

**SAN DIEGO
WORKFORCE
PARTNERSHIP[®]**

advancing careers, enriching lives

SOLICITATION OF INTEREST

FOR

**ON-CALL COHORT BASED HEALTHCARE TRAINING
PROGRAMS**

ISSUED

JUNE 24, 2013

Proposal must be received no later than 3:00 P.M.

Pacific Daylight Time (PDT)

August 1, 2013

ABSOLUTELY NO EXCEPTIONS

San Diego Workforce Partnership, Inc.
3910 University Avenue, Suite 400
San Diego, CA 92105
(619) 228-2900

An Equal Opportunity Employer
Auxiliary Aids and Services are Available upon Request
to Individuals with Disabilities

San Diego Workforce Partnership
ON-CALL COHORT BASED HEALTHCARE TRAINING PROGRAMS
TABLE OF CONTENTS

| | |
|--|-----------|
| 1.0 SOLICITATION OF INTEREST INTRODUCTION | 3 |
| 1.1 Solicitation | 4 |
| 1.2 Submittal of Proposals..... | 5 |
| 1.3 SOI Schedule and Timeline | 5 |
| 1.4 Respondents’ Orientation..... | 6 |
| 1.5 Request for Qualifications | 6 |
| 1.6 Notice of Intent to Submit a Proposal..... | 6 |
| 1.7 SOI Questions | 7 |
| 1.8 Addenda to this Solicitation of Interest | 7 |
| 1.9 Right to Cancel..... | 7 |
| 2.0 BACKGROUND INFORMATION | 8 |
| 2.1 Organizational Overview | 8 |
| 2.2 Temporary Assistance for Needy Families (TANF)..... | 8 |
| 2.3 SDWP Governance | 8 |
| 2.4 Roles and Responsibilities of SDWP | 9 |
| 2.5 Roles and Responsibilities of the Contractor | 9 |
| 2.6 Bridge to Employment Program Eligibility and Enrollment | 10 |
| 2.7 Innovative Strategies for Increasing Self Sufficiency (ISIS) Evaluation..... | 10 |
| 2.8 Customer Tracking..... | 11 |
| 3.0 PROPOSAL REQUIREMENTS | 11 |
| 3.1 Page Limits | 11 |
| 3.2 Formatting Requirements: | 11 |
| 3.3 Title Page | 11 |
| 3.4 Executive Summary | 12 |
| 3.5 Table of Contents..... | 12 |
| 3.6 Proposal Content..... | 12 |
| 3.6.1 Template/Proposal Narrative Specifics | 13 |
| 4.0 FINANCIAL REQUIREMENTS | 15 |
| 4.1 In-Kind and Cash Match Resources..... | 15 |
| 4.2 Financial Management Structure | 15 |
| 4.3 Budget Information..... | 16 |
| 4.4 Program Support vs. Program Costs | 17 |
| 5.0 EVALUATION PROCESS AND CONTRACT AWARD | 17 |
| 5.1 Evaluation Criteria..... | 17 |
| 5.2 Compliance Review | 17 |
| 5.3 Selection | 17 |
| 5.4 Board Action..... | 18 |
| 5.5 Contract Award..... | 18 |
| 5.5.1 Negotiation/Contract..... | 18 |
| 5.6 Conflict of Interest..... | 18 |
| 5.6.1 Cooling Off Period | 18 |
| 5.6.2 Ex-Parte Communication | 19 |
| 5.6.3 Appeals Process and Access to Evaluation Information | 19 |
| 5.7 Insurance | 20 |
| 5.8 Contract Terms and Litigation Warranty..... | 20 |
| 5.9 Funding Warranty..... | 20 |
| 5.10 Work for Hire | 20 |
| 5.11 Restriction on Disclosure..... | 21 |
| 6.0 ATTACHMENTS | 22 |

**SAN DIEGO WORKFORCE PARTNERSHIP
NOTIFICATION OF SOLICITATION OF INTERESTS
FOR
ON-CALL COHORT BASED HEALTHCARE TRAINING PROGRAMS
JUNE 24, 2013**

1.0 SOLICITATION OF INTEREST INTRODUCTION

The San Diego Workforce Partnership, Inc. (SDWP) is issuing this Solicitation of Interest (SOI) to training institutions which meet the following criteria:

- San Diego County based training institutions such as: Community Colleges or technical colleges, 4-year universities, registered apprenticeship programs, or other providers of healthcare training;
- Accreditation in the United States as listed on ed.gov website (http://www2.ed.gov/admins/finaid/accred/accreditation_pg2.html#U.S.); and
- Accreditation must be current and up to date.

SDWP seeks training institutions for on-call classroom cohort based training that is currently developed and available for purchase and aligns with the needs of the program as laid out in this SOI. SDWP expects that the training provider will have the expertise and capacity to quickly implement classroom-based training that helps individuals prepare for and attain jobs in the healthcare industry. This initial step will not result in a contract, but in the creation of a list of pre-qualified training program(s). The incoming proposal(s) resulting from the SOI shall be scored according to the evaluation process identified for SOI's. The qualified list will be forwarded to SDWP's Boards for approval. The term of the training contract(s) shall be dependent upon the type of training program(s) funded in order to meet the needs of the Health Profession Opportunity Grant (HPOG) Bridge to Employment (BTE) program and anticipates funding programs to begin on or around September 30, 2013. SDWP expects funding to be available for cohort purchases through March 29, 2015 dependent upon program need.

SDWP is looking for innovative ways to train Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals for in-demand occupations in the healthcare industry. This project is funded by the Federal Department of Health and Human Services, Office of Family Assistance, through a HPOG awarded to SDWP in order to execute the BTE program.

Respondents selected under this SOI will be required to work with the other program contractors, called Navigators, in order to ensure participant success. Through the services provided by both the successful respondent and the Navigators, the intent of the on-call cohort based training is to increase: (1) enrollment of the target population in training that results in an employer-recognized credential; (2) training retention and completion rates; (3) rates of training-related job placement and retention; and (4) rates of participants returning to training for additional skill development resulting in advancement on their career pathway.

Instructions:

- Read this SOI carefully;
- Submit a Request for Qualifications (RFQUAL) by 5:00 P.M. (PDT), July 26, 2013;
- Submit a Notice of Intent to Submit a Proposal by 5:00 P.M. (PDT), July 26, 2013;
- Submit proposals with all necessary information by 3:00 P.M. (PDT), August 1, 2013.

This SOI provides potential Respondents with vital background information and describes the desired services, guidelines for proposals, and the provider selection process.

1.1 Solicitation

SDWP hereby solicits proposals using a competitive bid process for on-call cohort based training programs in the health care industry from training institutions such as community colleges, four-year universities, and other providers of training with expertise and capacity to quickly implement classroom-based training. If a Respondent wishes to submit proposals for multiple training programs, they must complete a separate proposal for each proposed program. **All healthcare classroom based training programs must be completed by March 29, 2015 to be considered for this SOI.**

Training

SDWP is seeking proposals for two types of training entry-level and advanced-level. Entry level training should lead to an employer recognized credential for occupations that are accessible to program participants with no prior higher-education experience. Advanced-level training should also lead to an employer recognized credential but may require some previous work experience and/or education. Advanced-level training may be offered with required pre-requisites.

Training programs available for funding for this SOI are restricted to:

- Physical Therapist Assistant
- Registered Dental Assistant
- Healthcare Interpreter
- Licensed Vocational Nurse to Registered Nurse
- Surgical Technician
- Radiological Technician
- Medical Lab Technician

SDWP will also accept proposals for entry-level training that combine:

- Certified Nurse Assistant with Home Health Aide
- Phlebotomy with Medical Assistant

SDWP will accept programs that bundle two or more of the programs listed above. The bundled programs must result in training and an employer recognized credential for both occupations proposed. These programs will be evaluated as their own separate proposal and will not be evaluated against other proposals with only a single program. For example, a training provider may submit a program that will train and prepare participants for both Healthcare Interpreter and Physical Therapist Assistant, resulting in two program certificates. This program will be evaluated as its own unique program and would not be judged against a proposal that is submitted for Healthcare Interpreter only.

A consortium, joint venture, or a group of organizations with complementary skills and experience is permitted to respond to this SOI, however, the proposal must clearly demonstrate that all contractual responsibility and accountability rests solely with one legal entity and that the proposed arrangement would enable the Respondent to furnish efficient quality for SDWP.

1.2 Submittal of Proposals

SDWP must receive the proposal(s) marked “(Name of Agency & Training Program) Proposal” no later than Thursday August 1, 2013, at 3:00 P.M. PDT. Submit one (1) proposal with original signatures, five (5) copies, and one (1) electronic PDF copy on a flash drive to:

Evelyn Ramirez, Procurement Advisor
San Diego Workforce Partnership
3910 University Avenue, Suite 400
San Diego, CA 92105

Late proposals will not be accepted. SDWP will provide a receipt verifying the time and date the proposal is received. If Respondents send their proposals via U.S. Postal Service, UPS, or any other type of delivery service, Respondents are responsible for requesting proof of delivery date and time from their chosen carrier.

1.3 SOI Schedule and Timeline

Beginning June 24, 2013 this SOI will be available for download on SDWP’s website, www.workforce.org/RFPs-open. If you are unable to download the SOI please contact:

Heather Bernard
Program Specialist
San Diego Workforce Partnership
3910 University Avenue, Suite 400
San Diego, CA 92105
ContractTrainingSOI@workforce.org
(619) 228-2992

Timeline:

| <u>Activity</u> | <u>Date</u> |
|---|--------------------|
| Issue SOI | June 24, 2013 |
| Respondents’ Orientation/Technical Assistance | July 1, 2013 |
| Required Request for Qualification Submission (by 5:00 P.M. (PDT)) | July 26, 2013 |
| Notice of Intent to Submit a Proposal | July 26, 2013 |
| Last Day to Submit Questions | July 26, 2013 |
| Last Day Answers Posted on Website | July 31, 2013 |
| Proposals Due by 3:00 P.M. (PDT) | August 1, 2013 |
| Evaluation Completed | August 9, 2013 |
| Adult Programs Committee Recommendation | August 15, 2013 |
| Workforce Investment Board Approval | September 19, 2013 |
| San Diego Consortium Policy Board Approval | September 27, 2013 |
| Potential Effective Date of Contract(s) | September 30, 2013 |

1.4 Respondents' Orientation

SDWP will provide a Respondents' orientation to present the SOI requirements and address questions. In addition to the Respondents' orientation, staff will provide technical assistance on items such as program design, budget preparation, and BTE eligibility. The combined Respondents' orientation and technical assistance session will be held on Monday July 1, 2013 from 10:00 AM to 12:00 P.M. (PDT) at SDWP office located at 3910 University Avenue, San Diego, CA 92105, on the third floor in the Julie Benedict Community Room.

1.5 Request for Qualifications

SDWP is using a Request for Qualifications (RFQUAL) to establish a Respondent's qualifications to bid for workforce development funds. This is a required step in the process. Organizations establishing their capacity to administer funds are placed on the Qualified Agencies List and are eligible to respond to SOI's and to contract with SDWP. The RFQUAL must be updated annually and filed with SDWP.

One (1) **original** and one (1) **copy** of all RFQUAL documents are due **no later than 5:00 P.M. (PDT), Monday, July 26, 2013** to:

Attn: Evelyn Ramirez, Procurement Advisor
San Diego Workforce Partnership
3910 University Avenue, Suite 400
San Diego, CA 92105

Detailed information and the necessary forms are available for download from SDWP's website www.workforce.org/funding-qualifications. If you have difficulty or problems downloading the document please contact: Heather Bernard (619) 228-2992 or ContractTrainingSOI@workforce.org.

1.6 Notice of Intent to Submit a Proposal

A **Notice of Intent to Submit a Proposal - Attachment A** is required of all organizations planning to submit for the on-call Cohort Based Training Program. This is a required step in the process and will be used to create the list of potential Respondents.

Organizations that do not submit a Notice of Intent to Submit will not be eligible to submit a proposal in response to this request. However, submitting a Notice of Intent to Submit does not commit the Respondent to submit a proposal.

All Notices of Intent to Submit are due **no later than 5:00 P.M. (PDT), Friday July 26 2013** to:

Heather Bernard, Program Specialist
San Diego Workforce Partnership
3910 University Avenue, Suite 400
San Diego, CA 92105
ContractTrainingSOI@workforce.org
(619) 228-2992

The Notice of Intent to Submit form is attached and will be available at the Respondents' Orientation. **The filing of a Notice of Intent to Submit is required. If a Respondent has not filed a Notice of Intent to Submit by 5:00 P.M. (PDT) on July 26, 2013 the proposal(s) will be rejected.**

1.7 SOI Questions

To ensure a fair and objective evaluation, questions related to the SOI that arise after the Respondents' orientation must be submitted via e-mail to: ContractTrainingSOI@workforce.org. Written questions will be accepted through 5:00 P.M. (PDT) Friday, July 26, 2013. Questions received after the July 26, 2013 deadline will not be answered.

Written responses to questions received by SDWP, including those that arise during the Respondent's orientation, will be posted on the website www.workforce.org within three (3) business days of the day the question was submitted. **It is the Respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

NOTE: With the exception of the Respondents' orientation, and the technical assistance session, oral questions will NOT be accepted.

Only the responses on the website are considered clarifications to the instructions contained in this SOI. In the event that responses modify any of the terms, conditions, or provisions of this SOI, documentation will be given via a subsequent amendment to the SOI.

Respondents are warned that no other individuals are to be contacted in this regard. No other sources of responses or clarification are considered valid.

Respondents are strictly prohibited from contacting members of SDWP (Corporate Board), Workforce Investment Board (WIB), San Diego Consortium Policy Board (Policy Board), Adult Programs Committee (Committee), San Diego Youth Council (Youth Council) or SDWP staff other than as stated in Section 5.7.2 – Ex-Parte Communication Conflict of Interest Disclosure Form – Attachment G.

1.8 Addenda to this Solicitation of Interest

At the discretion of SDWP, if it becomes necessary to revise any part of this SOI, an addendum will be posted on SDWP's website, www.workforce.org/RFPs-open.

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the SOI, read responses to questions and remain updated on other information that may affect this SOI.

1.9 Right to Cancel

SDWP reserves the right to delay, amend, reissue, or cancel, all or any part of this SOI at any time without prior notice. SDWP also reserves the right to modify the SOI process and timeline as deemed necessary.

This SOI does not commit SDWP to accept any proposal, nor is SDWP responsible for any costs incurred by the Respondent's in the preparation of responses to this SOI.

SDWP reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of SDWP. SDWP reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of SDWP.

2.0 BACKGROUND INFORMATION

2.1 Organizational Overview

SDWP is a 501(c)(3) tax exempt organization chartered by the County and the City of San Diego to fund job training programs in the San Diego region. The organization's primary funding is allocated by the Department of Labor under the provisions of the Workforce Investment Act (WIA) of 1998 and other workforce funding such as the Department of Health and Human Services (HHS).

On September 29, 2010, SDWP was awarded the Health Professions Opportunity Grant (HPOG) from HHS to train TANF Recipients and other low-income individuals in healthcare occupations. The HPOG funds are used to execute the Bridge to Employment program in San Diego County. At the conclusion of the grant in September 2015 the program is expected to serve approximately 2,550 participants county wide.

SDWP serves as a source of information on the region's current and projected labor market. Research specialists analyze workforce needs and trends in San Diego County, offering jobseekers, employers, educators, trainers, and researchers data on topics such as wages and salaries, occupational projections, employment statistics, and San Diego County's economy.

The organization's mission is to foster economic growth and prosperity through education, training, and lifelong learning. The vision of SDWP is that the San Diego region will be home to the world's most highly educated and skilled workforce; where a corporate and community-wide commitment to lifelong learning will fuel unprecedented innovation, creativity and economic achievement.

For additional information, please visit www.workforce.org

2.2 Temporary Assistance for Needy Families (TANF)

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 was signed into law on August 22, 1996. The law was intended to create a fundamental shift in both the method and goal of federal cash assistance to the poor. PRWORA instituted Temporary Assistance for Needy Families (TANF) which became effective July 1, 1997. TANF replaced Aid to Families with Dependent Children (AFDC) which had been in effect since 1935. The law is intended to create a system that is effective in getting people out of poverty and into the workforce.

The statutory authority for this program is section 2008 of the Social Security Act (to be codified at 42 U.S.C. § 1397g) as enacted by Section 5507 of the Patient Protection and Affordable Care and Health Care and Education Affordability Reconciliation Act of 2010 (Pub. L. No. 111-148).

2.3 SDWP Governance

SDWP, under the leadership of the Corporate Board, WIB, and the Policy Board, is responsible for the fiscal and programmatic administration of federal employment and training funds for the City of San Diego and County of San Diego under a Joint Powers Agreement.

SDWP Boards provide the framework for administering federal, state, and local funding to provide workforce development activities that increase individuals' earnings and skills, and are responsive to business' needs.

The Policy Board is comprised of two San Diego City Council members, two San Diego County Supervisors, and one business representative appointed by the United Way. The Policy Board

oversees funding and policy development under WIA. The Policy Board appoints the members of the WIB.

The WIB is a federally mandated board which shares responsibility with the Policy Board for overseeing funding and policy development under the WIA and other workforce funding. The board's expertise is in labor market conditions and the development of effective responses to regional economic needs.

The Corporate Board represents an array of San Diego's booming industries, including healthcare, life sciences, and technology. This board is responsible for the oversight of SDWP operations.

There are two other deliberative bodies that oversee SDWP's activities. The Youth Council, a sub-committee of the WIB, is the primary body providing expertise in youth policy and is responsible for oversight of the contracted youth workforce development services and programs. The Adult Programs Committee, also a sub-committee of the WIB, is responsible for oversight of the Adult and Dislocated Worker programs. The Adult Programs Committee oversees the operations and performance of the One-Stop Career Center Network and other Adult and Dislocated Worker Programs.

For more information on SDWP and its boards please visit SDWP website at www.workforce.org/boards.

2.4 Roles and Responsibilities of SDWP

Roles and responsibilities of SDWP include:

- Oversee and evaluate the management and operations of all programs funded by SDWP;
- Allocate funds;
- Monitor Contractors' performance, quality of service, cost effectiveness, and report on performance to the Boards;
- Develop and provide technical assistance to Contractor's staff;
- Inform contractors of federal and state policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly;
- Prepare grant plans and/or modifications as required for all funding sources; and
- Ensure compliance with all rules, regulations, applicable laws, and procedures issued by all funding sources.

The roles and responsibilities may be refined and changed as:

- Federal and State law and requirements are enacted and implemented covering the workforce development system;
- Regulations and procedures are developed or changed by the U.S. Department of Health and Human Services; and/or
- SDWP's governing Boards adopt local direction and procedures.

2.5 Roles and Responsibilities of the Contractor

The primary responsibility of the successful Respondent will be the provision of healthcare training. The successful Respondent will also be required to work closely with the Navigator contractor assigned to the participant to ensure the participant is getting the support needed to complete their training program. Role and Responsibilities of the training provider are:

- In collaboration/coordination with the Navigator Contractors, enroll the full cohort of participants in the training program;
- Conduct the classroom training;
- Coordinate distance learning training if applicable;
- Submit monthly progress reports to the Navigator Contractors on participant's progress;
- Submit monthly reports to SDWP on contractual activities;
- In coordination with the Navigator Contractors, support participants through training completion;
- In coordination with the Navigator Contractors, support participants through Credential Attainment; and
- Expenditure of allocated funds per the contract expenditure plan.

Training provider shall agree to participate in team-based case management of each participant. Training provider will be required to communicate participant's progress and any support needs with their assigned Navigator.

2.6 Bridge to Employment Program Eligibility and Enrollment

The HPOG/BTE program in San Diego County is designed to ensure that TANF recipients and other low income individuals are able to access services and training in the communities where they live. This is done through four Navigator contractors in San Diego County (one in each region of the county). The concept of Navigators is used to guide program participants into and through the service delivery system. The Navigators assist participants at every step of their journey through the selection of training, job search activities, entering employment, and retaining their employment. Currently, training is funded using an Individual Training Account (ITA) model. This model ensures that participants can access training through any accredited training provider in San Diego County. While participants are successful in accessing and completing their training programs, the model does not promote peer-to-peer learning experiences. SDWP is seeking to include opportunities for cohorts of participants to enter training in a classroom setting through this on-call classroom training SOI.

SDWP's contracted Navigators are responsible for conducting eligibility determination of participants. These Navigators provide the wraparound case management and navigation services to the participants. This model of case management assists the participants in selecting the appropriate training program and assists with supportive services and job search/job skills building. Further, the program Navigators are partnered with San Diego County's Welfare to Work program operators and other agencies across the County in order to provide a more comprehensive system of services to assist participants out of poverty and into full employment. These partnerships are based on a model of team based case management allowing for a high level of communication regarding participant's progress through the program to support the participant's success.

2.7 Innovative Strategies for Increasing Self Sufficiency (ISIS) Evaluation

The BTE program was selected by HHS to participate in a random assignment evaluation of the program and its outcomes. The pilot of the evaluation was successfully completed in early August 2012 and full implementation began on September 30, 2012. The design of the study requires that each participant who is eligible for the program be randomly assigned to either a treatment or a control group. The study is being conducted by Abt Associates under a contract provided by HHS. Contractors will be required to agree to share participant progress information with the research team should such information be requested.

2.8 Customer Tracking

The Navigators are required to enter all participant data in the HHS Participant Reporting System (PRS). Successful Respondents will be required to work in partnership with the assigned Navigator to ensure a high level of communication regarding participant's progress in the training program.

3.0 PROPOSAL REQUIREMENTS

Respondents must submit their proposal in a format suitable for ease of review with a minimum of repetitious material. The proposal should clearly demonstrate the Respondent's ability to provide the requested services. Each Respondent is required to submit a proposal on the template provided in **Attachment B – Solicitation of Interest Proposal Template**. The template should not exceed the total page limit listed below.

In order to simplify the review process and obtain the maximum degree of comparison the proposal shall be organized as follows:

3.1 Page Limits

Respondents shall adhere to the following page limits and formatting requirements:

- Title Page
- Table of Contents
- Executive Summary – 1 page
- **Solicitation of Interest Proposal Template – Attachment B** – 20 pages
- **Standard Budget Shell – Attachment C**
- Financial Requirements
- **Financial Management Structure - Attachment D**
- All other attachments supporting the proposal – 7 pages

No other page limits are in effect. SDWP will remove any excess pages from proposals exceeding these limits before the proposals are distributed for review and evaluation.

3.2 Formatting Requirements:

Respondents shall adhere to the following formatting requirements:

- Font size: 12 point
- Font: Times New Roman
- Margins: at least one inch
- Lines: double-spaced
- Pages: single-sided
- Page numbering: right justified at the bottom of each page
- **NO BINDERS**, copy ready format
- Language: English

3.3 Title Page

The title page shall include the:

- School name, address, phone number, and federal tax identification number;
- Name of proposed training program;
- Name of the person authorized to negotiate contracts and make decisions for the organization including the telephone number, fax number, and e-mail address; and
- Authorized signature and submittal date.

3.4 Executive Summary

The executive summary shall include a brief overview of the entire proposal including an overview of the proposed training program and delivery strategy.

3.5 Table of Contents

Include a table of contents that shows a clear identification of the material in the proposal by section and by page number.

3.6 Proposal Content

The proposal content, not including the executive summary, table of contents, budget, and budget narrative shall not exceed 20 double-spaced pages, must be completed on the required template, **Attachment B – Solicitation of Interest Proposal Template**, and shall include the elements described in this section.

SDWP is seeking to maximize its resources and will be conducting a cost-price analysis. SDWP is expecting training programs to begin on or around September 30, 2013. Due to time restrictions and recognizing that some of the occupations listed above require longer length training programs, SDWP may extend the contract(s) into HPOG program year five (9/30/2014 - 9/29/2015) based on need, performance, and available funds.

Training programs that require the purchase of equipment are allowable. **Please note that all equipment purchases must be approved by HHS in advance of the purchase.** The acceptance of the proposal budget for the purpose of contracting shall not be perceived as approval to purchase equipment.

As discussed in Section 1.0, SDWP is seeking to purchase on-call cohort/classroom based healthcare training programs in the following healthcare occupations:

- Physical Therapist Assistant
- Registered Dental Assistant
- Healthcare Interpreter
- Licensed Vocational Nurse to Registered Nurse
- Surgical Technician
- Radiological Technician
- Medical Lab Technician

SDWP will also accept proposals for entry-level positions that combine:

- Certified Nurse Assistant with Home Health Aide
- Phlebotomy with Medical Assistant

Foundational/Basic Skills Training may be included in occupational skills training. The content shall be contextualized to healthcare occupations and build universal skills such as reading, writing, basic math, and information technology literacy.

Respondents shall propose classroom training programs, or classroom training with an optional component for distance learning, that are able to train cohorts of individuals. Distance learning for the purposes of the SOI is defined as the use of digital technologies for learning, such as self-paced learning modules, multimedia case studies, simulations, video tutorials, and communication and assessment tools that are designed to increase the array of learning opportunities for adult students and their teachers.

All training must include a classroom based component to promote peer to peer engagement; therefore SDWP will not fund online training programs. Respondents shall demonstrate their ability to efficiently train cohorts of eligible participants in the proposed occupation(s).

Respondents shall describe their training methodology. Respondents shall also describe their training curriculum and provide evidence the curriculum meets the current standards as set by the industry. Respondents must demonstrate their ability to work in partnership with healthcare providers to ensure the proposed training is relevant to the current needs of the industry.

Respondents will be required to work in partnership with SDWP's contracted Navigators. SDWP is seeking to partner with the education system to create better alignment with the public workforce system and the public social services system. Successful Respondents will be required to join the "Common Customer Workgroup" created through the implementation of the BTE program in San Diego. This group is working on system alignment for collective impact for the TANF population and other low-income individuals in San Diego County and currently meets on a monthly basis.

Respondents shall be aware that the Navigators will identify the occupational training program needed as cohorts of participants are identified as ready for training. When this occurs, SDWP will work with the successful Respondent(s) to implement the on-call Training Program. SDWP is seeking to create a list of training programs in which Respondents have the flexibility to work with SDWP to enter into a contract and rapidly start the training when the need is identified.

3.6.1 Template/Proposal Narrative Specifics

The Template/Proposal Narrative breaks the proposal content down into five (5) parts, each of which should be addressed fully upon submission of the SOI. The breakdown is as follows:

Section 1: Basic Information

This section includes basic information on the proposed training program whether it is an entry or advanced level training; total cost and the number of students to be trained for each cohort.

For each bullet listed below, please explain the following:

- Name of Respondent: Agency applying for the funding;
- Training program: Program the Respondent is proposing to provide training;
- Entry level or advanced training: As described in section 1.1, describe whether the training will end in an entry level certification or a more advanced level certification;
- Total training cost: Total cost of entire program from implementation through completion. This cost should not be a range and should be inclusive of all costs associated with the program and shall match the total cost on the budget;
- Minimum/Maximum number of students to be trained for each cohort;
- Location of training program within San Diego County.

Section 2: Program Length/Timeline

This section includes information about the program length as well as timelines associated with startup activities, includes a section on how flexible start dates can be and whether or not there is a distance learning component. For each bullet listed below, please explain the following:

- Program Length: The number of weeks from start date to end date the training consists of (not including start up activities);
- Flexibility of start dates: The Respondent shall describe whether start dates can be flexible or if there are set dates by which a training program needs to be implemented;
- Start up Activities: Indicate any start up activities relating directly to the training program itself which would be necessary prior to the start of the training program and indicate the length of these activities. The Respondent should also indicate how quickly the program could be implemented from the time of notification of program need to the first day of class;
- Comprehensive Timeline: This should include time needed to execute a contract with SDWP prior to the start dates of training.

Section 3: Training Program Specifics

This section should be the bulk of the proposal narrative. This section asks for critical information on the training program and determines whether a Respondent has the qualifications to perform their proposed training program. Included in this section should be the following:

- **Basic Skills:** Indicate whether the training program includes basic skills (either contextualized within the program or a separate component). If basic skills training is not included, indicate whether it could be if need arose for an additional fee and indicate the cost associated for this addition.
- **Blended Program:** Indicate whether the training program is blended (for example, combination of Radiology Technician and Lab Technician Programs into one cohort). If yes, please clarify the multiple programs students will be trained in.
- **Distance learning:** Indicate whether the proposed training program is or could include a distance learning component, if so, list the specifications and needed time/materials.
- **Certificates:** List the certificate(s) to be obtained by students upon completion of training (if this is a blended program, please list all certifications students will receive).
- **State Licensure:** List the State license to be obtained by students upon completion of the training and whether the cost associated with sitting for the exam is included in the cost of the program.
- **Clinical experience/internship component:** Indicate if there is a clinical experience/internship component to the training program and the details of the experience. Include relationship Respondent has with healthcare providers for these opportunities.
- **Demonstrated ability to provide classroom training/curriculum:** Respondents should include the proposed training program curriculum, intended learning outcomes, course work, any work based learning components and indicate whether the program could move a student to a higher level training program at completion. (i.e. the next step on the career pathway.)
- **Partners:** List partners and their role, in particular list employer partnerships if any.
- **Communication:** Demonstrate plan to communicate with the Navigator contractors on participant progress, training completion, and employment readiness. The Respondent must demonstrate its ability to work in partnership with the Navigator contractors.
- The Respondent shall describe its plan to subcontract any portion of the training services. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. See **Attachment E – Health Professions Opportunity Grant Contract General Provisions**, Section 30.0, Procurement and Purchases. If a proposal identifies a specific entity to provide services, SDWP’s award does not provide the justification or basis to sole source the services.

Section 4: Training Program Performance Outcomes

The past performance of the training program should be included, please note this is not institution wide but focused specifically on the program the Respondent is submitting for this solicitation. The following should be included:

- The number of students served annually
- Completion rate
- Credential attainment rate

In alignment with the HPOG grant performance, and the performance outcomes the Navigator Contractors are held to, Respondents shall describe how they will ensure the following performance is met for the proposed training programs:

- Training Completion Rate of those who start training – 75%
- Credential Completion Rate of those who successfully complete training – 90%

Please describe how your training program and curriculum is designed to ensure participants successful completion and credential attainment.

Section 5: Management and Staffing Plan

The Respondent must describe the staffing plan for all key positions funded through this project. Resumes of key staff shall be attached to the proposal and will be counted toward the attachment page limit as identified in section 3.1. The proposal must identify the manager of the contract/training program and the person designated with fiscal accountability. SDWP strongly supports the payment of a sustainable wage to employees and the provision of employer assisted medical benefits. The management and staffing plan should include the following:

- Management: Include who will be managing the contract and their qualifications
- Fiscal: Indicate which agency has fiscal responsibility for the contract and who on staff would be responsible for the fiscal requirements of the contract and their qualifications.
- Staff: List other staff that would be involved in training and/or support of the contract as a whole.

4.0 FINANCIAL REQUIREMENTS

4.1 In-Kind and Cash Match Resources

In order to efficiently use the HHS HPOG funding and deliver training services to residents and businesses within San Diego County, it becomes increasingly important to leverage a wide-range of public and private resources to support cohort training services. While not required, Respondents are encouraged to demonstrate either in-kind or cash match resources from any variety of funding sources.

These in-kind or cash match resources must directly support the proposed program activities and must be documented with a Letter of Commitment, Memorandum of Understanding or other documentation.

In-kind and cash match resources can support any particular budget item as long as it supports program activities. Cash match is defined as a contribution of funds made available to the Respondents to be used specifically for program activities. Respondents are required to assign a monetary value to any in-kind contributions. Examples of in-kind resources include but are not limited to:

- Staff time from lead and/or partner agencies (directly related to job seeker or business customers)
- Facilities/Infrastructure (where services are provided)
- Participant expenses (e.g. internship/work experience wages, incentives, supportive services, tuition, books, fees, tools or clothing for employment)
- Equipment (directly related to services to job seeker or business customers)
- Outreach and/or media support

4.2 Financial Management Structure

Respondents are required to describe their financial management structure by completing the form included in the **Attachment D - Financial Management Structure**. The responses included in this document will serve to evaluate the Respondent's experience managing and accounting for federal funds as well as conducting self-monitoring for financial performance and

compliance. In the case of a collaborative partnership, this section must also identify the lead agency responsible for the financial activities of the collaborative and the related partner responsibilities.

4.3 Budget Information

Respondents are required to submit **Attachment C - Standard Budget Shell**, (e.g., personnel, non-personnel, contracts, indirect, profit), a related budget narrative by line-item, and a cost allocation plan. The overall line-item detail budget should provide a high-level snapshot of the Respondent's total budget.

All personnel costs must identify the staff position, annual salary, and percentage of annual time spent on the funding sources. Non-personnel costs should also be further outlined into specific line items (such as supplies, equipment, repairs, and mileage). Subcontractor costs should identify the subcontractor, the service to be provided, and the total cost.

The Respondent should submit a cost allocation plan describing the methodology that will be used to prorate common operating costs to each funding source. Examples of common operating costs are infrastructure costs (e.g. rent and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources. Furthermore, the estimated amounts derived from the proposed methodology should be allocated to each budget line item by funding source. All costs should be identified as program or program support costs.

Each Respondent is required to submit a budget narrative (included in the **Standard Budget Shell - Attachment C**) and a cost allocation plan that corresponds to its line-item detail. This narrative should justify the need for all costs built into the line-item detail, and the methodology used to derive each cost. This narrative shall not exceed six (6) pages.

The total of the separate indirect and negotiated profit line items (when calculated in aggregate) should not exceed 15 percent of a Respondent's budget. For-Profit organizations' negotiated profit line item will not be negotiated at a rate higher than 10 percent of a Respondent's budget. The following factors that may be considered in negotiating Profit:

- a. Contractor effort measured by the complexity of the work to be performed and amount of subcontracting (if approved under the contract terms);
- b. Contract cost risk;
- c. The contractor's investment and independent development;
- d. The quality of the contractor's record of past performance including cost control and past accomplishments; and
- e. Additional factors as needed.

The extent to which a Respondent can meet performance objectives while minimizing indirect and profit costs will be a factor in the evaluation process. Any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency. If a Respondent does not have an approved indirect rate but wishes to include indirect costs in its proposal, it must submit all relevant financial information that outlines how the indirect rate and costs were determined and future steps for required approval by the relevant cognizant agency. If the Respondent is not required to obtain an indirect rate, then the cost allocation plan must include the methodology describing how common operating costs are distributed to the different funding sources. All costs should be identified as program support or program costs. For more information in preparing indirect cost rate agreements, please reference the "Guide for Indirect Cost Rate Determination" issued by U.S. Department of Labor, Office of Cost Determination issued in November 2006. For-Profit organizations should also reference "48 CFR Chapter 1, Part 31."

For guidance on completing the standard budget shell and the budget narrative, please see, **Attachment G - Budget Instructions.**

4.4 Program Support vs. Program Costs

The Workforce Investment Act (WIA) identifies two cost categories: administrative and program costs. For the purpose of the SOI, SDWP defines administrative costs as program support costs. Respondents may not exceed the cap of 5 percent on program support costs. For more information on program support and program costs, refer to “20CFR, Section 667.200 and 220.” All Respondents should follow this rule when classifying budget costs as program support or program costs. SDWP encourages Respondents to use in-kind or other revenue streams other than HHS funding to pay for program support costs. The extent to which a Respondent can meet performance objectives while minimizing support costs will be a factor in the evaluation process.

5.0 EVALUATION PROCESS AND CONTRACT AWARD

5.1 Evaluation Criteria

The review panel will score and rank all Respondents with respect to criteria specifically developed to examine the competence of the Respondents and suitability of their proposals. Strong weight will be given to the following criteria:

| Proposal Section | Point Value |
|----------------------------|--------------------|
| 3.0 Proposal Requirements | 70 |
| 4.0 Financial Requirements | 30 |
| Total | 100 |

Respondents must have a total average score of 85 points to be recommended for funding.

5.2 Compliance Review

Upon receipt of proposals, staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the SOI. Incomplete proposals or those clearly found to be inconsistent with legal, regulatory, or SOI requirements will be eliminated. SDWP will remove any excess pages from proposals exceeding these limits before the proposals are distributed for review.

5.3 Selection

The review panel will recommend as the successful Respondent(s) the organization(s) whose proposal(s) is determined to best meet the needs of SDWP, based on the evaluation criteria discussed above.

The determination of the successful Respondent(s) will be based upon information supplied by the Respondent in response to this SOI and upon other information that will be obtained by the review panel as is deemed necessary. The budget structure will be an important factor in the selection of the successful proposal(s).

SDWP reserves the right to negotiate with any Respondent after proposals are opened, if such action is deemed to be in the best interest of SDWP. SDWP reserves the right to reject any proposal submitted.

5.4 Board Action

The review panel's recommendations will be presented to the Adult Programs Committee at its meeting on August 15, 2013. The Adult Programs Committee's recommendation will be presented at the WIB meeting on September 19, 2013 and at the Policy Board meeting on September 27, 2013.

These dates are subject to change at SDWP's discretion. These Boards will designate the Respondent(s) to be awarded the contract(s) based upon consideration of the review panel's recommendations.

Respondents are advised that the WIB and the Policy Board, based upon the results of the evaluation process and the recommendations of the review panel and staff, must approve the final selection. In addition, Respondents are advised that the Health and Human Services/ Office of Family Assistance must approve all contracts prior to their execution.

5.5 Contract Award

The San Diego Consortium Policy Board could make the final selection of the successful Respondent(s) as soon as September 30, 2013, with contract negotiations and contract signing to follow. These target dates are subject to revision.

5.5.1 Negotiation/Contract

All Respondents shall designate an authorized negotiator. (The name and contact information for this person must be included on the title page of the proposal.) This designated person must be empowered to make binding commitments for the successful Respondent and its subcontractors, if any. SDWP reserves the right to negotiate the final terms of the contract agreements with the successful Respondent(s). Items that may be negotiated include, but are not limited to, the scope of work, the staff as proposed, the implementation schedule, and the final award amount.

5.6 Conflict of Interest

5.6.1 Cooling Off Period

SDWP, the San Diego Workforce Investment Board, and the San Diego Consortium Policy Board shall not approve or contract with, and shall reject any bid or proposal submitted by, an individual or entity who within the preceding twelve (12) months, was themselves or employs anyone who:

1. Is a current, dismissed, separated, or formerly employed person of SDWP; or
2. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
3. Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or
4. Is an owner, officer, principal, partner, or major shareholder of the proposed contractor.

This prohibition shall apply to any qualified person(s) leaving the employ of SDWP after September 21, 2012, and shall apply at all times during the twelve-month period beginning on the date the person left the employment of SDWP and shall apply to any procurement issued or contract executed within that twelve-month period. The San Diego Consortium Policy Board may, upon a showing of special circumstances that would justify the approval of such a contract, waive this prohibition.

5.6.2 Ex-Parte Communication

It is the policy of SDWP to prohibit ex-parte communication with any board member (Policy Board, WIB, WAC, Youth Council, or Board of Directors), SDWP staff, consultants or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

Any written communication to a board member or evaluator from potential Respondents will be distributed to all board members and evaluators. Collaboration with members of the various SDWP boards and committees on or about the proposal is a violation of the ex-parte communication rule. However, recognizing the value that such collaborations may bring to our system, SDWP has developed **Conflict of Interest Disclosure Form - Attachment F** to ensure that these types of arrangements do not place Respondents in jeopardy. Any Respondent who wishes to collaborate with a member of any SDWP board or committee **MUST** fill out the attached form and submit with proposal.

NOTE: Under no circumstances may an individual who is part of the proposal review committee collaborate with any Respondent. All such individuals will be asked to sign the “Conflict of Interest Certification for Solicitation of Interest” stating they have not collaborated with any Respondent.

Proposals submitted to the SDWP for consideration/evaluation shall be accompanied by both the **Conflict of Interest Disclosure – Attachment F** and an assurance that the provisions of Section B.14 of the SDWP Procurement Guidelines have not been violated.

5.6.3 Appeals Process and Access to Evaluation Information

The information below outlines the appeals process and procedure to access evaluation information.

An appeal will only be considered valid if there has been a violation of the one of the following criteria:

- The procurement process as outlined by the SOI was violated in some manner; and/or
- Federal, state, and/or SDWP procurement guidelines have been violated.

An appeal would not be allowed:

- To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above; or
- By those other than SOI Respondents.

The appeals process shall consist of the following steps:

- A written letter of appeal shall be delivered to SDWP’s Manager of Administrative Services;
- The written appeal shall specify evidence for valid appeal and the specific relief sought;
- The written appeal must be received by SDWP within five (5) business days from the date the SOI recommendation is first publicly posted on SDWP’s website. Pursuant to the Ralph M. Brown Act (Cal. Gov’t Code §54950 et al.), the agenda for a publicly noticed meeting shall be posted no later than 72 hours prior to the meeting being held. Therefore, the agenda for the August 15, 2013 Adult Programs Committee shall be posted no later than 8:00 a.m. Monday, August 12, 2013 at: <http://workforce.org/boards/adult-programs-committee>

- A designated third-party, appeals review panel comprised of non-SDWP staff shall have 10 business days to determine if the criteria for a valid appeal have been met. The decision of the review panel shall be final with no provision for reconsideration.

Access to Score Sheet and Comments

Individual score sheets and comments used during the evaluation process may be provided in the form of summaries as prepared by SDWP staff. Actual individual score sheets will not be disclosed. Proposal evaluation summaries will be provided to applicants of the SOI who submit a written request. Requests for this information shall be responded to within ten (10) business days of the Policy Board reviewing the final contract recommendations and any appeals submitted. The purpose for releasing this information is for technical assistance and continuous improvement and not for purpose of an appeal.

5.7 Insurance

A full line of business insurance will be required of all successful Respondents. Please refer to SDWP's Health Professions Opportunity Grant Contract General Provisions, Sections 21.0 **Attachment E – Health Professions Opportunity Grant Contract General Provisions** for complete information.

5.8 Contract Terms and Litigation Warranty

SDWP will negotiate contract agreements with the successful Respondent(s). SDWP's standard contract terms are included in the **Attachment E – Health Professions Opportunity Grant Contract General Provisions**. These will be the terms and conditions used by SDWP in its contract, and will form the basis for contract negotiations.

The SOI, any addenda, and the Respondent's response shall also become part of the contract agreement between SDWP and the Respondent. SDWP is not responsible for oversights in this SOI that are not brought to the attention of SDWP prior to starting contract negotiations. The Respondent shall indicate in its proposal any exceptions that the Respondent takes to the terms and conditions in **Contract Attachment E – Health Professions Opportunity Grant Contract General Provisions**, or to any of the contents of this SOI. Contract terms required by the Respondent must be included or attached to the Respondent's proposal.

Respondents, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the Respondents on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to SDWP in the proposal(s). Disclosure will not automatically disqualify the Respondents; however, SDWP reserves the right to evaluate proposal(s) on the basis of facts surrounding such litigation or arbitration. These will be reviewed and decided upon at the discretion of SDWP.

5.9 Funding Warranty

Respondents, by submitting a proposal(s), warrant that in the preceding three (3) years they have not had one or more public transactions (federal, state, or local) terminated for cause or default.

5.10 Work for Hire

Respondent agrees that all intellectual properties created by the Respondent in the course of performance of Respondent's duties under a contract with SDWP, including without limitation, all patentable and copyrightable inventions and recordings, in every format, are each a "work for hire" and are the sole and exclusive property of the State, except as provided in 37 CFR

Regulations part 401.14 and CFR 97.34 where it is the property of DOL, as indicated in the WIA Subgrant Agreement, provision 19.

In the event the contract does not qualify as a “work for hire” agreement, in partial consideration for the compensation paid to the Respondent pursuant to the contract, the Respondent hereby irrevocably assigns to SDWP, on behalf of the State and DOL, in perpetuity, all of the Respondent’s rights, title, and interest in and to all copyrights, patents, know-how, and other forms of intellectual property created by the Respondent in the course of performance of Respondent’s duties under a contract with SDWP.

Respondent agrees to execute any forms of assignment or transfer reasonably requested by SDWP during or following the term of this Contract in order to evidence the foregoing agreement of the parties.

5.11 Restriction on Disclosure

Confidential Information: Any information deemed confidential or proprietary by Respondent must be clearly marked and identified by Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

If Respondent does not mark information as confidential or proprietary, SDWP will assume that Respondent believes such unmarked data should be released to the public.

Bids submitted in response to a Solicitation of interests (SOI), amounts actually paid by the government under a contract, and cost and pricing data incorporated into a contractual document such as line item prices, contract award prices, and modifications are released. Explanatory material and headings associated with costs and pricing data are normally released unless Respondent can justify their deletion.

Proposals will be received, maintained, and disclosed to the public consistent with the California Public Records Act and the Freedom of Information Act. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. Respondents should be aware that SDWP is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government code Section 6250 et.seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

SDWP will not notify Respondent of requests for release of information or that SDWP released data unless SDWP receives a request for information previously marked and identified by Respondent as confidential or proprietary. If SDWP receives a request for release of such previously marked and identified confidential or proprietary information, SDWP will notify Respondent of such request to allow Respondent to challenge such request consistent with applicable law.

Respondent, by submission of materials marked confidential or proprietary, expressly acknowledges and agrees that neither SDWP nor the City or County of San Diego will have any obligation or liability to the Respondent in the event a court of competent jurisdiction compels the disclosure of these materials.

Any data to be returned should be so marked by Respondent and will be returned if not essential to the proposal or contract record.

6.0 ATTACHMENTS

Attachments are separate documents to this SOI and maybe downloaded from SDWP's website www.workforce.org.

Attachment A - Notice of Intent to Submit a Proposal

Attachment B - Solicitation of Interest Proposal Template

Attachment C - Standard Budget Shell

Attachment D - Financial Management Structure

Attachment E - Health Professions Opportunity Grant Contract General Provisions

Attachment F - Conflict of Interest Disclosure

Attachment G – Budget Instructions