

Two-Generation
Workforce Development and Early Care and Education (WD/ECE) Project

REQUEST FOR PROPOSAL OVERVIEW

**In partnership with National Association of Workforce Boards and
Innovate+Educate
Supported by the W. K. Kellogg Foundation**

**RESPONSES DUE:
September 12, 2016 – 5:00 P.M. (Eastern Time)**

aka: “Two-Gen Workforce Project”
Co-led by
National Association Workforce Board (NAWB)
and Innovate+Educate

SECTION I. INTRODUCTION AND PROJECT SCOPE

NAWB in partnership with Innovate+Educate, hereafter known as ‘The Partnership,’ is issuing a Request for Proposal (RFP) for Workforce Development Boards to develop a scalable, (scalable through a WDB led model) sustainable two-generational model for linking early education and care to employment for low-income families through partnerships between workforce development boards and early care and education stakeholders.

National Association of Workforce Boards (NAWB)

The National Association of Workforce Boards (NAWB) is the national voice for Workforce Development Boards, the regional and local business-led organizations that convene and collaborate to reduce unemployment and boost economic development by preparing job seekers and connecting employers with a highly-skilled workforce.

Innovative+Educate (I+E)

Innovate+Educate is a 501c3 organization with a mission to create new employment pathways that result in economic success and prosperity for all. All of the work of I+E is demand driven --with a focus on a shift to competency based employment, training and hiring.

Learn more at <http://www.innovate-educate.org/>

Project Overview

This project is focused on development and/or scale of two-generation adult education and job training models that are part of the comprehensive child and family services at workforce development boards. The need to connect these services is crucial, and innovative approaches and strategies will continue to be necessary in the coming years.

Project Goals and Objectives

The goals of this project are to create a scalable, sustainable model for regional Workforce Development Boards (WDBs) that focus on poverty rates working through families with young children and their connection to workforce centers. The project will support a pilot with three WDB’s (selected via preferred RFP) that will be funded to provide strategies and implementation with a focus on high-quality, adult focused services combined with intensive, high-quality early childhood education programs. In addition, this program will support the development of technology tools to connect these families to resources that will elevate the services, resources and educational opportunities available to them through the combined strategy of workforce/childhood education. Each WDB will work with a minimum of 50 candidates (families with young children 0-8), totaling a minimum of 150 for the project.

Through a grant awarded by the Kellogg Foundation, the **“Two-Gen Workforce Project”** will select three Workforce Development Boards (WDBs) via this RFP to pilot the integration of workforce services for parents and early care and education for their children 0-8 (defined as Two-Generation)¹. Key to employment and lifting families out of poverty is connecting the services between Early Childhood and Employment. This Project will research and pilot strategies to address gaps.

This “**Two-Gen Workforce Project**” seeks to identify three (3) pilot locations expressing economic, social, demographic, and geographic diversity. Each selected region must have a strong WDB and workforce system interested in pursuing innovative workforce solutions willing to focus on two-generational strategies including simultaneous adult workforce focused engagement and early childhood focused development. The goal of the pilot(s) is to create a methodology that will advance, elevate and innovate existing workforce systems and funding that supports the needs of families with young children (0-8), and fosters partnerships with ECE stakeholders, realizing the impact of childcare needs and early learning on workforce of the family. The focus will be in, providing these families with foundational knowledge, skills, and experiences that result in increased access to employment and fewer barriers (with a focus on multi-generational services) to sustained economic opportunity when they enter the workforce.

The selected WDBs will be part of a three-year research-driven project that includes technical assistance from I+E and NAWB and resources of \$100,000 per WDB to support the work. Total value of cash and in kind technical assistance is valued at \$300,000 per WDB. Travel and convening funds will also be provided to selected WDBs.

To improve effectiveness, this project will focus on:

- Counselors/coaches providing families services that not only include early childhood interventions but also workforce services and other wrap around supports for families seeking these services;
- Tools that will link early childhood resources to workforce services;
- Access to critical information such as learning and training opportunities, transportation, and access to technology.
- A personal career management account that an individual can access anytime and anywhere.

The “**Two-Gen Workforce Project**” believes the creation and coordination of workforce services will create a national model linking early childhood workforce -focused development to economic prosperity and employability. Through the work, an early childhood toolkit, including a services report card, will be developed to help document and scale the work to other locations across the country.

I+E and NAWB will oversee the implementation of the projects and provide technical assistance and research/technology tools and expertise. Selected WDBs will seek to create a system for two-generation² families in poverty by:

- **Developing** an enhanced intake and assessment system at the WDB to gather critical information about individuals, including their childcare and education they are accessing and available to them. Information may include: basic identifying information; education and work history; other early childhood needs;
- **Developing** a system of gathering early childhood resources that will be made available to families, parents and jobseekers that are seeking employment and have young children;
- **Aligning** training with childcare resources to parents seeking employment where they help both themselves and their children develop the foundational knowledge, skills, and behaviors needed for workplace success (early literacy, engagement in schools, etc). Measurements and outcomes will detail both parent and child development and outcomes;

- **Connecting** to relevant one-stop services for the parents for on-the-job training, financial counseling and other funding (e.g. workshops, counseling sessions) via a personalized plan, including dates/times and the ability to register;
- **Creating an** on-line registration for early childhood opportunities that link to workforce and employment;
- **Establishing** a personal virtual career account containing information on education, resumes, and job applications.

Project Scope:

WDB Proposers will agree to:

- Facilitate a minimum of three focus groups, each with a minimum of eight families seeking employment and the barriers they face including childcare;
- Work with a minimum of 50 candidate families with children age 0-8 over three years developing a theory of change and logic model for scale;
- Collect needed data to meet anticipated objectives and outcomes;
- Share data with Innovate+Educate and NAWB;
- Provide appropriate staff to assure the project is successful;
- Connect community and faith based organizations to the project and document their engagement;
- Attend annual NAWB Forum conference;
- Provide at a minimum of five client success stories within 3 years;
- Provide an individual workforce plan;
- Conduct Individual interviews with families seeking employment with children ages 0-8;

And must initiate/provide activities that will:

- Enhance intake and assessment system that will gather critical information about individuals related to their early childhood needs
- Articulate strategies connecting parents of low-income families to on the job training and other WIOA funds via a personalized career plan - Access to an online registration system for early childhood resources - A virtual career account containing information on education, resumes and job applications
- Develop and implement an evaluation plan to assess progress and impact of the project on workflow each year.

SECTION II. GENERAL INFORMATION

Eligible Respondents

Federally designated local workforce development boards who have NAWB membership are the only eligible respondents. If a non-member wishes to submit an application, they will have until Sept. 12th (date submissions are due) to become members.

Confidential Information

Funding for this project made possible by a grant from The W. K. Kellogg Foundation. The Partnership will not publically disclose proprietary information obtained as a result of this RFP.

Additional Conditions

The Partnership may request interviews/presentations from respondents as part of the RFP evaluation process.

The Partnership shall not pay for any costs incurred by the respondents in the completion of this RFP

SECTION III. PROPOSAL SUBMISSION PROCESS

Note: All submissions must be made through Google Doc form provided by I+E and NAWB.

Link here: <https://nawb.site-ym.com/page/MemberOnlyRFP>

Proposal Deadline

THE DUE DATE FOR SUBMISSION OF PROPOSALS, IN RESPONSE TO THIS REQUEST FOR PROPOSALS IS SEPTEMBER 12 at 5:00PM EASTERN TIME.

Schedule of Events

Release of RFP	August 29, 2016
Deadline for Questions	September 4, 2016
Answers to Questions Webinar	September 7, 2016
Proposals Due to The Partnership	September 12, 2016; 5:00pm ET
Announcement of Awards	September 19, 2016; 5:00 pm ET
Contract Period Begins	September 19, 2016; 5:00 pm ET

Questions

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail to Amanda@innovate-educate.org. **The deadline for questions is September 4, 2016 at 5:00pm EST.**

Submittal Procedure

All proposals must be submitted electronically through our RFP response page and Google Doc forms at <https://nawb.site-ym.com/page/MemberOnlyRFP>.

Disclaimers

The issuance of this RFP does not obligate the grantor to award a contract or to pay any costs incurred in the preparation of a proposal. The grantor reserves the right to accept or reject any or all proposals received in response to this RFP. The Partnership can cancel or rescind this RFP, in part or in whole, if deemed necessary. The Partnership recognizes that full disclosure of response to the RFP will not deem the WDB financially responsible, as the decision may need final approval of the Board or Executive Committee.

All contract awards by The Partnership, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by and the execution of a contract with The Partnership.

The parties also reserve the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Change and amend as necessary its policies or procedures governing the scope of services described herein;
- Change and amend as necessary the timeframes indicated in the Schedule of Events; and
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to provide services.

Appendices

Once selected, the following documents will be required.

- A. Most recent audited financial statements
- B. A completed IRS W-9 Request for Taxpayer Identification Number & Certification. This form can be emailed upon request or downloaded at www.irs.gov
- C. Two letters of support from early care and education providers.

SECTION IV. PROPOSAL REVIEW PROCESS

Process

A panel which will include an Advisory Committee Board with expertise in two-generational selected by I+E and NAWB to review and evaluate all proposals based on the criteria outlined above. Three WDBs will be selected for recommendation to the Chief Executive Officer of I+E and NAWB. I+E and NAWB reserve the right to award contracts on the basis of proposals received without further discussions with respondents. However, I+E and NAWB may conduct post-application investigation prior to awarding grants including the following:

- Request and review further financial information
- Interview references from respondent's current or past funders

Criteria

All proposals will be scored according to the criteria outlined below. The top scoring respondents may be interviewed. Because the final selection will be based on a combination of scores and interviews, The

Full Proposal (50 points). The extent to which the proposal meets expectations and requirements outlined in the scope of services. An excellent proposal will include:

- A clear plan for the proposed implementation of each element of the scope
- A clear understanding of the project goals
- A reasonable staffing plan for project implementation

- Demonstrated organizational capacity for implementing early childhood initiative strategies
- Evidence of a significant number of regional job openings
- Evidence of strong employer partnerships

Project Timeline and Deliverables (30 points). The proposed timeline and deliverables achieve the necessary outcomes in the required timeframe.

Budget (20 points). The extent to which the proposed budget will realistically finance the proposal's goals and scope. This includes the accuracy of the budget; its applicability to the tasks, timeline and deliverables; and the overall cost effectiveness of the proposed services.

Please provide a budget narrative when submitting the budget.

SECTION V. MODIFICATION OF CONTRACTS

Any contract awarded pursuant to this RFP may be unilaterally modified by upon written notice to the sub-grantee under the following circumstances:

- a. Sub-grantee fails to meet performance and service expectations set forth in the contract, or
- b. The Kellogg Foundation increases, reduces or withdraws funds allocated to I+E/NAWB, which would impact services solicited under this RFP.