

TO: All Qualified Providers

FROM: Linda Woloshansky
President, Center of Workforce Innovations, Inc.

DATE: September 7, 2001

SUBJ: Invitation for Bid (IFB) for Planning Services and Community Audit Preparation

The Center of Workforce Innovations, Inc. (CWI), a Workforce Investment Board (WIB), is soliciting bids for strategic planning and community audit preparation. This bid is to provide services during the time period of October 1, 2001 through December 31, 2002.

Bids will be accepted for these services up to the close of business on Friday, September 21, 2001. Four (4) hard copies of the Bid with a coversheet (see Attachment A) and a disc are required and may be mailed or hand delivered to (no fax or electronic submissions please):

Center of Workforce Innovations, Inc.
2804 Boilermaker Court, Suite E
Valparaiso, IN 46383
ATTN: Linda Woloshansky

Any bid received after the specified date will not be considered unless:

- A. It was sent registered or certified mail not later than the third calendar day prior to the date specified for receipt.
- B. It was sent by mail and it is determined that the late receipt was due solely to CWI's mishandling.

Questions concerning this solicitation document should be directed to Linda Woloshansky at (219) 462-2940, or faxed to (219) 465-6860.

A. Organization Overview

The Center of Workforce Innovations, Inc.

The local workforce investment board, for the areas of Jasper, LaPorte, Newton,

Porter, Pulaski and Starke Counties, is known as *The Center of Workforce Innovations, Inc.* This organization manages workforce development planning, coordination, and resource allocation for the region. This organization is directly related to the federal legislation of the *Workforce Investment Act of 1998*. CWI is working in partnership with the Lake County Integrated Service Delivery Board.

B. Statement of Work Requested

1. Planning Analysis

Develop and carry out the activities needed to develop a common understanding of the supply, demand, occupational trends, and system capacity in Northwest Indiana resulting in a regional community audit/state of the workforce report.

Identify the specific skill requirements of a critical regional industry such as steel in anticipation of projected labor shortages resulting in a detailed job and skills analyses for steel industry positions most affected by retirements and turnover.

2. Community issue identification and resolution

Identify how you will assist the WIB's in being recognized as a resource for "workforce intelligence" in community issue identification and resolution by stakeholders. The end result will be ongoing collaboration that will forger tighter links and better cooperation among key stakeholders.

3. Planning Development and Writing

Describe how you will develop the state of the workforce report/community audit informed by a series of community forums and focus groups with a chapter of the plan focusing on the future of the steel industry. The information for this report may have to conform to a template issued by CWI, but could take other report formats. Describe the approach you will use to provide this information to the WIB.

4. Budget

Provide a detailed budget that breaks down the services by component. The costs should be obvious and when general line items are noted a brief explanation of the make up for that line item should be provided.

5. Timetable

Provide a timetable of events with the understanding that the final report must be delivered by the first week in November 2002 to ensure its position on the WIB's November meeting agenda. This will allow for approvals and processing prior to our overall deadline of December 31, 2002.

6. Staff for the project

Identify all staff to be involved with this project. Recognize each by person, role, related experience, and relationship to the project.

C. Bid Format

1. All bids must include a completed Cover Page (Attachment A).

2. All bids must be hand-delivered or received by mail by the close of business on Friday, September 21, 2001. Bids should be sent to the attention of Linda Woloshansky and include 4 hard copies and a disc.
3. All bids must be good for 30 days. Notification of outcome will be within 30 days.

TERMS AND CONDITIONS:

Please review the following before preparing a Bid, please note that:

1. The CWI/WIB reserves the right to accept or reject any and all bids/proposals submitted, to negotiate with all qualified service providers/bidders, or to cancel in whole or part, this *Bid*.
2. Issuance of the *Invitation for Bid* does not commit an award for contract, to pay costs associated with Bid development, or to procure or contract for goods and/or services. Payment for services shall be on a Fixed-Unit-Price (FUP) basis.
3. The Center of Workforce Innovations (CWI) is an equal opportunity employer/program, auxiliary aids and services are available upon request to individuals with disabilities. Service Providers/bidders shall be synonymous.
4. Local/small/minority owned businesses are encouraged to respond and shall not be discriminated against during bid review.
5. Service Providers/Bidders in whole, or in any part of itself, shall be in good standing, is not debarred or suspended or otherwise excluded from, or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".
6. Handing Appeals from Non-Selectees
If an award decision is protested or disputed by a non-selectee, the following appeals procedure should be utilized. The non-selectee must provide, in writing, specific rationales for the appeal to the President of the Center of Workforce Innovations, Inc. Non-selectees will have fourteen (14) days following notification of rejection of their proposal to appeal the decision. The President will review the procurement file and issue a written response within ten (10) working days. This appeal process must be exhausted before any further steps are taken.

CRITERIA FOR REVIEW OF BIDS

All Bids will be reviewed for completeness and adherence to the stated work requested. Bids will be rated based on the selection criteria and array them in rank order from highest to lowest. Selections will normally be made relative to this rating though other factors such as location, area served or checking of references will be taken into account. CWI reserves the right to select lower ranked Bids when warranted. Such selection of bids shall be made at the sole discretion of CWI and the Workforce Investment Board.

The following criteria will be used when evaluating Bid/proposals:

Completeness and adherence to request	50 percent
Budget Cost	40 percent
Other factors such as related experience	10 percent

REFERENCES

Provide at least one reference with contact information for a similar project. The work provided for this reference should be of a similar nature and should be able to provide a perspective on quality of work performed.

COVER PAGE

Attachment A is a cover page to be used with your proposal. Please complete and attach one to the front of each of the four (4) copies submitted.

ATTACHMENT A

**The Center of Workforce Innovations, Inc.
Press Releases/Copy for Newsletters**

PROPOSAL SUMMARY

Organization

Address

Contact _____ Phone

Proposed Total Cost

Typed Name and Title

Authorized Signature

Date