

**Fulton, Montgomery and Schoharie Counties
Workforce Development Board, Inc.**

**On behalf of the
Greater Capital Region Workforce Investment Boards**

**REQUEST FOR PROPOSALS
STEM**

(Science, Technology, Engineering, Math)
Summer Institutes

The Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc. (FMS WDB), on behalf of the four Greater Capital Region Workforce Investment Boards (Albany, Schenectady, Rensselaer; Saratoga, Warren, Washington; Columbia-Greene; and Fulton, Montgomery, Schoharie), requests proposals to provide STEM Summer Institutes for our Steps Up to STEM project, a Workforce Innovation Fund (WIF) program awarded to this consortium of Workforce Boards by the United States Department of Labor (USDOL).

BACKGROUND: The USDOL Workforce Innovation Fund (WIF) was created to cultivate and test innovative approaches to workforce training and encourage the replication of evidence-based practices in the workforce development field.

In July 2012, the Greater Capital Region Workforce Investment Boards (GCR WIBs) received a three-year United States Department of Labor Workforce Innovation Fund grant for the purpose of addressing the region's STEM skill shortage. The intent is to accomplish this by increasing the number of disadvantaged youth, low-income adults and dislocated workers who are interested in STEM careers and by creating a flexible region-wide STEM talent pipeline system that links the workforce system, employers, educators, and emerging and returning workers through Two-Step Career Plans.

A component of this project is providing selected Workforce Innovation and Opportunity (WIOA) eligible youth, who participate in the Local Workforce Investment Areas' Summer Youth Employment Programs, with an in-depth career exploration experience that exposes them to science, technology, engineering, and/or math occupational fields. Participants will be chosen by the individual WIBs.

PROJECT OBJECTIVES: The successful bidder will be responsible for completing the following activities:

- Creating a 20 to 24 hour interactive summer camp experience for WIOA-eligible youth, targeting ages 14 – 18, that will provide an in-depth exploration in the STEM career area of either Health Care Professions or Computer/IT over a period of four consecutive days. (See Attachment A for definition of WIOA-eligible youth.) The institute should offer the following:

- Project and activity-based, hands on, learning that focuses on one or more STEM career paths with lessons that are as dynamic, engaging, robust, and fun as possible. These enrichment experiences should help instill confidence while developing problem solving and critical thinking skills in a supportive environment.
- Career exploration activities that will inform participants of the wide variety of career paths available through a STEM focused education. Participants should be provided with basic information on job options, employment outlooks, wage rates, and educational requirements (starting with High School) for occupations in the chosen STEM area.
- Offering the STEM summer institute four times, at four different locations, one in each of the 4 local Workforce Investment Areas. The number of youth participants in each institute will be between 15 and 20. **Note: Proposals will be accepted from only those bidders that intend to deliver the institute 4 times, once in each Local Workforce Development Area, covering our entire 4-WIB region.**
- It is possible that an individual Workforce Investment Area may arrange for an additional 4-day camp, based upon local funding and the availability of the contractor to provide the institute.

PROJECT PARAMETERS:

- The curriculum must be completed and received by May 22, 2015.
- The institutes must be offered during the 4 weeks starting July 13th and ending August 7th, 2015. Class days will run Monday through Thursday. It is the successful bidder's responsibility to identify local training locations (i.e. a BOCES or Community College) and coordinate the delivery with each individual Local Workforce Development Board.
- The successful bidder will be required to be available, by phone or in person, during regular business hours (Monday – Friday from 8 am – 5:00 pm EST) for scheduled meetings.
- Payments to the successful bidder include all costs incurred in project completion, including but not limited to: supplies and materials, travel costs, phone costs, and classroom space rental if required.
- The successful bidder will acknowledge and agree that contributions to the development of all proprietary information for the FMS WDB, Inc. was done in the course and within the scope of the project and that all work product arising and resulting from project efforts is the property of the FMS WDB, Inc. and the U.S. Department of Labor.
- The successful bidder will acknowledge and agree that all of the work product that is developed, directly or indirectly, as a result of this project with the GCR WDBS, were "works made for hire" as defined in the United States Copyright Act and as such the United States Department of Labor will be deemed as the "author" of such work product for Copyright Law purposes.

PROPOSAL CRITERIA:

There are four categories to which all bidders must respond. Proposals can be no longer than 10 pages, excluding attachments. Proposals must be double spaced, with 12 point font. Proposals must respond to the following items in the order in which they are listed:

General Qualifications

- The bidder should demonstrate familiarity with the labor market and STEM related industries in the Greater Capital Region.
- The bidder should demonstrate familiarity with the STEM related post-secondary educational institutions and programs in the Greater Capital Region.
- The bidder should demonstrate expertise in conducting similar in-depth career exploration courses and project based instruction for low income and or disadvantaged youth between the ages of 14 to 18 by describing previous programs the bidder has offered.
- The bidder should demonstrate familiarity with Workforce Innovation and Opportunity Act Youth program expectations and the general characteristics of WIOA-eligible youth. (Attachment A)

Technical Plan

- The bidder should identify which of the STEM career areas, Health Care Professions or Computer/IT, on which their institute will focus.
- The bidder should provide a basic syllabus that outlines:
 - planned learning objectives
 - sample activities/projects that will be offered
 - a description of the career exploration resources that will be used
- The bidder should describe the space/classroom requirements that will be necessary to operate their program successfully and how they intend to acquire them.
- The bidder should provide an initial list of equipment and/or supplies that will be utilized.

Management and Staffing Plan

- The bidder should confirm that the timeline described under Project Parameters is acceptable and provide a timeline that includes the curriculum completion date, the dates of each institute, and the class start and end times, including breaks. The bidder should also identify plans for supervising participants for the 15 minutes before the institute day begins, during breaks, and for 15 minutes after the day ends.
- The bidder should summarize the names, titles, and roles of key staff and provide their full resumes in an appendix. The bidder should describe which staff members will work on the various tasks.

Cost

Bidders should provide a budget narrative and budget totals for each of the following categories:

- Curriculum Development
- Instructional Salaries
- Materials and Supplies
- Equipment Rental (if necessary).
- Space Rental (if necessary)

PROJECT TIMELINE: The project will be awarded on or about April 10, 2015 and end on August 14, 2015.

METHOD OF PAYMENT: The contract will be with the project’s grant recipient, the Fulton, Montgomery and Schoharie Counties Workforce Development Board. The consultant will be paid based on the completion of activities. Activities must be completed to the satisfaction of the FMS Workforce Development Board. Payment covers all costs involved in completing project objectives, including supplies and materials, and delivery of the program 4 times.

Total project cost to be negotiated, but not to exceed \$20,000. It is anticipated that payments will be made as follows:

- 5% for successful start up meeting
- 15% for curriculum completion and acceptance
- 20% at the satisfactory completion of each weekly camp

SELECTION PROCEDURE: Persons or organizations interested in responding to this request must submit a completed proposal following the outlined criteria, along with required attachments. Required attachments include a basic syllabus for the institutes and the names, titles, roles and resumes of key staff.

Proposals will be evaluated on the following point system:

- General Qualifications - **Maximum Points: 15**
- Technical Plan - **Maximum Points: 35**
- Management and Staffing Plan - **Maximum Points: 25**
- Cost - **Maximum Points: 25**

- An interview with GCR WDBs staff may be required prior to selection.
- Bidders must demonstrate the ability to provide the required services at a reasonable cost to the FMS WDB. Costs will be evaluated based not only on competitiveness with respect to their bids, but equally important, the value they reflect in light of services proposed and bidder’s capability and experience.

Reservation Clauses: The FMS WDB, in order to serve the best interests of the FMS Workforce Investment Area and its regional partners, reserves the right to:

- Postpone or cancel this RFP upon notification to all bidders

- Amend the specifications after their release with appropriate notice to all bidders
- Request bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation
- Waive or modify minor irregularities in proposals received after prior notification to the bidder
- Reject any and/or all proposals received in response to this RFP
- Contact bidders' references as a check on qualifications
- Award the contract to other than the lowest bidder
- Negotiate with selected bidder prior to contract award
- Disqualify any bidder who inappropriately acquires information contained in a competitor's proposal and attempts to use that information to influence the award decision

Contract Cancellation: The FMS WDB reserves the right to cancel the contract or any part thereof, at any time, upon thirty (30) days written notice. If, in the judgment of the FMS WDB, the Contractor fails to perform the work in accordance with the contract, the FMS WDB may terminate the contract immediately by written notice for cause. The FMS WDB may elect to provide a corrective action period prior to termination.

ADDITIONAL INFORMATION: All questions should be submitted to:

Gail B. Breen, Executive Director
 Fulton, Montgomery, and Schoharie Counties
 Workforce Development Board, Inc.
 Email: gbreen@fmsworkforcesolutions.org

Questions and answers will be posted at www.fmsworkforcesolutions.org

SUBMISSIONS:

It is requested that interested bidders send confirmation of an "Intent to Submit a Proposal" to Gail Breen at gbreen@fmsworkforcesolutions.org no later than Friday, February 27th, 2015.

Three (3) copies of the complete bid package must be postmarked and received by the Workforce Development Board by 4:00 p.m. on Friday, March 20, 2015. One electronic copy should be sent to: gbreen@fmsworkforcesolutions.org Proposals may be hand-delivered or sent by mail to:

Gail B. Breen, Executive Director
 Fulton, Montgomery, and Schoharie Counties
 Workforce Development Board, Inc.
 2620 Riverfront Center
 Amsterdam, New York 12010
 (518) 842-3676, Ext. 3026
 Email: gbreen@fmsworkforcesolutions.org

Faxed copies will not be accepted.

Bids received after 4:00 p.m. on Friday, March 20, 2015, will not be eligible for funding consideration. Use of certified, registered or express mail is suggested for postmark verification.

All bids and accompanying information become the property of the Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc. and will not be returned.

Youth Participant Eligibility
Section 129 Use of Funds for Youth Workforce Investment Activities

To be eligible to participate in activities, an individual shall, at the time the eligibility determination is made, be an out-of-school youth or an in-school youth, as defined below:

Out-of-School Youth	In-School
1. Not attending any school; and	1. Attending school; and
2. Age 16 – 24; and	2. Age 14 – 21 (unless an individual with a disability who is attending school under State law); and
3. One or more of the following:	3. Low-income; and
a. School Dropout;	4. One or more of the following:
b. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;	a. Basic Skills deficient
c. Recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is: <ul style="list-style-type: none"> 1. Basic skills deficient; or 2. An English language learner; 	b. An English language learner
d. Subject to the juvenile or adult justice system;	c. An offender
e. Homeless, runaway, in foster care, aged out of foster care, eligible under section 477 of the Social Security Act, or in an out-of-home placement;	d. Homeless, runaway, in foster care, aged out of foster care, eligible under section 477 of the Social Security Act, or in an out-of-home placement;
f. Pregnant or parenting;	e. Pregnant or parenting;
g. An Individual with a disability; or	f. An Individual with a disability; or
h. Low –income individual who requires additional assistance to enter or complete an education program or to secure or hold employment.	g. Individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.