



**Employ Prince George's Contracts and Operations Division on behalf of the  
Prince George's County Workforce Development Board**

## **Economic Recovery Workforce Innovation Grant**

### **REQUEST FOR PROPOSALS**

**RFP No.: WDBRFP-008**

**RFP Release Date:** Wednesday, January 4, 2023

**Virtual Bidders Conference:** Friday, January 27, 2023 | 3:00 pm – 4:00 pm EST  
[Click here for the Microsoft Teams Conference Link](#)

**Proposal Due Date:** Wednesday, March 1, 2023 | 4:00 pm EST

Proposals must be submitted via our online grant application portal which can be accessed by clicking [here](#). **PROPOSAL APPLICATIONS SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON MARCH 1, 2023 WILL NOT BE ACCEPTED.** The Prince George's County Workforce Development Board (WDB) is not responsible for any errors of omission. Mailed, faxed, or emailed proposal(s) will not be accepted.

The Prince George's County Workforce Development Board (WDB) 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

TABLE OF CONTENTS .....	2
INTRODUCTION .....	3
ISSUING ENTITY .....	3
BACKGROUND .....	4
PURPOSE .....	4
PARTNERSHIP AND COLLABORATION .....	5
PERFORMANCE METRICS AND OUTCOMES .....	5
ELIGIBILITY STATEMENT .....	6
TERM OF CONTRACT .....	6
EX PARTE COMMUNICATION/CONFLICT OF INTEREST .....	7
VIRTUAL BIDDERS CONFERENCE.....	7
SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS .....	8
MINIMUM CONTRACTOR REQUIREMENTS: .....	8
FISCAL ACCOUNTABILITY .....	8
COST REQUIREMENTS .....	9
SUB-RECIPIENT MONITORING .....	9
PROPOSAL PREPARATION AND FORMAT REQUIREMENTS .....	10
PROPOSAL EVALUATION .....	10
BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS .....	10

## INTRODUCTION

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, is the recipient of American Rescue Plan Act grant funds from the Maryland Department of Labor and Prince George's County. This funding was allocated with minimal local and state restrictions, a mandate to follow federal regulations, and a Maryland General Assembly requirement for American Rescue Plan Act funds distributed by the Maryland Department of Labor to expand apprenticeship and employment training programs.

The Prince George's County Workforce Development Board (WDB) is committed to developing a skilled talent pipeline of workers to meet the needs of business and industry to promote sustainable economic growth and regional and global competitiveness. The WDB seeks to identify and procure service providers that could implement an innovative approach to building a skilled talent pipeline in Prince George's County using American Rescue Plan funds.

## ISSUING ENTITY

The WDB (<https://pgcajc.com/workforce-board/>) is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the Prince George's County Public Workforce System, branded and modeled as the Prince George's County American Job Center Community Network. Our mission is to be a 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 membership of the WDB is represented by:

Business Sector	Department of Social Services
Economic & Community Development	Adult Education/Literacy
Labor Organizations	Workforce Development Organizations
Vocational Rehabilitation	Higher Education
Community Based Organizations	State Employment Services
Chambers of Commerce	Elected Officials

The WDB provides guidance and oversight of the Prince George's County American Job Center Community Network and ensures that businesses have the skilled workers and the resources needed to remain competitive and prosper in a global market. Job seekers can acquire the training and knowledge necessary to achieve livable wage employment along a career pathway, work toward financial stability and building wealth.

The WDB's workforce strategies are designed to reduce skills gaps across targeted in-demand industries with an emphasis in the following in-demand industries:

- Healthcare & Social Assistance
- Food & Beverage Manufacturing
- Advanced Manufacturing
- Construction and Real Estate

- Professional, Scientific & Technical Services
- Education
- Transportation and Logistics
- Government Services
- Information Technology
- Business Services
- Recreation, Tourism & Hospitality
- Accommodation and Food Services
- Retail Trade

The focus is on advancement along an in-demand career pathway, an approach that encourages job seekers to pursue incremental, progressive skills that will lead to better jobs as they advance along their chosen career pathway.

## **BACKGROUND**

The American Rescue Plan Act was passed by Congress on March 10, 2021, and signed into law on March 11, 2021. The Act includes \$350 billion in funding to state, local, and Tribal governments through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to support the response to and recovery from the COVID-19 public health emergency. Use of the funds is subject to the requirements specified in the Final Rule released by US Treasury on January 6, 2022. The Prince George’s County Workforce Development Board is the recipient of multiple grants originating from the SLFRF and is therefore subject to using the funds in compliance with the SLFRF. The final rule provides a non-exhaustive list of enumerated uses that respond to pandemic impacts.

Programs awarded under the RFP are funded by SLFRF grants received from the State of Maryland and must be centered on the provision of expanding apprenticeship and employment training programs.

Award recipients providing services in response to this RFP must become familiar with the American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds, and the US Department of the Treasury Final Rule. Furthermore, any state legislation that dictates requirements for spending American Rescue Plan Act funds must be adhered to as well. Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

## **PURPOSE**

Employ Prince George’s has released this Request for Proposals to receive detailed responses from eligible entities to deliver career and workforce services that respond to the negative economic impact of the COVID-19 pandemic. Eligible entities should propose innovative workforce-related activities that contribute to the advancement of a skilled talent pipeline in Prince George’s County using American Rescue Plan funds.

Eligible workforce-related activities include a range of allowable programming designed to address the workforce needs of Prince George’s County residents.

- Public Jobs programs, including job fairs and job readiness activities;
- Subsidized employment, including grants and incentives to hire underserved workers;

- Work-based learning programs which combine education and real-life work<sup>1</sup>;
- Occupational skills training which may be provided by a trainer listed on the Local Eligible Training Provider List (LTPL)<sup>2</sup>;
- Entrepreneurship training;
- Supportive services designed to enable a participant to engage in allowable activities, such as transportation, childcare, dependent care, housing and other services or payments that are deemed necessary to enroll in or successfully complete an apprenticeship or employment training program; and
- Other qualifying activities that meet the requirements of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule (Title 31 Code of Federal Regulations Subtitle A Part 35).

Respondents may propose innovative programming which:

1. Provides services to eligible jobseekers;
2. Responds to the negative economic impact of the COVID-19 pandemic;
3. Focuses on expanding apprenticeship and/or employment training programs; and
4. Complies with the allowable workforce-related activities listed.

Individuals are eligible for ARPA programs when they 1) reside in Prince George’s County, 2) are unemployed or underemployed, and 3) have been impacted by the pandemic. Additional details regarding eligibility determination are available in the WDB’s [American Rescue Plan Act Eligible Uses and Beneficiary Eligibility Policy](#).

## **PARTNERSHIP AND COLLABORATION**

Eligible applicants are required to demonstrate partnerships with relevant workforce, education, and community partners in their grant application. Relevant partnerships and collaboration should be demonstrated through Letters of Support that clearly express the entities intent to be a partner and specifically define the entity’s role and responsibilities as they relate to grant implementation.

If awarded, Grantees must obtain a written agreement via a Memorandum of Understanding (MOU) or a contract to partner with each entity no later than three months from the beginning of the grant period.

## **PERFORMANCE METRICS AND OUTCOMES**

To track progress toward achieving the outcome goals of this program and assess success, WDB staff will monitor a set of impact measures that may include, but are not limited to:

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<sup>1</sup> Includes paid and unpaid work experience, transitional jobs, on-the-job training, customized training, incumbent worker training, pre-apprenticeship, and apprenticeship.

<sup>2</sup> The WDB approves employment training and apprenticeship providers through the Local Training Provider List (LTPL) application process. Only approved training providers and programs listed on the LTPL are available to jobseekers for occupational skills training enrollment.

1. Number of Enrolled Participants
2. Number Entering Apprenticeship or Training
3. Number Completing Apprenticeship or Training
4. Employment at Program Exit
5. Wage at Exit

In addition to the performance indicators and output metrics to be negotiated, the WDB encourages service provider(s) to propose additional indicators and metrics, including those that demonstrate early success and are indicative of participants' progress toward skill advancement.

The ideal Service Provider(s) will be open to flexibility in program delivery and having a cooperative relationship with the WDB and its Program Performance & Data Management Team, who will provide program monitoring, training, and technical support throughout the contract term.

### **ELIGIBILITY STATEMENT**

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, private career schools, 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 state and 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.

A group of two or more applicants may apply as a consortium but the WDB will award only one contract in a consortium application to the lead applicant/fiscal agent. All entities, whether directly contracted or subcontracted via the lead applicant/fiscal agent, will be held to the requirements of Federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant/fiscal agent. All selected applicants will have demonstrated experience and expertise in the provision of high- quality workforce development services to the target populations described in this RFP. Providers will be expected to ground their organization within the communities they serve with staff focused on providing culturally competent services and a history of successful workforce development programming.

An entity may submit multiple applications for funding; however, only one application from any single entity may be funded.

### **TERM OF CONTRACT**

EPG is the administrative and fiscal agent of the WDB, responsible for the management of the WDB's funds received from various sources including the U.S. Department of Labor, Maryland Department of Labor, Prince George's County Government, and other grant funding. Funding for the project described in this RFP is anticipated to originate from the Maryland Department of Labor's American Rescue Plan Act. The WDB anticipates that total funding of **up to one million, seven hundred fifty thousand dollars and zero cents (\$1,750,000.00 USD)** for innovative workforce programs will be available for the contract(s) awarded through this RFP. Funding for this RFP is expressly contingent upon final budget approval. Respondents selected as a result of this solicitation must participate in contract negotiations with

EPG/WDB and may be required to submit programmatic, financial, or other revisions which may have resulted from such negotiation. The award of any contract or agreement shall be contingent upon the satisfactory completion of contract negotiation. Please note that the WDB is not obligated to award the full amount requested by an applicant; based on the competitiveness of applications received, the WDB may elect to partially fund a proposal.

The WDB anticipates awarding funding **to two (2) or more entities** that demonstrate an ability to effectively deliver and manage services as described within this RFP. The WDB reserves the right to accept other than lowest cost proposals and to reject any and all proposals or parts thereof. Agreements are anticipated to have terms effective **July 1, 2023 through June 30, 2025**.

Contracts executed because of this RFP will be paid through cost reimbursement unless otherwise specified. Final contracts will also be subject to any changes in legislation, regulations or policies required by the funding sources. The WDB reserves the right to vary or change the terms of any contract executed because of this RFP, including but not limited to funding levels, the scope of services, performance standards, and period of performance, as it deems necessary.

#### **EX PARTE COMMUNICATION/CONFLICT OF INTEREST**

Each Bidder shall ensure that no improper, unethical, or illegal relationships or conflicts of interest whether actual or apparent exist between or among the Bidder, the WDB, and any other parties to this RFP. The Bidder is responsible for disclosing at the point of proposal submission or as soon as the situation arises of any such relationships. This includes interests that they may have with any individual or entity doing business with or proposing to do business with the Workforce Development Board or Employ Prince George's (EPG). An employee or official may not be employed by or have a financial interest in any entity subject to their authority or of the Prince George's County agency, board, or commission of which they are affiliated; or entity that is negotiating or has a contract with that agency, board, or commission; or hold other position that may impair their judgment or impartiality.

The WDB reserves the right to determine the pertinence of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder's disqualifications and/or cancellation shall be at no fault or liability whatsoever to the WDB. The WDB's determination regarding any question of conflict of interest will be final. All WDB members, EPG Board members, officers, and staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process outside the confines of the Pre-Proposal Bidders' Conference. Potential Bidders are asked to respect these conditions by not making personal requests for assistance, except at the conference.

#### **VIRTUAL BIDDERS CONFERENCE**

All organizations intending to bid either as a sole applicant or as the lead of a consortium proposal are encouraged to attend the **Virtual Bidder's Conference** scheduled for **Friday, January 27, 2023**, from **3:00 pm** until **4:00 pm 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. The conference will provide an overview of the RFP and bidding process and will be recorded for reference. Information for the Virtual Bidder's Conference will be provided on the WDB's RFP webpage <https://pgcajc.com/rfps/>.

## SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS

With exception of proposal submission deadline, EPG reserves the right to make changes to the timeline below.

ACTIVITY	DATE
RFP Published	Wednesday, January 4, 2023
Virtual Bidder's Conference	Friday, January 27, 2023   3:00 pm – 4:00 pm EST <a href="#">Click here for the Microsoft Teams Conference Link</a>
Deadline to submit Proposal	Wednesday, March 1, 2023 4:00 pm EST
Selection of Successful Bidder on or around	May 1, 2023
Program operations to begin NO LATER THAN	July 1, 2023

### MINIMUM CONTRACTOR REQUIREMENTS:

Contractors must:

- Demonstrate a record of prior successful experience implementing programming designed to address the workforce needs of jobseekers aged 16 and older.
- Demonstrate experience providing workforce development services in urban and suburban communities.
- Recruit and serve residents in facilities that are geographically distributed throughout the County or on public transportation routes.
- Demonstrate capacity to stand up and operationalize programs quickly.
- Fulfill contract requirements, including the indemnification and insurance requirements.
- Have the administrative and fiscal capability to: (i) provide and manage the proposed services on a cost-reimbursement basis, (ii) ensure an adequate audit trail, (iii) maintain audit ready files on-site, and (iv) meet all reporting requirements as prescribed by the WDB and the funding source.
- Meet other proposal requirements as listed in this RFP and attachments.

### FISCAL ACCOUNTABILITY

Service Provider(s) operations must be conducted in a transparent, responsible, and ethical manner in line with Generally Accepted Accounting Principles (GAAP). The WDB expects the following minimum financial system requirements –

- *Budget Controls:* The organization has a method for tracking planned expenditures that allows it to compare actual expenditures or outlays to planned or estimated expenditures.



- *Cash Management:* The organization’s cash draws are necessary and reasonable, and the timing and amount of such draws appear to be as close as possible to the actual disbursement of federal funds for the payment of allowable and allocable costs incurred under the contract.
- *Program Income:* The organization is aware of the requirements for earning, spending, and reporting program income.
- *Cost Allocation:* The organization only allocates costs to the contract to the extent that a benefit was received.
- *Allowable Costs:* The organization has a system in place to ensure the program is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the contract.
- *Internal Controls:* Effective control, integrity, and accountability are maintained for sub-recipient cash, personal property, and other federally funded assets.
- *Financial Reporting:* The organization has an accounting system that allows it to maintain accurate and complete disclosure of the financial results of its contract activities and those of its sub-recipients according to the financial reporting requirements of the contract.
- *Documentation Required for Monitoring and/or Invoice Submittal:*
  - o General ledger;
  - o Cash receipts and cash disbursements journals/reports or equivalent;
  - o Bank statements, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
  - o All contracts and MOUs with AJCCN Partners, including all amendments;
  - o All financial reports and documentation supporting requests for reimbursement;
  - o Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, federal and state withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;
  - o Invoices and/or supporting data for non-payroll disbursements.

The successful Bidder will need to demonstrate a high degree of fiscal accountability, transparency and integrity in its financing and budgeting.

Moreover, the successful Bidder will need to demonstrate the ability to maintain separate accounting streams for these grant funds and be able to clearly show that funds have been used for their intended and allowable purposes.

### **COST REQUIREMENTS**

The Bidder may propose costs associated with performing the scope of work by providing a proposed budget and narrative. The Bidder must submit a description of the proposed costs and explain the allocation by cost element. The Bidder must have an explanation of how costs will be recorded and tracked, and the name and version of the proposed accounting system.

### **SUB-RECIPIENT MONITORING**

Service Provider(s) must cooperate with any contract monitoring, inspection, or audit requests from the WDB, the Maryland Department of Labor, and any other internal or external auditors. Providers must also ensure compliance with all sub-recipient monitoring of its own subcontractors.

Service Provider(s) must also demonstrate the capacity to ensure internal program record management procedures that ensure auditable and adequate records are maintained demonstrating the eligibility of all participants as well as confirm adherence to specific requirements and time limitations. Service Provider(s) are required to have an Office of Management and Budget (OMB) single audit, share any audit results or findings with federal, state, and WDB monitors and develop corrective action plans.

**PROPOSAL PREPARATION AND FORMAT REQUIREMENTS**

Proposals must be submitted via our online grant application portal no later than **Wednesday, March 1, 2023**, which can be accessed by clicking [here](#). 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 program. 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.

**PROPOSAL EVALUATION**

Responsive proposals will be reviewed and rated by a qualified review committee. The following is the total weight for this RFP. Bidders **must have a total of 80% or higher** in the scoring methodology to be recommended to the WDB for final consideration.

<b>SCORING METHODOLOGY</b>	
Organizational Background/Demonstrated Experience	20
Staffing Levels and Qualifications	10
Program Design and Innovation	20
Program Outreach and Location	10
Partnership & Collaboration	10
Fiscal Capacity	15
Fiscal Budget/Narrative	15
<b>TOTAL AVAILABLE POINTS</b>	<b>100 POINTS</b>

**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.