



REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

OUT-OF-SCHOOL YOUTH (OSY)

RFP#: LAB-25R-OSY-001

1. Overview:

The Delaware Workforce Development Board (DWDB) in partnership with the Delaware Department of Labor, Division of Employment & Training (DOL) solicits organizations with the expertise and demonstrated capacity to provide high quality programming for Out-of-School (OSY) youth with barriers to secondary school completion, employment and/or post-secondary enrollment. Programs should include career exploration and guidance, counseling support for educational attainment and opportunities for occupational skills training for in-demand industries and occupations in the State of Delaware. Delaware is seeking proposals that are concise, innovative and reflect quality partnerships with businesses and community agencies that can provide a variety of services and opportunities for the targeted population.

The United States Department of Labor, Division of Employment & Training (USDOL/ETA) has set priorities for programs serving youth as well as a vision for coordination and impact, many based on lessons learned from the Pandemic and best practices used in states and local areas. The overarching vision is to achieve a no-wrong-door workforce system with critical partners committed to quality career pathways and paid work experiences.

Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. (Applicant exceptions must also be recorded on Attachment 2). Furthermore, the transmittal letter must attest to the fact, at a minimum, that the vendor shall not store or transfer non-public State of Delaware data outside of the United States. For technology related solicitations, Vendors may refer to the Delaware Department of Technology and Information identified terms and conditions included in Appendix D.

2. RFP Timeline:

Public Notice:	Date: Feb 3, 2025
Pre-Bid Meeting:	Date: Feb 18, 2025
Deadline for Questions:	Date: Feb 19, 2025
Response to Questions Posted By:	Date: Feb 25, 2025
Deadline for Receipt of Proposals:	Date: Mar 7, 2025, at 1:00PM (EST)
Panel Orientation:	Date: Mar 11, 2025
Proposal Review:	Date: Mar 25, 2025
Oral Clarification & Presentations:	Date: Mar 27, 2025, If Necessary
Consolidation Meeting:	Date: Apr 2, 2025
DWDB Funding Recommend Meeting:	Date: Apr 10, 2025
Estimated Notification of Award:	Date: Apr 11, 2025

3. Pre-Bid Meeting:

A pre-bid meeting has been scheduled for Tuesday, February 18, 2025, at 10:30am. This is not a mandatory meeting; however, the meeting is important for applicants and those who desire a compliant submission. The meeting will explain the RFP process, requirements and is an opportunity to ask questions. This meeting will be held virtually through Zoom at the below link.

Meeting Link: <https://delaware-gov.zoom.us/j/84672879942?pwd=WSxzqdW2uDaVOcscfnCbDICE9nb007.1>

4. Scope of Services:

Delaware is soliciting proposals for Out-of-School Youth (OSY) programs that support Delaware youth between the ages of 16 and 24.

- a. Outreach, Recruitment and Retention include but are not limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation, and working closely with other governmental and community organizations and school systems to identify and recruit eligible youth. Continued engagement and retention of program participants is vital to individual and program success.

- b. Intake, Eligibility Determination and Certification: Providers will be responsible for reasonably determining WIOA eligibility of youth applicants recruited into the program. Eligibility is defined in Appendix D. Terms and Conditions.
- c. Providers shall implement Mental Health and Trauma Informed Care training for staff and participants throughout the program year.
- d. Providers shall ensure that participants understand what quality jobs are through supported work experiences that include supervision, paid training, access to supportive services, career ladders and work-based learning that may lead to a certification.
- e. Objective Assessment must be conducted by the providers to assess the academic level, skill level and service needs of each participant. This will include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, Mental Health needs and development needs. The goal is to accurately evaluate each youth to develop and maintain the Individual Service Strategy (ISS). Providers will assess reading and math skills using assessment instruments that are valid and appropriate for the target population. Examples include: Smarter Balance, PSAT, SAT and assessments approved by the National Reporting System found here: <https://www.federalregister.gov/documents/2016/12/13/2016-29899/tests-determined-to-be-suitable-for-use-in-the-national-reporting-system-for-adult-education>
- f. Individual Service Strategy (ISS) will be developed by the provider for each youth participant. The ISS is an individualized, written plan of short and long-term goals that include career pathways, education and employment goals, involvement in WIOA youth program elements, supportive services, incentives and stipends. The ISS will identify the timeframe in which each youth will be expected to complete all activities related to the goals. The ISS will clearly connect the services to be provided to the outcomes to be achieved between WIOA enrollment and exit. The ISS must be completed and uploaded into Delaware JobLink (DJL) within 30 days of program enrollment. The ISS will be updated throughout the program and uploaded after each update.
- g. Case Management is the infrastructure for delivering effective services that will facilitate the growth and development of youth and the achievement of performance goals. The process of case management begins at recruitment and extends for 12 months post-exit. The provider/bidder must describe in detail how they are embedding comprehensive and wraparound case management services within their proposed program design and plans to develop case managers through training and supervision. Case Management data will be maintained in Delaware JobLink (DJL) as a requirement of this program.
- h. All providers shall ensure that analyzing and solving problems, durable/soft skills, competency in foundation mathematics, reading skills and good attendance is taught and reinforced continually throughout the program.

- i. Providers will offer training appropriate to the intended job placement opportunity and demonstrate that the curriculum being offered through proposed training meets the current and projected needs of local employers and/or training that allows trainees to earn a Diploma, GED, recognized equivalent or other recognized Industry Credential.
- j. Providers will ensure their youth program personnel are available beyond traditional school and provider hours of operations to provide needed support and services when necessary.
- k. Providers will provide effective connections to employers of all sizes, in high demand industry sectors and high demand occupations in the local and regional labor markets to help explore careers and industries, provider work-based learning where participants can engage and learn from employers, through job shadowing, paid/unpaid work experience/internships, clinical and virtual work experiences are allowable, demonstrate linkages between academic instruction and occupation training and, prepare students for unsubsidized employment opportunities.
- l. Providers will maintain documentation for each participant, including eligibility determination, attendance, assessments, credentials, certificates, measurable skill gains, and outcomes. Providers will be required to assist clients in creating a DJL account, uploading documents to each client's account, enroll client in either WIOA or Blue Collar OSY program, complete S&T entries and enter credential information in Outcomes and complete required exit questions.
- m. Providers will provide retention services for all exited clients to meet performance requirements for a period of 12 months following program exit.
- n. Providers will develop a robust referral mechanism and document all referrals (received and sent) and will provide a quarterly report of this data to DWDB & DOL.
- o. Providers will account for 25% of requested amount of funds be set aside for Work Experience (WEX). Providers also acknowledge that an awarded amount that differs from the requested amount will have an adjusted Work Experience total. Work Experience is further defined in Appendix C.

5. Mandated Program Elements:

WIOA mandates 14 Program Elements that every program must provide to participants.

- a. Tutoring, Study Skills Training, Instruction and Evidence-Based Dropout Prevention and Recovery Strategies.
- b. Alternative secondary school services, or dropout recovery services as appropriate.
- c. Paid or Unpaid Work Experience.
- d. Occupational Skills Training.
- e. Education offered concurrently with, and in the same context as, workforce preparation activities.
- f. Leadership Development Opportunities.

- g. Supportive Services.
- h. Adult Mentoring.
- i. Follow-up Services.
- j. Comprehensive Guidance and Counseling.
- k. Financial Literacy Education.
- l. Entrepreneurial Skills Training.
- m. Services that provide Labor Market Information.
- n. Post-secondary preparation and transition activities.

6. Targeted Population:

Delaware youth who are not attending any school as defined by state law, not younger than 16 or older than 24 at the time of enrollment, (participants who enroll prior to their 24th birthday may continue in the program after turning 24) and one or more of the following.

- A school dropout.
- A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English Language Learner.
- An offender
- A Homeless individual aged 16-24 who meets the criteria defined in Sec. 41403(6) of the Violence against Women Act of 1994 (42 U.S.C. 14043d-2(6)), a homeless child or youth aged 16-24 who meets the criteria defined in Sec. 725(2) of the McKinney-Vento Homeless Assistance Act 942 U.S.C. 11434a(2)), or a runaway.
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
- An individual who is pregnant or parenting.
- An individual with a disability.
- A low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment.

*Youth served with BC funds do not have to meet the definition of low-income individuals but shall meet all other eligibility requirements.

7. Performance Measures:

The performance measures for programs funded with the RFP and required under the Workforce Innovation and Opportunity Act (WIOA) are provided in the charts below. All programs must have program designs that support the attainment of these measures to include the 12-month post-exit follow up services. All programs will be evaluated against these measures. All provided measures are subject to change based on negotiations with USDOL.

WIOA Negotiated Measures:

Employment or Training Activities, or employment in the 2 nd Quarter after exit	66%
Employment or Training Activities, or employment in the 4 th Quarter after exit	72.5%
Median Earnings 2 nd Quarter after exit	\$2,500
Credential Attainment	74.5%
Measurable Skill Gains	60.5%

To better capture performance and success on a “real time” basis, the following performance measures have been established. Providers are expected to enroll 100% of their submitted target, 85% of the target enrollment are expected to complete the program, 90% of those who complete are expected to obtain a credential. 80% of program participants that exit are expected to be employed in the 2nd and 4th quarter after exit. 100% of those enrolled are required to have a Measurable Skill Gains set and 85% should achieve their MSG upon exit.

Enrollment	100% of submitted number
Completion	85% of enrollment
Credential Attainment	90% of completions
Median Earnings	\$2,500
Employment or Training in 2 nd Quarter	80%
Employment or Training in 4 th Quarter	80%
Measurable Skill Gains Set	100%
Measurable Skill Gains Achieved	85%

*Providers may propose alternative expected rates and performance measures. This must be done in the proposal and must include related outcomes with justification for the alternative.

8. Funding:

Funding for this program come from both Workforce Innovation and Opportunity Act (WIOA) and State Blue Collar (BC) funds. The anticipated amount available for this RFP is \$2,654,339 and is subject to change without notice based on the availability of funds and is the anticipated amount for one year. The terms and conditions are located in Appendix D.

- a. The DWDB is looking to invest in sectors that will enable Delawareans to get back to work and increase growth in high-skill, high-wage jobs. The DWDB has addressed the immediate needs in the DWDB Strategic Plan as the enabling sector.
- b. The DWDB is looking to raise the bar on educational attainment to reflect the needs of our future economy. Our goal is to increase credential and degree attainment to 60% by 2030.
- c. Increase alignment between learning and work and improve how we build talent pipelines.
- d. Expand opportunities to increase economic prosperity for all Delawareans and reduce gaps that exist today based on race, ethnicity, disability, and income.

9. Professional Services:

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.

- a. General Information
 - i. Geographical Location
- b. Concise Summary of Program
- c. Demonstrated Ability
 - i. Experience and Reputation
 - ii. Capacity to meet requirements
 - iii. Expertise
- d. Program Design
- e. Outcomes/Placement
- f. Cost/Budget
- g. Leveraged Resources

10. RFP Administrative Information:

- a. Public Notice: Public notice has been provided in accordance with 29 Del. C. § 6981.
- b. Obtaining Copies of the RFP: This RFP is available in electronic form through the State of Delaware Procurement website at <https://bids.delaware.gov> paper copies of this RFP will not be available.
- c. Assistance to Vendors with Disabilities: Vendors with disabilities may receive accommodations regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact no later than ten (10) days prior to the deadline for receipt of proposals.
- d. RFP Designated Contact: All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact. The designated contact for this RFP is: Monterry Luckey, DWDBDETContracting@Delaware.gov Please use this email for all communications regarding this RFP.
- e. Consultants and Legal Counsel: The State of Delaware may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses. Bidders shall not contact the State's consultant or legal counsel on any matter related to the RFP.
- f. Contact with State Employees: Direct contact with State of Delaware employees other than the State of Delaware designated contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contact State of Delaware employees risk elimination of

- their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.
- g. Organizations Ineligible to Bid: Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended are ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to this RFP.
- h. Exclusions: The proposal evaluation team reserves the right to refuse to consider any proposal from a vendor who:
- Has been convicted for the commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract.
 - Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affect responsibility as a State contractor.
 - Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes.
 - Has violated contract provisions such as, known failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or failure to performance or unsatisfactory performance in accordance with terms of one or more contracts.
- i. Has violated ethical standards set out in law or regulation.
- j. Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a state contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

11. RFP Submissions:

- a. **Acknowledgement of Understanding of Terms:** By submitting a bid, each vendor shall be deemed to acknowledge that is has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.
- b. **Proposals:** To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with all electronic copies and the proposal checklist confirming the items submitted. All proposals are to be submitted and received no later than 1:00PM (EST) on March 7, 2025. The proposals must be delivered by email to the following contact email address: DWDBDETContracting@Delaware.gov and in the subject line contain: BID ENCLOSED: LAB-25R-OSY-001, PROVIDER NAME, OSY Submission. Any proposal received after the Deadline for Receipt of Proposals date and time shall not be considered and shall not be reviewed. The proposing vendor bears the risk of

- delays in delivery and any costs. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process. Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.
- c. **Proposal Modifications:** Any changes amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labelled as a change, amendment, or modification to a previously submitted proposal. Changes, amendments, or modifications to proposals shall not be accepted or considered after the deadline of March 7, 2025, at 1:00PM EST.
 - d. **Proposal Costs and Expenses:** The State of Delaware will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal preparation, printing or delivery, attendance at vendor's conference, system demonstrations or negotiation process.
 - e. **Proposal Expiration Date:** Prices quoted in the proposal shall remain fixed and binding on the bidder at least through 6/30/2025. The State of Delaware reserves the right to ask for an extension of time if needed.
 - f. **Late Proposals:** Proposals received after March 7, 2025, at 1:00PM EST will not be accepted or considered.
 - g. **Proposal Opening:** There will be no public opening of proposals, but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed in accordance with Executive Order #31 and Title 29, Delaware Code, Chapter 100. Any unopened proposals will be returned to the submitting vendor.
 - h. **Non-Conforming Proposals:** Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether a RFP requirement is substantive, or a mere formality shall reside solely within the State of Delaware.
 - i. **Concise Proposals:** The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware's interest is in the quality and responsiveness of the proposal.
 - j. **Realistic Proposals:** It is the expectation of the State of Delaware that vendors can fully satisfy the obligations of the proposal in the manner and time frame defined within the

proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable. The State of Delaware shall bear no responsibility or increase obligation for a vendor's failure to accurately estimate the costs or resources required to meet the obligations defined in the proposal.

- k. **Confidentiality of Documents:** The State of Delaware and its constituent agencies are required to comply with the State of Delaware Freedom of Information Act, 29 Del. C. § 10001, et seq. (FOIA). FOIA requires that the State of Delaware's records are public records (unless otherwise declared by FOIA or other law to be exempt from disclosure) and are subject to inspection and copying by any person upon a written request. All proposals are subject to FOIA's public disclosure obligations. The State of Delaware wishes to create a business-friendly environment and procurement process. As such, the State respects the vendor community's desire to protect its intellectual property, trade secrets, and confidential business information) collectively referred to herein as "confidential business information"). Proposals must contain sufficient information to be evaluated. If a vendor feels that they cannot submit their proposal without including confidential business information, they must adhere to the following procedure, or their proposal may be deemed unresponsive, may not be recommended for selection, and any applicable protection for the vendor's confidential business information may be lost. To allow the State to assess its ability to protect a vendor's confidential business information, vendors will be permitted to designate appropriate portions of their proposal as confidential business information. Vendor(s) may submit portions of a proposal considered to be confidential business information in a separate, sealed envelope labeled "Confidential Business Information" and include the specific RFP number. The envelope must contain a letter from the vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 Del. § 10002, and briefly stating the reasons that each document meets the said definitions. Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed. A vendor's allegation as to its confidential business information shall not be binding on the State. The State shall independently determine the validity of any vendor designation as set forth in this section. Any vendor submitting a proposal or using the procedures discussed herein expressly accepts the State's absolute right and duty to independently assess the legal and factual validity of any information designated as confidential business information. Accordingly, vendor(s) assume the risk that confidential business information included in a proposal may enter the public domain.
- l. **Multi-Vendor Solutions (Joint Ventures):** Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the "**prime contractor**". The "**prime contractor**" must be the joint venture's contact point for the State of Delaware and be responsible for the joint venture's performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendor systems. If a joint venture is proposed, a copy of the joint venture agreement clearly describing the

- responsibilities of the partners must be submitted with the proposal. Services specified in the proposal shall not be subcontracted without prior written approval by the State of Delaware, and approval of a request to subcontract shall not in any way relieve Vendor of responsibility for the professional and technical accuracy and adequacy of the work. Further, vendor shall be and remain liable for all damages to the State of Delaware caused by negligent performance or non-performance of work by its subcontractor or its sub-subcontractor. Multi-vendor proposals must be a consolidated response with all cost included in the cost summary. Where necessary, RFP response pages are to be duplicated for each vendor.
- m. **Primary Vendor:** The State of Delaware expects to negotiate and contract with only one “prime vendor”. The State of Delaware will not accept any proposals that reflect an equal teaming arrangement or from vendors who are co-bidding on this RFP. The prime vendor will be responsible for the management of all subcontractors. Any contract that may result from this RFP shall specify that the prime vendor is solely responsible for fulfillment of any contract with the State because of this procurement. The State will make contract payments only to the awarded vendor. Payments to any-subcontractors are the sole responsibility of the prime vendor (awarded vendor). Nothing in this section shall prohibit the State of Delaware from the full exercise of its options under Section IV.B.18 regarding multiple source contracting.
- n. **Sub-Contracting:** The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor. Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. **The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used.** Any sub-contractors must be approved by State of Delaware.
- o. **Multiple Proposals:** A primary vendor may not participate in more than one proposal in any form. Sub- contracting vendors may participate in multiple joint venture proposals.
- p. **Discrepancies and Omissions:** Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify the State of Delaware’s Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor’s proposal upon which award could not be made. All unresolved issues should be addressed in the proposal. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, at least ten (10) calendar days prior to the time set for opening of the proposals.

- q. **RFP Question and Answer Process:** The State of Delaware will allow written requests for clarification of the RFP. All questions shall be received no later than **February 19, 2025**. All questions will be consolidated into a single set of responses and posted on the State's website at bids.delaware.gov by the approximate date of **February 25, 2025**. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.
- Page Number
 - Section Number/Letter
 - Paragraph Number/Letter
 - Text of Passage being questions
- r. **State's Right to Reject Proposals:** The State of Delaware reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the State of Delaware's specifications or vendor's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the State of Delaware may deem necessary in the best interest of the State of Delaware.
- s. **State's Right to Cancel Solicitation:** The State of Delaware reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware makes no commitments expressed or implied, that this process will result in a business transaction with any vendor. This RFP does not constitute an offer by the State of Delaware. Vendor's participation in this process may result in the State of Delaware selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware to execute a contract nor to continue negotiations. The State of Delaware may terminate negotiations at any time and for any reason, or for no reason.
- t. **State's Right to Award Multiple Source Contracting:** Pursuant to 29 *Del. C.* [§ 6986](#), the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.
- u. **Potential Contract Overlap:** Vendors shall be advised that the State, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the State. As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards. The State reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

- v. **Notification of Withdrawal of Proposal:** Vendor may modify or withdraw its proposal by written request, provided that both proposal and request is received by the State of Delaware prior to the proposal due date. Proposals may be re-submitted in accordance with the proposal due date in order to be considered further. Proposals become the property of the State of Delaware at the proposal submission deadline. All proposals received are considered firm offers at that time.
- w. **Revisions to the RFP:** If it becomes necessary to revise any part of the RFP, an addendum will be posted on the State of Delaware's website at bids.delaware.gov. The State of Delaware is not bound by any statement related to this RFP made by any State of Delaware employee, contractor, or its agents.
- x. **Exceptions to the RFP:** Any exceptions to the RFP, or the State of Delaware's terms and conditions, must be recorded on Attachment 2. Acceptance of exceptions is within the sole discretion of the evaluation committee.
- y. **Business References:** Provide at least three (3) business references consisting of current or previous customers of similar scope and value using Attachment 4. Include business name, mailing address, contact name and phone number, number of years doing business with, and type of work performed. Personal references cannot be considered.
- z. **Award of Contract:** The final award of a contract is subject to approval by the State of Delaware. The State of Delaware has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP. Notice in writing to a vendor of the acceptance of its proposal by the State of Delaware and the subsequent full execution of a written contract will constitute a contract, and no vendor will acquire any legal or equitable rights or privileges until the occurrence of both such events.
- aa. **RFP Award Notifications:** After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, the State of Delaware will award the contract. The contract shall be awarded to the vendor whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. It should be explicitly noted that the State of Delaware is not obligated to award the contract to the vendor who submits the lowest bid or the vendor who receives the highest total point score, rather the contract will be awarded to the vendor whose proposal is the most advantageous to the State of Delaware. The award is subject to the appropriate State of Delaware approvals. After a final selection is made, the winning vendor will be invited to negotiate a contract with the State of Delaware; remaining vendors will be notified in writing of their selection status.

- bb. **Cooperatives:** Vendors, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation. **State of Delaware terms will take precedence.**

12. RFP Evaluation Process:

An evaluation team composed of representatives of the DWDB and State of Delaware will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected. The State of Delaware reserves full discretion to determine the competence and responsibility, professionally and/or financially, of vendors. Vendors are to provide in a timely manner all information that the State of Delaware may deem necessary to decide.

- a. **Proposal Evaluation Team:** The Proposal Evaluation Team shall be comprised of at least three (3) members. The Team must have at least one (1) DWDB board member. Other members will include subject matter experts (determined by the DWDB staff), Department of Labor, those that represent the target population (identified in WIOA section 3(24) as well as veterans and other targeted populations at the DWDB's discretion). A DWDB member will chair the Team. Team members will remain on the same panel for the entire life of the process. The Team shall determine which vendors meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 Del. C. §§ [6981 and 6982](#). Professional services for this solicitation are considered under 29 Del. C. § 6982(b). The Team may negotiate with one or more vendors during the same period and may, at its discretion, terminate negotiations with any or all vendors. The Team shall make a recommendation regarding the award to the DWDB Executive Director and the DET Director, who shall have final authority, subject to the provisions of this RFP and 29 Del. C. § [6982\(b\)](#), to award a contract to the successful vendor in the best interests of the State of Delaware.

Delaware Reserves the right to respond to submitted proposals and create or remove Evaluation Team(s) as Delaware sees fit.

- b. **Proposal Review:** Proposals who meet the RFP criteria will be reviewed by an Evaluation Team in up to two (2) phases:
- **Written Review-**The Proposal Evaluation Team will individually review, and score written proposals. Points will be awarded based on the Proposal Evaluation Team's review of the written proposals. The Proposal Evaluation Team will decide which proposal(s) will move forward and, if needed, be invited to Proposal Clarification Day. Those proposals not invited to Proposal Clarification Day will be rejected at this point and not considered for funding. Delaware will notify all Providers of the outcome of this phase.
 - **Proposal Clarification-** The evaluation team may contact any vendor if clarification is needed to eliminate confusion and uncertainties concerning the contents of a proposal. Proposals may not be modified as a result of a clarification request. If needed, Providers will be invited to attend a Proposal Clarification with a set date and time per proposal. Points will be awarded based on the Proposal Clarification. During this meeting, Provider's should be prepared with a maximum seven-minute presentation. Handouts, promotional materials, videos, presentations, etc. are not

permitted at Proposal Clarification. The Proposal Evaluation Team will ask each Provider questions. These questions may be developed from the Written Review and will be specific questions targeted to each Proposal. It is anticipated that the questions and answers will take most of the time allotted. The Proposal Clarification will take place on the date specified in Section I Overview. Providers will be invited to attend and be scheduled a specific time. The Proposal representative(s) attending the Proposal Clarification shall be technically qualified to respond to questions related to the proposal. Providers are strongly encouraged to bring staff who can answer questions regarding the programmatic components and staff who can answer questions regarding the budget. Delaware recognizes that these may be different staff. All the Provider's costs associated with participation in Proposal Clarification are the Provider's responsibility. While the Proposal Clarification will be the primary venue to clarify uncertainties or eliminate confusion, the Proposal Evaluation Team or Delaware staff designee at the request of the Proposal Evaluation Team may contact any Provider in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Proposals may not be modified as a result of any such clarification request.

- c. **Proposal Selection Criteria:** The Proposal Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor's proposals. All assignments of points shall be at the sole discretion of the Proposal Evaluation Team. The proposals shall contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFP has been determined by the State of Delaware to be essential for use by the Team in the bid evaluation and award process. Therefore, all instructions contained in this RFP shall be met to qualify as a responsive and responsible contractor and participate in the Proposal Evaluation Team's consideration for award. Proposals which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team. The team reserves the right to the following. Vendors are encouraged to review the evaluation criteria (Criteria Weight) and to provide a response that addresses each of the scored items. Evaluators will not be able to make assumptions about a vendor's capabilities so the responding vendor should be detailed in their response.
- Select for contract or for negotiations a proposal other than the lowest cost.
 - Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
 - Waive or modify any information, irregularity, or inconsistency in proposals received.
 - Request modification to proposals from any or all vendors during the contract review and negotiation.
 - Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
 - Select more than one vendor pursuant to 29 Del. C. § 6986. Such selection will be based on the following criteria. Such selection will be on the type of services and

programming being offered and the existing needs for services and programming for occupational skills training.

13. Criterial Weight:

Criteria	Weight
Demonstrated Ability: <ul style="list-style-type: none"> • Provider demonstrates the ability to advertise, recruit, retain and operate like or similar high quality training programs that have resulted in (at a minimum) high employment rates in quality jobs or similar Performance Measures as described. • Program has or plans to hire qualified staff who can meet the service needs of youth with barriers while holding true to a “no wrong door” policy. 	15
Program Design: <ul style="list-style-type: none"> • Program provides superior case management and wrap around services. • All required program elements are addressed in proposal. • Program design provides training in Durable/Soft Skills as integrated parts of the training curriculum. • Linkages are established to provide adequate wrap around services for youth during the 12-month post exit follow up period. 	20
Outcome Placement: <ul style="list-style-type: none"> • Provider demonstrates the ability to prepare participants for employment. • Provider demonstrates the ability to establish solid relationships with local employers to increase work based learning and job placement opportunities. • Provider demonstrates ability to prepare and educate youth on the variety of post-secondary options including bringing awareness to career and training job opportunities through the American Job Centers. 	25
Cost/Budget <ul style="list-style-type: none"> • Costs are reasonable and competitive as compared to other similar programs. • Costs will be reviewed as a cost per participant and cost per proposed hour trained. • Budget requires 25% of requested amount be used on Work Experience. • Indirect Costs are limited by USDOL to 10% of the total budget. 	20
Leverage Resources: <ul style="list-style-type: none"> • Braided funding from multiple resources. 	10
Employer Participation: <ul style="list-style-type: none"> • At least 3 business references. 	5
Digital Literacy: <ul style="list-style-type: none"> • Program incorporates Digital Literacy. 	5
Total:	100

14. References:

The Evaluation Team may contact any customer of the vendor, whether or not included in the vendor’s reference list, and use such information in the evaluation process. Additionally, the State of Delaware may choose to visit existing installations of comparable systems, which may or

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may not include vendor personnel. If the vendor is involved in such site visits, the State of Delaware will pay travel costs only for State of Delaware personnel for these visits.

15. Attachments:

The following attachments shall be considered part of the solicitation:

- Attachment 1 – Non-Collusion Statement
- Attachment 2 – Exceptions
- Attachment 3 – Confidentiality and Proprietary Information
- Attachment 4 – Business References
- Attachment 5 – Subcontractor Information Form
- Attachment 6 – Monthly Usage Report
- Attachment 7 – Subcontracting (2nd Tier Spend) Report
- Attachment 8 – Office of Supplier Diversity Application

16. Appendices:

The following appendices shall be considered part of the solicitation.

- Appendix A – Minimum Criteria for Submission Checklist
- Appendix B – Proposal Submission Template
- Appendix C – Definitions
- Appendix D – Terms and Conditions
- Appendix F – In-Demand Occupation List

IMPORTANT – PLEASE NOTE

- Attachments **1, 2, 3, and 4, must be** included in your proposal
- Attachment 5 must be included in your proposal if subcontractors will be involved
- Attachments 6 and 7 represent required reporting on the part of awarded vendors. Those bidders receiving an award will be provided with active spreadsheets for reporting.

REQUIRED REPORTING

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate usage report (Attachment 6) shall be furnished in an Excel format and submitted electronically, upon request, detailing the purchasing of all items and/or services on this contract. The reports shall be completed in Excel format, using the example in Attachment 6, and submitted upon request to the Contract Specialist. Submitted reports shall cover the full month, contain accurate descriptions of the products, goods or services procured, purchasing agency information, quantities procured, and prices paid. Reports are required upon request, including those with “no spend”. Any exception to this requirement or failure to submit complete reports upon request, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

– Reporting is required by Executive Order.

In accordance with [Executive Order 49](#), the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women’s Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier report is shown as in Attachment 7.

Accurate 2nd Tier reports shall be submitted to the contracting Agency’s contract manager on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September, and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

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Attachment 1

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NON-COLLUSION STATEMENT

This is to certify that the undersigned vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary vendor in response to this solicitation.

NOTE: The signature must be of the authorized representative who may legally enter his/her organization into a formal contract with the State of Delaware.

Company Name: _____

Company Address: _____

Phone Number: _____ Email: _____

FAX: _____ Federal EIN: _____

State Business License Number: _____

Authorized Representative: First Name: _____ Last Name: _____

Authorized Representative: Signature: _____ Date: _____

Authorized Representative: Title: _____

Company Classifications	Certification Types	Circle all that apply	
	Minority Business Enterprise (MBE)	Yes	No
	Woman Business Enterprise (WBE)	Yes	No
	Disadvantaged business Enterprise (DBE)	Yes	No
	Veteran Owned Business Enterprise (VOBE)	Yes	No
	Service-Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes	No

*The above table is for informational and statistical use only.

Purchase Orders should be sent to:

Company Name: _____

Address: _____

Point of Contact: Name: _____

Contact Information: Phone: _____ Email: _____

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Attachment 1 Continued:

AFFIRMATION: Within the past five years (5), has your firm, any affiliate, any predecessor, company or entity, owner, director, officer, partner, or proprietor been the subject of a Federal, State or Local Government Suspension or Debarment?

Yes: _____ No: _____

If yes, Please Explain:

THIS PAGE SHALL HAVE ORIGINAL SIGNATURE, BE NOTARIZED AND BE RETURNED WITH YOUR PROPOSAL

First Name: _____ Last Name: _____

Signature: _____

SWORN TO AND SUBSCRIBED BEFORE ME: This _____ Day of _____ 20 _____

Notary Public: First Name: _____ Last Name: _____

Commission Expiration Date: _____

City of: _____ County of: _____ State of: _____

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Attachment 2

EXCEPTION FORM

Proposals must include all exceptions to the specifications, terms or conditions contained in this RFP. If the vendor is submitting the proposal without exceptions, please state so below.

___: By placing an X on the line to the left, the vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

Page and Paragraph Number	Exceptions to Specifications, Terms or Conditions	Proposed Alternative

*Vendor may use additional pages as necessary, but the format shall be the same as provided above.

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CONFIDENTIAL INFORMATION FORM

___: By placing an X on the line to the left, the vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. Ch. 100, Delaware Freedom of Information Act.

Confidentiality and Proprietary Information

*Vendor may use additional pages as necessary, but the format shall be the same as provided above.

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BUSINESS REFERENCES

List a minimum of three business references, including the following information. All information is required.

Business Reference #1:	
Contact Name and Title:	
Business Name:	
Business Address:	
City, State, Zip Code:	
Email:	
Phone #:	
Current Vendor:	Yes or No
Years Associated:	
Type of Work Performed	

Business Reference #2:	
Contact Name and Title:	
Business Name:	
Business Address:	
City, State, Zip Code:	
Email:	
Phone #:	
Current Vendor:	Yes or No
Years Associated:	
Type of Work Performed	

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Business Reference #3:	
Contact Name and Title:	
Business Name:	
Business Address:	
City, State, Zip Code:	
Email:	
Phone #:	
Current Vendor:	Yes or No
Years Associated:	
Type of Work Performed	

*State of Delaware personnel may not be used as references.

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Attachment 5

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SUBCONTRACTOR INFORMATION FORM

RFP#: _____

Proposing Vendor Name: _____

Mailing Address: _____

Subcontractor Information:

Company Name: _____

Mailing Address: _____

Phone Number: _____

Company OSD Classification/Certification Number: _____

*Place an X on the line to left of any that apply.

____: Women Business Enterprise (WBE)

____: Minority Business Enterprise (MBE)

____: Disadvantaged Business Enterprise (DBE)

____: Veteran Owned Business Enterprise (VBE)

____: Service-Disabled Veteran Owned Business Enterprise (SDVBE)

Description of Work to be completed by Subcontractor:

Prime Vendor Authorized Rep: First Name: _____ Last Name: _____

Signature: _____ Date: _____ Title: _____

Subcontract Authorized Rep: First Name: _____ Last Name: _____

Signature: _____ Date: _____: Title: _____

*Vendor may use additional pages, but format will remain the same as above.

*Vendor must use separate form for each subcontractor.

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Attachment 7

SUBCONTRACTOR 2nd TIER REPORT

Sample Report – For Illustration Purposes Only

Subcontracting (2nd tier) Quarterly Report																
Prime Name:				Report Start Date:												
Contract Name/Number				Report End Date:												
Contact Name:				Today's Date:												
Contact Phone:				*Minimum Required				Requested detail								
Vendor Name*	Vendor TaxID*	Contract Name/Number*	Vendor Contact Name*	Vendor Contact Phone*	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor UNSPSC	M/W BE Certifying Agency	Veteran /Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id

*The completed report shall be saved in an Excel format, and submitted to the following email address: osd@delaware.gov. The form can be found at [Office of Supplier Diversity - Division of Small Business - State of Delaware](#), bottom of the page, "Services and Information" section, "Subcontractor Reporting Form."

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Attachment 8

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The Office of Supplier Diversity (OSD) has moved to the Division of Small Business (DSB)

Supplier Diversity Certification Applications can be found Here: [Certifications - Division of Small Business - State of Delaware](#)

For more information, please send an email to OSD: OSD@Delaware.gov or call 302-577-8477

[Subscribe](#) To the OSD Mailing List

New Address for OSD:

Carvel State Building

820 N. French St, 10th Floor

Wilmington DE, 19801

302-577-8477 / Fax: 302-736-7915

Email: OSD@Delaware.gov

Web Site: <https://business.delaware.gov/osd/>

Dover Address

(Local Applicants may drop off application here)

99 Kings Highway

Dover, DE 19901

Phone: 302-739-4271

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.