



Notice of Request for Proposals

RFP No. 2301: Sector-Based Workforce Services

Notice is hereby given that Arbor E&T, LLC dba Equus Workforce Solutions (hereinafter referred to as “**Equus**”) is requesting proposals for subcontracting for sector-specific workforce development and career services. Procured subcontractors will assist Equus with the operation of sector-based apprenticeships, pre-apprenticeships, and industry-recognized certification programs – delivered either online or in a hybrid (online/in-person) delivery model and connecting to sector-specific employer partners.

To request the RFP documents by email, please contact Susan Turner at Proposal@EquusWorks.com.

Questions and requests for clarifying information related to this RFP should be submitted via email to at Proposal@EquusWorks.com no later than **Wednesday, May 31, 2023**. Equus will record and provide answers to any questions or requests for clarifying information submitted within the question-and-answer period.

Proposers may pre-register to receive any changes or updates made to the Request for Proposal by email. To register, please complete the form that can be found at <https://www.surveymonkey.com/r/PH3HJPR>.

Proposers must submit written proposals in a single PDF file via email to Proposal@EquusWorks.com. Equus will accept all proposals received on or before **June 12, 2023, by 5 p.m. (PDT)**. Proposals received after this deadline will not be considered or reviewed.

Equus reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. Equus will select subcontractors based on a review and analysis of the proposals to determine which proposers best meet the needs of Equus. Following the review and analysis of all responsive proposals, Equus staff will make a recommendation to the Equus Board of Directors at a duly noticed board meeting.

REQUEST FOR PROPOSAL for

**RFP No. 2301: Sector-Specific
Workforce Development
and Career Services**

by

Arbor E&T, LLC dba Equus Workforce Solutions

EMAIL ALL PROPOSALS TO:

Susan Turner at Proposals@EquusWorks.com

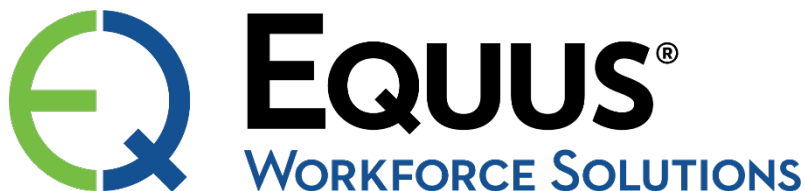


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Background Information

Arbor E&T, LLC dba Equus Workforce Solutions (Equus) is a national workforce development program provider that has operated workforce programs since 1968. We currently operate workforce programming in 36 states, and four Job Corps Centers (Milwaukee, Gary, and two in Puerto Rico), serving a total of 1.9 million participants in 2022.

Our California program experience began in 1998, when we became a provider in the City of Los Angeles, Riverside, and Fresno County regions. Through this experience, we are familiar with California's workforce system policies and can operate and administer services in alignment with all federal, state, and local requirements. Every WIOA program we operate has performance indicators assigned contractually to measure our effectiveness in serving job seekers people in ways that achieve the goals of WIOA.

Contact Information

The contact person for this RFP is Susan Turner. She can be reached at Proposal@EquusWorks.com.

Purpose of Solicitation

The purpose of this RFP is to enter into a contract with one or more subcontractors that will provide Equus with sector-specific subject matter expertise – specifically a Sector Manager and Sector Specialist, in the operation of County of Los Angeles America's Job Centers of California (AJCCs). The agency will provide services to Equus as described in RFP Attachment D, Scope of Work Narrative.

The subcontract is available for sector-focused staff leadership and Sector Navigator/Specialist and/or Apprenticeship Coordinator for a total amount not to exceed \$230,100.

Through this RFP, Equus seeks to promote maximum open and free competition. Outlined below are criteria of the competitive bidding standards Equus will use in the issuance of this RFP including but not limited to:

1. Equus is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, other improprieties, or appearance of impropriety.
2. Equus released this RFP to benefit Equus and not the Proposers.
3. Fulfillment of RFP specifications is based on full and fair competition and acceptance by Equus of the Proposer who meets Equus requirements, as determined by Equus when evaluating proposals based on the criteria contained in the RFP.
4. The RFP provides a basis for full and fair competition among Proposers to a common standard.

To respond to this RFP, interested organizations must thoroughly demonstrate the ability necessary to meet the requirements stated in this RFP. Equus will measure this evidence by scoring the proposals using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Proposer must:

1. Carefully read the entire RFP, attachments, and Equus responses to questions before submitting a proposal.
2. Ask appropriate questions or request clarification before the deadline in the RFP.
3. Submit all required responses by the required deadlines.
4. Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify Equus of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify Equus of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Schedule of Events

EVENT	DEADLINE
Release of RFP	Thursday, May 25, 2023,
Proposer Question Submission Deadline	Wednesday, May 31, 2023,
Anticipated Date for Release of Responses	Friday, June 2, 2023
Deadline for Submission of Proposal	Monday, June 12, 2023
Selected Proposers Notified	June 21, 2023

Equus will make every effort to adhere to the schedule. However, Equus reserves the right to amend the schedule as necessary, and will distribute a notice of said amendment via email directly to registered organizations.

General Instructions for Proposers

1. Provide a brief, concise description of the Proposer's capability to satisfy Equus requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit a proposal for the performance of all the services described within this RFP.
3. Equus may reject a proposal if the proposal is conditional or incomplete, deemed non-responsive, or if it contains any alterations of form or other irregularities of any kind. Equus may reject any or all proposals or waive any immaterial deviation in a proposal. Equus waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
4. Proposers are responsible for the costs of developing proposals, and shall not charge Equus for any preparation costs.
5. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
6. Proposers may withdraw their proposal by submitting a written withdrawal request to Equus, signed by the Proposer or their authorized agent, to the attention of the contact person named in the "Contact Information" provided on page 1 of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
7. Equus may modify the RFP prior to the date given for submission of proposals by distributing an addendum to registered proposers. Proposers who have registered will be notified via email of any changes or updates. Proposers may register here: <https://www.surveymonkey.com/r/PH3HJPR>.
8. Equus reserves the right to reject all proposals for any reason and at Equus' discretion. Equus is not required to award a contract.
9. Equus will not consider more than one proposal from an individual, firm, partnership, nonprofit, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause Equus to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, Equus will not consider any of the participants of such collusion in this or future solicitations.
10. Equus will not consider a joint proposal submitted by two or more entities.
11. All proposals shall include the forms provided as attachments to this RFP. Proposers may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
12. Equus shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened late proposals to the respective Proposers.

13. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submission.
14. Proposers may submit their questions regarding the information presented in this RFP to Susan Turner at proposals@equusworks.com until **Wednesday, May 31, 2023**. Equus will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Proposers may not contact Equus employees directly to ask questions.
15. Equus representatives reserve the right to inspect a Proposer's operations prior to any award of a contract.
16. Equus reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided Equus considers such negotiation to be in its best interest.
17. Equus reserves the right to retain all submitted proposals, which shall then become the property of Equus. Equus has the right to use any or all ideas presented in the proposal without any change or limitation. Selection or rejection of a proposal does not affect these rights.
18. The proposal shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to Equus that will remain open and valid for a minimum of 180 calendar days from the submission deadline.

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must complete, label, and separate each section, and number all pages. Submit all proposals via email to the named person in the “Contact Information” provided on page 1 of this RFP.

The content and sequence of the proposal will be as follows:

1. Cover Letter
2. Proposal Contents Checklist
3. Minimum Qualifications
4. Statement of Qualifications Narrative
5. Scope of Work Narrative
6. Authorization Agreement
7. Fee Proposal

1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be part of the proposal package. The cover letter must include the following information:

- a. Name and address of Proposer
- b. Organizational structure of the responding company (e.g., corporation, nonprofit, partnership, etc.)
- c. Proposer’s Federal Employee Identification Number and Corporate Identification Number, if applicable
- d. Name, title, phone number, and e-mail address of the representative who will be designated as the primary liaison to Equus
- e. Name, signature, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- f. A statement expressing the Proposer’s willingness and ability to perform the services, meet benchmarks, and demonstrate measurable outcomes as described in this RFP. This shall include a description of the availability of staff and other required resources.
- g. A statement regarding the Proposer’s proprietary information. If applicable, the Proposer must clearly mark in the upper right hand corner those pages to be considered proprietary.
- h. The following certification:
 - i. “By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are true and correct.”

2. Proposal Contents Checklist

Immediately following the cover letter, include the Proposal Contents Checklist (Attachment A) that lists all submitted proposal sections, subsections, attachments, and materials.

3. Minimum Qualifications

Equus will only consider Proposers that **meet all minimum qualifications** (Attachment B).

4. Statement of Qualifications Narrative

The Statement of Qualifications Narrative (Attachment C) is intended to provide Equus with specific information concerning the Proposer's capability to provide services as described in this RFP. Proposers should limit their responses to three pages and answer each question in the same order.

5. Scope of Work Narrative

The Scope of Work Narrative (Attachment D) will provide Equus information on the Proposer's understanding of the services to be provided and plan to carry out these functions. Proposers should limit their responses to five pages and answer each question in the same order.

6. Authorization Agreement

The Proposer or their authorized representative must sign the Authorization Agreement (Attachment E) and return it with the proposal package.

7. Fee Proposal

The Proposer must complete the Fee Proposal (Attachment F) and return it with the proposal package.

Additionally, if indirect costs are requested in this proposal, please provide a copy of your approved indirect cost plan and/or cognizant agency letter approving an indirect cost rate.

Evaluation of Proposals

Proposals will be opened on or after the date specified in the Schedule of Events. During the evaluation process, Equus may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause Equus to reject that proposal; however, Equus may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, Equus will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

Equus will open proposals to determine if they contain all the required information in accordance with this RFP. Equus will evaluate qualifying proposals using the following criteria:

1. Administrative Requirements: did the Proposer include all required information in accordance with the General Instructions and Proposal Requirements? **5 points**
2. Did the Proposer demonstrate experience with, and an understanding of, the organization's needs as described? **10 points**
3. Based on the responses to the Cover Letter, Statement of Qualifications, and Scope of Work Narratives, did the Proposer demonstrate a complete understanding of Equus's service requirements, as described in the RFP? **10 points**
4. Does the Proposer's leadership have the requisite capability and experience, years in the industry, relevant program management experience, number of other schools served, client retention and satisfaction? **10 points**
5. Does the proposal offer costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the fee proposal, the program design, and its standing as compared to all other proposals? **15 points**

TOTAL POINTS - 50

Equus will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The highest scoring Proposer will be recommended for selection; however having the highest score does not necessarily guarantee selection.

Attachment A: Proposal Contents Checklist

Please complete this checklist to confirm that the items listed below have been included in your proposal. Fill in the page numbers to create a useful table of contents. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Proposer Company Name:

Requirement	Page #
Proposal Contents Checklist (Attachment A)	_____ of _____
Cover Letter	_____ of _____
Minimum Qualifications (Attachment B)	_____ of _____
Statement of Qualifications Narrative (Attachment C)	_____ of _____
Scope of Work Narrative (Attachment D)	_____ of _____
Authorization Agreement (Attachment E)	_____ of _____
Fee Proposal (Attachment F)	_____ of _____

Attachment B: Minimum Qualifications

A Proposer must meet all of the following minimum qualifications to Equus's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

Both the Proposer's company and its key personnel currently meet all of the following minimum qualifications:

1. The Proposer has experience with providing apprenticeship and pre-apprenticeship occupational skill training services.

Yes _____ No _____

2. The Proposer has knowledge and experience working with sector base training programs and Labor Union institutions.

Yes _____ No _____

3. The Proposer has a track record of providing high-growth sector occupational skills training and certification programs in workforce development settings.

Yes _____ No _____

Attachment C: Statement of Qualifications Narrative

The Statement of Qualifications Narrative is intended to provide Equus with specific information concerning the Proposer's capability to provide services as described in the RFP.

Please be as concise as possible and limit your responses to **no more than two pages total**. Use 12 point font, Times New Roman or Arial, one inch margins, and single spacing. Type each question in the same order as listed in this RFP.

1. Provide a general description of your company's qualifications and experience in providing apprenticeship and pre-apprenticeship occupational skills training in partnership with union and non-union sector base employer workforce training services, particularly to underserved populations, relevant to the minimum qualifications in Attachment B.
2. Provide a statement indicating the year your company was founded, your mission statement, and what the primary business(es) of the company is(are). Discuss your organization's history of providing occupational skill trainings in partnership with employer's and high-growth sectors in specific counties in the State of California, and any other state or similar services provided to union and non-union entities.
3. Provide a general description of your company's experience with implementing major new initiatives in the training and high-growth sector in partnership with the employer. Address specific experiences within job placements and business engagement.
4. Provide a complete list of employers and training programs that you have operated in the last five years.

Attachment D: Scope of Work Narrative

The Scope of Work Narrative is intended to provide Equus with specific information concerning the Proposer's plans to provide services as described in the RFP. Address each function in the scope of work and label it accordingly.

Please be as concise as possible and limit your responses to **no more than three pages total**. Use 12 point font, Times New Roman or Arial, one inch margins, and single spacing. Type each question in the same order as listed in this RFP.

A. Sectors and Skills Training

Proposer will be responsible for forming sector partnerships and convening industry leaders and must be aligned with at least one of the following industries, sectors, or segments of the economy:

1. Aerospace and defense;
2. Bio tech and life sciences;
3. Construction and infrastructure, with an emphasis on green jobs;
4. Creative sector, including film and digital media;
5. Healthcare;
6. Childcare and early education;
7. Hospitality and tourism;
8. Information technology; or
9. Trade, transportation, and logistics

A.1 Identify your sector of expertise and explain your organization's experience in this sector.

A.2. List of approved apprenticeships, pre-apprenticeships, and skills training your agency provides in high-growth sectors.

A.3. Describe your approach for providing technical assistance and training regarding your target sector to workforce system partners.

A.4. Describe your organization's approach to gathering and utilizing labor market information and other statistical data about your sector/target industry and cite examples of data sources from which you draw.

A.5. Equus may require use of sector-based management staff and specialists to support the sector-based business models. Describe the qualifications of staff who may be hired to be assigned, hired, or engaged to fulfill these functions.

B. Priority Populations

Workforce services concentrate on the needs of vulnerable and under-resourced job seekers and workers. Proposers should have some experience supporting the development of strategies and practices to meet the unique needs of priority populations and must have experience services at least one of the following priority populations:

1. English language learners;
2. Foster youth;
3. Individuals experiencing homelessness or at risk of experiencing homelessness;
4. Immigrants and refugees;
5. Justice-involved individuals;
6. LGBTQIA+ individuals;
7. Persons with disabilities and older workers; or
8. Indigenous heritage populations

B.1. Identify the top three priority populations listed above with which your organization has the most experience.

B.2. Explain your organization's experience serving priority populations and any supports or services you offer that are specifically tailored to priority population needs.

C. Business Engagement Plan

C.1. Describe your business engagement and occupations in high demand sectors, emphasizing chosen priority sector. Please elaborate on the following components of the business engagement plan:

1. Understanding of the local labor market and key industry stakeholders and resources for subject matter expert insights.
2. Identify engagement strategies with employers in defining and creating career pathway opportunities that lead to economic self-sufficiency and mobility
3. Connecting with businesses and employers to develop new relationships and new pathways and responding to any layoff of version and/or Rapid Response
4. Curriculum and professional development in collaboration with industry professionals in high growth sectors
5. Student retention and job placement

Attachment E: Authorization Agreement

Request for Proposal for Sector-Specific Workforce Development and Career Services (RFP No. 2301)

We, [*Enter Company Name*], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable state and federal laws, regulations, statutes as well as complying with Arbor E&T, LLC dba Equus Workforce Solution standards, policies and procedures.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That we have made examinations and verifications and are fully cognizant of all conditions under which services are to be performed for Equus.
4. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative _____

Date Signed: _____

Attachment F: Fee Proposal

Proposed Budget Template

Organization:			
Contract Year:			
I. OPERATING COSTS			
A. WAGES AND FRINGES			
	Annual Salary & Benefits	FTE Allocated to Contract	Total Cost to Contract
Job Title			
SUBTOTAL WAGES AND FRINGES			\$0
B. OTHER OPERATING			
Advertising/Marketing			
Audit Expenses			
Copying/Printing and Related			
Dues/Memberships			
Insurance			
Staff Development			
Staff Travel			
Supplies			
Telephone and Communications			
Utilities			
SUBTOTAL OTHER OPERATING			\$0
C. DIRECT PARTICIPANT COSTS			
Subtotal Direct Participant Costs			\$0
D. INDIRECT COSTS			
Total Indirect Costs			\$0
TOTAL BUDGET			\$0