



Employ Prince George's, Inc.
EVIDENCE BASED STAFF TRAINING
REQUEST FOR PROPOSALS
RFP No.: EPGRFP-002

Important Dates

Project Title:	Evidence Based Staff Training
RFP Release Date:	Wednesday, December 21, 2022
Virtual Q&A Session:	Tuesday, January 17, 2023 1:00PM – 2:00PM EST
Proposal Due Date:	Friday, February 3, 2023 4:00 PM EST

Proposals must be submitted via email no later than **Friday, February 3, 2023 at 4:00 pm**. Proposals must be submitted to Employ Prince George's, Inc. Contracts & Operations Department at rfpsubmissions@co.pg.md.us. **PROPOSALS SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON FRIDAY, FEBRUARY 3, 2023, WILL NOT BE ACCEPTED.** Employ Prince George's is not responsible for any errors of omission. Mailed, faxed, hand delivered proposal, or proposals submitted outside of the submission process listed above will not be accepted.

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

TABLE OF CONTENTS

INTRODUCTION & INTENT	3
ISSUING INTITY	3
ORGANIZATIONAL BACKGROUND.....	3
PURPOSE.....	3
ELIGIBLE BIDDERS	4
PROPOSAL PREPARATION AND FORMAT REQUIREMENTS	4
SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS.....	5
Q&A SESSION	5
COMPLETED PROPOSAL SUBMISSION DEADLINE	5
TERMS	5
QUESTIONS	5
PROPOSAL CONSIDERATIONS	6
PROPOSAL EVALUATION.....	6
BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS	6

INTRODUCTION & INTENT

Employ Prince George's, Inc. (Employ Prince George's or EPG), serving as the principal workforce development service provider for Prince George's County and a career services provider of the Prince George's County Workforce Development Board. EPG is committed to providing workforce support to jobseekers, business, and the Prince George's County community at large.

ISSUING INTITY

Employ Prince George's is a 501c3 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). Under the leadership of Employ Prince George's, the Prince George's County Local Workforce Development Area serves over 30,000 job seekers and 4,000 businesses annually.

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.

ORGANIZATIONAL BACKGROUND

Employ Prince George's was founded in 2018 and has since quickly grown to nearly 100 employees across four Divisions which consist of fifteen departments.

Through its Workforce Services Division, EPG provides workforce development programs that deliver qualified workers to businesses, improve the productivity of businesses, and provide jobseekers with opportunities for careers in high demand/high growth industries. Other Divisions are Finance, Operations, and Human Resources which support the organization's operational needs.

PURPOSE

Employ Prince George's has released this Request for Proposals to receive detailed proposals from eligible entities to support EPG's goal of ensuring that staff are well-trained professionals who provide high-quality services to our community. EPG wishes to engage an outside entity to address training needs in multiple categories using an evidence based coaching framework.

1. **For Supervisors:** Increase staff engagement skills in supervisors at all levels for the purposes creating a positive communication relationship where motivation and morale are prioritized. Executive coaching for supervisors will also support leaders in developing tools to support quality coaching systems and operational plans, a strategy to address performance concerns and building a sustainable approach to the planned coaching methodologies.

2. **For Frontline Staff:** Train program staff to learn the fundamentals of coaching through workshops or interactive training modules that focus on coaching techniques and skill development to ensure comprehensive customer support and appropriate case management for the duration of their involvement with EPG services. The proposed coaching framework should include strategies to effectively support and motivate at-risk populations as they pursue specific occupational goals. The Coaching Framework should help staff uncover and address program participants barriers to employment and strategies implemented should result in improved educational and career outcomes. Training should progress over time to expand and reinforce skills and techniques that can be implemented to promote positive outcomes that align with customers goals. Training should include supporting customers motivation, de-escalating negative behavior and effectively connecting goals to action. Additional foundational topics related to effective coaching strategies are encouraged. An evidence based and evaluated coaching framework is preferred.
3. **Organizational Support:** Assist EPG with transformational leadership and change management support to grow to its fullest potential. Organizational support includes developing and maintaining quality programs that include quality coaching strategies that are scalable as the program grows. Organizational support strategies should include tools to monitor the trends observed over time and may include KPI's that clearly demonstrate program progress and outcomes.
4. **Coaching Certification:** Deploy a train the trainer model where a minimum of five (5) team members can learn to facilitate the fundamentals of coaching and accurately evaluate coaching quality to ensure successful implementation and sustainability.
5. **Partnerships:** Empower EPG's partners in the Prince George's County American Job Center Community Network (AJCCN) to effectively coach customers in a uniform way so that system-wide, there is a consistent customer-engagement strategy. Information about the AJCCN can be found at <https://www.employpg.org/community-network>.

ELIGIBLE BIDDERS

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, and other entities operating in accordance with federal, state, and local law, and must have been in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the WDB are ineligible to apply.

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via email no later than **Friday, February 3, 2023, at 4:00 pm**. Proposals must be submitted to Employ Prince George's, Inc. Contracts & Operations Department at rfpsubmissions@co.pg.md.us. Proposals not received by the deadline will be automatically disqualified from competition – no exceptions. Mailed, faxed, or hard copy proposals will not be accepted.

Proposals should be prepared in a professional manner, providing a complete and detailed description of the proposed project scope. Emphasis should be placed on clarity of content and completeness. Bidders must include all the required attachments listed on Attachment Submittal Form that pertain to the proposal. Failure to include required attachments will disqualify the proposal. No additional attachments are allowed. Bidders may submit the required attachments as part of their electronic submission.

SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS

ACTIVITY	DATE
RFP Published	Wednesday, December 21, 2022
Virtual Q&A Session	Tuesday, January 17, 2023 1:00PM until 2:00PM EST Click here for the Microsoft Teams RFP Q&A Session Link
Deadline to submit Proposal	Friday, February 3, 2023, 4:00 PM EST
Selection of Successful Bidder on or around	February 28, 2023
Program operations to begin NO LATER THAN	April 1, 2023

Q&A SESSION

All organizations intending to bid either as a sole applicant or as the lead of a consortium proposal are encouraged to attend the Q&A Session scheduled for **Tuesday, January 17, 2023** from **1:00PM** until **2:00PM EST** via [Microsoft Teams](#). EPG has selected this forum to present detailed non-competitive information regarding the RFP and answer questions so that interested parties will have the benefit of the same answers. This session will provide an overview of the RFP and bidding process and will be recorded for reference. Information for the Q&A Session will be provided on EPG's RFP webpage www.employpg.org/rfps/.

COMPLETED PROPOSAL SUBMISSION DEADLINE

Proposals must be received no later than date and time listed in the Schedule of Events. Proposals not submitted through the on-line application will not be considered. Individual Proposals will not be read in public or available for public inspection until after an award determination has been made and agreement is executed. Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the proposal submission deadline listed above in the schedule of events.

TERMS

Employ Prince George's anticipates that total funding of **up to four hundred fifty thousand dollars and zero cents (\$450,000.00 USD)** will be available for any contract awarded through this RFP. The Evidence Based Staff Training Project is partially funded by grant awards totaling \$337,500 (75%) from the US Department of Labor with \$112,500 (25%) financed from the Maryland State Department of Labor. Funding for this RFP is expressly contingent upon final budget approval. Respondents selected as a result of this solicitation may be required to participate in contract negotiations with EPG; the award of any contract or agreement shall be contingent upon the satisfactory completion of contract negotiation. The contract term is anticipated to be effective **April 1, 2023**, through **September 30, 2024**.

QUESTIONS

All questions regarding the RFP must be submitted in writing via email to **Employ Prince George's Contracts & Operations Department** at rfpsubmissions@co.pg.md.us no later than **Tuesday, January 10, 2023** or asked during the Q&A Session; interested bidders are strictly prohibited from directly contacting members of the Workforce Development Board and EPG staff regarding this RFP.

PROPOSAL CONSIDERATIONS

Employ Prince George's is requesting proposals for qualified entities (entities must qualify themselves in their proposal) to provide training to staff and external partners. At a minimum, the proposal should include the following elements:

1. Organization background, qualifications & relative projects completed.
2. Details of the proposed training components.
3. Details of how progress will be measured for each proposed training program.
4. Details of the proposed timeline, including number of proposed sessions for each training category.
5. Budget
6. References (no more than 5)
7. Preference will be given to proposals that incorporate evidence-based practices, Trauma-Informed Care (TIC) approaches, and Diversity, Equity, and Inclusion (DEI) strategies.

Proposals may include other elements, but proposals should not exceed 15 pages. Attachments to the core proposal, not exceeding 15 pages, are permissible.

PROPOSAL EVALUATION

Proposals will be evaluated on multitude of factors by Employ Prince George's staff. A non-exhaustive list of examples of evaluation factors are listed below:

- Project completion timelines
- Detailed project scope
- Proposal activities are detailed, address evidence-based practices, and include timelines
- Budget detail
- Organizational history and expertise related to project scope
- Demonstrated ability to perform the requested services
 - References may be included in the proposal
- Knowledge of Prince George's County, Employ Prince George's (www.employpg.org), and the Prince George's County Public Workforce System, branded and modeled as the Prince George's County American Job Center Community Network (www.pgcajc.com)
- Succinctness of proposal

BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office's address, prior to the exact hour and date specified for proposal receipt.

The Bidder's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed.

The Bidder selected is a sub-recipient of a Federal award and thus are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)

Each Bidder, by submitting its proposal, authorizes the WDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the subrecipient agreement. The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidders. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in this RFP.

The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

The Bidder has not made, under separate sub-recipient agreement with the WDB, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.

The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government and, if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

The Bidder's Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

The WDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the sub-recipient agreement.

The WDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFP and to complete the Project as specified.

The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidders competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFP.

To the best knowledge of the person signing the proposal for the Bidder, the Bidders, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.

To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.

Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity. The WDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFP, including funding levels,

the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of the Issuing Office. The WDB considers the selected Bidder to be the sole point of contact regarding all contractual matters.

Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.