



American Rescue Plan Act Workforce Development Program

Request for Proposals:
Policy & Compliance Contractor for American Rescue Plan Act (ARP)
Funding

Important Dates

RFP Release Date: August 25, 2021

Proposal Due Date: September 24, 2021
Deadline to submit proposals

Proposals must be submitted as a PDF e-mail copy sent to
RFPSubmissions@co.pg.md.us

Award Announcement(s) PROPOSALS SENT AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON Friday, September 24th WILL NOT BE ACCEPTED.

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REQUEST FOR PROPOSALS

WORKFORCE DEVELOPMENT CONTRACTOR

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by Employ Prince George’s (EPG), on behalf of the Prince George’s County Workforce Development Board for services provided to the Anne Arundel County Workforce Development Area, Baltimore City Workforce Development Area, Baltimore County Workforce Development Area, Carroll County Workforce Development Area, Frederick County Workforce Development Area, Howard County Workforce Development Area, Lower Shore Workforce Development Area, Montgomery County Workforce Development Area, Prince George’s County Workforce Development Area, Susquehanna Workforce Development Area, and Western Maryland Workforce Development Area, and the entities in those areas serving as Sub-Recipients of Maryland Department of Labor American Rescue Plan Act grants. The purpose of this notice is to contract a qualified subject matter expert in workforce development policy and compliance to create American Rescue Plan Act policies, definitions and procedures, an American Rescue Plan Act training guide, present on the American Rescue Plan Act to eleven of Maryland’s local workforce development boards and provide technical assistance to eleven of Maryland’s local workforce development areas. The goal for the development of these items is to provide guidance to the Maryland’s local workforce development boards, including the Prince George’s County Workforce Development Board, and their services providers, assisting them in the development, implementation and operation of apprenticeship and employment training programs funded by the American Rescue Plan Act. EPG is seeking proposals that include four elements:

1. American Rescue Plan Act Workforce Development Program Policies, Definitions, & Procedures (General for all eleven local workforce development areas)
2. American Rescue Plan Act Program Development Guide (General for all eleven local workforce development areas)

3. Technical Assistance Hours for the Maryland Local Workforce Development Boards & Services Providers (15 hours for each local workforce development area, totaling 165 hours)
4. American Rescue Plan Act Workforce Development Program Presentations to Maryland Local Workforce Development Boards (one presentation for each local workforce development area, totaling eleven presentations)

Companies with demonstrated experience in creating and delivering these types of services and with an interest in making their services available to Employ Prince George's and Maryland's Local Workforce Development Boards are invited to respond to this RFP. "Respondents" means the companies, or individuals, that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation, or other legal entity, is state licensed and certified, as needed. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents, or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of EPG, Maryland's Local Workforce Development Boards or any respondents. EPG reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall EPG, nor any Local Workforce Development Board in Maryland, be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from EPG for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of EPG. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

Prince George's County Workforce Development Board

Maryland's Public Workforce System consist of 13 Local Workforce Development Areas, including the Prince George's County Workforce Development Area. Each Local Workforce Development Area is governed by a Local Workforce Development Board. The Prince George's Workforce Development Board is a 34-member Local Workforce Development Board,

appointed by the Prince George's County Office of the County Executive, governing the Prince George's County Workforce Development Area.

The Prince George's County Workforce Development Board is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the workforce delivery system in Prince George's County. The mission of the Prince George's County Workforce Development Board that drives the innovation, integration, continuity, productivity, and efficiency of a workforce system that produces a robust, qualified, and skilled workforce that meets the needs of the business community. The Prince George's County Workforce Development Board achieves its mission by providing guidance over the Prince George's County Public Workforce System, modeled as the first public workforce system operating as a free membership network, the Prince George's County American Job Center Community Network (www.pgcajc.com). The Prince George's County American Job Center Community Network serves over 20,000 job seekers and 1,500 businesses annually.

Employ Prince George's

Employ Prince George's, Inc. (www.employpg.org) is a nonprofit organization based in Prince George's County, Maryland. Employ Prince George's administers a menu of workforce development services for job seekers and businesses. The mission of Employ Prince George's is to improve the local economy by creating a demand-driven workforce system with workforce development programs that deliver qualified workers to businesses, improves the productivity of businesses, and provides job seekers with opportunities for careers in high demand/high growth industries.

Employ Prince George's serves as the Staff and Fiscal Agent of the Prince George's County Local Workforce Development Board. As the Staff and Fiscal Agent of the Local Workforce Development Board, Employ Prince George's is responsible for regulating policy development and the administration of workforce activities related to services and programs funded by the Workforce Innovation & Opportunity Act (WIOA). Employ Prince George's is Prince George's County's link between job seekers looking to begin or change careers, and businesses looking for skilled workers to maintain competitiveness in a changing labor market.

American Rescue Plan Act in Maryland & Prince George's County

Per the United States Treasury Department, since the first case of coronavirus disease 2019 (Covid-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans. The disease has impacted every part of life: As social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs. In Prince George's County 85,411 people, or 9% of the population, have contracted Covid-19 and 1,591 have died from the disease. Likewise, and since January 2020, Prince George's County's economy has struggled with unemployment rates rising from 3.7% to 8%, with a high of 10.9% in July and August of 2020. Along with high unemployment rates, Prince George's County employment decreased by over 44,000 and the overall labor force decreased by over 24,000.

Covid-19's impacts on the Prince George's County economy is even greater when compared to December 2019, the month the World Health Organization identified as the start of Covid-19. To combat the negative impacts of Covid-19 on the Prince George's County economy, the Prince George's County Workforce Development Board is investing State of Maryland American Rescue Plan Act funds into apprenticeship and employment training programs that assist people, industries, businesses, and communities negatively impacted by Covid-19.

B. Background

The United States Department of Treasury Interim Final Rule-Implementation of COVID State Fiscal Recovery Fund and COVID Local Fiscal Recovery Fund was created to provide guidance regarding the funding objectives of the ARP state and local fiscal recovery funds. The guidance outlined the following funding objectives:

1. Support urgent COVID-19 response efforts to continue to decrease the spread of the virus and bring the pandemic under control
2. Replace lost public sector revenue to strengthen support for vital public services and help retain jobs
3. Support immediate economic stabilization for households and businesses
4. Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic

This contract will be 100% funded using US Department of the Treasury Funding provided as part of the American Rescue Plan Act (ARP) up to a maximum expected award amount of **one hundred and forty thousand dollars (\$140,000.00)**.

C. Federal Regulations

Award recipients providing services under the ARP Grant must follow the American Rescue Plan Act, US Department of the Treasury Interim Final Rule, unless stated otherwise in the final rule adopted and promulgated. Until that point, the guidance listed above takes precedent. Furthermore, any state legislation that dictates requirements for spending ARP funds must be adhered to as well. Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

D. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to **twelve (12) months**, without the possibility of an extension.

REQUEST FOR PROPOSAL ELEMENT REQUIREMENTS

The **American Rescue Plan Act Workforce Development Program Policies, Definitions, & Procedures** proposal element should include, at a minimum, the development of the following elements into comprehensive policies:

1. Definitions of Key Terms in the American Rescue Plan Act
2. Allowable Uses of American Rescue Plan Act Funds
3. Eligible Uses of American Rescue Plan Act Funds based on Sections 602(c)(1)(A) and 603(c)(1)(A)
4. Examples of the Eligible Programs and Services that can be funded by the American Rescue Plan Act Funds, based on Sections 602(c)(1)(A) and 603(c)(1)(A)
5. Eligibility for an Individual to Participate in Programming Funded by the American Rescue Plan Act
6. Eligibility for a Business to Participate in Programming Funded by the American Rescue Plan Act

7. Definitions and/or Metrics to Identify if an Individuals or Businesses Experienced a Negative Economic Impact from the Public Health Emergency
8. Definitions and/or Metrics that Allow a Service Provider to Determine if their Programming Qualifies as an Eligible Use of American Rescue Plan Act Funds Responding to an Identified Negative Economic Impact from the Public Health Emergency, according to Sections 602(c)(1)(A) and 603(c)(1)(A)
9. Definition and Examples of Programming and Eligible Uses that Responds to the Negative Economic Impacts of the Public Health Emergency, Under the Following Areas:
 - i. Assistance to Unemployed Workers
 - ii. Assistance to Households
 - iii. Expenses to Improve Efficacy of Economic Relief Programs
 - iv. Small Businesses and Non-profits
 - v. Aid to Impacted Industries
10. The eligible workforce development services and programming allowable when utilizing American Rescue Plan Act funds to serve a Qualified Census Tract (QCT), to families and individuals living in QCTs.
 - i. Including a list of eligible QCTs for the Prince George’s County Local Workforce Development Area

These products will be general. All policies, definition documents, and procedures will be general and not require specific elements for each local workforce development area.

The **American Rescue Plan Act Workforce Development Program Training Guide** should be a comprehensive tool to assist Maryland’s Local Workforce Development Boards, including the Prince George’s County Workforce Development Board, with program development and implementation and formatted for public distribution. This is a general guide, not requiring specific elements for each local workforce development area.

The **15 Technical Assistance Hours per Maryland Local Workforce Development Board** (totaling 165 hours across eleven local workforce development areas) is a set number of hours

(15) of technical assistance to assist the eleven Maryland Local Workforce Development Areas (Anne Arundel County Workforce Development Area, Baltimore City Workforce Development Area, Baltimore County Workforce Development Area, Carroll County Workforce Development Area, Frederick County Workforce Development Area, Howard County Workforce Development Area, Lower Shore Workforce Development Area, Montgomery County Workforce Development Area, Prince George’s County Workforce Development Area, Susquehanna Workforce Development Area, and Western Maryland Workforce Development Area), the entities in those areas serving as Sub-Recipients of Maryland Department of Labor American Rescue Plan Act grants, and American Rescue Plan Act service providers in those areas. Technical assistance hours will assist each area in the development and implementation of programs that align with the American Rescue Plan Act and Maryland Supplemental Budget No.5, while helping each area rebound from the recession caused by the Covid-19 pandemic.

American Rescue Plan Act Workforce Development Program Presentations to Maryland Workforce Development Boards will be a one-time presentation to the Local Workforce Development Boards in eleven areas (Anne Arundel County Workforce Development Area, Baltimore City Workforce Development Area, Baltimore County Workforce Development Area, Carroll County Workforce Development Area, Frederick County Workforce Development Area, Howard County Workforce Development Area, Lower Shore Workforce Development Area, Montgomery County Workforce Development Area, Prince George’s County Workforce Development Area, Susquehanna Workforce Development Area, and Western Maryland Workforce Development Area).

Presentations should be no longer than 20-30 minutes. Presentations should be developed for delivery in a virtual setting, utilize virtual conference/video call technology varying by local areas, include an FAQ. The Prince George’s County Workforce Development Board is held virtually, at 9:00 am, on the 3rd Wednesday of the month. Board meetings vary by local areas.

E. Timeline

RFP submissions are due Friday, September 24th by 4:00 pm

Evaluation period Monday, September 27th through Monday, October 11th

Award Announcement Friday, October 15th

F. Additional Requirements

This project will comply with all ARP, standards, and regulations that are administered by Department of Treasury or other federal or state and any other local regulations and standards that may apply.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, EPG will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

A. Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

- Respondents will be awarded up to 15 points for experience providing this type of service.
- Respondents will be awarded up to 15 points for demonstrating their capacity to meet project timelines and how they will meet project timelines.
- Respondents will be awarded up to 10 points for pricing.
- Respondents will be awarded up to 50 points for the content of each required proposal elements and how the contractor will ensure the highest quality and accuracy (based on Federal guidance) of each of the four proposal elements:
 - Policies, Definitions, and Procedures
 - Program Training Guide
 - Technical Assistance Hours
 - Presentation to Local Workforce Development Boards
- Respondents will be awarded 10 points for innovation, accuracy (based on Federal guidance), and detail.

SUBMISSION REQUIRMENTS

RFP responses must be submitted as a **PDF** e-mail copy sent to [**RFPSubmissions@co.pg.md.us**](mailto:RFPSubmissions@co.pg.md.us) with the following subject line: **Policy & Compliance Contractor for ARP - [APPLICANT NAME]**. Each respondent shall submit one (1) copy of the following documents in a clear, legible, 12-point Times New Roman font, and 8.5 by 11-inch format. **Responses not submitted by e-mail in the requested format will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals. EPG reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A summary of the qualifications of the Respondent and team.
3. Description of organization (i.e., Corporation, Limited Liability Company, or Joint Venture).

The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.

If the Respondent is a partially owned or fully owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

If the Respondent is a partially owned or fully owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest

B. Threshold Requirements

These documents must be submitted and acceptable before EPG will review the Experience and Capacity proposal:

Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Maryland Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)

Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the EPG. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

References: Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.

C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in performing these types of services, including resumes of the proposed staff working on the project. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples, and attachments (as available), of one (1) to three (3) projects that are similar in nature to projects described in the RFP.
2. Capacity to complete the scope of work outlined in this RFP
3. Pricing proposal. This should include the hourly and/or unit rates for work (Labor will include payments of prevailing wage rates as determined by the Department of Labor and Industries. The Contractor will sign a fixed price contract to include all work and services.

4. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

SELECTION PROCESS

The Selection Committee comprised of EPG staff will review qualifications in accordance with the evaluation criteria set forth herein and ARP objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to [**RFPSubmissions@co.pg.md.us**](mailto:RFPSubmissions@co.pg.md.us) with the following subject line: **Inquiry: Policy & Compliance Contractor for ARP.**

SUBMISSION DUE DATE

Responses to this RFP are due by **4:00 pm Friday, September 24th**. Responses to this RFP must be e-mailed to Ericka Stevens at [**RFPSubmissions@co.pg.md.us**](mailto:RFPSubmissions@co.pg.md.us).

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to EPG is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

APPENDIX A: RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certification
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- 2021 Certificate to do Business with LOCAL GOVERNMENT ENTITY
- References
- Conflict of Interest Statement & Supporting Documentation
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

APPENDIX B: CONFLICT OF INTEREST STATEMENT

[Respondent]

Conflict of Interest Statement

The owner(s), corporate members or employees of [Respondent], shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with [EPG]. Each individual shall disclose to [EPG] any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [Respondent] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with [EPG], he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with [EPG] which has resulted or could result in person benefit to me.

- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with [EPG].

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with EPG.

Date

Signature

Printed Name

Respondent

Address

Telephone