

# **REQUEST FOR PROPOSALS**

## **Targeted Training for Construction Careers for Residents of the Baltimore City Casino Planning Area**

**Issued: December 12, 2014  
Due: January 9, 2015**

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City of Baltimore**



**REQUEST FOR PROPOSAL  
TARGETED TRAINING FOR CONSTRUCTION CAREERS FOR RESIDENTS  
OF THE BALTIMORE CITY CASINO PLANNING AREA**

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**REQUEST FOR PROPOSAL  
TARGETED TRAINING FOR CONSTRUCTION CAREERS FOR RESIDENTS  
OF THE BALTIMORE CITY CASINO PLANNING AREA**

The Baltimore City Mayor's Office of Employment Development (MOED), on behalf of the Mayor and City Council, requests proposals for targeted training for Careers in Construction and career tracked jobs with high growth potential for residents of the Baltimore City Casino Planning Area.

**BACKGROUND**

As provided in State law (2012 Special Session 2, SB 1), the opening of the Horseshoe Casino in August 2014, provided local impact funds for use in the area adjacent to the casino within Baltimore City. The law mandates that "prior to any expenditure of local impact grant funds a county or municipality shall develop, in consultation with the local development council, a multi-year plan for the expenditure of the local impact grant funds for services and improvements." Baltimore City, in conjunction with a vendor, planned to finalize the Master Plan in 2014. For more information on the Master Plan visit: <http://baltimoreplanning.wix.com/casinoareamasterplan#>

Led by the Baltimore City Department of Planning, and in consultation with the community representatives on the state mandated Baltimore Casino Local Development Council (LDC), Baltimore City has developed plans to spend the funds on projects and initiatives which have been prioritized and approved by the LDC and the Mayor. The Council consists of three subcommittees, Economic and Community Development, Transportation and Infrastructure, and Public Safety and Services.

The Council has three primary roles and missions:

- (1) consultation on the expenditures of the local impact funds
- (2) review of the Casino licensee's master plan for the development of the Casino site
- (3) consultation on transportation planning

For more information on the Baltimore Casino Local Development Council (LDC) visit: <http://baltimoreldc.wordpress.com/>

The Casino Planning Area consists of the following communities surrounding the casino: Carroll Camden Industrial Area, Stadium Area, Sharp-Leadenhall, Otterbein, Federal Hill, South Baltimore, Riverside, Spring Garden Industrial Area, Port Covington, Washington Village/Pigtown, Barre Circle, Ridgely's Delight, Carroll Park, Saint, Paul, Westport, Mt. Winans, Lakeland, and Cherry Hill. See attachment A for a map of the planning area.

**PURPOSE**

It is imperative that the City of Baltimore prepare local citizens for the next economy. In numerous studies, the supply and demand gap projects that the job demands for qualified workers over the coming years compared to those who are likely to complete post-secondary training is inadequate. If there is no support to equip the current and future workforce with competitive 21<sup>st</sup> century skills, Baltimore will not meet the demands of a thriving growing economy, particularly in construction.

The intent of this proposal is to seek a vendor to conduct credentialed pre-apprenticeship construction-related training that is designed for hard-to-serve, low-skill, unemployed or under employed residents. The training will consist of, at a minimum, a fifteen week integrated hands-on, project-based construction-related occupational training program including, job readiness and life skills training, coupled with comprehensive case management and employment services for a minimum of fifteen Casino Planning Area residents. It is envisioned that graduates will earn industry recognized certifications, at a minimum, in OSHA and CPR. Training should result in job placement and in the areas of the training, with at least sixty (60) days of continuous employment for a minimum of twelve of the fifteen enrolled Casino Planning Area residents.

#### **GRANT PERIOD and AMOUNT**

The selected vendor will have eight months, commencing on or about April 1, 2015 and ending on November 30, 2015, to successfully enroll, train and place graduates and achieve the sixty (60) days of continuous employment goal. .

The grant amount for this award may not exceed \$ 90,000.

#### **SCOPE OF WORK - TARGETED TRAINING FOR CONSTRUCTION CAREERS**

The proposal will include the following tasks and products:

- 1) The vendor will recruit, screen and enroll at least fifteen hard-to-serve, low skill unemployed and under employed Baltimore City residents living in the Casino Planning Area.
- 2) The vendor will deliver a tightly integrated hands-on fifteen week construction related occupational training program , including job readiness and life skills training certifications in OSHA and First Aid/CPR, comprehensive case management services, employment and retention services; and include a curriculum description with number of hours for each course.
- 3) The vendor will provide a math assessment before enrollment and offer a math refresher course for students who do not pass the initial assessment and make the assessment results available to MOED.
- 4) The vendor will work with each student to provide personalized assistance to identify and eliminate a wide range of employment barriers.
- 5) The vendor will demonstrate the following outcomes
  - a. Enroll a minimum of fifteen students from the Casino Planning Area
  - b. Ensure a minimum of thirteen of the fifteen enrolled students complete the training
  - c. Place a minimum of eleven of the completers in unsubsidized employment with continuous employment for sixty (60) days
  - d. Ensure a minimum of 90% of students placed in unsubsidized employment are eligible for benefits within three months of employment
- 6) The vendor will submit monthly status reports for all program activities, including financial reporting of administrative and program costs, by the 10<sup>th</sup> of the month following the month of reported activity.

## **QUALIFIED APPLICANTS**

The Mayor's Office of Employment Development desires to engage the services of a construction pre-apprenticeship provider with experience working on local or regional occupational skill training and workforce development efforts. The selected vendor must possess the requisite technical capacity and professional expertise to provide the type of services required. Bidders may form teams or include subcontractors to appropriately respond to all tasks listed in the Scope of Work. If teams are formed, or subcontractors are engaged, the proposal must clearly identify a prime, or lead contractor.

## **PROPOSAL SUBMISSION**

Typewritten proposals must include:

1. Cover page
2. Abstract (see section III.)
3. Proposal Narrative (see section III.)
4. Budget (see section IV)

The required proposal document must be prepared using 12-point font, double spaced, and on numbered pages. The Proposal Narrative must be limited to 10 pages.

Four hard copies and one digital copy of this proposal must be sent by U.S. mail or hand delivered and received by 4:00 pm on January 9, 2015. Proposals should be directed to:

Attn: Mary Sloat  
Mayor's Office of Employment Development  
417 E. Fayette Street, Suite 468  
Baltimore, MD 21202  
[msloat@oedworks.com](mailto:msloat@oedworks.com)

## **COST OF PREPARING PROPOSALS**

Costs for developing, preparing and submitting the proposals are solely the responsibility of the bidders. MOED will not provide reimbursement for such costs.

## **CLARIFICATION PROCEDURES**

All clarifications or changes to submitted proposals must be in the form of a written addendum and received prior to January 9, 2015 4:00 pm.

## **WITHDRAWALS**

A submitted proposal may be withdrawn prior to the due date. A written request to withdraw the proposal must be submitted electronically to [msloat@oedworks.com](mailto:msloat@oedworks.com).

## **PUBLIC RECORDS**

Applicants are advised that documents in possession of the Mayor's Office of Employment Development

are considered public records and subject to disclosure under the Maryland Public Information Act.

**TENTATIVE SCHEDULE**

RFP Issued:	Friday, December 12, 2015
Proposals Due:	Friday, January 9, 2015 – 4:00 PM
Award Announced on or about:	Monday, January 23, 2015
Final Qualification Documents due from selectee:	Monday, January 26, 2015
Contract Completed and Approved by:	Wednesday, April 1, 2015
Start of Training on or about:	Monday, May 4, 2015
Training Ends on or about	Friday, August 14, 2015
Job Placement sixty day retention completed:	Friday, November 13, 2015
Completion of Work:	Monday, November 30, 2015

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**QUALIFICATIONS AND RESPONSIBILITIES**

**TECHNICAL PROPOSAL FORMAT**

All businesses/organizations must meet a minimum level of administrative and fiscal capacity in order to contract with MOED. Therefore, all applicants given selection notification must provide the following Documentation of Qualifications by 4 p.m. on January 26, 2015. Failure to satisfactorily provide the following documentation could result in disqualification of proposed award.

**Documentation of Organization's Qualifications -**

- Formal documentation that organization is in good standing with the Maryland Department of Assessments Taxation at time of proposal submission
- Legal Entity (Proof of Incorporation, 501(c) (3), etc.) *<Must submit document proving legal entity.>*
- Written Conflict of Interest Policy for Staff and Board *<Must submit copy of Conflict of Interest Policy.>*
- Verify that the entity has procured and will maintain during the life of the contract the following required insurance coverages (professional liability, errors and omissions; commercial general liability insurance, including contractual liability insurance; business automobile liability (if applicable); worker's compensation coverage; and employee dishonesty insurance *<Must submit copies of certificates of insurance with contract. >*

**Documentation of Qualifications Submission**

- Do not include any information that is not specifically requested.
- Include a cover letter properly identifying the organization and signed by an individual authorized to represent the organization, to act on behalf of it, and to legally bind it in all matters related to a contract.

**Vendor Responsibilities**

Program success is contingent upon the ability of the vendor to meet the demands of managing and administering the initiative/service. **A fixed price contract will be offered with payment points based on completing outlined deliverables.**

Vendor responsibilities (deliverables) include but are not limited to:

1. Conducting recruitment and enrollment of Casino Planning Area residents
2. Delivering Training
3. Providing Relevant Credentials
4. Placement/Employment Retention of Training Completers
5. **Timely and accurate reporting**

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**ABSTRACT**

The one-page abstract should describe the proposed initiative, experience with providing similar studies, and an overview of the planned methodology to be used for this project.

**COVER PAGE**

A one-page cover page should include the name of the organization, address, telephone number, email address, and the name and title of the person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the proposer. The cover page should be signed by the signatory authority for the organization.

**TECHNICAL PROPOSAL**

The Technical Qualifications should contain the following:

- *Experience and Qualification* –A summary of the proposer’s qualifications with regard to the selection criteria identified in this RFP. The summary should contain: (a) information on projects of similar nature that the vendor and/or firm has completed, including brief descriptions, dates, and names of contact persons and (b) specific mention of local or regional experience. In project descriptions, identify any personnel likely to work on this project. Please include (c) links to and/or examples of relevant work if possible.
- *Project Management and Key Technical Staff* – Designation of a project manager and the responsibilities of the manager and key personnel. Please include resumes for the project manager and key personnel. Note that the resulting contract will require commitment of the specified personnel. An outline showing estimated hours by each staff member by task shall be provided.
- *Task Proposal* – Provide a description of the proposed activities and methodologies for each of the defined vendor tasks including an outline for the suggested final report.
- *Timeline for the project activities with clearly identified deliverables at each stage.*
- *Letters of Reference* - Three letters of reference from previous or current clients which include contact information (phone number, email address, etc.).
- *Other Information* – Any other material that the proposer wishes to provide. Please limit to relevant information.



**BALTIMORE CITY WORKFORCE INVESTMENT BOARD  
REQUEST FOR PROPOSAL**

**BUDGET FORMAT**

ORGANIZATION: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

FUNDING PERIOD: \_\_\_\_\_ TO \_\_\_\_\_

**TOTAL PROJECT BUDGET: April 1, 2015 – November 30, 2015**

\$\_\_\_\_\_ [\$90,000 maximum]

<b>Object Class Category: CONTRACTUAL</b>	
<b>A. Brief Description</b>	<b>B. Cost</b>
1.	\$
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
<b>TOTAL CONTRACTUAL COSTS</b>	

<b>Budget Narrative: CONTRACTUAL</b>

**BALTIMORE CITY WORKFORCE INVESTMENT BOARD  
REQUEST FOR PROPOSAL**

**EVALUATION CRITERIA**

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. Technical merit includes delivery of requested program services and approach, as well as staff experience and qualifications. Teaming is permissible but the contract will be with a single prime contractor.

MOED reserves the right to negotiate with one or more respondents selected on the basis of the technical merit of their proposal and proposed cost. Respondents may be asked to make personal appearances to provide additional information on proposals.

