

# THE MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT

## REQUEST FOR PROPOSALS FOR OCCUPATIONAL SKILLS TRAINING FOR EX-OFFENDERS

**Release Date: October 26, 2007**

Karen Sitnick  
Director  
Mayor's Office of  
Employment  
Development

Sheila Dixon  
Mayor



## TABLE OF CONTENTS

<b>PART I</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>PART II</b>	<b>IMPORTANT INFORMATION</b>	<b>4</b>
<b>PART III</b>	<b>PROGRAM SUMMARY</b>	<b>6</b>
	<b>A. Eligibility Requirements</b>	<b>7</b>
	<b>B. Data Collection Requirements</b>	<b>8</b>
	<b>C. Reporting Requirements</b>	<b>8</b>
	<b>D. Frequently Asked Questions</b>	<b>9</b>
	<b>E. Governing Authority</b>	<b>10</b>
	<b>F. Questions</b>	<b>10</b>
<b>PART IV</b>	<b>PROPOSED PROCUREMENT TIMETABLE</b>	<b>11</b>
<b>PART V</b>	<b>PROPOSAL PREPARATION INSTRUCTIONS</b>	<b>12</b>
	<b>A. Responsive Proposals</b>	<b>12</b>
	<b>B. Proposal Format</b>	<b>12</b>
<b>PART VI</b>	<b>ORGANIZATIONAL CAPABILITIES</b>	<b>16</b>
<b>PART VII</b>	<b>PROPOSED PROJECT BUDGET</b>	<b>17</b>
<b>ATTACHMENTS</b>		
	<b>A: PROPOSAL COVER PAGE</b>	<b>18</b>
	<b>B: ACKNOWLEDGMENTS</b>	<b>19</b>
	<b>C: PRIOR TRAINING ACTIVITIES</b>	<b>20</b>
	<b>D: PROGRAM SUMMARY FORM</b>	<b>21</b>
	<b>E: BUDGET INFORMATION</b>	<b>23</b>
	<b>E-1: BUDGET INFORMATION WORKSHEETS</b>	<b>24</b>

## **PART I: INTRODUCTION**

---

The cycle of incarceration, re-entry, and recidivism has serious negative consequences for the City of Baltimore, home to the most densely populated geographic distribution of returning ex-offenders in Maryland. Some 9,000 men and women exit Maryland's prisons each year and return to Baltimore, where another 20,000 are already under State supervision. Most of the city's returning ex-offenders lack the tools to successfully navigate the re-entry experience. Without effective intervention nearly half will recidivate within three years of release.

The Mayor's Office of Employment Development (MOED), in partnership with multiple public, non-profit and philanthropic organizations created the Re-entry Center (ReC) in 2005 within its Northwest One-Stop Career Center to address the transition needs of these individuals. The ReC offers a broad menu of employment-related resources and support services to formerly incarcerated individuals on-site and via off-site referrals to partner agencies and organizations.

Since opening in 2005, the ReC has served more than 8,500 ex-offenders, providing more than 28,000 services, ranging from job search assistance, vocational assessment, acquisition of personal identification documentation, job placement assistance, computer skills training, literacy training, and referrals to partnering organizations for housing assistance, health and legal services. During this period, over 1,000 job ready ex-offenders were placed in employment through the dedication of center staff and its many partners.

The Mayor's Office of Employment Development is Baltimore's workforce development agency and, as One-Stop Career Center operator. As such the agency serves as the city's primary agent of workforce development services for employers, new workers, older workers, disabled, career changers, ex-offenders, laid-off workers and youth. More information on MOED is available at [www.oedworks.com](http://www.oedworks.com).

The cornerstone of Baltimore's workforce development system is the MOED's "One-Stop" delivery system, where information about and access to a wide array of employment resources, career development, job training, education, and employment opportunities is available to city residents. Baltimore's One-Stop Career Center system is comprised of three strategically located One-Stop Career Centers within easy access to public transportation.

This proposal seeks job training services for ex-offenders registered at the Re-entry Center @ the MOED's Northwest One-Stop Career Center, located at the Mondawmin Mall in northwest Baltimore.

Closely affiliated with the MOED is the Baltimore Workforce Investment Board (BWIB), a business-led, mayoral appointed volunteer board established in September 2000. The BWIB is responsible for creating local workforce policy and, through strategic planning, guiding the development of a coordinated and responsive citywide workforce development system. More information on the BWIB is available at [www.baltoworkforce.com](http://www.baltoworkforce.com).

## **PART II:                    IMPORTANT INFORMATION**

---

### **REQUEST FOR PROPOSALS (RFP)**

The Mayor's Office of Employment Development (MOED), in cooperation with the Baltimore Workforce Investment Board (BWIB), is pleased to release this Request for Proposals (RFP) for occupational skills training services for ex-offenders. We seek proposals from organizations that will address **all** of the following as part of a comprehensive skills training initiative:

- Identify and reduce barriers to employment that may prevent participating individuals from completing training and obtaining and retaining training-related employment in careers with the potential of achieving family sustainable wages;
- Provide a supportive highly motivating environment that will stimulate achievement and growth and the realization of individual potential;
- Integrate the development of work ethic, job search skills, and job retention skills leading to unsubsidized employment and job retention;
- Provide occupational skills training in an industry sector and occupation that has high growth potential in the current local labor market or the sectors of the economy that have a high potential for employment and job retention;
- Deliver employment services to participating ex-offenders including but not limited to connecting them to job opportunities;
- Work in partnership with the Northwest One-Stop Career Center;
- Improve employment prospects and outcomes for participating ex-offenders.

Proposals are due on or before Monday, November 26, 2007, at 1:00 p.m.

### **BIDDER'S CONFERENCE**

An informational Bidder's Conference to discuss the details of this solicitation will be held in the conference room of the Northwest One-Stop Career Center located at 2401 Liberty Heights Avenue, Mondawmin Mall, Suite 302, Baltimore, Maryland 21215, at 9:00 a.m. on Monday, October 29, 2007.

All bidders are strongly encouraged to attend the informational conference to learn more about this RFP, the Mayor's Office of Employment Development and its workforce development initiatives. The bidder agrees to assume full responsibility for any information not received due to non-attendance at the Bidder's Conference.

### **PROPOSAL SUBMISSION**

A signed original, six (6) copies and a computer disk on which the proposal has been saved (Microsoft Word 2000 or 2003 only) must be mailed via U.S. Postal Service and postmarked by the due date and time or hand delivered to:

Mayor's Office of Employment Development  
417 East Fayette Street, Suite 468  
Baltimore, Maryland 21202

Only completed proposals received by the deadline date and time will be considered. Any proposal or proposal modification submitted after the proposal submission deadline will not be considered. .

To request an electronic copy of the solicitation and/or to register for the Bidder's Conference, contact Annette Pankey at (410) 396-1910 or via email at [exotrainingRFP@oedworks.com](mailto:exotrainingRFP@oedworks.com).

**COST OF PREPARING PROPOSALS**

Costs for developing the proposals in response to this solicitation are solely the responsibility of the bidder. The MOED will not provide reimbursement for such costs.

**WITHDRAWAL**

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

### **PART III: PROGRAM SUMMARY**

---

MOED seeks to offer occupational skills training to ex-offenders who register at its Re-entry Center (ReC) who are assessed by ReC case managers as having a need for training as part of their Individual Employment Plan (IEP). Selected training provider(s) will deliver occupational skills training that fosters vocational and educational skill sets that result in positive outcomes, including employment and job retention.

Training will be targeted to ex-offenders residing in the north and west areas of the city, where the social services, workforce development and health services infrastructure is insufficient to support the ongoing needs of a high volume of re-entries. The majority of the ex-offenders returning to these areas of the city are African American males between the ages of 20 and 35 who are prone to substance abuse and other health and mental health issues and who have significant education and skills deficits.

Organizations selected as training providers as a result of this solicitation will provide the following training services to participating ex-offenders:

- Work readiness training (e.g. soft skills, life skills, and/or basic skills training) and
- Occupational skills training; or
- Customized training; or
- Pre-apprenticeship training leading to apprenticeships; and
- Employment/job placement.

In addition to measurable competencies (enrollments, completions, placements, etc.), the skills training provided must also include a job search, placement and a retention component.

It is expected that all completers of the occupational skills training will obtain full-time employment (defined as 32 or more hours per week); that the starting wage will be at least \$9.00 per hour; and that the employer will provide benefits (e.g. medical) within one (1) year of employment.

The scope of work shall include:

- A system for monitoring attendance, punctuality, and the measurable skills training competencies achieved (e.g. minimum grade point average on tests, quizzes) by program participants;
- A program model based on best practices and focused on skills training leading directly to employment/job placement for ex-offenders;
- The written commitment from prospective employers willing to offer employment options such as an on-the-job training or customized training component.
- A recruitment and intake process;
- A career assessment process, which takes into consideration and builds upon the IEP developed by ReC case management staff;
- A process for referring participants in need of support services, comprehensive life skills, and/or barrier removal services (such as transportation assistance, substance abuse treatment services, transitional and emergency shelter,

permanent housing, child care assistance, job development, coaching, counseling, healthcare, career wear, legal services, credit repair, esteem building, conflict resolution, and team building services) using the resources and partnerships available through the ReC.

- Demonstrate how customers attain academic and occupational skills through the program model and curriculum
- A description of the rationale and the process for targeting selected or specific industries for the training and employment of ex-offender participants;
- A process for monitoring and evaluating participants' progress;
- A training curriculum that is relevant to ex-offender friendly employment opportunities in Baltimore's high growth industries.
- A process for meeting pre-established performance expectations for registration, completion, job placement and job retention in a timely manner;
- A description and time line for providing a full array of post-program services to participants;
- A process for marketing and completing applicable tax credit forms and/or Federal Bonding forms to enhance customers' job search/placement process.

## **A. Eligibility Requirements**

Organizations that are (1) registered with the City of Baltimore and the State of Maryland as a bona fide not-for-profit or for-profit entity and currently in good standing; (2) have at least one year of experience in providing soft skills, life skills, and or basic skills, career counseling, and occupational skills training; and (3) have the ability and willingness to work collaboratively with MOED may submit a proposal for funding. Local education agencies, governmental units, public agencies, or public and private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least one (1) year in the State of Maryland may also submit a proposal for funding. Consortia of the above named organizations may submit a proposal for funding. In the event of consortia, one entity must be clearly identified as the fiduciary agent for the proposed project. Minority and women-owned and operated businesses are encouraged to apply.

Priority for contract award will be given to training service providers whose programs: include relevant job-specific training leading directly to employment; demonstrate identified relationships with area employers; and accept the following performance expectations:

1. At least 85% of enrolled customers will complete training.
2. At least 80% of enrolled customers will be placed in unsubsidized jobs at or above the minimum hourly wage rate specified in this RFP.
3. At least 85% of the customers placed in unsubsidized employment shall retain employment for a minimum of six (6) consecutive calendar months.
4. At least 90% of customers placed in unsubsidized jobs are to obtain benefits (e.g. medical) within one (1) year of the date of employment.
5. All customers completing training shall obtain an industry-recognized credential or a certificate of completion.

Preference will be given to bidders that demonstrate in-kind funding that will leverage the funds awarded as a result of this solicitation.

All decisions to fund proposals will be based upon the BWIB's evaluation of those proposals that are most advantageous to fulfilling the MOED's objectives for this solicitation.

Each bidder is advised that the MOED will hold the prime contractor for each project totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described herein and for achieving the contracted performance expectations within designated timeframes. The prime contractor may subcontract with other entities with prior written approval of the MOED. A bidder that includes subcontracting all activities and services in this RFP to other agencies will not be considered responsive.

No entity may receive a grant award if: (1) the entity is currently debarred or suspended or otherwise determined to be ineligible to receive federal, state or local government funds by an action of any governmental agency; or (2) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of program or services; or (3) the entity's previous contract(s) with the MOED have been terminated for cause.

In March 2007, the Mayor and City Council of Baltimore established the **Baltimore City Residents First** program: to create opportunities for businesses that receive city contracts to meet their workforce needs; to access qualified city job seekers; and to ensure that city dollars contribute to the local economy. All contractors awarded city contracts must agree to employ skilled and qualified Baltimore City residents who meet the contractor's employment needs created as a result of the award of a City contract. Bidders on all city contracts, except professional services contracts, emergency contracts and contracts for \$24,999.00 or less shall complete the **Baltimore City Residents First Certification Statement** and submit with their bid. Further information is available on the MOED's website: [www.oedworks.com](http://www.oedworks.com).

## **B. Data Collection Requirements**

The training service providers selected as a result of this solicitation shall be responsible for tracking outcomes on all customers served, including the totality of services provided, completion of services, job placement, job retention, and earnings. Service providers shall ensure that their customer information is properly entered and recorded in the MOED's Efforts-to-Outcome database within timeframes to be determined by the MOED. MOED will provide technical training to service providers during the term of the contract on its Efforts-to-Outcome database.

In addition, the MOED will provide technical assistance and training to all service providers, to include but not be limited to the following areas: data collection and reporting; case management; and placing participants in jobs.



The MOED will conduct regular fiscal and programmatic monitoring to ensure that activities of its service providers are on target to meet contractual goals.

### C. Reporting Requirements

Service providers shall submit monthly financial and narrative progress reports to the MOED. Templates for these reports will be provided by the MOED as an attachment to the formal contract agreement. Reports are due by the **fifteenth** (15<sup>th</sup>) day of each month during the grant period. The chief executive officer of the service provider(s) organization(s) or his/her senior level designee must sign the monthly financial and narrative progress reports.

### D. Frequently Asked Questions

- ***Are there any systems or qualifications that must be in place within our organization in order for us to have the capacity to perform all the services and requirements of this grant?***

Service providers, as subcontractors, will be bound to the provisions of a contractual agreement. Service providers must maintain insurance coverage as set forth in the agreement. Additionally, accounting and data collection systems are integral to keeping accurate records on required information.

#### Insurance

The subcontractor, at its sole expense, shall procure and 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
- Worker's Compensation coverage
- Employee Dishonesty Insurance

The subcontractor shall name the City of Baltimore as an additional insured on all policies.

#### Accounting Systems

The subcontractor shall maintain records under Generally Accepted Accounting Principles (GAAP) which support all expenses, revenues, and program income under the contract. All such records must be retained at least three (3) years after submission of final expenditure report or until all audit questions are resolved; these records are subject to review, monitoring and audit and must be retained in accordance with the MOED's record retention requirements.

- ***How much money will be awarded and how long is the contract period?***

Awards will be based on project model and available funds. The award is expected to be made in time for contracts to start on April 1, 2008. Contracts are expected to be

one (1) year in length. Continued service is based on performance and availability of funds.

- ***How will Training Service Providers be selected?***

Representatives of the BWIB will read and score all proposals submitted by eligible bidders. Review team members will use the following criteria when reviewing the proposals:

1. **Organizational Profile (15 points)** – Points will be awarded to those bidders that demonstrate the organizational capacity and management structure capabilities to fulfill the requirements of the solicitation.
2. **Employment Commitment (25 points)** – Points will be awarded to those bidders that demonstrate the need for training based on current Labor Market Information regarding high-growth high-demand jobs in ex-offender friendly industries.
3. **Service Delivery Model (40 points)** – Points will be awarded to those bidders that clearly define the relevant services to be offered and identify relevant timeframes for service delivery.
4. **Accountability (20 points)** – Points will be awarded on the basis of the bidder's proposed budget plan and on the ability of the bidder to achieve the contracted performance expectations within designated timeframes.
5. **Bonus Points (maximum 10 points)** – Bonus points may be awarded to bidders that demonstrate collaborations, partnerships, years of service, and also on the type of services proposed or the innovation of the approach(es).

Proposals must include clear and concise responses to all items and questions posed in the solicitation.

## **E. GOVERNING AUTHORITY**

Acceptable proposals will meet the specifications contained in this RFP, the MOED's Two Year Plan and all applicable policies and regulations. It is incumbent upon bidders to familiarize themselves with these documents during proposal development. Reference copies are available for review at [www.oedworks.com](http://www.oedworks.com).

## **F. QUESTIONS**

All questions regarding this solicitation should be held until the Bidder's Conference. After the Bidder's Conference, questions must be submitted via email to [exotrainingRFP@oedworks.com](mailto:exotrainingRFP@oedworks.com).

The "Question and Answer" period after the Bidder's Conference begins on Monday October 29, 2007 and ends on Friday November 2, 2007, after which no further questions will be entertained. Responses to questions will be posted on MOED's website at [www.oedworks.com](http://www.oedworks.com) on Tuesday, November 6, 2007.

**PART IV: PROPOSED PROCUREMENT TIMETABLE**

---

<b>Action</b>	<b>Date</b>
Publish Legal Notice of the RFP	October 26, 2007
RFP Posted on BWIB & MOED website	October 26, 2007
RFP Packets Available Monday	October 29, 2007
Bidder's Conference	October 29, 2007 9:00 a.m.
Q & A Posted on the web site	November 6, 2007
Proposals Due	November 26, 2007 1:00 p.m.
Announcement of Award	December 21, 2007
Contract Negotiation	December 21, 2007
Services Begin	April 1, 2008

All time shown is Eastern Standard Time (EST). The MOED reserves the right to adjust the schedule when it is in the best interest of the MOED or to extend any published deadline in this RFP upon notification to those who have attended the October 29, 2007 Bidder's Conference.

All interested organizations are ***strongly encouraged*** to attend the Bidder's Conference since this will be the best opportunity for having technical and other concerns addressed.

## **PART V: PROPOSAL PREPARATION INSTRUCTIONS**

---

### **A. Responsive Proposals**

To be considered responsive, proposals must meet the following minimum criteria:

- 1) Submit one (1) original proposal; six (6) copies and a computer disk on which the proposal has been saved (Microsoft Word 2000 or 2003).
- 2) Proposal must be received by MOED at 417 E. Fayette Street, Suite 468, Baltimore, MD 21202 no later than the due date and time shown in the Proposed Procurement Timetable, Part IV of this RFP.
- 3) The original proposal must be manually signed in blue ink by the official authorized to represent and bind the bidder and must be marked "original".
- 4) Proposal contents must be presented in the same order as set forth in the application below and contain all of the information and documents requested.
- 5) Proposals are limited to a total package of twenty-five (25) single-spaced, single sided, 8.5 inch x 11 inch pages, one side only, with one-inch margins (top, bottom, and sides), and with 12 point text font. The only attachments permitted are those listed in this solicitation, beginning on page 18 of this document. Any additional pages will not be considered.
- 6) Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.

### **B. Proposal Format**

#### **I. COVER PAGE**

Complete the form "Cover Page" in Attachment A and submit it as the first page of your proposal package.

#### **II. ACKNOWLEDGEMENTS**

Attachment B contains acknowledgements that must be given by an authorized representative of the bidding organization/firm. Complete this form and submit as the second page of your proposal package.

#### **III. PRIOR TRAINING ACTIVITIES**

This form is Attachment C and should be completed and submitted as the next page in the proposal package after the acknowledgements form and attachments.

#### IV. PROGRAM SUMMARY FORM

Complete the "Program Summary Form", Attachment D, and submit it as the page following the listing of "Prior Training Activities" in your proposal package.

#### V. TABLE OF CONTENTS

Submit a Table of Contents to begin the Narrative section of your proposal package.

#### VI. PROGRAM NARRATIVE

The program narrative should describe how the bidder will accomplish the program goals and objectives. Statements should be concise and specific, conveying to the reader that the bidder understands the approach to be followed in the program and the responsibilities inherent therein. The narrative is to be presented using the following outline. The **headings** used below MUST BE USED IN YOUR NARRATIVE IN THE ORDER GIVEN.

The narrative must not exceed twelve (12) typewritten pages.

##### 1) Services to be Provided

###### A. Program Description

- i. Describe the training component and occupational area.
- ii. Explain how the services will be provided.
- iii. State the program goals and objectives.
- iv. Explain how the services provided will lead to the successful achievement of the program goals and objectives.

###### B. Entry Requirements

- i. Describe your program's entry requirements (be specific).
- ii. Identify the minimum age and academic/basic skill requirements.

###### C. Program Model

- i. List the number of customers in each class and the number of classes proposed.
- ii. Include a curriculum outlining specifying tasks, amount of time required to teach tasks for each proposed class or a schedule of activities and the number of hours of each activity that each customer will receive.
- iii. Indicate competencies expected to be achieved, benchmarks and indicators for these competencies, the certification method to be used and any other pertinent information related to the program or activity outcomes or goals.
- iv. Provide information on a system for measuring and documenting achievement of competencies or other program or activity outcomes.
- v. Provide the attendance policy.
- vi. Indicate the number of hours that customers will spend:
  1. With an instructor

- 2. Practicing learned skills
    - 3. Counseling for job development
  - vii. Indicate if training is open-entry, open-exit or other.
  - viii. Indicate start and end dates for each cycle proposed.
  - ix. Include a list of books and other materials that each participant will use.
- D. Outreach and Recruitment
- i. Describe how outreach and recruitment of eligible participants will be conducted.
  - ii. Describe coordination efforts with MOED and other agencies in regard to recruitment.
  - iii. Describe your process for marketing your program to ex-offenders.
- E. Assessment
- i. Describe the process to be utilized for assessment of customer experience, skills and individual employability development needs.
  - ii. Indicate appropriate testing that will be used if applicable.
- F. Employability Development Component
- i. Describe the program's employability development component.
  - ii. Indicate the number of hours of instruction participants will receive.
  - iii. Describe how this component will be integrated into the training program.
  - iv. Indicate what competencies will be achieved and how these competencies will be measured.
- G. Counseling and Support Services
- i. Describe your counseling component for customers.
  - ii. Discuss your method of ensuring the provision of supportive services needed to maintain a customer during training, any post training or employment activities.
- H. Labor Market Potential
- i. Justify and provide evidence that there is a labor market need for the type of occupational skills training. Copies of help wanted ads are not acceptable.
  - ii. Provide evidence of an existing lack of this type of training program in the Baltimore Metropolitan area.
  - iii. List the types of jobs in which customers will be placed.
  - iv. List the entry level job requirements and expected entry level wages.
  - v. Provide a list of at least seven (7) employers (include address, contact person, and phone number) that you have contacted who have verified the labor market demand and indicated a willingness to hire completers of your training program in available job openings in the targeted occupations you have listed for placement. In the event of customized training, provide a letter of commitment from the employer to hire successful training completers.
  - vi. Attach letters of commitment from employers to the proposal package. NOTE: MOED reserves the right to contact those employers listed as part of the proposal review process.

## I. Internships

- i. The incorporation of internships as part of the program model is encouraged but is not required.
- ii. Describe the process for choosing and placing customers in appropriate internship positions.
- iii. Indicate the length of these activities and the kinds of organizations that would be utilized.
- iv. If internships are utilized, indicate what methods will be used to encourage employers to create permanent job opportunities for customers.
- v. Describe the methods that will be used to ensure that employers will hire customers in positions at the conclusion of the period.

## J. Marketing and Job Placement

- i. Describe your plans for placing training completers in the labor market in occupations for which they were trained.
- ii. Describe any job preparation activities in which trainees will be involved, your job-matching process and follow-up activities.
- iii. Discuss the methods you will utilize to market your program to employers.
- iv. Describe any special linkages that exist between your organization(s) and private employers.

## K. Post Placement Service

- i. Describe follow-up mechanisms with employers on the success/failure of program completers who are placed in employment.
- ii. Describe follow-up services for training completers who are placed in employment (i.e. alumni services, job coaching).

## 2) Coordination Strategy

- A. Explain how your agency's/firm's currently available resources and assets will be integrated into the proposed project.
- B. Identify in-kind contributions to the proposed program and their estimated value. (In-kind sources identified MUST be documented).
- C. Describe how community resources will be utilized to provide supportive services. Describe proposed coordination of efforts to be utilized to ensure a successful program, including the roles and/or responsibilities of all entities involved. Clarify any special arrangements between your agency and human services agencies designed for the benefit of program participants. Clarify any special arrangements between your agency and school personnel, where appropriate.
- D. Identify any matching sources of funds and the amount and use of each fund as it relates to the proposed activity (i.e. HEA Grants, Pell Grants, Work Study).
- E. Submit letters of Coordination and Linkage specific to this program, if applicable. NOTE: Letters of support or endorsement will not suffice. Letters must identify working relationships with community services agencies, schools, businesses, or other organizations. (Submit these as an attachment to the proposal package).

## **PART VI: ORGANIZATIONAL CAPABILITIES**

---

In this section, please demonstrate the capability of your organization to perform the service(s) you propose.

### **Description of Organization**

- A. What services does your organization currently offer?
- B. Briefly describe your organizational structure and how that structure is tailored to meet the program objectives and design. Provide an organizational chart.
- C. Provide a description of the personnel who will be directly involved in the proposed project. Include:
  - 1. Resumes, Curriculum Vitae, or licenses (if applicable).
  - 2. Specific experience in relation to similar projects.
  - 3. Job description of each position to be funded.
  - 4. Extent of involvement in terms of time. Provide percentages.
  - 5. Organization responsibility/reporting procedures in relation to the proposed program.
- D. Indicate the staff/customer ratio for the proposed program.
- E. Indicate how long it will take to implement the proposed activity from notification of selection.



## **PART VII: PROPOSED PROJECT BUDGET**

---

Bidders must submit a detailed line item budget for their proposed project's period of performance. In doing this, please complete Attachment E and submit it as the final page of your proposal package. Include either a detailed cost analysis of each line item or a budget narrative that explains the costs reflected in each of the line items. Budget information worksheets in Attachment E-1 may be used to meet the criteria for a detailed cost analysis. Discuss here any items that need explanation.

**NOTE:** If your agency is receiving another source of funding, you will have to submit a cost allocation line item budget showing the percentages of those funds being allocated to this proposal.

## ATTACHMENT A: PROPOSAL COVER PAGE

---

**Name of Organization:**

Address:

Phone Number:

Website:

**Contact Person:**

Name:

Title:

Phone Number:

Fax Number:

Email:

**Complete if different from above:**

Chief Executive Officer:

Phone Number:

Email:

**Training information:**

Occupational Skills Training Area:

Address of proposed training site (if known):

Telephone number (if known):

## ATTACHMENT B: ACKNOWLEDGEMENTS

---

Please provide the following information in the space provided. No attachments may be substituted except where indicated.

A. Indicate type of organization or business:

Public agency \_\_\_\_\_

Non-profit \_\_\_\_\_

For-profit \_\_\_\_\_

Other \_\_\_\_\_

Identify: \_\_\_\_\_

Organization's date of Inception \_\_\_\_\_

B. Are you a minority contractor? Yes\_\_\_\_ No\_\_\_\_

(A minority business is a business owned, operated, and controlled by minority group member(s) who have at least fifty-one percent (51%) ownership. The minority group member(s) must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of minority group ownership. (Minority group members are defined as Women, Black Americans, Hispanic Americans, Asian Americans, American Indians, American Eskimos, and American Aleuts.)

If you are a minority contractor, are you registered with the Minority and Women Business Enterprise (MBE/MWE) with the City of Baltimore?

Yes\_\_\_\_ No\_\_\_\_ Certification # \_\_\_\_\_

C. Has your organization ever filed for reorganization under the bankruptcy laws of Maryland or any other state?

Yes\_\_\_\_ No\_\_\_\_

If yes, what was the date and disposition of this action?

D. Is your organization currently debarred or suspended from receiving local government, state, or federal funds?

Yes\_\_\_\_ No\_\_\_\_

## **ATTACHMENT C: PRIOR TRAINING ACTIVITIES**

---

Describe relevant training activities that your organization has delivered in the past three (3) years. Include information on the population served, results, placement rates and placement wages (where applicable). Identify the grantor and include references.

**This information is critical in order to evaluate this proposal.**

**ATTACHMENT D: PROGRAM SUMMARY FORM**

---

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Training  
(Skill Area If Applicable) \_\_\_\_\_

Number of Enrollees \_\_\_\_\_

Number of Cycles Proposed  
(If Applicable) \_\_\_\_\_

Length of Training \_\_\_\_\_

Number of Hours Per Day \_\_\_\_\_

Total Proposed Budget\* \_\_\_\_\_

Cost/Slot  
(Total Budget/Number of Enrollees) \_\_\_\_\_

Staff/Customer Ratio \_\_\_\_\_

Proposed Completion Rate  
of Enrollees \_\_\_\_\_

Proposed Placement Rate  
of Enrollees \_\_\_\_\_

Cost Per Customer Hour \_\_\_\_\_

Cost Per Placement \_\_\_\_\_

Age Range \_\_\_\_\_

**ATTACHMENT D: PROGRAM SUMMARY FORM (Continued)**

---

Math Proficiency Requirement \_\_\_\_\_  
(Based on Test of Adult Basic Education – TABE)

Reading Proficiency Requirement \_\_\_\_\_  
(Based on Test of Adult Basic Education – TABE)

Specific Skill Prerequisites \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Requirements \_\_\_\_\_

In-Kind Contributions \_\_\_\_\_

## ATTACHMENT E: BUDGET INFORMATION

---

### A. Budget Summary by Categories

	Amount
1. Personnel	
2. Fringe Benefits (Rate 25%)	
3. Travel	
4. Equipment and Supplies	
5. Contractual	
6. Facilities	
7. Other	
8. Customer Supports	
9. Total Direct Cost (Lines 1 through 8)	
10. Indirect Cost (Rate %)*	
11. TOTAL Funds Requested (Lines 9 through 10)	

\*10% maximum

### B. Cost Sharing/Match Summary

	Amount
1. Cash Contribution	
2. In-Kind Contribution	
3. TOTAL Cost Sharing/Match (Rate__%)	

NOTE: Include either a detailed cost analysis of each line item or a budget narrative that explains the costs reflected in each of the line items above. Worksheet, Attachment E-1, may be used to meet the criteria for a detailed cost analysis.

## ATTACHMENT E-1: BUDGET INFORMATION WORKSHEETS

The worksheets provide information about how costs were calculated. They also provide more detailed management information.

<b>Category 1: Personnel</b>				
Staff Title	# of Positions	Monthly Salary	Number of Months	Total
<b>TOTAL PERSONNEL</b>				

<b>Category 2: Fringe Benefits</b>		
	Rate	Amount
<b>TOTAL FRINGE BENEFITS</b>		

<b>Category 3: Travel</b>					
Item	Staff	Miles/Week	Cost/Mile	# Weeks	Total
<b>TOTAL TRAVEL</b>					

Examples include: mileage per staff member, plane fare, etc.

<b>Category 4: Equipment and Supplies</b>					
Description			Unit Cost	# Units	Total
<b>TOTAL EQUIPMENT AND SUPPLIES</b>					

Examples include: computer network, training supplies, office and maintenance supplies

<b>Category 5: Contractual</b>					
Description			Unit Cost	# Units	Total
<b>TOTAL CONTRACTUAL</b>					

Examples include: curriculum development

<b>Category 6: Facilities</b>					
Description			Unit Cost	# Units	Total
<b>TOTAL FACILITIES</b>					

Examples include: rent, utilities

<b>Category 7: Other</b>					
Description			Unit Cost	# Units	Total
<b>TOTAL OTHER</b>					



<b>Category 8: Customer Supports</b>					
Description			Unit Cost	# Units	Total
<b>TOTAL CUSTOMER SUPPORTS</b>					

Examples include: vouchers for transportation, equipment, or uniforms.

<b>Category 10: Indirect Cost</b>		
Description	Rate	Amount
<b>TOTAL INDIRECT COSTS</b>		