

# Request for Proposals

## Consultant Services

Release Date: July 6, 2020

Due Date: July 31, 2020

Contract Period: August 10, 2020 through December 11, 2020

Funded by:

The Workforce Innovation and Opportunity Act (WIOA)  
Through the State of Indiana, (Dept. of Workforce Development)

Issued by:

Grow Southwest Indiana Workforce Board Inc. for Region 11

TO: Prospective Bidder  
FROM: Grow Southwest Indiana  
Workforce Board for Region 11  
SUBJECT: Request for Proposal (RFP)  
  
DATE: July 6, 2020

Request for Proposal

Grow Southwest Indiana Workforce Board, Inc. (BOARD) for Region 11 is requesting proposals to provide consulting services to help identify the priority areas of the BOARD. Services must also include guidance on fund development and a strategy for diversifying fund through identification of local, State and Federal resources which align with the BOARD priority areas.

**Due Date**

Proposals are due no later than 4:00 PM Central Time on July 31, 2020. Bidders should submit one (1) electronic copy of the proposal to:

Linda Jones  
Administrative Coordinator  
Grow Southwest Indiana Workforce Board  
[Linda.jones@workonesw.org](mailto:Linda.jones@workonesw.org)

Proposals received after the specified due date and time will not be accepted.

The following chart is presented to advise all prospective bidders of the timelines for the bid, review, and selection processes.

Timeline for Request for Proposals (RFP)

Proposal Due Date	July 31, 2020	4:00pm Central Time
Proposals Opened	August 3, 2020	8:00am Central Time
Planned Decision Date of Contract Award	August 5, 2020	8:30am Central Time
Planned Contract Start Date	August 10, 2020	8:00am Central Time

Lobbying is strictly prohibited. No bidder (including Board Members, employees, or other agents) shall contact the Board members or staff after the release of the RFP to secure favorable treatment about the awarding of a contract. Should such contact occur, the Board reserves the right to reject the offending bidder.

The Board reserves the right to reject any and all bids. Receipt of a bid does not constitute a binding contract.

## **Section I**

### **Background**

Grow Southwest Indiana Workforce Board, Inc. hereinafter “the Board”, is a volunteer body certified by the Governor of Indiana in accordance with WIOA. The functional responsibility of the Board is to provide policy guidance and exercise oversight with respect to Workforce Development activities.

The Board is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, and educational agencies. Representatives of the private sector constitute a majority of the Board membership. Board meetings are open to the public and all are welcome to attend.

On behalf of the Board, issuance of the Request for Proposal is coordinated by, Sara Worstell, Executive Director.

### **A. Purpose of Request for Proposal**

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for the delivery of consultant services. The Board has seen a decrease of WIOA allocated dollars however still has a need to provide re-employment services to its two primary customers in Region 11: businesses and job seekers. The Board has made cost-saving office moves to provide services, however without additional funding, these efforts may be insufficient due to projected future federal funding cuts.

Outcome of services should provide guidance on fund development and a strategy for diversifying fund through identification of local, State and Federal resources which align with the BOARD priority areas.

The Board reserves the right to award either a performance-based contracts or cost reimbursement contract.

The contract resulting from this RFP is anticipated to commence on August 10, 2020 and end December 31, 2020.

## **Section II – Proposal Format**

**A. Instructions:** This section is to be completed by the lead applicant organization.

One original of the proposal in a sealed envelope to be submitted in accordance with the terms, conditions, and procedures stated in this RFP and must be received no later than 4:00PM Central Time on July 31, 2020. All proposals must be submitted to:

Linda Jones  
Administrative Coordinator  
Grow Southwest Indiana Workforce Board  
[Linda.jones@workonesw.org](mailto:Linda.jones@workonesw.org)

Any proposal received that is not received by the due date and time will be rejected without consideration.

**B. Requirements:**

Proposals must be received at the above address by 4:00 PM Central Time on July 31, 2020. **An electronic copy must be included in the mailed proposal.** Proposals not received by this time will be automatically disqualified from competition – no exceptions. Faxed or emailed proposals will not be accepted. A postmark of July 31, 2020 will not be accepted if the proposal does not arrive by 4:00PM Central Time.

Bidders are urged to submit their proposals before the last day. No deviation from announced deadlines, regardless of circumstances, is possible.

All proposals must be submitted as described in Index of Instructions.

All proposals must be complete with page numbers. Narrative sections must be double spaced on 8 ½ x 11-inch paper, using 12-point type or larger.

Do not use hard covers or binders. Removable clips are accepted.

**C. Index of Instructions:**

**Proposal Cover Sheet** – Include the name of your agency and contact person.

**Purpose** - Summarize your proposal of services.

**Business / Organization Description and System Experience-** Include the following elements:

- Provide information about your business/organization including vision, mission, current customer base, staffing and service expertise.
- Highlight your organization’s longevity and how this proposal will connect to your mission and organizational goals.

**Budget** – Available funding is \$5,000. Provide a detailed budget.