Request for Proposal:
Informational Technology Training Program

Proposals Due Noon (12:00 PM) on Friday, October 15, 2021.

Forward Careers, Inc. • 327 E Broadway Waukesha • WI 53186

I. BACKGROUND

Forward Careers, Inc. (FCI) is a 501(c)(3) nonprofit organization with over 30 years of experience administering and providing various employment and training programs across Southeast Wisconsin. Established in 1990, our mission is to develop a thriving workforce and strong economy by being the preferred source for career exploration, education, skills training, and employment connections to every person and business.

As the local service provider for the WOW Workforce Development Board, Forward Careers delivers the Workforce Innovation and Opportunity Act (WIOA) of 2015 to job seekers and businesses. Under WIOA, Forward Careers is making funds available to training institutions to develop a short-term training program that will advance the skills of eligible individuals in the **information technology** field and that leads to self-sufficient wages while addressing market demands.

II. PURPOSE

Forward Careers is requesting proposals from training institutions to administer a short-term training program to provide the skills needed to work in the **information technology** field. The training program will train out-of-school individuals between the ages of 18 and 24, who may be disconnected job seekers, career changers, or non-traditional job seekers, and are eligible to receive WIOA Youth program training services.

The proposed short-term training program must be listed on or in the process of being added to the Wisconsin Eligible Training Provider List (ETPL) and result in the attainment of a credential or industry-recognized certificate for award consideration. The length of the training should not exceed 16 weeks and must accommodate a training capacity of 10 to 18 individuals. Applicants may submit an application for one training program at a maximum of $30,000 or submit an application for two training programs at a maximum of $60,000.

III. PROPOSAL DEADLINES

An electronic copy of the proposal is to be received by Forward Careers, Inc. no later than 4:00 CST on Friday, October 15, 2021. Late proposals will not be accepted. Submit an electronic copy to:

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Forward Careers, Inc. at ForwardCareers@wctc.edu
Subject Line: Response to IT RFP

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Questions should be submitted by 4:00 pm CST on Monday, September 20, 2021 via email to Forward Careers, Inc. at ForwardCareers@wctc.edu. All questions and answers will be posted on the Forward Careers, Inc. website at https://www.forwardcareers.org/rfp.

IV. CONTRACT PERIOD

The contract will start no later than November 8, 2021 and end no later than June 17, 2022. All services, training, and deliverables are to be completed by the end of the contract date. Training cannot exceed 16 weeks.

V. TIMELINE

- **Distribution of Request for Proposals:** Tuesday, September 14, 2021
- **Deadline for Submitting Questions:** 4:00 pm CST on Monday, September 20, 2021
- **Deadline for Submitting Proposals:** 4:00 CST on Friday, October 15, 2021
- **Notice of Award / Denial:** 4:00 CST on Friday, October 29, 2021
- **Contract Start Date:** No later than November 8, 2021
- **Contract End Date:** No later than June 17, 2022

VI. ELIGIBLE APPLICANTS

Eligible entities include non-profit and for-profit providers of training and education services. Providers do not necessarily need to be located in the Southeast Wisconsin, but accessibility for Southeast Wisconsin residents will be a key evaluation criterion. Proposals must demonstrate capacity to provide state-of-the-art services to successfully prepare people for employment. Applicants should demonstrate the following competencies:

- Demonstrated ability to successfully educate and train out-of-school individuals between the ages of 18 and 24, who may be disconnected job seekers, career changers, or non-traditional job seekers;
- Demonstrated ability to adapt curriculum and instructional methodology to meet the needs of people with a variety of learning styles and ability levels;
- Internal monitoring capabilities to ensure successful completion of the training program;
- Staff experience in engaging adult learners and ability to transition to virtual services, should the need occur; and
- Staffing structures which support the services proposed.

VII. PROGRAM DESIGN

The target audience for information technology short-term training program under this RFP include out-of-school individuals between the ages of 18 and 24, who may be disconnected job seekers, career changers, or non-traditional job seekers, and are eligible to receive WIOA Youth program training services.

The length of the short-term training program may not exceed 16 weeks and must accommodate a training capacity of 10 to 18 individuals. Successful applicants will plan to train through hands-on training and provide skills, knowledge, and abilities needed to obtain a job in the information technology field. The short-term training program will also be expected to lead to the attainment of a credential or industry-recognized certificate and must be on the Wisconsin Eligible Training Provider List (ETPL) or be in the process of being added upon submission of the proposal.

Forward Careers will be responsible for determining program eligibility, providing career services and job placement, and provide program supports to eligible individuals under the WIOA Youth program. The applicant will only be responsible for providing training and meeting planned outcomes as specified in the proposal.

VIII. DELIVERABLES

Applicants must be able to meet the following deliverables under this RFP:
- Achieving program goals and objectives indicated in the grant proposal such as:
    o Number of participants starting program
    o Number of participants completing the training program
    o Number of participants earning a credential or industry-recognized certificate
- Reporting:
    o Financial and program reports
    o Participant data related to training
    o Participant satisfaction survey results
    o Agency's evaluation survey results

IX. PROPOSAL CONTENT

The proposal is limited to 10 pages double spaced, with 12 point font, and 1" margins (all sides). Page numbers must be included and the required attachments are excluded from the page limit.

1. **Relevant Experience (30 Points):** Describe at length your agency's relevant experience working with out-of-school individuals between the ages of 18 and 24, who may be disconnected job seekers, career changers, or non-traditional job seekers. Include discussion on:
    a. What has your entity's success rate been? For example, number of students who enrolled vs. number of students who completed training and number of students who complete training who were hired in information technology jobs.
    b. Describe your entity's experience with assessing aptitude for success in information technology or other training programs.
    c. Describe your entity's experience with developing credential or industry-recognized certificate training.
    d. Describe how your training will meet market demand for occupations in the information technology field.
    e. List recent projects where employers are involved. List employers.
    f. Describe staff qualifications and experience as they correlate to:
        i. Training out-of-school individuals between the ages of 18 and 24, who may be disconnected job seekers, career changers, or non-traditional job seekers; and
        ii. Hands-on learning.

2. **Service Delivery (40 Points):**
    a. Describe how training will be delivered including format such as onsite, remote, hybrid, etc. and a contingency plan should COVID-19 impact delivery of the training program. Include methods used to supplement the hands-on training and address barriers

common to out-of-school individuals between the ages of 18 and 24, who may be disconnected job seekers, career changers, or non-traditional job seekers.

b. Describe the structure of the training program and include a timeline.

c. Describe the skills that will be taught to the participants and how those skills correlate to information technology occupations.

d. Describe how this training will be appealing to out-of-school individuals between the ages of 18 and 24, who may be disconnected job seekers, career changers, or non-traditional job seekers.

e. Identify program target outcomes including:
   i. Type of credential or industry-recognized certificate participants will earn
   ii. Number of participants starting the training program
   iii. Number of participants completing the training program
   iv. Number of participants earning a credential or industry-recognized certificate

3. **Budget (30 Points):** Complete the budget template found as Attachment B.
   a. Proposed budgets should clearly identify a description of funds requested.
   b. Funds requested must be reasonable and necessary to the training and not exceed the RFP training amount of one application for $30,000 or two applications for $60,000.
   c. Administration paid by the grant may not exceed 10% of direct costs or a prior federally approved cost rate.
   d. Grant funds cannot be used to pay for equipment.

X. SELECTION PROCESS

Public, private, and community organizations, agencies, or individuals shall compete on an equal basis. The evaluation team will review proposals based on the evaluation criteria outlined in this section and make recommendations to the Forward Careers Board of Directors, who will make the final funding decisions. The Forward Careers Board of Directors reserves the right to republish this RFP or decline funding of any proposals. The ranked scores will serve as the primary basis for selection of applications for funding, in conjunction with other factors such as which proposals are the most beneficial to the project. The evaluation results are advisory in nature and are not binding on the Forward Careers Board of Directors.

XI. ATTACHMENTS

Fill out all attachments:
- Attachment A: Funding Application and Organization Face Sheet
- Attachment B: Budget Template

Forward Careers, Inc. is an Equal Opportunity Employer & Service Provider. If you have a disability and need information in an alternative format, including language assistance or translation, and/or need assistance with this information, please contact us at (262) 695-7800 or call through Wisconsin Relay Service 711. Funding provided by the WOW Workforce Development Board through the Department of Labor Employment & Training Workforce Innovation & Opportunity Act.

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