Request for Proposals
Certified Nurse Aide

DATE: June 4, 2013

SUBMIT PROPOSALS TO: Workforce Solutions East Texas
Jodi Cobler
2430 High St. Suite A1
Longview, Texas 75602
Phone: 903-268-6013
Fax: 903-758-3640
Email: Jodi.cobler@easttexasworkforce.org

Proposals must be submitted in writing via mail, in person, or email.

SUBMISSION DATE: Proposal must be received in the Workforce Solutions East Texas office by 5:00 PM (CST) on June 18, 2013. Proposals received after this time will not be considered.

BACKGROUND:

In today’s market many young individuals are facing significant barriers to employment. Investing in young people and placing them on the path to employment is vital to their future success. It is the goal of Workforce Solutions of East Texas to provide this demographic the access to opportunities for career development and stable employment. Employers in the medical field are interested in hiring certified nurse aides. It is the intent of Dynamic Workforce Solutions to improve the employability of our clients through training and certification. (http://www.texascaresonline.com/profile/occdata.asp?onetcode=31-1014.00&match=86)

SERVICES REQUESTED:

Workforce Solutions of East Texas is requesting proposals for Certified nurse aide (CNA) training to be funded under the Workforce Investment Act (WIA) Youth Program and facilitated at one of the following locations:

- Workforce Solutions Office located at 4100 Troup Highway Tyler, Texas 75703
- Workforce Solutions Office located at 205 North Murchison Street Athens, Texas 75751
- Workforce Solutions Office located at 2430 S. High, Suite A1, Longview, TX 75602
- Workforce Solutions Office located at 4300 E. End Blvd; Marshall Tx 75672

The intent of the WIA Youth Program is to prepare economically challenged youth, ages 16-21, for entry into the labor force and to offer job training to address significant barriers to employment. While the Workforce Investment Act requires year round comprehensive services to eligible youth, one program element is Occupational Skills Training. The goal of Workforce Solutions of East Texas is to provide youth with the opportunities to acquire the skills, talents, and knowledge required to ensure a successful transition towards self-sufficiency. In addition to stable employment, the goals and objectives of the Certified Nurse Aide are as follows:
The outcome of the training must result in successful preparation for attainment of an industry recognized certification
- An increase in basic Literacy (if applicable)
- Obtainment of training related employment following completion of the curriculum

Proposals are expected to detail how their proposed service delivery of the CNA will result in the obtainment of these goals.

Proposals will be responsible for the plan and design of the classes. Design should include the following:

- fees for background checks
- insurance
- tuition
- books
- supplies/uniforms
- Certification test

In addition, the facilitator will be responsible for classroom setup, registration, printing and office supplies, instructional handouts, class evaluations, clean up, and tracking attendance. Attendance rosters must be forwarded to the Workforce Solutions Case Manager on a daily basis.

Workforce Solutions will also provide initial youth recruitment for the program, determine youth eligibility for WIA services, case manage participants, and complete a one week orientation. The orientation will include an overview of the training policies, set expectations for the youth in terms of attendance, dress code, and study requirements and work readiness components, such as applications, resumes, interviewing and dressing for success.

The chosen proposer will be responsible for classroom promotion and securing donation items such as student meals (lunches, if applicable), arrangements for employer mentoring, and a formal graduation ceremony.

RESPONSE AND EVALUATION CRITERIA:

If your organization has the capability to meet all, or most, of the requirements identified in the Services Requested section, we are interested in your response to this proposal. Respondents should submit the following:

1. **Completed Response Forms (Proposal Cover Sheet and Attachment A – G)**
2. A proposal not to exceed ten (10) pages detailing your organization’s ability to meet the services requested in this RFP which includes:
   - Budget Narrative to include cost per student, instructor salary/fringe, supplies, and other necessary items.
   - Instructor Qualifications to include education, experience, and credentials related to the camp
   - An outline of the training curriculum along with the name of the certification received
   - Reading and Math computation perquisites (required function level based on the Test of Adult Basic Education)
3. Documentation of HUB certification (if applicable)

The selected organization will also need to complete a Certifications statement and a Conflict of Interest Questionnaire prior to the commencement of services.

Proposals will be evaluated and scored based upon the following criteria:
1) **Demonstrated Ability** 25 points
   - Instructor w/ qualifications, Outline of curriculum, Certificate of Completion, Classroom promotion, Employer Mentoring, Formal graduation ceremony,

2) **Timeliness of Service** 25 points
   - Availability to start within desired guidelines
   - Agreement to location of training
   - Received bid by requested due date

3) **Reasonableness of Costs** 45 points
   - Detailed budget narrative

4) **Historically Underutilized Business Certification (HUB)** 5 points
   - Please provide a copy of appropriate documentation.

5) **Total Possible Points**
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<th>POINTS</th>
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<tr>
<td>(1) Demonstrated Ability</td>
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<td>(2) Timeliness of Service</td>
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<td>(3) Reasonableness of Cost</td>
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<td>(4) HUB Certification (if applicable)</td>
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<td><strong>TOTAL POSSIBLE RATING POINTS</strong></td>
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Workforce Solutions East Texas reserves the right to have the evaluation process conducted by an external/independent evaluation review team or have the evaluation process conducted by an evaluation review team consisting of Workforce Solutions East Texas staff or any combination thereof. Proposals received which do not provide the required forms, documentation nor contain the elements as required by the RFP may be determined to be non-responsive and will not be eligible for further consideration in the evaluation process.

**AGREEMENT TYPE / PROGRAM PERIOD**

An agreement will be negotiated with the highest rated proposer. If an agreement cannot be reached with the highest rated proposer, Workforce Solutions East Texas will begin negotiation with the second highest rated proposer. Final agreements will be subject to any changes needed as a result of changes in federal and state regulations. Workforce Solutions East Texas may vary the program, change or extend the agreement period, as it deems necessary.

**QUESTIONS**

Questions concerning this RFP should be e-mailed to Workforce Solutions East Texas at Jodi.cobler@easttexasworkforce.org. All documents relating to this RFP including, but not limited to, the RFP document, amendments, questions, and responses to questions will be posted on the Workforce Solutions East Texas web site. It is solely the respondent’s responsibility to review this site and retrieve all related documents prior to the RFP due date.

The Workforce Solutions East Texas takes no responsibility for informing recipients of changes to the original solicitation document. It is the respondent’s responsibility to obtain a copy of any amendment relevant to this
solicitation. Failure to submit amendments with the solicitation response may be grounds for deeming a submittal non-responsive. If you experience any problems obtaining this Request for Proposals, please call Jodi Cobler at 903-268-6013.

CONDITIONS

1. Workforce Solutions East Texas has the right to reject any or all responses for any or all products and/or services covered in this solicitation and to waive informalities of defects in such responses.

2. Workforce Solutions East Texas is not obligated to contract with any respondent to this solicitation.

3. Consortiums, joint ventures, or teams submitting a response will not be considered responsive to the solicitation unless they have demonstrated in the response narrative that all contractual responsibility rests solely with a lead contractor.

4. Lead contractors assume full responsibility for ensuring that work which is subcontracted is complete and delivered on-time.

5. Materials submitted to Workforce Solutions East Texas as a part of this response are considered public information unless otherwise noted in the response itself as trade secret or proprietary information. Workforce Solutions East Texas is not responsible for the return of creative examples of work submitted.

6. Funding of any contract is contingent upon receipt of funds from the State of Texas and/or the United States Government.

7. Workforce Solutions East Texas will negotiate any contract approved as a result of this solicitation and may alter any part of a response in negotiating the contract.

8. No employee, member of a Board of Directors or other governing body, or representative of a respondent who submits a response under this solicitation may have any contact outside of the formal review process with any employee of Workforce Solutions East Texas, any member of the Workforce Solutions East Texas Board, or any member of the ETCOG Executive Committee for purposes of discussing or lobbying on behalf of respondent’s response. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. Workforce Solutions East Texas will reject responses of those respondents who violate this condition.

9. No employee, member of a Board of Directors or other governing body, or representative of a respondent who submits a response under this solicitation may offer any favor, gratuity, inducement, or anything of monetary value to any employee of Workforce Solutions East Texas, any member of the Workforce Solutions East Texas Board, or any member of the ETCOG Executive Committee for purposes of influencing the evaluation of a response submitted under this Solicitation. Workforce Solutions East Texas will reject responses of those respondents who violate this condition.

APPEALS

Proposers who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. Any appeal must be submitted in writing within (10) days of the notification to all respondents of the result of this solicitation. The appeal will be reviewed by the Workforce Solutions East Texas Project Director. The Project Director will notify appellant the final results of an appeal within (30) days of receipt of the written protest.

EQUAL EMPLOYMENT OPPORTUNITY
Workforce Solutions East Texas is an Equal Opportunity Employer/Program. Auxiliary Aids and Services are available, upon request, to individuals with disabilities. Relay Texas: 1 800 735 2989 (TTY); 1 800 735 2988 (Voice); 1 800 662 4954

Español Workforce Soluciones de East TX es un programa de oportunidades de igualdad del empleo. Ayundantes auxiliaries y servicios están disponibles a petición para individuos con incapacidades. Relay Texas: 1 800 735 2989 (TTY); 1 800 735 2988 (Voz); 1 800 662 4954