after the question deadline.

NO TELEPHONE CALLS WILL BE ACCEPTED.

B. Preparation of Proposals

The proposal must be submitted via the attached Forms, with all required attachments as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective contractor, including street address if different from mailing address, and must be signed



Funding Opportunity Announcement for Sector Partnership Training

and dated by the person or persons authorized to bind the prospective contractor.

All information outside of the required attachments must be submitted in Form 1 and Form 2. These forms have built in character limits for each question. All other attachments will be disregarded. Proposals must be submitted electronically. All proposals must use a 11-point or larger font. **DESC reserves the right to reject proposals that do not meet these requirements.**

Applicants must provide written notice attached to proposal of intent to take exception to any requirements of the FOA. Such exceptions may reflect negatively on the evaluation of the proposal.

C. Changes in Proposal Requirements

DESC may make changes to the requirements of this FOA as it deems necessary. Such changes, if made, will be in writing, issued by DESC and will be sent to each contractor who has formally identified themselves as a potential responder. If changes are made, DESC may, at its discretion, extend the time allowed for submission of proposals.

D. Submittal Information and Instructions

Prospective applicants shall submit their proposals in the following order, including all applicable attachments:

a. Cover Sheet

This document must be signed and submitted as a separate attachment with FOA proposal response. Available for download from DESC's website:

<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

b. Representations and Certifications

Representations and Certifications - available for download from DESC's website: <https://www.descmiworks.com/wp-content/uploads/DESC-Representations-and-Certifications-for-RFP-Offerors-042420.pdf>. Provide as applicable below. This document must be submitted as a separate attachment with FOA proposal response.

- If registered with www.SAM.gov, provide Representations and Certifications Report; otherwise;
- If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this FOA
-

c. Form 1

- i. Part A: Applicant Information, Training Program Summary (includes proposed per trainee cost), Applicant Capacity
- ii. Part B: Employer Involvement and Partnership
- iii. Part C: Program Description for each proposed program

Form 1 is available for download from at:

<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

d. Form 2 - Past Performance Chart (if applicable)



Funding Opportunity Announcement for Sector Partnership Training

Form 2 is available for download from at:

<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

- e. Evidence of Employer Commitment
 - i. All applicants: signed employer letters that outline commitment to interview and/or employer contribution
- f. Line-item budget(s) for each proposed program using the FOA Sector Partnership Training Budget Template. Template is available for download at:
<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

DESC reserves the right to select proposals from the most responsible contractors with the most reasonable costs.

- g. Curriculum or syllabus for each proposed program
- h. For proposed program(s) and/or training in operation less than one (1) year, include a separate (up to 3 pages) narrative with evidenced based data and research to demonstrate the likelihood of success of the proposed program.

If applicant does not have a current MTA or contract, also include:

- i. Applicants shall provide **three (3) years** of one of the following to determine financial fit and capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this FOA.
 - a. Balance Sheet and Income Statement; or
 - b. Tax Returns; or
 - c. Audited financial statement; or if not available
 - d. Provide a summary explanation if financial information cannot be provided. DESC may request additional information and documentation at its discretion.

Note: A single audit may be required in some circumstances.

Attachments should be of good copy, quality, and legible.

Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this FOA will not be evaluated.

Responses must be submitted electronically no later than **June 4, 2021 at 5:00 pm** by Email to: FOAprocurement@detempsol.org. To be properly received, Email Subject line must include: **DESC Sector Partnership Training FOA Proposal**. Files submitted must not exceed 25MB.

Important Note: Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.

Due to the nature of this solicitation, proposal email submissions that include DESC staff will not be accepted.



Funding Opportunity Announcement for Sector Partnership Training

Confirmations of proposals received will be provided within 24 hours of receipt.

Accuracy and Completeness of Information: All information pertaining to the prospective applicant's approach in meeting the requirements of the FOA shall be organized and presented in the prospective applicant's proposal. The instructions contained in this FOA must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all applicants are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

DESC WILL NOT ACCEPT PAPER / HARD-COPY OR LATE PROPOSALS.

E. Changes in Facts

Applicants shall advise DESC during the time the proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the applicant or the proposal immediately upon occurrence.

F. Evaluation Procedures, Oral Presentations, and Site Inspections

Following the receipt of the applicant's proposal, a DESC designated evaluation committee will evaluate each response. All proposals which meet the required format of this FOA will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the FOA, including instructions governing submission and format, will be disqualified unless DESC determines, at its sole discretion, that noncompliance is not substantial or that an alternative proposal by the prospective contractor is acceptable.

DESC will conduct oral presentations with qualified applicants. The prospective applicant will be expected to have at least one knowledgeable staff member available to respond to questions. Applicants have the option to include at least one representative of each employer that is helping to lead the sector partnership.

Performance data from other jurisdictions and funding sources submitted in support of the prospective applicant's ability to meet planned goals and funding requirements will be verified, and the award is contingent upon the verification of all such information. Findings from any site visit, interview or pre-award survey will be used in determining prospective applicant's capability. These findings will take precedence over any written statements in the proposal that cannot be verified onsite.

DESC reserves the right to request additional information to amplify, clarify, or support proposals. DESC also reserves the right, at its own discretion, to request oral presentations regarding proposals submitted in response to the FOA. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal.

Prospective applicants will be notified by DESC of the date, time, and location for the oral



Funding Opportunity Announcement for Sector Partnership Training

presentation, if one is requested. A final determination will be made by DESC after any pre-award survey, site inspection, or oral presentations are completed.

The proposal will be evaluated in accordance with the criteria listed below. Please note, only qualified applicants will be invited for an oral presentation.

CATEGORY		MAXIMUM POINTS POSSIBLE
A.	Proposed Approach	35
	1. Program Design/Overview	15
	2. Employer Involvement & Partnership	20
B.	Organization Characteristics	10
	1. Related Experience & Capacity	5
	2. Data Collection & Reporting	5
	3. Review of Financial Statements and Capacity	PASS/FAIL
C.	Past Performance	35
D.	Price Proposal	20
TOTAL POSSIBLE POINTS – WRITTEN PROPOSAL		100
Oral Presentation (<i>customized and incumbent worker programs only</i>)		25
TOTAL POSSIBLE POINTS – QUALIFIED APPLICANTS ONLY		125

G. Pre-Award Termination of FOA process

DESC in conjunction with the MWDB, reserves the right to cancel this FOA in part or in its entirety, to accept or reject any or all proposals received, to waive any non-conformity, to re-advertise for proposals, or withhold the award for any reason DESC determines, and to take any other appropriate action regarding this FOA that is in the best interest of DESC.

DESC reserves the right to negotiate with all qualified entities. This FOA does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

H. Contract Negotiations/Stipulations

The FOA is competitive. Each proposal should be submitted in the most favorable terms that the prospective contractor can submit from a technical and price standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation, unless required by DESC.

All contracts with DESC in excess of \$10,000 are subject to termination for cause, and for convenience by DESC. DESC will not enter into a contract with any person or entity that has been debarred or suspended from contracting with any Federal or State governmental unit. All prospective contractors must accept DESC’s contract boilerplate language or have a negotiated revision to said language on file with the DESC. DESC’s standard contract provisions can be found on DESC’s website at



Funding Opportunity Announcement for Sector Partnership Training

<https://www.descmiworks.com/about-us/work-with-us-rfps-rfqs/>.

DESC has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of DESC.

I. Contract Approval

If DESC selects the proposed program(s), DESC and the applicant shall execute a Master Training Agreement that outlines contractual terms and conditions. If DESC selects the applicant for a direct contract for a special project, DESC and the applicant shall execute a Memorandum of Understanding or contract pursuant to this FOA that shall outline the scope and terms of the special project.

No Master Training Agreement or contract shall become effective until the contract has been approved and executed by DESC. Prior to the completion of this approval process, the contractor shall have no authority to begin work under the contract. The President of DESC shall not authorize any payments to the contractor prior to such approvals; nor shall DESC incur any liability to reimburse the contractor regarding any expenditure for the purchase of materials or the payment of services.

J. DESC Performance Monitoring and Evaluation Procedures

DESC will conduct periodic monitoring and evaluation of all providers to determine contractual compliance relative to funding requirements and guidelines, performance outcomes, quality of operation, and customer service. See details in attached requirements document.

K. Modification of Services and Funding

DESC reserves the right to modify the services provided by providers awarded a contract during the contract period. Any modification and resulting changes in pricing shall be made by amendment to the contract and the contractor and DESC.

DESC also reserves the right to decrease or increase contract amounts during the life of the contract, based on utilization of funds, contractor performance, and the availability of funds, or as further described in the contract.

Any individual/organization applying under this FOA must be willing to adapt its proposal to specific funding guidelines or changes in DESC's, state, or federal regulations or policies.

Prospective contractors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

L. Terms and Conditions

The successful applicant will be expected to enter into a contract with DESC which will contain the Terms and Conditions outlined in a separate document that can be found on DESC's website at <https://www.descmiworks.com/about-us/work-with-us-rfps-rfqs/>.