

Full Employment Council

REQUEST FOR PROPOSALS for

Retrofit Service Representative Certificate Training

**Funded by the US Department of Energy
Missouri Department of Natural Resources
And the City of Kansas City Missouri**

Proposals Due: January 19, 2012 by 4:00 PM

**Full Employment Council, Inc.
1740 Paseo
Kansas City, MO 64108
(816) 471-2330
www.feckc.org**

**Issue Date:
January 12, 2012**

AARA Funded

REQUEST FOR PROPOSAL
Retrofit Service Representative Certificate Training
TABLE OF CONTENTS

	<u>Page</u>
SECTION 1 – INSTRUCTIONS AND CONDITIONS	3-7
A. Background	3
B. Purpose	3
C. Due Date for Proposals	3
D. Contact Person	3
E. Estimated Schedule	3-4
F. RFP Documents	4
G. Questions and Clarifications about this RFP	4
H. Submission of Proposals	4
I. Content of Proposal	5-6
J. Insurance	6
K. Indemnification	6
L. E-Verify Eligibility Verification System	6-7
M. Evaluation Process	7
N. Evaluation Criteria	7-8
O. Selection	8
P. Required Attachments	8
SECTION 2 – SCOPE OF SERVICES	9
Attachment A – Proposal Summary Sheet	10
Attachment B – Pricing/Cost Proposal Form	11
Attachment C – Certificate Regarding Debarment	12-13
Attachment D – Affidavit of Work Authorization	14-16

**SECTION 1
REQUEST FOR PROPOSALS
INSTRUCTIONS AND CONDITIONS**

A. BACKGROUND

The Full Employment Council, Inc. (FEC) is releasing this Request for Proposals (RFP) in its capacity as the funding recipient and administrator of the Green Retrofit Employment and Training Project, awarded by the City of Kansas City Missouri, funded by the US Department of Energy and the Missouri Department of Natural Resources provided by American Recovery and Reinvestment Act (ARRA) funding. The funding is awarded for the period of December 5, 2011 to March 31, 2012.

B. PURPOSE

Proposals are being accepted to provide Retrofit Service Representative Certificate Training to FEC participants enrolled in the Green Retrofit Employment and Training (GREAT) Project. Educational providers will provide training information on weatherization resources available as well as energy efficiency measures that can be utilized by household residents and on the installation of green retrofit toolkits that include energy efficient light bulbs and water pipe wraps, weather stripping and other energy saving products.

C. DUE DATE FOR PROPOSALS

Proposers shall submit proposals to the FEC Contact Person listed in Section 3 by 4:00 PM on January 19, 2012.

D. CONTACT PERSON

General Questions and Proposal Submissions - Proposers shall submit their proposal and any questions regarding this RFP to the following FEC Contact Person:

Deborah Moore
Full Employment Council
1740 Paseo
Kansas City, Missouri 64108
816-471-2330 ext 279
Email: dmoore@feckc.org

E. ESTIMATED SCHEDULE

RFP Issued	January 12, 2012
Deadline for questions	January 17, 2012 at 12:00 Noon
Due Date and Time for Proposals	January 19, 2012 at 4:00 PM
Interviews if deemed necessary	TBD
Selection/Negotiation	TBD
Contract Start Date	TBD

Estimated project completion date	TBD

The listed dates in the “Estimated Schedule” are tentative. FEC reserves the right to change or extend any and all dates including the due date for proposals.

F. RFP DOCUMENTS

This RFP consists of the following documents

1. **Section I - The RFP**
2. **Section II- Scope of Services**
3. **Attachment A - Proposal Summary Sheet**
4. **Attachment B- Pricing /Cost Proposal Form**
5. **Attachment C – Certificate Regarding Debarment**
6. **Attachment D – Affidavit of Work Authorization**

G. QUESTIONS AND CLARIFICATIONS ABOUT THIS RFP

1. Question Deadline

Proposers may submit written questions, request clarifications or provide notice to the appropriate FEC Contact Person listed in Section 3 of any ambiguities, mistakes, errors, or discrepancies that Proposer has discovered in the RFP, until January 17, 2012 at 12:00 noon.

2. Questions – Post Deadline

The Full Employment Council will answer all inquiries by any Proposer in writing. All inquiries and answers will be posted to FEC’s website at www.feckc.org by 5:00 PM each business day. Final inquiries due by January 17, 2012 at 12:00 noon will be answered and posted to FEC’s website no later than January 18, 2012 at 12:00 noon.

H. SUBMISSION OF PROPOSALS

All proposal documents must be submitted in the exact order as listed in the FEC RFP.

1. Where – Proposers shall submit their proposals to the FEC location at 1740 Paseo, Kansas City, Missouri 64108 and shall address their proposal to the FEC Contact Person on the outside of the sealed envelope.
2. Number of Copies – Proposers shall submit one (1) signed original, and four (4) copies of their proposal.
3. Format – In order to assure uniformity of the proposals and to facilitate the evaluation process, all proposals shall be organized and their parts labeled as outlined in Section? Each Proposal shall be presented in 12-Point font on 8-1/2” x 11” paper.
4. Additional Materials – The proposal also may contain any narrative, charts, tables, diagrams or other materials in addition to those called for herein; to the extent such additions are useful for clarity or completeness of the Proposal. Attachments should clearly indicate on each page the paragraph/section in the Proposal to which they pertain.

I. CONTENT OF PROPOSAL

1. Proposal Part I – Business/Firm/Educational Institution Profile

- Complete the attached “Proposal Summary Sheet” in its entirety.

2. Proposal Part II – Experience

- Include a list of the three (3) most relevant or comparable projects completed by your organization/business during the past five (5) years. For each provide a narrative that includes:
 - Scope of services provided
 - Contractual performance standards versus your actual performance achieved
 - Summary of how your business/firm delivered services
 - Name of the agency receiving services
- Provide three (3) client references for similar projects completed by your organization/business during the past five (5) years.

3. Proposal Part III – Personnel

- Provide your staff capacity for meeting the FEC requirements for this project and time
- Identify the Key Employees who are likely to oversee/manage this project if your proposal is selected. Describe their background/experience in ‘project management’.
- If Key Employees managing this project are different from Classroom Instructors providing the training to FEC participants, provide a summary of background information for classroom instructors to include;
 - Description of relevant experience with this field of study
 - Years of teaching/training experience
 - Applicable professional registrations, education, certifications, and credentials
 - Attach resumes - for Key Employees and Classroom Instructors
 - Provide a personnel Organizational Chart specific to this project

4. Proposal Part IV – Project Approach

- Discuss your understanding of the project scope and objectives
- Discuss your approach to a project with specific references to the services requested in the RFP
- Highlight unique services and management tools and indicate the benefits of them to FEC. (Explain what makes your organization/business better than the competition)
- Describe your Quality Assurance Plan -Describe the procedures that will be used to obtain feedback from participants.
- State approximate date your organization/business is available to begin work on the Project

5. Proposal Part V – Pricing

- Total Cost – Proposed Cost for each item/services requested in this RFP. Break down the pricing as required by the Pricing/Cost Proposal Form (Attachment B)

J. INSURANCE

a) CONTRACTOR shall procure and maintain in effect throughout the term of this Contract insurance policies with coverage not less than the types and amounts specified in this Section. CONTRACTOR must have:

1. Commercial General Liability Insurance Policy: with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an "occurrence" basis. The policy shall be written or endorsed to include the following provisions:
 - a. Severability of Interests Coverage applying to Additional Insureds
 - b. Contractual Liability
 - c. Per Project Aggregate Liability Limit or, where not available, the aggregate limit shall be \$2,000,000.
 - d. No Contractual Liability Limitation Endorsement
 - e. Additional Insured Endorsement, ISO form CG20 10, current edition, or its equivalent.
2. Workers' Compensation Insurance and Employers Liability Policies as required by Missouri law.
3. Commercial Automobile Liability Insurance Policy: with a limit of \$1,000,000 per occurrence, covering owned, hired, and non-owned automobiles. The Policy shall provide coverage on an "any auto" basis and on an "occurrence" basis. This insurance policy will be written on a Commercial Business Auto form, or acceptable equivalent, and will protect against claims arising out of the operation of motor vehicles, as to acts done in connection with the Contract, by CONTRACTOR.
4. If this Contract is for professional services, CONTRACTOR shall obtain Professional Liability Insurance with limits per claim and annual aggregate of \$1,000,000.

K. INDEMNIFICATION

The contractor / provider shall indemnify, defend and hold harmless the City of Kansas City Missouri / Full Employment Council and any of its agencies, officials, officers, or employees from and against all claims, damages, liability, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from any acts or omissions in connection with the contract, caused in whole or in part by contractor/provider, its employees, agents or subcontractors, or caused by others for whom contractor/provider is liable, including negligent acts or omissions of the City of Kansas City, Missouri/Full Employment Council, its agencies, officials, officers, or employees. The contract requires contractor/provider to obtain specified limits of insurance to insure the indemnity obligation.

L. E-VERIFY ELIGIBILITY VERIFICATION SYSTEM

On June 6, 2008, President Bush issued Executive Order 13465 "Economy and Efficiency in Government Procurement through Compliance with Certain Immigration and Nationality Act provisions and the Use of an Electronic Employment Eligibility Verification System." The order mandates that all federal agencies that enter in to contracts shall require, as a condition of each contract, that the contractor agrees to use an electronic employment eligibility verification

system designated by the Department of Homeland Security (DHS) to verify all new employees and all persons assigned by the contractor to perform work within the United States on the federal contract. On June 9, 2008, DHS designated E-Verify as the system to be used in carrying out the order. For more information on E-Verify go to www.uscis.gov.

M. EVALUATION PROCESS

This RFP provides general information to allow for the fair evaluation and rating of potential service providers while meeting the program goals and objectives of the Green Retrofit Employment and Training (GREAT) Project. The proposer must provide the services / activities proposed and meet established training and program outcomes. Proposals are evaluated based on the proposer's ability to deliver services to the target populations. Proposers are evaluated based on experience working with participants in similar programs and activities; past performance, both program and fiscal; understanding of and commitment to meeting goals and objectives of the Full Employment Council and proposer's demonstration of understanding and commitment to continuous improvement in their programs.

Evaluation Process. Proposals received prior to the deadline are reviewed by a committee of at least 3 Missouri Career Center staff members. Based upon the review, proposals are *1) recommended for selection, 2) deemed not responsive, or 3) not recommended*. A written report identifying each bidder as responsive or non-responsive is prepared. Reasons for bids deemed non-responsive are documented. Following proposal evaluation, the committee makes recommendations for project selection to the appropriate authority for award. Reasonableness of cost is determined for each procurement transaction, including any subsequent contract modifications. Prior to contracting with service providers, Missouri Career Center staff assures that required contracting prerequisites are met. FEC also reserves the right to make awards based upon the distribution of project services among jurisdictions, which best meets, the needs of the workforce investment area.

N. EVALUATION CRITERIA

35 Points

Program Design and Plan of Operation

Includes a quality training design responsive to the program design being procured; presents measurable objectives and outcomes, which take into consideration the quality of the proposed plan of services, facilities and equipment are adequate; includes curriculum outlines where appropriate; proposes adequate staffing; presents a clear implementation plan; demonstrates under-standing of the needs of customers that are planned to be served; includes a flexible schedule of operations; clearly presents where, when, why and how of the proposed program operation.

Demonstrated Effectiveness

50 Points

Demonstrates ability to meet performance goals and objectives; documents successful experience in program operation related to the requirements of the RFP; Provides historical performance data for previous programs; demonstrates organizational, administrative and

fiscal capacity to deliver proposed services; demonstrates staff capability; relevant experience and staff professional education, and credentials.

Cost Effectiveness/Resource Leveraging

10 points

Shows how costs are derived; demonstrates necessity and reasonableness of proposed costs; identifies funds where appropriate; includes appropriate cost categories. Identifies extent to which funds are leveraged with other resources to provide extended and comprehensive adult services. Identifies both in-kind and cash contributions to the project. Describes how required program components are being implemented through in-kind contributions. Includes the provision of supportive services to adults.

Complies with RFP Requirements

5 points

Includes required supporting documents Submits signed Proposer's Assurances.

O. SELECTION

The Full Employment Council will select the proposal that in FEC's sole judgment FEC determines to be the best Proposal.

P. REQUIRED ATTACHMENTS TO BE SUBMITTED WITH PROPOSAL

- *Attachment A - Proposal Summary Sheet*
- *Attachment B - Pricing/Cost Proposal Form*
- *Attachment C- Certificate Regarding Debarment*
- *Attachment D – Affidavit of Work Authorization*

SECTION 2
REQUEST FOR PROPOSALS
SCOPE OF SERVICES

Curriculum Design and Classroom Training

Provide energy education and classroom training materials to **225** youth, young adults and supervisory personnel in OSHA Safety, weatherization, lead practices, green retrofit instructions, customer service techniques, and provide certification. Instructors will introduce participants on how to conduct neighborhood research and train them in green retrofit techniques and energy efficiency measures to promote to low-income neighborhood residents. The Retrofit Service Representatives (RSR) Certificate Training must be approved by the Missouri Department of Elementary and Secondary Education (DESE) and certification must be given.

1. Develop and implement curriculum that successfully integrates classroom and online training to skill **225** persons enrolled in the Retrofit Service Representatives (RSR) Certificate Program according to the knowledge and skill needs determined by FEC.
2. Provide a flexible non semester-based training according to a mutually agreed upon delivery schedule, with a program tentative completion date of March 31, 2012.
3. Work collaboratively with the Full Employment Council to address the specific needs of FEC supervisory personnel and RSR participants regarding curriculum development, training and employment design.
4. Deliver OSHA 10 and EPA Lead-Safe training and testing to all supervisory personnel and participants within the RSR certificate program that are DESE certified.
5. Must have the staff capacity to provide training at 1-3 classroom training locations simultaneously for the RSR participants, and conduct at least (1) make-up class per month for participants who did not meet all required OSHA hours for certification testing.
6. Provide post testing and reporting for all participants.
7. Provide reports regarding the progress and status of the staff and students in the training programs through the pre and post program evaluations.

Testing and Certifications to be provided to participants competing RSR training

1. OSHA 10 Safety
2. Lead RRP
3. Customer Service Techniques – promoting energy efficiency measures
4. Mini installation – training on installing energy efficiency products excluding comprehensive energy weatherization apparatus

**ATTACHMENT A
PROPOSAL SUMMARY SHEET**

Organization Name _____

Legal Name of the Proposing Agency

Chairman/CEO _____

Type of Organization _____

Public, Private Not-for-Profit or Private for Profit

Organization's Contact Person _____

Phone _____

Fax _____

E-Mail _____

Organization Address _____

Project Site Address (if different) _____

Project Description _____

Geographic Area to Be Served _____

Funds Requested

\$ _____

Cost Per Participant

\$ _____

Number of Clients to be Served _____

PROGRAM OUTCOMES PROPOSED

Percentage

Percentage

Clients Trained

%

Clients Tested for certifications

%

Clients Receiving Certificates

%

CERTIFICATION: I hereby certify that, to the best of my knowledge and belief, the information in this response is true and correct and the conditions described in Section V will be complied with if a contract is awarded. I have read and understand the standards that have been set forth in the General Terms and Conditions for Contracts (Attachment 4) and agree that the controls shall exist and will be met as stated.

AUTHORIZING SIGNATURE

Signature

Print or Type Name

TITLE

DATE

**ATTACHMENT B
PRICING/COST PROPOSAL FORM**

OPERATING COSTS FOR PROVISION OF SERVICES

Number of Participants/Personnel to be to be trained 225

Retrofit Service Representative Certificate Program (RSR) *

Cost per Training Class

Estimated Number of Classes (to train 225)
(With no more than 25 clients per class)

Classroom Training Supplies and Certificates

Cost per Participant

Cost Break-out

Builder Book (Core course Material)

Printing / Supplies/ Binders / Other

Lead Safe – Exam and Credential

OSHA 10 – Curriculum and Credential

*** Insure the Course is certified by the Missouri
Department of Secondary Education**

TOTAL TRAINING SERVICES COST

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before completing certification, read attached instructions which are an integral part of the certification)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and /or debarment.

ATTACHMENT D
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The contractor must certify their current business status by completing either Box A or Box B on this Exhibit.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent utilizes the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under the Green Jobs Survey Project and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Missouri Department of Economic Development with all documentation required in Box B of this exhibit.

Authorized Representative's Name
(Please Print)

Authorized Representative's Signature

Company Name (if applicable)

Date

ATTACHMENT 1, continued

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the contractor must perform/provide the following. The contractor should check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed, at minimum, by the contractor and the Department of Homeland Security – Verification Division; (if the signature page of the of the MOU lists the contractor's name, then no additional pages of the MOU must be submitted); AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

ATTACHMENT 1, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to the Green Jobs Survey Project for the duration of the contract, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to the Green Jobs Survey Project for the duration of the contract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature	Printed Name
Title	Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary	Date
---------------------	------