



## **Request for Proposal**

Facilitator of Work Readiness Skills,  
Resiliency Training and  
Strength-based Life Skills Development

**Submit by 4:00 PM**

**on**

**November 5, 2019**

**to**

**[mprice@cul.org](mailto:mprice@cul.org)**

**Subject: Work Readiness RFP**

## **INTRODUCTION**

For over 100 years, the **Columbus Urban League (CUL)** has not wavered in our commitment to create hope and opportunity for the nearly 11,000 African Americans and under-resourced families served annually. CUL core objectives to empower communities and change lives focuses on education, building healthy families, economic transformation, and building sustainable capacity to strengthen families toward upward economic mobility and stabilization.

The Agency proudly offers an authentic, culturally competent, and client-centric integrated service model, helping families on a path to prosperity through 17 programs across the neighborhoods of Columbus at 25 scattered sites, three Head Start locations, and 18 out of 20 City of Columbus Public high schools. Funding for CUL comes from various local, state, federal and private sources.

CUL Workforce Development Center (WDC) focuses on stabilization and self-sufficiency for hard-to-employ and under resourced individuals, including those with justice-involved histories residing in the Columbus Metropolitan area of Franklin County Ohio. Individuals having barriers to employment including little/no work experience, low educational attainment, reliance on government support programs, and justice-involved backgrounds are offered services and support. Integrated reentry and employment strategies address risk and protective factors with individuals in groupings of lower-risk and high-risk of recidivism

## **REQUEST FOR PROPOSAL**

The Columbus Urban League (CUL) invites interested parties to submit a proposal to develop and facilitate work readiness skills, resiliency training and strength-based life skills development curriculum. The consulting service will assist CUL with providing Workforce Development Center program participants with work readiness skills, strength-based personal awareness training that foster increase in subject matter competency, mindset transformation, and bridge workforce service gaps. The consultant will work with CUL to provide subject matter expertise regarding program development to meet outcomes related to financial and economic mobility leading to self-sufficiency for participants including individuals with justice-involved history.

Core elements of curriculum development should include, but not limited to:

- Barrier Reduction for Employment
- Cognitive Behavior
- Resiliency Training Reduction of Criminogenic & Social Risk Factors
- Strengths-based Life Skill Development
- Promotive Factors
- Leadership Development
- Communication and Organization Culture Adaption
- Bridging the Generation Gap in the Workforce

## PROCESS FOR SUBMITTING PROPOSAL

Questions regarding this RFP are to be submitted by email to [mprice@cul.org](mailto:mprice@cul.org) with "Work Readiness RFP Question" in the subject line.

Proposals received after the deadline will not be considered. The proposal offer acknowledges the right of CUL to accept or reject any or all proposals and to waive any informality in any proposal received.

**Deadline:** By 4:00 PM on Friday, November 8, 2019  
NO LATE PROPOSALS ACCEPTED

**Email to:** Mary Price, Director of Workforce Development [mprice@cul.org](mailto:mprice@cul.org)

**Subject:** Work Readiness RFP

All Proposals must be submitted on the forms provided, properly executed and with all items filled out in type. Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may be cause for rejection of the Proposal.

## INFORMATION REQUIRED WITH PROPOSAL

Bidder's response must include the following information in the same order and format sequence:

- Cover Sheet
- References
- Cost sheet of estimated costs with estimated completion time
- Vendor Disclosure Form
- Updated W9 Form
- Written description of the anticipated process approach of the project based on Description of Services
- Prior experience and qualifications
- A work sample(s) or a web-link of a related project

## QUALIFICATIONS AND EXPERIENCE

The qualified consultant must satisfy the following requirements:

- Master's degree related to human services, social work and other related areas.
- Experience in providing a high-quality curriculum development and facilitation services for hard to employ and under-resourced individuals with justice-involved histories.
- Familiarity with Franklin County human service resources.
- Experience with hard-to-employ, under-resourced and justice-involved individuals.
- Expertise in statistically valid data gathering including pre/post assessments, interpretation, analysis, and communication of findings.
- Subject matter expert in best practice method to implement evidenced-based curriculum for target population.

## **PROPOSAL SELECTION AND EVALUATION CRITERIA**

A contract will be awarded to the responsive bidder whose proposal represents the combination of merit and cost most advantageous to CUL. Bidders are advised that CUL may make awards to a bidder(s) other than the lowest cost bidder. CUL reserves the right to determine which proposal demonstrates the requisite competence and offers the greatest value.

The following criteria will be considered to evaluate each Vendor's proposal:

- Ability and experience with respect to the proposed services and target population
- Adequacy of the proposed methodology
- Usage of evidenced-based best practices
- Completeness of RFP response per instructions
- Past performance
- Ability and commitment to meeting timelines and facilitation schedule
- Cost
- Minority and/or women-owned business status of Vendor
- Merit, risk, and value to CUL

## **ERRORS, OMISSIONS, AND/OR DISCREPANCIES**

Bidder shall not be allowed to take advantage of errors, omissions, and/or discrepancies found in these specifications.

## **RIGHT TO REJECT AND WITHDRAWAL OF PROPOSALS**

CUL reserves the right to reject any or all Proposals in whole or in part and to waive any informality or accept any proposal it may deem in the best interest of CUL.

A proposal being withdrawn may be re-submitted up to submission time. Negligence or error on the part of the Bidder in preparing his/her proposal confers no right for withdrawal of the proposal after it has been received.

## **OFFER PERIOD**

Proposals will remain firm for a period of 30 days upon receipt. This RFP and bidder's response may become part of the Service Agreement. The intent of this RFP document is to include all items necessary for proper execution and completion of the work described in this document.

## **EXECUTION OF CONTRACT**

CUL reserves the right to consider proposals based on their relative merit, risk, and value to the organization, and reserves the right to negotiate with all service providers. Contracted service offers will be based upon the Vendor's responsiveness to the RFP and total price quoted for all items covered by the RFP. The successful Vendor may be asked to participate in negotiations and may be asked to revise their proposals based on negotiations. In submitting a proposal, each Vendor acknowledges that they have read and understand these requirements.

## TERM OF SERVICE

The term of contract will begin on **January 1, 2020** and end on December 31, 2020. There may be an option for renewal at the end of the contract term.

## SALES AND EXCISE TAXES

The Columbus Urban League (CUL), as a 501(c) (3) nonprofit agency, is exempt from sales and federal excise taxes. The price is to be net, exclusive of any taxes. All prices stated in the Bid response will include all Federal, State, County and Municipal taxes, including Ohio State Sales and Use Taxes, or contributions required by Bidder's business.

The **Vendor** will be required to:

- Fulfill all contractual services with professionalism, integrity, quality and timeliness and adhere to CUL values
- Meet with Director of Workforce Development.
- Complete all work on time as outlined in Vendor contract.
- Participate in at least one (1) hour meeting per month with work readiness team/director.
- Electronically submit monthly report of previous service outcomes by the 5<sup>th</sup> of the month.
- Submit bi-annual or quarterly reports discussing overall successes, challenges, recommendations and data analysis.

## PROPOSAL SUBMISSION

The response to the RFP must include the following in the order described below:

- 1) Cover Sheet – see form
- 2) Letter of Submission including availability to facilitate group sessions, estimated number of hours per month, cost per hour, expectations, and other relevant information.
- 3) Bio/Resume of all individuals who will be working on the project
- 4) Philosophy on helping hard-to-employ and under-resourced individuals achieve life stabilization and economic mobility.
- 5) Evidence-based/Best Practice models utilized in your curriculum and facilitator method, including links to resources supporting the model.
- 6) Outline of sample topics, goals, objectives and evaluation for work readiness group sessions, strength-based life skills development group session, and resiliency training that may be relevant for target population.
- 7) Cost Sheet
- 8) Vendor Disclosure Form
- 9) Updated W-9 Form

**INSTRUCTIONS FOR FORMS**

Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may be cause for rejection of the proposal. Any Bidder information that is altered by erasure or by inter-lineation prior to submittal must be initialed and explained by notation above the signature of the Bidder.

**COVER SHEET**

<b>Company name</b>	
<b>Full Address</b>	
<b>Company Telephone #</b>	
<b>Company Fax #</b>	
<b>Company Website</b>	
<b>Contact Name</b>	
<b>Telephone #</b>	
<b>Email</b>	
<b>Federal Employer ID#</b>	
<b>Minority and/or Women-owned Business Status: <input type="checkbox"/> Yes <input type="checkbox"/> No</b>	

**REFERENCES:** Please list at least three (3) references for which you have done similar work. CUL reserves the right to reject low-bid proposals for poor past performance or inadequate references.

<b>Name of Company</b>	
<b>Contact Person</b>	
<b>Full Address</b>	
<b>Contact Telephone #</b>	

<b>Name of Company</b>	
<b>Contact Person</b>	
<b>Full Address</b>	
<b>Contact Telephone #</b>	

<b>Name of Company</b>	
<b>Contact Person</b>	
<b>Full Address</b>	
<b>Contact Telephone #</b>	

**COST SHEET**

Cost Category	Amount per Hour	Estimated #of Hours	Total Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

<b>Total Estimated # of Hours and Cost:</b>		\$
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**Total cost of engagement will not exceed: \$ \_\_\_\_\_**

We/I, the undersigned, in response to the RFP for the Columbus Urban Leagues (CUL)), offer and agree to provide to CUL the pricing as shown on the Cost Sheet.

Submitted on this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**Print Name of Company:** \_\_\_\_\_

**Print Name of Owner/CEO/President/Partner:** \_\_\_\_\_

**Print Official Title:** \_\_\_\_\_

**Signature of Owner/CEO/President/Partner:** \_\_\_\_\_

Check box if the contact person is the same as Owner/CEO/President/Partner

### COLUMBUS URBAN LEAGUE VENDOR DISCLOSURE FORM

The Columbus Urban League (CUL) requires vendors to complete and file a disclosure statement, the purpose of which is to disclose any financial relationships or other conflicts of interest that may exist between vendors and employees, directors, or officers of CUL. Once filed, the disclosure form does not need to be updated unless there is a change in circumstance that would cause the answer to any of the questions to change, at which time an amended disclosure form must be filed. Filing of the disclosure form is considered a condition of payment.

<b>Vendor Name</b>	
<b>Full Address</b>	
<b>Contact Telephone #</b>	

<b>Vendor Name</b>	
<b>Full Address</b>	
<b>Contact Telephone #</b>	

1. Does the vendor currently employ an immediate family member of any employee of CUL? Immediate family member is defined as: husband, wife, father, mother, brother, stepbrother, sister, stepsister, son, daughter, father- in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in- law, grandmother, grandfather, grandchild, aunt, uncle, niece, nephew, stepparent, stepchild and first cousins

YES    NO

If yes, please answer the following:

- Name of Employee: \_\_\_\_\_
- Position/Title: \_\_\_\_\_

2. Does any CUL employee, director, or officer have an interest in the vendor organization in any of the following capacities, either compensated or non-compensated: Director, officer, partner, beneficiary, trustee, member, employee or contractor?  YES    NO

If yes, please answer the following:

- Name of CUL Employee/Director/Officer/Stakeholder: \_\_\_\_\_
- Position/Title: \_\_\_\_\_
- Position/Title with Vendor: \_\_\_\_\_

3. Does any current employee, director, or officer of CUL have legal or beneficial ownership of 10% or more of the outstanding stock of the vendor organization?

**YES**  **NO**

If yes, please answer the following:

- Name of Employee or Elected Official/Appointee: \_\_\_\_\_
- Position/Title: \_\_\_\_\_
- Department: \_\_\_\_\_
- % of Ownership in Vendor Company: % \_\_\_\_\_

4. In the last five calendar years, has the vendor failed to perform or otherwise deliver on the terms of a contract or agreement with CUL or any other public entity, including suspensions or debarments?  **YES**  **NO**

If yes, please provide further explanation: \_\_\_\_\_

I hereby certify that the information included on this form is complete, true and accurate to the best of my knowledge and belief. I understand that either I or the organization to which this form applies may be subject to sanctions and/or penalties as set forth in the ethics ordinance if any information has been falsified or omitted.

Print **Name of Owner/CEO/President/Partner**: \_\_\_\_\_

Print Official Title: \_\_\_\_\_

**Signature**: \_\_\_\_\_ **Date**: \_\_\_\_\_