



# Call for Registered Training Providers

Request for Proposals:  
Local Training Providers for Short Term Occupational Skills Training

## Important Dates

**RFP Release Date:**

**October 27th, 2021**

**Proposal Due Date:**

**Rolling Application Deadline**  
*Deadline to submit proposals*

RFP responses must be submitted via our online grant application portal which can be accessed here:

**[https://www.grantrequest.com/SID\\_6250?SA=SNA&FID=35018](https://www.grantrequest.com/SID_6250?SA=SNA&FID=35018)**

**Responses not submitted in the requested format will not be considered.**

Employ Prince George's does not discriminate against faith-based organizations or against any Bidder or Bidders because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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## INTRODUCTION

### A. Overview

This Request for Proposals (“RFP”) is being issued by Employ Prince George’s (EPG), and in partnership with the Prince George’s County Workforce Development Board, to announce a call for Training Vendors and Institutions to apply to become a registered Training Provider on the Prince George’s County Workforce Development Board Local Training Provider List (WDB LTPL) and the EPG, also doing business as Employ DMV, Training Provider List. (EPG TPL)

Becoming a registered Training Provider on the WDB LTPL and the EPG TPL will provide your training institution opportunities to receive non-WIOA funding to train job seekers in occupational skills training programs and post-secondary training, less than a bachelor’s degree, that is connected to an industry recognized credential, a bright outlook/high growth occupation, within an In-Demand Industry designated by the Prince George’s County Workforce Development Board. Through this proposal, EPG and the WDB intend to expand their Training Provider List to create a more robust and diverse list of course offerings for job seekers and businesses in the District of Columbia, Maryland, and Northern Virginia. Becoming a registered Training Provider with the WDB and EPG will support Prince George’s County and our regional economy as we recover from the negative impacts of the Coronavirus Disease 2019 (COVID-19) pandemic. Proposals will be reviewed on a rolling basis and will be assessed annually, using Scorecard Data, to evaluate the completion, credential, and placement rate of each individual program. Training Vendors responding to this proposal should become familiar with WDB and EPG American Rescue Plan Act policies, definitions, and procedures, Maryland Department of Labor EARN policies and procedures, WDB policies and procedures, EPG policies and procedures, the operations of Prince George’s County American Job Center Community Network, and the operations of Prince George’s County’s American Job Centers.

EPG seeks to attract Training Vendors and Institutions who specialize in short-term occupational skills training, less than a Bachelor’s Degree. Courses can be held in-person, virtually or through a hybrid model. The selected Respondents will train job seekers in career training programs that align with Prince George’s County Local Workforce Development Areas vision of the workforce

development system, as written in the provisional **2020 - 2024 Local Plan**. Proposals must include:

- Training Vendor Overview
- Accreditation & Funding Information
- Individual Program Information
- Tuition & Fees
- Credential and Licensure Information

EPG and the WDB have both established a Training Provider List to present a broad and diverse selection of training choices to support employment goals of individual job seekers available for Non-WIOA funding. Training Vendors accepted onto the EPG and WDB Training Provider List can accept Non- Individual Training Accounts (Non-ITA) vouchers from any of EPG's fourteen (14) Demographic or Industry Initiative Programs and WDB Adult, Youth, and Dislocated Worker Career Service Providers. Inclusion on an EPG or WDB Training Provider List does not guarantee that funding is available or that customers will select to participate in a course or series of courses at a particular Training Vendor. Availability of funding is subject to change and is based on many factors, including assessment of an individual's employment needs, skills, interests, and aptitudes. Job Seekers must be enrolled in an EPG program, or a WDB Adult, Youth, and Dislocated Worker Career Service Provider program, and complete all eligibility and pre-requisites before enrollment with a registered Training Vendor.

Successful Respondents will demonstrate their familiarity with the supply of workforce talent within the District of Columbia, Maryland, and Northern Virginia area and the general needs of businesses as it relates to the proposed training program(s). Training Programs should be designed to align with the most current industry trends, processes, and technology to adequately prepare job seekers to succeed in employment that aligns with our region's in-demand occupations.

#	Industry	#	Industry	#	Industry
1	Healthcare and Social Services	6	Education	11	Recreation, Tourism & Hospitality
2	Food and Beverage Manufacturing	7	Transportation and Logistics	12	Accommodation and Food Services
3	Advanced Manufacturing	8	Government Services	13	Retail Trade
4	Construction and Real Estate	9	Information Technology		
5	Professional, Scientific, and Technical Services	10	Business Services		

Training Vendors with demonstrated experience in creating and delivering these types of services and with an interest in making their services available to EPG and WDB Adult, Youth, and Dislocated Worker Career Service Providers 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(s) 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, the WDB, 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 the WDB, be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, 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 consists 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 WDB 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 WDB 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 WDB is to be a Local 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 WDB 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](http://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**

EPG ([www.employpg.org](http://www.employpg.org)) is a nonprofit organization based in Largo, Maryland. EPG administers a menu of workforce development services for job seekers and businesses. The mission of EPG 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.

EPG serves as the Staff and Fiscal Agent of the WDB. Prince George's County has designated one comprehensive American Job Center in Largo, MD and one affiliate center, located within the Tanger Outlet in National Harbor. Both centers support six Demographic Programs, two

Youth Programs, and Apprenticeship Program, and seven Industry Bridge Programs that are supported through a combination of Federal, State, Local, Private and Nonprofit grant funds.

### **Prince George's County American Job Center Network**

The WDB, in partnership with EPG, created a new approach to operating the local public workforce develop system in 2018, with an increased focus on partnership, integration and leveraging local area resources to maximize federal performance outcomes and positive impact on the local economy. Through a tiered membership model, Prince George's County American Job Center Network (AJCCN) aligns and leverages resources of its core and partner programs to achieve the strategic vision and goals of the workforce development board. There are currently over 65 partners engaged in the AJCCN.

### **The Workforce Impact of COVID-19 on Prince George's County**

In Prince George's County, at least 1 in 10 residents, or 95,187 people, have contracted Covid-19 and 1,657 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 8.3%, 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 22,000.

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, Employ Prince George's is drastically increasing training and development opportunities for job seekers looking to upskill or retool their existing skills as they prepare to return to work. Employ Prince George's goal is to assist Prince George's County rebound from the recession caused by Covid-19.

### **B. Federal Regulations**

Award recipients providing training services in response to this RFP must become familiar with 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.

### **C. Term of Contract**

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to **thirty-six (36) months**, with the possibility of an extension based on the performance outcomes of trained participants. Registered Training Providers represented on the Training Provider List must report performance outcomes, including class completion rate, credential/licensure attainment and job placement rate on a **quarterly** and **annual** basis.

## **REQUEST FOR PROPOSAL ELEMENT REQUIREMENTS**

Training Providers applying for the Local Training Provider List must complete the following steps:

1. Create an account to complete and submit **Phase I** of the response package via our online portal here: [www.grantrequest.com/SID\\_6250?SA=SNA&FID=35018](http://www.grantrequest.com/SID_6250?SA=SNA&FID=35018).
2. Employ Prince George's internal review team will evaluate your **Phase I** response for content and completion.
3. If approved, the respondent will receive an invitation by email to complete **Phase II** of the response package.
4. Complete **Phase II** of the response package. Respond to all questions and upload applicable attachments. If your organization is requesting to add more than one program to the Local Training Provider List, you must complete **Phase II** of the response package for each program individually. Each program will be assessed, scored, and approved or rejected separately based on the information received.



## A. Timeline

RFP submissions are accepted on a rolling basis. Respondents will be notified when their proposal is received. Proposals will be reviewed for compliance and completeness and award announcements will be made within thirty (30) calendar days from the date the proposal is submitted.

## 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 track customer outcomes at the completion of training and up to one year after training completion.
- 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 proposal elements:
  - Provider Overview, Accreditation & Funding, Individual Program Information, Tuition & Fees, Credential & Licensure Information
- Respondents will be awarded 10 points for innovation, accuracy (based on Federal guidance), and detail.

## SUBMISSION REQUIREMENTS

RFP responses must be submitted via our online grant application portal which can be accessed [here](#). **Responses not submitted in the requested format will not be considered.** Questions regarding technical assistance with our online application portal should be submitted in writing

via email to **Ericka Stevens** at [ENStevens@co.pg.md.us](mailto:ENStevens@co.pg.md.us) with the following subject line: **Technical Assistance: Training Provider RFP**. 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. 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.

## **SELECTION PROCESS**

The Selection Committee comprised of EPG staff will review qualifications in accordance with the evaluation criteria set forth herein. 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 vendors who complete the RFP and offer training that aligns with the in-demand sectors outlined in our provisional **2020 - 2024 Local Plan**. EPG intends to award multiple contracts to establish a diverse and robust local training provider list.

## QUESTIONS

General questions regarding this RFP or its content should be submitted in writing via email to **Amanda Wagner** at [ATWagner@co.pg.md.us](mailto:ATWagner@co.pg.md.us) with the following subject line: **Inquiry: Training Provider RFP.**

Questions regarding **technical assistance** with our online application portal should be submitted in writing via email to **Ericka Stevens** at [ENStevens@co.pg.md.us](mailto:ENStevens@co.pg.md.us) with the following subject line: **Technical Assistance: Training Provider RFP.**

## SUBMISSION DUE DATE

Responses are accepted on a rolling basis. RFP responses must be submitted via our online grant application portal which can be accessed [here](#). **Responses not submitted in the requested format will not be considered.**

## APPENDIX A: RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Certification Page
- Complete W-9
- Written Personnel Policies – Submit copy of Personnel Policy (table of content from Employee Handbook)
- Written Conflict of Interest Policy (COI) – Submit COI Policy, including signed attachment.
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State
- Notarized Proposal Affidavit – Complete Proposal Affidavit Form
- Statement of Compliance – Complete Statement of Compliance
- List of Key Personnel for project including position title, qualifications, and resumes.
- Organizational Chart – Identifying individuals, their job titles, and major job duties (workload), as well as indication of full- or part-time participation is required.
- Tax Exemption – Submit copy of Tax Exemption (if applicable)
- Legal Entity – Submit proof of Legal Entity (Proof of Incorporation, 501C, etc.)

## **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:

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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.

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Date

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Signature

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Printed Name

**Respondent**

**Address**

**Telephone**