

# **WORKFORCE****SOLUTIONS**

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## **G R E A T E R   D A L L A S**

REQUEST FOR INFORMATION  
FOR  
SHORT-TERM PRE-VOCATIONAL INTENSIVE SERVICES

**An Open Application Process**  
Funded with resources from the  
Workforce Investment Act received from the  
Texas Workforce Commission  
&  
U. S. Department of Labor

**Issued September 9, 2008 1:00 P.M. CDT**  
Available and delivered to the Board Office  
Monday through Friday, 8:00 A.M. to 5:00 P.M.

One Main Place  
1201 Main Street, Suite 2700  
Dallas, Texas 75202  
214-290-1000  
<http://www.wfsdallas.com>

## REQUEST FOR INFORMATION (RFI) BY APPLICATION

### FOR

## SHORT-TERM PREVOCAIONAL INTENSIVE SERVICES

### INTRODUCTION

The workforce development system in Dallas County is governed and managed by the Dallas County Local Workforce Development Board, Inc. d.b.a. Workforce Solutions Greater Dallas, acting on behalf of the area's citizens and employers.

The Dallas County Local Workforce Development Board is a 501(c)(3), a not for profit corporation in the State of Texas. It is a volunteer body constituted in accordance with the federal Workforce Investment Act and the Texas Workforce Act (HB 1863 and S 642) and appointed by Chief Elected Officials in the workforce development area. Board Directors represent a partnership of private employers, organized labor, non-profit organizations and public entities. The Board administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. The Board is also responsible for administering job seeker and employer services funded through the following programs, but not limited to, Workforce Investment Act (WIA), Food Stamp Employment and Training (FSE&T), Temporary Assistance for Needy Families (Choices), Employment Services (ES), Rapid Response, Project Re-Integration of Offenders (Project RIO), Trade Adjustment Assistance (TAA), and Child Care Services (CCS). Please see the Board's website for additional information on the workforce programs and locations of the local workforce centers within Dallas County ([www.wfsdallas.com](http://www.wfsdallas.com)).

### PART I. GENERAL INFORMATION

Workforce Solutions Greater Dallas is seeking qualified organizations/vendors to provide the following short-term pre-vocational intensive services: Basic Education Skills, GED (High School Equivalency) Preparation, English-as-a-Second Language (ESL) and Computer Skills. **A short-term pre-vocational intensive service activity is training of six (6) months or less.** These services will be made available to Dallas County **Adult** and **Dislocated Worker** customers whose ultimate goal is employment and/or continued occupational skills training. Customers will receive screening and assessment services through the Workforce Solutions Center Locations, and subsequently be referred to organization/vendor of choice for training services.

Workforce Solutions Greater Dallas' objective is to build an approved vendors' list to provide intensive services on an "as needed" basis for program customers.

#### A. SERVICES SOLICITED IN THIS RFI

Services solicited in this RFI by Application include the following short-term pre-vocational intensive services:

**Basic Education Skills** – instruction while preferably computer assisted, we would entertain other options adapted to other learning styles. Basic skills deficiency (ies) such as reading, math, writing, etc., and in how to apply these skills in the workplace – designed to increase the functional skill levels of those with basic skill deficiencies and to enhance their employability.

**GED (High School Equivalency) Preparation** -- generally, an activity coupled with basic remedial education and other activities, which is designed to provide an equivalency certificate to individuals lacking a high school diploma. This activity is also encouraged as first level of intervention in securing higher level skill training or employment at a living wage for those who lack this credential as it is often a minimum requirement for enrollment into post-secondary education or employment.

**Note:** Instructors/teachers of GED preparation must be TEA certified, with exceptions permitted for those instructors with extensive instructional background (5 years or more experience) and excellent performance. Customers will be assessed prior to referral to a organization/vendor for services. Vendors shall be responsible for validation and documentation of academic improvement (grade level gain) through use of standard and/or other acceptable pre- and post-tests or objective measures of customer attainment of basic skills.

**English-as-a-Second Language** -- This may include specialized English-as-a-Second Language (ESL) or bilingual instruction designed to help non-English and limited English speaking customers become sufficiently functional in English to proceed with their employability plan. WIA requires that basic skills training have a workplace context.

**Computer Skills** -- These skills will increase knowledge of computer software applications such as: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, etc.

Customer referrals for the GED and ESL services will have a reading and math assessment at the seventh grade level or above.

**B. Required Outcomes for Solicited Services**

The Board intends to offer only those Basic Education Skills, GED, ESL and Computer Skills services that will enable customers to complete occupational skills training and/or obtain employment. A successful completion in GED, ESL or Computer Skills must result in the customer completing the program which will assist in attainment of employment or transitioning into occupational skills training. This is coordinated closely with the workforce center case manager. Please note also that a successful completion in the GED training constitutes passing the GED test.

**C. RFI Schedule of Events**

The following schedule is subject to revisions at the discretion of the Board. All requestors of this RFI will be notified of any changes.

<u>Date</u>	<u>Activity</u>
Sunday, September 7, 2008.....	RFI Public Notice
Tuesday, September 9, 2008.....	Issuance of RFI
Tuesday, September 30, 2008.....	Deadline for Immediate Consideration
Wednesday-Friday, October 1-3, 2008.....	Evaluation of Applications for Immediate Consideration
Wednesday, October 15, 2008.....	Board Action for Immediate Consideration
Wednesday, November 1, 2008.....	Anticipated Contract Begin Date

*\* Open procurement – proposals not received by the initial due date will be considered if submitted to the Board by 5:00 p.m. on the first Wednesday of any month to be considered at the next regularly scheduled Board meeting. A schedule of Board meetings is made available at the Board's website, <http://www.wfsdallas.com>.*

**PART II. ADMINISTRATION OF THIS REQUEST FOR INFORMATION (RFI)**

**A. Issuance**

The RFI is issued at 1:00 p.m., Tuesday, September 9, 2008 by the Board, under the direction of Procurement Administration, 1201 Main Street, Suite 2700, Dallas, Texas 75202, (214) 290-1000. The entire RFI is made available at the Board's website, <http://www.wfsdallas.com>, under *Current Procurements*.

## B. Funding

All funding is conditional upon the availability of Workforce Investment Act (WIA) grant funds from the U. S. Department of Labor and the Texas Workforce Commission.

## C. Request for Information/Notice about Closing of Request for Information

The Application Packet contains **all** the necessary information and forms to respond to this Request for Information (RFI). A response to this RFI should include one (1) complete original application packet with original signatures and three (3) exact copies. This RFI will be an open application process and applications will be considered on a monthly basis.

For immediate consideration, any vendor not currently contracted with the Board must submit an application to the Board by 5:00 PM, COB, CDT on Tuesday, September 30, 2008. In addition, any current vendor with the Board that has a contract expiring on October 31, 2008 must submit an application packet by September 30, 2008 to be considered for continuing services beyond October 31, 2008. After the initial deadline since this is an open procurement, we will continue accepting applications. Applications must be submitted by 5:00 p.m. on the first Wednesday of any month to be considered at the next regularly scheduled Board meeting. Responses must be mailed to and received by the Board at the address below. Any technical questions concerning this RFI should be e-mailed to [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com). Responses will be posted on the website: [www.wfsdallas.com](http://www.wfsdallas.com).

Short-term Pre-vocational Intensive Services  
Attn: Procurement  
Dallas County Local Workforce Development Board, Inc.  
1201 Main Street, Suite 2700  
Dallas, Texas 75202

Also, potential respondents are hereby made aware that the Board may at any time provide a notice closing this RFI in order to facilitate new procurement to solicit services.

## D. Agreement Period

Procurement of services and agreements negotiated as a result of this RFI may commence as early as November 1, 2008, and continue for a one-year period. The Board retains the option to extend any such provider agreements, contingent on satisfactory performance in accordance with Texas Workforce Commission and Board requirements.

## E. Eligible Respondents

Respondents, who may offer training in Basic Education Skills, GED, ESL, Computer Skills and other computer courses of **six (6) months or less** training that result in a employer recognized certificate, are invited to respond. Also, respondents must have the educational qualifications, and/or experience, a record of integrity and good business ethics, and offer service locations within Dallas County. If applicable, respondents must be certified, licensed, or deemed exempt in the State of Texas.

## F. Selection Process

The RFI review team will evaluate all submitted applications based on responsiveness to this RFI and reasonableness of cost. Selection of providers shall be in accordance with the Workforce Investment Act and/or other grant funds, the State (TWC) procurement policy and standards as follows:

1. Positive efforts shall be made to utilize small, minority and female-owned or operated organizations for these training services, and to allow such organizations maximum feasible opportunity to compete for funding.

2. Award of purchase agreement or a contract shall be made only to "Responsible Respondent", i. e. a Respondent who has demonstrated competence to deliver the specified goods and services, a proven record of business integrity and ethics, and the ability to meet the requirements of this Request.
3. The contents of a successful Application can become a contractual obligation, if selected for funding. Failure of the respondent to accept these obligations can result in cancellation of the award for contract. The Board reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the Respondent's ability to perform as stated in the RFI.
4. The Board reserves the right to contact any individual or agency listed in the RFI, or to contact others who may have knowledge of the respondent's relevant performance and/or qualifications.
5. A response to this request does not commit the Board to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response, nor to pay for any other costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by the Board.
6. The Board reserves the right to accept, or reject any or all Applications received, or to cancel in part or its entirety this Request for Information.
7. No purchase agreement or contract may be awarded until the respondent has complied with Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the bidder, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
8. Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer, or employee of the Dallas County Local Workforce Development Board, Inc. or to any consultant, employee, or member of the Board for the purpose of or having the effect of influencing favorable disposition toward their own application or any other application submitted hereunder.
9. Respondents shall not engage in any activity which will restrict or eliminate competition. This does not preclude joint ventures or subcontracts.
10. In the interest of maximum, free and open competition, all Board Members and Board staff will be precluded from providing technical assistance or answering questions concerning this RFI which might offer a competitive advantage to any respondent. Potential Respondents are asked to respect these conditions by not making personal requests for assistance.
11. Prior to award of any purchase agreement or contract, a Respondent must sign a "Certification Regarding Conflict of Interest" stating adherence to the Board policy regarding free and open competition and conflicts of interest.
12. The Dallas County Local Workforce Development Board, Inc. is the responsible authority for handling complaints or protests regarding this procurement process. Such complaints must be submitted to the Board in writing within 30 calendar days of the notification of awards. No protest shall be accepted by the grantor (State) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to: disputes, claims, protests of award or non-selection for award, source evaluation, or other matters of a contractual or procurement nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.
13. The Board reserves the right to request additional information from any and all respondents.
14. The Board also reserves the right to conduct a review of records, systems, procedures, etc. of any organization approved to provide services. This may occur prior to, or subsequent to, the award of a contract or agreement.

Misrepresentation of the respondent's ability to perform as stated in the application may result in cancellation of any contract or agreement awarded.

#### **G. Application Evaluation Process**

All responsive applications submitted for the solicited services will be evaluated using the objective criteria specified in this RFI. A comparison may be made of the respondent's costs with those of similar applications or other similar programs. In selecting application for award of agreement, the Board reserves the right to depart from the strict evaluation process, whenever it deems such departure will better serve the best interests of the Board and its constituents.

#### **H. Selection Criteria for Award**

The Board will evaluate applications and select vendors on the basis of the criteria below. Applications must receive a minimum of 70 points out of possible 100 points. Any application receiving less than 70 points will not be considered.

##### **Responsive Respondents (10)**

The respondent will address all information requests of the RFI and will complete all required forms.

##### **Demonstrated Experience, Organizational Capability and Performance Achievement (35)**

The respondent will demonstrate the necessary experience, the ability to provide quality services for customers, and position of good financial standing. In addition, the respondent will demonstrate previous history of services in the past 12 months prior to submission date of application.

##### **Proposed Service (s) (30)**

The respondent will cover components/elements, delivery method, length of activity (total number of course hours), eligibility criteria and planned outcomes that are appropriate and consistent with the needs of the area.

##### **Price/Cost for Service (25)**

The respondent will provide cost that is reasonable and competitive for services. Review of cost may include comparison with those of similar applications or other similar programs in the area.

#### **I. Application Packet**

All respondents must complete Workforce Solutions Greater Dallas Application Packet for Short-term Pre-vocational Intensive Services provided with instructions in **Attachment A** of this Request for Information.

### **PART III. ASSURANCE**

This Part of the RFI is a sample of the Board Contract/Agreement Boilerplate; this, or similar language will be used in all Contracts/Agreements awarded under this procurement. All responses to this RFI acknowledge that they have read this section of the RFI and are prepared to sign a contract, should the proposal be selected for funding, which includes this assurance:

#### **Section 1. Equal Opportunity Compliance and Assurance**

- A. Contractor assures and guarantees that it will comply fully with the nondiscrimination and equal opportunity provisions, including Title VI and VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Age

Discrimination Act of 1975, as amended; the Americans with Disabilities Act of 1975, as amended; the Non-traditional Employment for Women Act of 1991, as amended; and applicable provisions of the Clean Air Act and the Federal Water Pollution Control Act, as amended.

- B. Contractor covenants to make a good faith effort to ensure that the employees and personnel of the local workforce development system reflect the demographic composition of the local workforce development area, subject to the provisions of the contract.
- C. Contractor assures that it will not deny services under any grant to any person and are prohibited from discriminating against any employee, applicant for employment, or beneficiary because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief, citizenship or his or her participation in any Workforce Investment Act (WIA) Title I-financially assisted program and/or activity, as defined under 29 CFR 37.
- D. Contractor will take appropriate steps to ensure that the evaluation and treatment of employees and applicants for employment are free from discrimination.
- E. Contractor will make a reasonable effort to meet the state goal on subcontracts and supplier contracts for the performance of activities required by the Contract to historically underutilized businesses (HUBs) certified by the State of Texas, as defined in Texas Government Code, §2161.001, including any certified women or minority owned business or enterprise.