

## Request for Proposal

### RFP Cover Sheet Administrative Information

<b>Title of RFP:</b> Iowa Workforce Development Apprenticeship Programs		<b>RFP Number:</b> RFP0918005074	
<b>Agency:</b> Department of Administrative Services Central Procurement Bureau (DAS CPB) on behalf of Iowa Workforce Development (IWD)			
Number of years of initial contract term: 1 Years	Number of possible annual extensions: 5	Available to Political Subdivisions?	Yes
State Issuing Officer: Steve Oberbroeckling Purchasing Agent III Phone: 515-725-2090 E-mail: <a href="mailto:steve.oberbroeckling@iowa.gov">steve.oberbroeckling@iowa.gov</a>		Mailing Address: Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut Street Des Moines, IA 50319-0105	
<b>PROCUREMENT TIMETABLE—Event or Action:</b>		<b>Date/Time (Central Time):</b>	
State Posts Notice of RFP on TSB website		13 JUNE 2018	
State Issues RFP		15 JUNE 2018	
RFP written questions, requests for clarification, and suggested changes from Contractors due:		28 JUNE 2018 / 1:00PM	
Agency's written response to questions, requests for clarification, and suggested changes due approximately:		10 JULY 2018	
Proposals Due Date:		27 JULY 2018 / 1:00PM	
Potential Interviews:		Week of AUG 6th	
<b>Relevant Websites:</b>		<b>Web-address:</b>	
Internet website where Addenda to this RFP will be posted:		<a href="http://bidopportunities.iowa.gov/">http://bidopportunities.iowa.gov/</a>	
Number of Copies of Proposals Required to be Submitted:		Technical Proposal : 1 Original, 2 Copies, and 1 Digital Cost Proposal: 1 Original, 2 Copies, and 1 Digital	

Contents		
SECTION 1	INTRODUCTION	4
1.1	Purpose	4
1.2	Definitions	4
1.3	Overview of the RFP Process	5
1.4	Summary	6
1.5	Background	6
SECTION 2	ADMINISTRATIVE INFORMATION	8
2.1	Issuing Officer	8
2.2	Restriction on Communication	8
2.3	Downloading the RFP from the Internet	8
2.4	Procurement Timetable	8
2.5	Questions, Requests for Clarification, and Suggested Changes	8
2.6	Amendment to the RFP	8
2.7	Amendment and Withdrawal of Proposal	8
2.8	Submission of Proposals	9
2.9	Proposal Opening	9
2.10	Costs of Preparing the Proposal	9
2.11	No Commitment to Contract	9
2.12	Rejection of Proposals	9
2.13	Nonmaterial Variances	10
2.14	Reference Checks	10
2.15	Information from Other Sources	10
2.16	Verification of Proposal Contents	10
2.17	Proposal Clarification Process	10
2.18	Disposition of Proposals	11
2.19	Public Records and Requests for Confidential Treatment	11
2.20	Copyright Permission	12
2.21	Release of Claims	12
2.22	Respondent Presentations	12
2.23	Evaluation of Proposals Submitted	12
2.24	Award Notice and Acceptance Period	12
2.25	No Contract Rights until Execution	12
2.26	Choice of Law and Forum	12
2.27	Preference	13
2.28	Restrictions on Gifts and Activities	13
2.29	No Minimum Guaranteed	13
2.30	Appeals	13
SECTION 3	FORM AND CONTENT OF PROPOSALS	14
3.1	Instructions	14
3.2	Technical Proposal	15
	Exhibit 1 – Transmittal Letter	15
	Exhibit 2 – Executive Summary	15
	Exhibit 3 – Firm Proposal Terms	15
	Exhibit 4 – Termination, Litigation, and Debarment	15
	Exhibit 5 – Acceptance of Terms and Conditions	15
	Exhibit 6 – Certification Letter	16
	Exhibit 7 – Authorization to Release Information	16
	Exhibit 8 – Respondent Background Information	16
	Exhibit 9 – Experience	16
	Exhibit 10 – Specific Registered or Quality Pre-Apprenticeship Requirements Response	16
	Exhibit 10A – Quality Pre-Apprenticeship Programs	17
	Exhibit 10B – High School Registered Apprenticeship Programs	17
	Exhibit 10C – Health Care Sector Registered Apprenticeship Program	17
	Exhibit 10D – Advanced Manufacturing Registered Apprenticeship Program	18
	Exhibit 10E – Pilot Quality Pre-Apprenticeship Program	18
	Exhibit 11 – Addendums	19
SECTION 4	REGISTERED OR QUALITY PRE-APPRENTICESHIP PROGRAM SPECIFICATIONS	20

4.1	Support of High School Registered Apprenticeship Programs	20
4.2	Support of Quality Pre-Apprenticeship Programs	20
4.3	Creation of a Pilot Quality Pre-Apprenticeship Program	21
4.4	Support of Industry Efforts to Establish and Implement Registered Apprenticeship Programs	22
SECTION 5	EVALUATION AND SELECTION	23
5.1	Introduction	23
5.1	Evaluation Committee	23
5.3	Evaluation Procedures	23
5.4	Criteria for Evaluating the Proposals	23
	EVALUATIVE CRITERIA – Quality Pre-Apprenticeship Programs (Multiple Awards)	23
	EVALUATIVE CRITERIA – High School Registered Apprenticeship Programs (Multiple Awards)	23
	EVALUATIVE CRITERIA – Health Care Sector Registered Apprenticeship Programs	24
	EVALUATIVE CRITERIA – Advanced Manufacturing Sector Registered Apprenticeship Programs	24
	EVALUATIVE CRITERIA – Pilot Quality Pre-Apprenticeship Programs	24
SECTION 6	CONTRACTING	25
6.1	Contract Terms and Conditions	25
6.2	Attached Agreement	25
6.3	Contract Length	25
6.4	Additional Terms	25
Attachment #1		27
	Certification Letter	27
Attachment #2		29
	Authorization to Release Information Letter	29
Attachment #3		30
	Form 22 – Request for Confidentiality	30
Attachment #4		33
	Exceptions to Terms and Conditions	33
Attachment #5		34
	Response Check List	34
Attachment #6		35
	Sample Agreement – Memorandum of Understanding	35
Attachment #7		40
	Budget Form	40
APPENDIX I		41
	Additional Registered Apprenticeship Information	41

**1.1 Purpose**

The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Respondents to provide the services identified on the RFP cover sheet and further described in this RFP to the Agency identified on the RFP cover sheet. The Agency intends to award a Contract(s) for the initial period identified in the RFP, and the Agency, in its sole discretion, may extend the Contract(s) for up to the number of annual extensions identified in the executed Contract.

**1.2 Definitions**

For the purposes of this RFP and the resulting contract, the following terms shall mean:

**“Agency”** means the agency identified on the RFP cover sheet that is issuing the RFP and any other agency that purchases from the Contract.

**“Contract”** means the contract(s) entered into with the successful Contractor(s) as described in Section 6.

**“Contractor”** means the awarded business/person to provide the contractual services agreed upon.

**“General Terms and Conditions”** shall mean the Memorandum of Understanding attached as Attachment #7.

**“Materially Unbalanced Response”** means a response in which line item prices are structured so that it is possible that the Respondent who appears to be low will not end up having the lowest overall cost to the State, due to high prices on particular line items.

**“Mathematically Unbalanced Proposal”** occurs when a Respondent’s pricing on some items is significantly more heavily loaded than the pricing on other items. A mathematically unbalanced response may include pricing on some item(s) that is significantly lower than the Respondent’s actual costs on those item(s) (including reasonable proportionate share of the Respondent’s anticipated profit, overhead costs, and other indirect costs that the Respondent anticipates for the performance of the items in question) and significantly higher than the Respondent’s actual costs on other item(s). In multi-year contracts, a bid might also be mathematically unbalanced if the costs are front-end loaded. A mathematically unbalanced response is also a materially unbalanced response if there is reasonable doubt that awarding the contract to the low Respondent, who submitted a mathematically unbalanced response, would result in the lowest overall cost.

**“Proposal”** means the Respondent’s proposal submitted in response to the RFP.

**“Quality Pre-Apprenticeship Program”** is a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship (RA) program. Each Quality Pre-Apprenticeship program has a documented partnership with at least one, if not more, Registered Apprenticeship Program. A Quality Pre-Apprenticeship program is one that incorporates the following elements:

- Approved training and curriculum. Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship Program(s).
- Strategies for long-term success. Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:
  - o Strong recruitment strategies focused on outreach to populations underrepresented in local, state, and national Registered Apprenticeship programs;
  - o Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry

- awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic education, financial literacy seminars, math tutoring, etc.); and
- Assist in exposing participants to local, state, and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs.
- Access to appropriate supportive services. Facilitates access to appropriate supportive services during the Quality Pre-Apprenticeship program and a significant portion of the Registered Apprenticeship program.
- Promotes greater use of Registered Apprenticeship to increase future opportunities. To support the ongoing sustainability of the partnership between Quality Pre-Apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals.
- Meaning hands-on training that does not displace paid employees. Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, which possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor (s) while observing proper supervision and safety protocols.
- Facilitated Entry and/or Articulation. When possible, formalized agreements exist with RA sponsors that enable individuals who have successfully completed the Quality Pre-Apprenticeship program to enter directly into a RA program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.

**“Registered Apprentice”** is a job seeker who is hired by a Registered Apprenticeship Sponsor and receives paid, on-the-job training from an assigned mentor and is provided Related Training Instruction during the time of their Registered Apprenticeship Program.

**“Registered Apprenticeship Program”** provides a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches.

**“Respondent”** means the company, organization or other business entity submitting a proposal in response to this RFP.

**“Responsive Proposal”** means a Proposal that complies with the material provisions of this RFP.

**“RFP”** means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.

**“State”** means the State of Iowa, the Agency identified on the Contract Declarations & Execution Page(s), and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

### 1.3 Overview of the RFP Process

This RFP is designed to provide Respondents with the information necessary for the preparation of competitive Proposals. The RFP process is for the Agency’s benefit and is intended to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Contractor is responsible for determining all factors necessary for submission of a comprehensive Proposal.

Respondents will be required to submit their Proposals in hardcopy and on digital media (i.e. CD, USB drive, etc.). It is the Agency’s intention to evaluate Proposals from all Respondents that submit timely Responsive Proposals, and award the Contract(s) in accordance with Section 5, Evaluation and Selection.

## 1.4 Summary

The Iowa Department of Administrative Services (“DAS”), on behalf of Iowa Workforce Development (IWD), is seeking proposals from qualified and available Respondents dedicated to encouraging the growth of career pathways and working to strengthen and grow Quality Pre-Apprenticeship and Registered Apprenticeship opportunities throughout the State of Iowa. The intent of this RFP is to issue separate awards for five distinct Quality Pre-apprenticeship and Registered Apprenticeship programs. Multiple awards may be issued under the first two programs. Respondents must indicate which of the programs they are submitting Responses for.

### (1) Quality Pre-Apprenticeship Programs

Recognized Quality Pre-Apprenticeship Programs, as defined under the TEN 13-12, may apply for an initial \$10,000 award to focus on career pathways in support of the creation or the on-going support of the Quality Pre-Apprenticeship program. Each Quality Pre-Apprenticeship program must have at least one Quality Pre-Apprentice or 10% of Quality Pre-Apprentices, whichever amount is greater, hired by a Registered Apprenticeship program by the end of the period of performance. Funding will be administered through Iowa Workforce Development. \$150,000

### (2) High School Registered Apprenticeship Programs

High School Registered Apprenticeship Programs may apply through a RFP for an initial \$15,000 award. This award may be used to start or to support a current High School RA Program. Support includes: Related Training Instruction, supportive services, and RA Coordinator. Funding will be administered through Iowa Workforce Development. \$145,000

### (3) Healthcare Sector Apprenticeship Program

This grant will be administered through Iowa Workforce Development to help grow at least 200 active Registered Apprentices in the health care sector. This funding may be used for Related Training Instruction, supportive services, stipends to apprentices or sponsors to incentivize retention, RA Coordinator, and travel in support of growing Registered Apprenticeship. \$150,000

### (4) Advanced Manufacturing Apprenticeship Program

This grant will be administered through Iowa Workforce Development to help grow at least 200 active Registered Apprentices in the advanced manufacturing sector. This funding may be used for Related Training Instruction, supportive services, stipends to apprentices or sponsors to incentivize retention, RA Coordinator, and travel in support of growing Registered Apprenticeship. \$150,000

### (5) Pilot Quality Pre-Apprenticeship Program

Pilot Pre-Apprenticeship Program will provide a pipeline of at least 200 active Quality Pre-Apprentices to Registered Apprenticeship programs by the end of the period of performance that focuses on underrepresented populations and has a facilitated entry into Registered Apprenticeship programs. Funding will be administered through Iowa Workforce Development. \$125,000

## 1.5 Background

Iowa Workforce Development (IWD), along with the U.S. Department of Labor/Office of Apprenticeship in Iowa (U.S. DOL/OA) and Iowa Economic Development Authority (IEDA), is working to strengthen and grow Registered Apprenticeship opportunities throughout the State of Iowa. Since 2016 to the present, Iowa has experienced a 21 percent increase in the number of Registered Apprentices. Through December 31, 2017, IWD supported 316 apprentices, created 11 new programs and expanded two existing programs as part of the first State Expansion Grant. In addition, programs were expanded in traditional occupations and IWD helped with the addition of new programs in the advanced manufacturing and information technology sectors. Furthermore, members of IWD’s Business Services team have initiated discussions with health care organizations across the state, recognizing it as an industry with high demand jobs and significant skilled worker shortage. Additional funding would help initiate more programs within health care and advanced manufacturing - the fastest growing and largest sectors in the state. Iowa currently has projected annual job openings in apprenticeable occupations in advanced manufacturing of 57,940 and 57,810 in health care.

Underrepresented populations have also been a focus of IWD within the first State Expansion Grant. IWD has made significant progress within these underrepresented populations. As of April 2018, the Registered Apprenticeship Partners Information Management Data System (RAPIDS) indicates 220 women, 3,022 youth (ages 16-24), 47 Native Americans, 61 Asians, 449 African Americans, 10 Pacific Islanders, 169 Hispanics, and 75 veterans in Registered Apprenticeship Programs in Iowa. As a result of efforts under the first State Expansion Grant, 31 females, 30 youth, two Native Americans, 72 African Americans, two Pacific Islanders, 15 Hispanics, and two individuals with disabilities were supported. Outreach and the integration of workforce programs and grants to support these populations will be instrumental to increasing underrepresented populations in Registered Apprenticeship Programs. Additionally, IWD staff members will continue to focus on these populations through collaboration with our strategic partners.

Iowa has long demonstrated its commitment to increasing Registered Apprenticeship Programs and is one of the few states that provide state funded support to these programs. Business and industry recognize Registered Apprenticeship Programs as a valuable tool to closing the skills gap in Iowa. The state's key economic initiative-Future Ready Iowa, is our plan to train skilled workers for the jobs of today and tomorrow. The goal of Future Ready Iowa is to have 70 percent of Iowa workers having education or training beyond high school by 2025. In order to reach that goal, another 127,700 Iowans need to earn post-secondary degrees or other credentials. Registered Apprenticeship Programs play an integral part of meeting this goal. On April 3, 2018, Governor Reynolds signed the Future Ready Iowa Act (House File 2458) which was passed unanimously by both chambers of the Iowa legislature. The Act created two funding options to help Iowans receive training in high demand careers. The Act created the a last dollar scholarship for completion of 2 year of less programs as well as a grant program to encourage completion of bachelor degrees, all in high demand careers. The Act also provides assistance to small and medium sized businesses to create Registered Apprenticeships; a summer youth intern program, that are aligned with high-demand career pathways, and an employer innovation fund to support public-private partnerships in local areas designed to develop workers meeting specific regionally identified needs.

IWD intends to support 1,200 Registered Apprentices by the end of the performance period of this grant. This would result in a 16.85 percent increase from the baseline number of apprentices of 7,121 from 2016. IWD will use the second round grant funding to support the following activities:

- High School Registered Apprenticeship Programs
- Quality Pre-Apprenticeship Programs to encourage high school students to enter into Registered Apprenticeship Programs and will include collaboration with 15 IowaWORKS field offices
- A pilot for a Quality Pre-Apprenticeship Program that focuses on increasing underrepresented population participation in Registered Apprenticeship Programs
- Program growth in the two largest and fastest growing sectors in Iowa: health care and advanced manufacturing

**2.1 Issuing Officer**

The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.

**2.2 Restriction on Communication**

From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Respondents may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2. Oral questions related to the interpretation of this RFP will not be accepted. Respondents may be disqualified if they contact any State employee other than the Issuing Officer about the RFP except that Respondents may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

**2.3 Downloading the RFP from the Internet**

The RFP and any addenda to the RFP will be posted at <http://bidopportunities.iowa.gov/>. The Respondent is advised to check the website periodically for addenda to this RFP, particularly if the Respondent downloaded the RFP from the Internet as the Respondent may not automatically receive addenda. It is the Respondent's sole responsibility to check daily for addenda to posted documents.

**2.4 Procurement Timetable**

The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Respondent submissions, the Agency will issue an addendum to the RFP.

**2.5 Questions, Requests for Clarification, and Suggested Changes**

Respondents are invited to submit written questions and requests for clarifications regarding the RFP. Respondents may also submit suggestions for changes to the specifications of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer before the date and time listed on the RFP cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Respondent shall reference the page and section number(s). The Agency will send written responses to questions, requests for clarifications, or suggestions received from Respondents. The Agency's written responses will become an addendum to the RFP. If the Agency decides to adopt a suggestion that modifies the RFP, the Agency will issue an addendum to the RFP.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

**2.6 Amendment to the RFP**

The Agency reserves the right to amend the RFP at any time using an addendum. The Respondent shall acknowledge receipt of all addenda in its Proposal. If the Agency issues an addendum after the due date for receipt of Proposals, the Agency may, in its sole discretion, allow Respondents to amend their Proposals in response to the addendum.

**2.7 Amendment and Withdrawal of Proposal**

The Respondent may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Respondent and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Respondents must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.



## **2.8 Submission of Proposals**

The Agency must receive the Proposal at the Issuing Officer's address identified on the RFP cover sheet before the "Proposals Due" date listed on the RFP cover sheet. **This is a mandatory specification and will not be waived by the Agency. Any Proposal received after this deadline will be rejected and returned unopened to the Respondent.** Respondents mailing Proposals must allow ample mail delivery time to ensure timely receipt of their Proposals. It is the Respondent's responsibility to ensure that the Proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the Proposal. Electronic mail and faxed Proposals will not be accepted.

Respondents must furnish all information necessary to enable the Agency to evaluate the Proposal. Oral information provided by the Respondent shall not be considered part of the Respondent's Proposal unless it is reduced to writing.

## **2.9 Proposal Opening**

The Agency will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Evaluation Committee has reviewed all of the Proposals submitted in response to this RFP and the Agency has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Respondents who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Respondents who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

## **2.10 Costs of Preparing the Proposal**

The costs of preparation and delivery of the Proposal are solely the responsibility of the Respondent.

## **2.11 No Commitment to Contract**

The Agency reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the Agency to award a contract.

## **2.12 Rejection of Proposals**

The Agency may reject outright and not evaluate a Proposal for reasons including without limitation:

**2.12.1** The Respondent fails to deliver the cost proposal in a separate envelope.

**2.12.2** The Respondent acknowledges that a mandatory specification of the RFP cannot be met.

**2.12.3** The Respondent's Proposal changes a material specification of the RFP or the Proposal is not compliant with the mandatory specification of the RFP.

**2.12.4** The Respondent's Proposal limits the rights of the Agency.

**2.12.5** The Respondent fails to include information necessary to substantiate that it will be able to meet a specification of the RFP.

**2.12.6** The Respondent fails to timely respond to the Agency's request for information, documents, or references.

**2.12.7** The Respondent fails to include proposal security, if required.

**2.12.8** The Respondent fails to include any signature, certification, authorization, stipulation, disclosure or guarantee.

- 2.12.9** The Respondent presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP.
- 2.12.10** The Respondent initiates unauthorized contact regarding the RFP with state employees.
- 2.12.11** The Respondent provides misleading or inaccurate responses.
- 2.12.12** The Respondent's Proposal is materially unbalanced.
- 2.12.13** There is insufficient evidence (including evidence submitted by the Respondent and evidence obtained by the Agency from other sources) to satisfy the Agency that the Respondent is a Responsible Respondent.
- 2.12.14** The Respondent alters the language in Attachment 1, Certification Letter or Attachment 2, Authorization to Release Information letter.

### **2.13 Nonmaterial Variances**

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the Agency, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to: minor failures to comply that do not affect overall responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Contractors, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the specifications of the RFP. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP specifications or excuse the Respondent from full compliance with RFP specifications or other Contract specifications if the Respondent is awarded the Contract. The determination of materiality is in the sole discretion of the Agency.

### **2.14 Reference Checks**

The Agency reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Respondent's qualifications and the qualifications of any subcontractor identified in the Proposal.

### **2.15 Information from Other Sources**

The Agency reserves the right to obtain and consider information from other sources concerning a Respondent, such as the Respondent's capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Respondent's financial stability, past or pending litigation, and other publicly available information.

### **2.16 Verification of Proposal Contents**

The content of a Proposal submitted by a Respondent is subject to verification. If the Agency determines in its sole discretion that the content is in any way misleading or inaccurate, the Agency may reject the Proposal.

### **2.17 Proposal Clarification Process**

The Agency reserves the right to contact a Respondent after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Respondent has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Respondent's Proposal. The Agency will not consider information received from or through Respondent if the information materially alters the content of the Proposal or the type of goods and/or services the Respondent is offering to the Agency. An individual authorized to legally bind the Respondent shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

## 2.18 Disposition of Proposals

All Proposals become the property of the State and shall not be returned to the Respondent. Once the Agency issues a Notice of Intent to Award the Contract, the contents of all Proposals will be in the public domain and be available for inspection by interested parties, except for information for which Respondent properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

## 2.19 Public Records and Requests for Confidential Treatment

The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

### 2.19.1 Form 22 Request for Confidentiality

**FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR'S PROPOSAL. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE PROPOSAL CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.**

### 2.19.2 Confidential Treatment Is Not Requested

A Contractor not requesting confidential treatment of information contained in its Proposal shall complete Section I of Form 22 and submit Form 22 with the Proposal.

### 2.19.3 Confidential Treatment of Information is requested

A Contractor requesting confidential treatment of specific information shall: (1) fully complete Section II of Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Contractor believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Contractor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Contractor to respond to inquiries by the Agency concerning the confidential status of such material.

**The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP.** The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.

**Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.**

If Agency receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, Agency may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

#### **2.20 Copyright Permission**

By submitting a Proposal, the Respondent agrees that the Agency may copy the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Respondent consents to such copying and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

#### **2.21 Release of Claims**

By submitting a Proposal, the Respondent agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided in the RFP or concerning the Agency's failure, negligent or otherwise, to provide the Respondent with pertinent information in this RFP.

#### **2.22 Respondent Presentations**

Respondents may be required to make a presentation. The determination as to need for presentations, and the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Respondent to illustrate the Respondent's Proposal. The presentation shall not materially change the information contained in the Proposal.

#### **2.23 Evaluation of Proposals Submitted**

Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 5 of the RFP. The Agency will not necessarily award a Contract resulting from this RFP to the Respondent offering the lowest cost. Instead, the Agency will award the Contract(s) to the Responsible Respondent(s) whose Responsive Proposal the agency believes will provide the best value to the Agency and the State.

#### **2.24 Award Notice and Acceptance Period**

Notice of Intent to Award the Contract(s) will be sent to all Respondents submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by Agency. If the successful Respondent fails to negotiate and deliver an executed Contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Respondent the Agency believes will provide the best value to the State.

#### **2.25 No Contract Rights until Execution**

No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.

#### **2.26 Choice of Law and Forum**

This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Respondents are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

**2.27 Preference**

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.5(1)-(2), 117.12(4).

**2.28 Restrictions on Gifts and Activities**

*Iowa Code Chapter 68B* restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Respondents are responsible to determine the applicability of this Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to *Iowa Code section 722.1*, it is a felony offense to bribe or attempt to bribe a public official.

**2.29 No Minimum Guaranteed**

The Agency does not guarantee any minimum level of purchases under the Contract.

**2.30 Appeals**

Appeals of the Notice of Intent to Award are governed by the Agency's vendor appeal process. Contractors may obtain information about the appeal process from the Issuing Officer and at Iowa Administrative Code chapters 11-7 and 11-105.

**3.1 Instructions**

These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

**Respondents interested in submitting for more than one Registered or Quality Pre-Apprenticeship Program: Each Response shall be labeled and submitted separately and each will be evaluated separately. Only submit a Response for one Registered or Quality Pre-Apprenticeship Program per RFP submittal – are welcome to submit multiple separate responses.**

**3.1.1** The Proposal shall be typewritten on 8.5" x 11" paper, include numbered pages, and sent in a sealed envelope.

- Page Limit: Proposals shall be limited to twenty (20) single pages or less, not including dividers, cover page, resumes, and required RFP signed attachments.
- Spacing: Single-spaced allowed but not required.
- Font and Margins: 10 point font minimum and minimum of 0.5 inch margins

The envelopes shall be labeled with the following information:

RFP Number: 0918005074  
RFP Title: IWD Apprenticeship Program  
Steve Oberbroeckling  
Iowa Department of Administrative Services  
Hoover State Office Building, Level 3  
1305 East Walnut Street  
Des Moines, IA 50319-0105

The Agency shall not be responsible for misdirected packages or premature opening of Proposals if a Proposal is not properly labeled.

**3.1.2** 1 Original, 1 Digital, & 2 Copies of the Technical Proposal shall be timely submitted to the Issuing Officer in a sealed envelope.

Envelope Contents

Original Technical Proposal and any copies Public Copy (if submitted)  
Technical Proposal on digital media Electronic Public Copy on same digital media (if submitted)

**3.1.3** If the Respondent designates any information in its Proposal as confidential pursuant to Section 2, the Respondent must also submit one (1) copy of the Proposal from which confidential information has been excised as provided in Section 2 and which is marked "Public Copy".

**3.1.4** Proposals shall not contain promotional or display materials.

**3.1.5** Attachments shall be referenced in the Proposal.

**3.1.6** **Again, Respondents interested in submitting for more than one Registered or Pre-Apprenticeship Program: Each Response shall be labeled and submitted separately and each will be evaluated separately.**

### 3.2 Technical Proposal

The following documents and responses shall be included in the Technical Proposal in the order given below.

#### **Exhibit 1 – Transmittal Letter**

An individual authorized to legally bind the Respondent shall sign the transmittal letter. The letter shall include the Respondent's mailing address, electronic mail address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in accordance with the provisions of Section 2.19. The Respondent shall sign and submit with the Proposal the document included as Attachment #3 Form 22 – Request for Confidentiality.

#### **Exhibit 2 – Executive Summary**

The Respondent shall prepare an executive summary and overview of the services it is offering, including all of the following information:

- Identify which of the five Registered or Quality Pre-Apprenticeship Programs the Response is concerning
- Name of the organization, business, association, school, or entity applying for the funding
- Primary contact's name, address, phone number, and email
- Size of the organization, business, association, school, or entity applying for the funding
- Brief description of project including any partnerships that will occur in this project
- How the project is the best economic value for the State of Iowa.
- Statements that demonstrate that the Respondent has read and understands the terms and conditions of the RFP including the MOU provisions in Section 6, except as noted in Attachment #4-Exceptions to Terms and Conditions.

#### **Exhibit 3 – Firm Proposal Terms**

The Respondent shall guarantee in writing the services offered in the Proposal are currently available and that all Proposal terms, including budget, will remain firm 120 days following the deadline for submitting Proposals.

#### **Exhibit 4 – Termination, Litigation, and Debarment**

The Respondent must provide the following information for the past five (5) years:

- Has the Respondent had a contract for goods and/or services terminated for any reason? If so, provide full details regarding the termination.
- Describe any damages or penalties assessed against or dispute resolution settlements entered into by Respondent under any existing or past contracts for goods and/or services. Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments.
- Describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Respondent to engage in any business, practice or activity.
- A list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Respondent or its officers have been a party.
- Any irregularities discovered in any of the accounts maintained by the Respondent on behalf of others. Describe the circumstances and disposition of the irregularities. Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Respondent. Respondent shall provide written notification to the Agency of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Contractor, following execution of the Contract.

#### **Exhibit 5 – Acceptance of Terms and Conditions**

By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Respondent takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Respondent's exceptions or responses materially alter the RFP, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

### **Exhibit 6 – Certification Letter**

The Respondent shall sign and submit with the Proposal, the document included as Attachment #1 (Certification Letter) in which the Respondent shall make the certifications included in Attachment #1.

### **Exhibit 7 – Authorization to Release Information**

The Respondent shall sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Respondent authorizes the release of information to the Agency.

### **Exhibit 8 – Respondent Background Information**

The Respondent shall provide the following general background information:

- Does your state have a preference for instate Contractors? Yes or No. If yes, please include the details of the preference.
- Name, address, telephone number, fax number and e-mail address of the Respondent including all d/b/a's or assumed names or other operating names of the Respondent and any local addresses and phone numbers.
- Form of business entity, i.e., corporation, partnership, proprietorship, or LLC.
- Copy of W-9.
- State of incorporation, state of formation, or state of organization.
- The location(s) including address and telephone numbers of the offices and other facilities that relate to the Respondent's performance under the terms of this RFP.
- Number of employees.
- Type of business.
- Name, address and telephone number of the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal.
- Name, contact information and qualifications of any subcontractors who will be involved with this project the Respondent proposes to use and the nature of the goods and/or services the subcontractor would perform.
- Respondent's accounting firm.
- Awarded Contractor will be required to register to do business in Iowa before payments can be made.
- For Contractor registration documents, go to:  
[http://das.gse.iowa.gov/procurement/vendor\\_reg.html](http://das.gse.iowa.gov/procurement/vendor_reg.html)

### **Exhibit 9 – Experience**

The Respondent must provide the following information regarding its experience:

- Number of years in business.
- Number of years of experience with providing the types of services sought by the RFP.
- The level of technical experience in providing the types of services sought by the RFP.
- Provide examples of three similar projects you have successfully completed on the services sought by the RFP. Please include an explanation of project size, scope and complexity.
- Describe your firm's competencies, expertise, and/or certifications in providing the services sought by the RFP.
- Letters of reference from three (3) previous or current customers or clients knowledgeable of the Respondent's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.

### **Exhibit 10 – Specific Registered or Quality Pre-Apprenticeship Requirements Response**

The Respondent shall submit a Response for one and only one per RFP submittal, of the following five Registered or Quality Pre-Apprenticeship Programs:

- Exhibit 10A – Quality Pre-Apprenticeship Programs
- Exhibit 10B – High School Registered Apprenticeship Programs
- Exhibit 10C – Health Care Sector Registered Apprenticeship Program
- Exhibit 10D – Advanced Manufacturing Registered Apprenticeship Program
- Exhibit 10E – Pilot Quality Pre-Apprenticeship Program



### **Exhibit 10A – Quality Pre-Apprenticeship Programs**

The respondent shall provide detailed responses to the following key areas:

- Develop a program plan that explains how the Quality Pre-Apprenticeship program will adhere to the U.S. Department of Labor’s Training and Employment Notice 13-12 and follows the six components of a Quality Pre-Apprenticeship program. Funding will be awarded once the program is officially recognized by the U.S. Department of Labor.
- Provide timeline on when the Quality Pre-Apprenticeship program will be recognized by the U.S. Department of Labor/Office of Apprenticeship.
- Provide examination on how the program will focus on increasing participation in underrepresented populations that include: women, youth, minorities, and individuals with disabilities.
- Provide a detailed budget narrative with indirect cost rates associated with the project. Complete RFP Attachment 7 – Budget Form.
- Provide how many Quality Pre-Apprentices will be supported by the grant and how either one Quality Pre-Apprentice or ten percent of Quality Pre-Apprentices, whichever number is greater, will be hired by a Registered Apprenticeship program by the end of the period of performance.
- Explain how the program will connect with the local IowaWORKS center.
- Provide information on which Registered Apprenticeship (RA) sponsors will link to the Quality Pre-Apprenticeship programs. Each Registered Apprenticeship sponsor should provide a letter of support. If the business is not a RA sponsor and would like to become a Registered Apprenticeship sponsor, the business may provide an explanation in their letter of support. Extra points will be awarded for programs created within the targeted sectors of advanced manufacturing and health care.
- Commit to working closely with Iowa Workforce Development’s Registered Apprenticeship Program Coordinator on reporting, monitoring, creating Quality Pre-Apprenticeship programs, and participating in monthly conference calls regarding the progress of the project.
- Provide a sustainability plan for this project.

### **Exhibit 10B – High School Registered Apprenticeship Programs**

The respondent shall provide detailed responses to the following key areas:

- Develop a program plan that explains components of the Registered Apprenticeship program such as: apprenticeable occupation, the business providing the on-the-job learning, outline of the Related Training Instruction, which industry sectors the program will tie to (extra points will be awarded for programs targeting health care and advanced manufacturing sectors) and other highlighted components of the program.
- Provide a detailed budget narrative with indirect cost rates associated with the project. Complete RFP Attachment 7 – Budget Form.
- Provide timeline on when the Registered Apprentices program will be registered by the U.S. Department of Labor/Office of Apprenticeship. Funding will not be reimbursed until the program is registered with the U.S. Department of Labor.
- Identify the number of active Registered Apprentices will be hired by the end of the period of performance.
- Explain how your program will work with the local IowaWORKS center for supportive services.
- Commit to working closely with IWD’s Registered Apprenticeship Program Coordinator on reporting, monitoring, creating the Registered Apprenticeship program, and participating in monthly conference calls regarding the progress of the project.
- Provide a sustainability plan for this project.

### **Exhibit 10C – Health Care Sector Registered Apprenticeship Program**

The respondent shall provide detailed responses to the following key areas:

- Develop a program plan that explains components of the Registered Apprenticeship program such as: how the Registered Apprenticeship program will be structured (employer, intermediary, or a group

program), how many businesses will be involved with the Registered Apprenticeship program, name(s) of interested business (es), explain what the grant funds will support in the Registered Apprenticeship program, and any additional information to support your program plan.

- Provide a detailed budget narrative with indirect cost rates associated with the project. Complete RFP Attachment 7 – Budget Form.
- Explain how this project will commit to adding at least 200 active Registered Apprentices within the health care sector by the end of the period of performance.
- Describe how the project will focus on increasing participation of underrepresented populations that include: women, youth, minorities, veterans, and individuals with disabilities.
- Explain how your program will work with the local IowaWORKS center for supportive services.
- Commit to working closely with IWD’s Registered Apprenticeship Program Coordinator on reporting, monitoring, creating the Registered Apprenticeship program, and participating in monthly conference calls regarding the progress of the project.
- Provide a sustainability plan for this project.

#### **Exhibit 10D – Advanced Manufacturing Registered Apprenticeship Program**

The respondent shall provide detailed responses to the following key areas:

- Develop a program plan that explains components of the Registered Apprenticeship program such as: how the Registered Apprenticeship program will be structured (employer, intermediary, or a group program), how many businesses will be involved with the Registered Apprenticeship program, name(s) of interested business (es), explain what the grant funds will support in the Registered Apprenticeship program, and any additional information to support your program plan.
- Provide a detailed budget narrative with indirect cost rates associated with the project. Complete RFP Attachment 7 – Budget Form.
- Explain how this project will commitment to adding at least 200 active Registered Apprentices within the advanced manufacturing sector by the end of the period of performance.
- Describe how the project will focus on increasing participation of underrepresented populations that include: women, youth, minorities, veterans, and individuals with disabilities.
- Explain how your program will work with the local IowaWORKS center for supportive services.
- Commit to working closely with IWD’s Registered Apprenticeship Program Coordinator on reporting, monitoring, creating the Registered Apprenticeship program, and participating in monthly conference calls regarding the progress of the project.
- Provide a sustainability plan for this project

#### **Exhibit 10E – Pilot Quality Pre-Apprenticeship Program**

The respondent shall provide detailed responses to the following key areas:

- Develop a program plan that explains how the Quality Pre-Apprenticeship program will adhere to the U.S. Department of Labor’s Training and Employment Notice 13-12 and follows the six components of a Quality Pre-Apprenticeship program. Funding will be awarded once the program is officially recognized by the U.S. Department of Labor.
- Provide timeline on when the Quality Pre-Apprenticeship program will be recognized by the U.S. Department of Labor/Office of Apprenticeship.
- Provide examination on how the program will focus on increasing participation in underrepresented populations that include: women, youth, minorities, and individuals with disabilities.
- Provide a detailed budget narrative with indirect cost rates associated with the project. Complete RFP Attachment 7 – Budget Form.
- Provide how many Quality Pre-Apprentices will be supported by the grant and how the program will add at least 200 active Registered Apprentices by the end of the period of performance.
- Explain how the programs will connection with the local IowaWORKS center.
- Provide information on which Registered Apprenticeship (RA) sponsors will link to the Quality Pre-Apprenticeship programs. Each RA sponsor should provide a letter of support and explain how the

Registered Apprenticeship program will facilitate a direct entry into the program. If the business is not a RA sponsor and would like to become a RA sponsor, the business may provide an explanation in their letter of support.

- Commit to working closely with IWD's Registered Apprenticeship Program Coordinator on reporting, monitoring, creating Quality Pre-Apprenticeship programs, and participating in monthly conference calls regarding the progress of the project.
- Provide a sustainability plan for this project.
- Extra points will be awarded for programs created within the targeted sectors of advanced manufacturing and health care and programs that have a statewide presence.

**Exhibit 11 – Addendums**

Provide signed copy of posted RFP addendums.

**4.1 Support of High School Registered Apprenticeship Programs**

Funding will focus on expanding High School Registered Apprenticeship Program. As recognized in Future Ready Iowa, Iowa needs to expand these opportunities throughout the state as a mechanism to provide a pipeline of qualified skilled workers for businesses. These programs also expand potential career paths for high school students, especially in the targeted sectors of healthcare and advanced manufacturing. Applicants may find additional information on the Framework on Registered Apprenticeship for High School Students by reviewing the U.S. Department of Labor’s Training and Employment Notice 31-16. Total funding of this project is \$145,000 to support current and develop new High School Registered Apprenticeship Programs. Each high school may apply for an initial \$15,000 grant.

Each proposal will be scored, on the following criteria (and as further described in Section 5):

- Program plan and budget narrative.
- Focus on increasing participation in underrepresented populations that include: women, youth, minorities, and individuals with disabilities.
- The number of Registered Apprentices served by the grant and connection with the local IowaWORKS center.
- Extra points will be award to programs created within the targeted sectors of advanced manufacturing and health care.

The funding can be used to assist with the following:

- Classroom occupational training.
- Development of curricula and standards of apprenticeship.
- Online and technology-based learning.
- Accelerated and competency-based training that integrates academic and occupational skills training.
- Apprenticeship training costs.
- Supportive services.
- Stipends to Registered Apprentices or Registered Apprenticeship Sponsors to incentivize retention.
- Funds to support employers or intermediaries to cover staff costs of developing and operating Registered Apprenticeship Programs.
- Outreach activities associated with starting or growing Registered Apprenticeship Programs.

As part of the program monitoring, each awardee must provide a detailed ledger related to expenses with this project. Also, each program selected will provide quarterly progress reports to IWD with the demographics of the Registered Apprentices who are hired as well as progress reports and completion rates. Each project that is selected must host yearly on-site monitoring visits.

Payment for this project will be made as a reimbursement of expenses already incurred. Reimbursements may take up to four weeks for processing. Invoices should not include any expenses that were submitted to any other government agency for reimbursement. All invoices will be shared between state agencies to ensure compliance. All travel must follow DAS reimbursement policy, which can be found at:

[https://das.iowa.gov/sites/default/files/acct\\_sae/travel-relo/in\\_state\\_travel\\_reimbursement\\_summary.pdf](https://das.iowa.gov/sites/default/files/acct_sae/travel-relo/in_state_travel_reimbursement_summary.pdf)

**4.2 Support of Quality Pre-Apprenticeship Programs**

This project will provide funds to current and new Quality Pre-Apprenticeship programs. Each awarded program will receive \$10,000 and up to a maximum of 15 programs will be funded. Eligible Quality Pre-Apprenticeship Programs must be recognized by the U.S. DOL/OA as defined in TEN 13-12 in order to receive funds from this grant. In the last four months of the grant, if funds remain after the original grants are awarded, funds will be divided equally between those programs who previously received an award provided they can demonstrate a need for additional support.

Each proposal will be scored, on the following criteria (and as further described in Section 5):

- Program plan and budget narrative.

- Focus on increasing participation in underrepresented populations that include: women, youth, minorities, and individuals with disabilities.
- The number of Quality Pre-Apprentices served by the grant, the number of Quality Pre-Apprentices will be hired by a Registered Apprenticeship program, and connection with the local IowaWORKS center.
- Programs created within the targeted sectors of advanced manufacturing and health care.

Funding can be used to accomplish the following:

- Creation of curriculum.
- Supportive services for Quality Pre-Apprentices.
- Participant support costs.
- Outreach activities associated with starting or growing Quality Pre-Apprenticeship Programs.
- Staff costs for developing and operating Quality Pre-Apprenticeship Programs.

As part of the program monitoring, each awardee must provide a detailed ledger related to expenses with this project. Also, each program selected will provide quarterly progress reports to Iowa Workforce Development with the demographics of the Registered Apprentices who are hired as well as progress reports and completion rates. Each project that is selected must host yearly on-site monitoring visits.

Payment for this project will be made as a reimbursement of expenses already incurred. Reimbursements may take up to four weeks for processing. Invoices should not include any expenses that were submitted to any other government agency for reimbursement. All invoices will be shared between state agencies to ensure compliance. All travel must follow DAS reimbursement policy, which can be found at:

[https://das.iowa.gov/sites/default/files/acct\\_sae/travel-relo/in\\_state\\_travel\\_reimbursement\\_summary.pdf](https://das.iowa.gov/sites/default/files/acct_sae/travel-relo/in_state_travel_reimbursement_summary.pdf)

#### **4.3 Creation of a Pilot Quality Pre-Apprenticeship Program**

In addition, a new pilot program will be created for a Quality Pre-Apprenticeship Program. This program must focus on including underrepresented populations and connect with Registered Apprenticeship sponsors. Funding of \$125,000 will be awarded to one entity.

Each proposal will be scored, on the following criteria (and as further described in Section 5):

- Program plan and budget narrative.
- Identify the number of Registered Apprentices to be hired by the end of the period of performance.
- Provide letter(s) of support from the Registered Apprenticeship sponsors on how the proposed program will facilitate entry into their Registered Apprenticeship program.
- Connection with the local IowaWORKS center for supportive services.
- Extra points will be awarded for programs targeting health care and advanced manufacturing sectors and programs that have a statewide presence.

Funding can be used to accomplish the following:

- Creation of curriculum.
- Supportive services for pre-apprentices.
- Participant support costs.
- Outreach activities associated with starting or growing Quality Pre-Apprenticeship Programs.
- Staff costs for developing and operating Quality Pre-Apprenticeship Programs.

As part of the program monitoring, each awardee must provide a detailed ledger related to expenses with this project. Also, each program selected will provide quarterly progress reports to Iowa Workforce Development with the demographics of the Registered Apprentices who are hired as well as progress reports and completion rates. Each project that is selected must host yearly on-site monitoring visits.

Payment for this project will be made as a reimbursement of expenses already incurred. Reimbursements may take up to four weeks for processing. Invoices should not include any expenses that were submitted to any other government agency for reimbursement. All invoices will be shared between state agencies to ensure

compliance. All travel must follow DAS reimbursement policy, which can be found at:  
[https://das.iowa.gov/sites/default/files/acct\\_sae/travel-relo/in\\_state\\_travel\\_reimbursement\\_summary.pdf](https://das.iowa.gov/sites/default/files/acct_sae/travel-relo/in_state_travel_reimbursement_summary.pdf)

#### **4.4 Support of Industry Efforts to Establish and Implement Registered Apprenticeship Programs**

Funding will include emphasis on increasing Registered Apprenticeship programs in health care and advanced manufacturing. IWD will award two projects to grow opportunities in advanced manufacturing and health care.

Each proposal will be scored, on the following criteria (and as further described in Section 5):

- Program plan and budget narrative.
- Commitment to adding at least 200 active Registered Apprentices within the respective sectors by the end of the period of performance.
- Focus on increasing participation in underrepresented populations that include: women, youth, minorities, and individuals with disabilities.

The funding can be used to assist with the following:

- Classroom occupational training.
- Development of curricula and standards of apprenticeship.
- Online and technology-based learning.
- Accelerated and competency-based training that integrates academic and occupational skills training.
- Apprenticeship training costs.
- Supportive services.
- Stipends to Registered Apprentices or Registered Apprenticeship Sponsors to incentivize retention.
- Funds to support employers or intermediaries to cover staff costs of developing and operating Registered Apprenticeship Programs.
- Outreach activities associated with starting or growing Registered Apprenticeship Programs.

As part of the program monitoring, each awardee must provide a detailed ledger related to expenses with this project. Also, each program selected will provide quarterly progress reports to Iowa Workforce Development with the demographics of the Registered Apprentices who are hired as well as progress reports and completion rates. Each project that is selected must host yearly on-site monitoring visits.

Payment for this project will be made as a reimbursement of expenses already incurred. Reimbursements may take up to four weeks for processing. Invoices should not include any expenses that were submitted to any other government agency for reimbursement. All invoices will be shared between state agencies to ensure compliance. All travel must follow DAS reimbursement policy, which can be found at:  
[https://das.iowa.gov/sites/default/files/acct\\_sae/travel-relo/in\\_state\\_travel\\_reimbursement\\_summary.pdf](https://das.iowa.gov/sites/default/files/acct_sae/travel-relo/in_state_travel_reimbursement_summary.pdf)

**SECTION 5 EVALUATION AND SELECTION**

**5.1 Introduction**

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest value to the State. The Agency will award to the Contractor whose Responsive Proposal the Agency believes will provide the best value to the State.

**5.1 Evaluation Committee**

The Agency will use an evaluation committee to conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. The evaluation committee will recommend an award based on the results of their evaluation to the Agency or to such other person or entity that must approve the recommendation.

**5.3 Evaluation Procedures**

The evaluation committee will fully evaluate and score all Responsive Proposals submitted by Responsible Respondents in accordance with this Section.

**5.4 Criteria for Evaluating the Proposals**

<b>EVALUATIVE CRITERIA – Quality Pre-Apprenticeship Programs (Multiple Awards)</b>	
Proposal compliance with format requirements listed under Section 3.	/10
Overall quality proposal related to requirements listed under Section 3 – Exhibit 10A.	/20
Strengthen of the program plan and the compliance with U.S. Department of Labor’s Training and Employment Notice 13-12.	/15
Strengthen of the plan to increase underrepresented populations.	/15
Partnership between IowaWORKS office and related project.	/10
Sustainability Plan explains how the project will continue after the period of performance.	/10
Budget and budget narrative: financial model includes detailed budget that is cost-efficient for the scope of work proposed, within allowable categories. Includes cost per participant.	/10
Commitment Letters from potential or current Registered Apprenticeship sponsors.	/10
<b>Total points</b>	<b>/100</b>

<b>EVALUATIVE CRITERIA – High School Registered Apprenticeship Programs (Multiple Awards)</b>	
Proposal compliance with format requirements listed under Section 3.	/10
Overall quality proposal related to requirements listed under Section 3 – Exhibit 10B.	/20
Strengthen of the program plan.	/15
Strengthen of the plan to increase underrepresented populations.	/15
Partnership between IowaWORKS office and related project.	/10
Sustainability Plan explains how the project will continue after the period of performance.	/10
Budget and budget narrative: financial model includes detailed budget that is cost-efficient for the scope of work proposed, within allowable categories. Includes cost per participant.	/10
Commitment Letters from potential or current Registered Apprenticeship sponsors.	/10
<b>Total points</b>	<b>/100</b>
Extra points: Program targets health care and advanced manufacturing sectors.	/10

<b>EVALUATIVE CRITERIA – Health Care Sector Registered Apprenticeship Programs</b>	
Proposal compliance with format requirements listed under Section 3.	/10
Overall quality proposal related to requirements listed under Section 3 – Exhibit 10C.	/20
Strengthen of the program plan.	/15
Strengthen of the plan to increase underrepresented populations.	/15
Partnership between IowaWORKS office and related project.	/10
Sustainability Plan explains how the project will continue after the period of performance.	/10
Budget and budget narrative: financial model includes detailed budget that is cost-efficient for the scope of work proposed, within allowable categories. Includes cost per participant.	/10
Commitment Letters from potential or current Registered Apprenticeship sponsors.	/10
<b>Total points</b>	<b>/100</b>

<b>EVALUATIVE CRITERIA – Advanced Manufacturing Sector Registered Apprenticeship Programs</b>	
Proposal compliance with format requirements listed under Section 3.	/10
Overall quality proposal related to requirements listed under Section 3 – Exhibit 10D.	/20
Strengthen of the program plan.	/15
Strengthen of the plan to increase underrepresented populations.	/15
Partnership between IowaWORKS office and related project.	/10
Sustainability Plan explains how the project will continue after the period of performance.	/10
Budget and budget narrative: financial model includes detailed budget that is cost-efficient for the scope of work proposed, within allowable categories. Includes cost per participant.	/10
Commitment Letters from potential or current Registered Apprenticeship sponsors.	/10
<b>Total points</b>	<b>/100</b>

<b>EVALUATIVE CRITERIA – Pilot Quality Pre-Apprenticeship Programs</b>	
Proposal compliance with format requirements listed under Section 3.	/10
Overall quality proposal related to requirements listed under Section 3 – Exhibit 10E.	/20
Strengthen of the program plan and the compliance with U.S. Department of Labor’s Training and Employment Notice 13-12.	/15
Strengthen of the plan to increase underrepresented populations.	/15
Partnership between IowaWORKS office and related project.	/10
Sustainability Plan explains how the project will continue after the period of performance.	/10
Budget and budget narrative: financial model includes detailed budget that is cost-efficient for the scope of work proposed, within allowable categories. Includes cost per participant.	/10
Commitment Letters from potential or current Registered Apprenticeship sponsors.	/10
<b>Total points</b>	<b>/100</b>
Extra points: Program targets health care and advanced manufacturing sectors.	/10
Extra Points: Project has a statewide presence.	/5



**6.1 Contract Terms and Conditions**

The Contract (Memorandum of Understanding) that the Agency expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made in accordance with the provisions of the RFP, the Memorandum of Understanding (MoU), the offer of the successful Contractor contained in its Proposal, and any other terms deemed necessary by the Agency. No objection or amendment by a Contractor to the provisions or terms and conditions of the RFP or the MoU shall be incorporated into the Contract unless Agency has explicitly accepted the Contractor's objection or amendment in writing.

The MoU may be supplemented at the time of contract execution and is provided to enable Contractors to better evaluate the costs associated with the RFP specifications and the Contract. All costs associated with complying with these specifications should be included in any pricing quoted by the Contractor.

**By submitting a Proposal, Contractor acknowledges its acceptance of the terms and conditions of the RFP and the MoU without qualification except as otherwise expressly stated in its Proposal. If the Contractor takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or MoU language it proposes to include in place of the provision. If Contractor's exceptions or proposed responses materially alter the RFP, or if the Contractor submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.**

The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Contractor or to negotiate Contract terms with the successful Contractor if the best interests of the State would be served.

**6.2 Attached Agreement**

The Memorandum of Understanding (MoU) will require the successful Contractor to agree to terms contained in RFP Attachment 6. Exceptions are to be noted on RFP Attachment 4.

**6.3 Contract Length**

The term of the Contract will begin at time of execution and end after one year. The Agency shall have the sole option to renew the Contract upon the same or more favorable terms and conditions for up to the number of annual extensions identified on the RFP cover sheet.

**6.4 Additional Terms**

Applicable state and federal apprenticeship regulations – Reference Appendix 1.

- Applicable Regulations: <https://doleta.gov/OA/regulations.cfm>
- Applicable Guidance: <https://doleta.gov/OA/guidance.cfm>
- National Apprenticeship Act (The Fitzgerald Act): <https://doleta.gov/OA/fitzact.cfm>
- Registered Apprenticeship is included in several ETA Training and Employment Notices (TENS) and Training and Employment Guidance Letters (TEGLS): [https://www.doleta.gov/OA/tens\\_tegls.cfm](https://www.doleta.gov/OA/tens_tegls.cfm)
- Quality Pre-Apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship (RA) program. Each Quality Pre-Apprenticeship program has a documented partnership with at least one, if not more, Registered Apprenticeship Program. A Quality Pre-Apprenticeship program is one that incorporates the following elements:
  - Approved training and curriculum. Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship Program(s).

- Strategies for long-term success. Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:
  - Strong recruitment strategies focused on outreach to populations underrepresented in local, state, and national Registered Apprenticeship programs;
  - Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic education, financial literacy seminars, math tutoring, etc.); and
  - Assist in exposing participants to local, state, and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs.
  - Access to appropriate supportive services. Facilitates access to appropriate supportive services during the Quality Pre-Apprenticeship program and a significant portion of the Registered Apprenticeship program.
  - Promotes greater use of Registered Apprenticeship to increase future opportunities. To support the ongoing sustainability of the partnership between Quality Pre-Apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals.
  - Meaning hands-on training that does not displace paid employees. Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, which possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor (s) while observing proper supervision and safety protocols.
  - Facilitated Entry and/or Articulation. When possible, formalized agreements exist with RA sponsors that enable individuals who have successfully completed the Quality Pre-Apprenticeship program to enter directly into a RA program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired. (<https://doleta.gov/OA/preapprentice.cfm>)
- Registered Apprentice is a job seeker who is hired by a Registered Apprenticeship Sponsor and receives paid, on-the job training from an assigned mentor and is provided Related Training Instruction during the time of their Registered Apprenticeship Program.
- Registered Apprenticeship Program provides a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. (<https://doleta.gov/OA/apprenticeship.cfm>)

**Attachment #1  
Certification Letter**

(Date) \_\_\_\_\_

Steve Oberbroeckling, Issuing Officer  
Iowa Department of Administrative Services  
Hoover State Office Building, Level 3  
1305 East Walnut Street  
Des Moines, IA 50319-0105

Re: Request for Proposal Number RFP0918005074 - PROPOSAL CERTIFICATIONS

Dear Steve:

I certify that the contents of the Proposal submitted on behalf of **(Name of Respondent)** in response to **Iowa Department of Administrative Services** for Request for Proposal Number RFP0918005074 for Iowa Workforce Development Apprenticeship Programs are true and accurate. I also certify that Respondent has not knowingly made any false statements in its Proposal.

**Certification of Independence**

I certify that I am a representative of Respondent expressly authorized to make the following certifications on behalf of Respondent. By submitting a Proposal in response to the RFP, I certify on behalf of the Respondent the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other Respondent or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Respondent to induce any other Contractor to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Respondent and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

**Certification Regarding Debarment**

I certify that, to the best of my knowledge, neither Respondent nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Respondent knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

**Certification Regarding Registration, Collection, and Remission of Sales and Use Tax**

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Contractors to certify their

compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Respondent certifies the following: (check the applicable box)

- Respondent is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or
- Respondent is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Respondent also acknowledges that the Agency may declare the Respondent’s Proposal or resulting contract void if the above certification is false. The Respondent also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

Sincerely,

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name and Title of Authorized Representative**

\_\_\_\_\_  
**Date**

**Attachment #2**  
**Authorization to Release Information Letter**

(Date) \_\_\_\_\_

Steve Oberbroeckling, Issuing Officer  
Iowa Department of Administrative Services  
Hoover State Office Building, Level 3  
1305 East Walnut Street  
Des Moines, IA 50319-0105

Re: Request for Proposal Number RFP0918005074 - AUTHORIZATION TO RELEASE INFORMATION

Dear Steve:

**(Name of Respondent)** hereby authorizes the **Iowa Department of Administrative Services** ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Respondent in response to Request for Proposal (RFP) Number RFP0918005074.

The Respondent acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Respondent acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Respondent is willing to take that risk.

The Respondent hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to the RFP.

The Respondent authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Proposal submitted in response to RFP.

The Respondent further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Respondent's Proposal. The Respondent hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Respondent that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name and Title of Authorized Representative**

\_\_\_\_\_  
**Date**

Attachment #3  
Form 22 – Request for Confidentiality

**CONTRACTOR NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED**

**THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (PROPOSAL) TO THE REQUEST FOR PROPOSAL (RFP). THE FORM IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED.**

**FAILURE TO SUBMIT A COMPLETED FORM WILL RESULT IN THE PROPOSAL CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION.**

**I. Confidential Treatment Is Not Requested**

A request for confidential treatment of information contained in our Proposal is not submitted.

Company	RFP Number	RFP Title
Signature	Title	Date

\*\*\*\*\*

**II. Confidential Treatment Is Requested**

***The below information is to be completed and signed ONLY if Contractor is requesting confidential treatment of any information submitted in its Proposal.***

Per the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the Request for Proposal (RFP), a Contractor requesting portions of its Proposal are maintained in confidence must complete this form and submit it with its Proposal. Contractors should read and familiarize themselves with chapter 22 of the Iowa Code regarding release of public records before completing this Form. Contractor shall refer to the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the RFP for instructions regarding how to request confidential treatment of portions of its Proposal.

**NOTE:**

- 1 Completion of this Form is the sole means of requesting confidential treatment.**
- 2 A CONTRACTOR MAY NOT REQUEST PRICING PROPOSALS BE HELD IN CONFIDENCE.**

Completion of the Form and Agency’s acceptance of Contractor’s submission does not guarantee the agency will grant Contractor’s request for confidentiality. The Agency may reject Contractor’s Proposal entirely in the event Contractor requests confidentiality and does submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFP.

**To request confidentiality, Contractor must provide the following information:**

- 1  Contractor must conspicuously mark confidential material in its Proposal in accordance with the section titled Public Records and Requests for Confidential Treatment. **Check box when completed.**
- 2 Contractor must specifically identify and list the Proposal section(s) for which it seeks confidentiality and answer the following questions for each section listed:
  - Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.
  - Justify why the material should be kept in confidence.
  - Explain why disclosure of the material would not be in the best interest of the public.
  - Provide the name, address, telephone, and email for the Contractor’s person authorized to respond to inquiries by the Agency concerning the status of confidential materials.

**Please provide the information in the table below. Contractor may add additional lines if necessary or add additional pages using the same format as the table below.**

RFP Section:	Contractor must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the material as confidential.	Contractor must justify why the material should be kept in confidence.	Contractor must explain why disclosure of the material would not be in the best interest of the public.	Contractor must provide the name, address, telephone, and email for the person at Contractor’s organization authorized to respond to inquiries by the Agency concerning the status of confidential materials.

- 3  Contractor must submit a Public Copy of its Proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible. **Check box when completed.**

This Form must be signed by the individual who signed the Contractor’s Proposal. The Contractor shall place this Form completed and signed in its Proposal immediately following the transmittal letter. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

***\*Failure to provide the information required on this Form may result in rejection of Contractor’s submittal to request confidentiality or rejection of the Proposal as being non-responsive.***

***\*Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Proposal.***

\_\_\_\_\_

Company

\_\_\_\_\_

RFP Number

\_\_\_\_\_

RFP Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

---

**Department of Administrative Services – Central Procurement Bureau Review**  
**(For Agency use only)**

- Contractor’s Proposal is rejected as non-compliant because of one or more of the following reasons:
  - Contractor’s Proposal is rejected due to not submitting a fully completed Form 22 to either request or not request confidential treatment of information.
  - Contractor’s Proposal is rejected due to the request to treat the entire response as confidential.
  - Contractor’s Proposal is rejected due to the request to treat Proposal pricing as confidential.
  - Contractor requested confidentiality without submitting a ***fully completed*** Form 22.
  - Contractor requested confidentiality and failed to conspicuously mark such material as confidential within its Proposal in accordance with the RFP.
  - Contractor requested confidentiality without submitting a public copy of its Proposal with the confidential information redacted.
  - Contractor requested confidentiality on material in contravention of the RFP.
  - Other: \_\_\_\_\_.
- Contractor’s submission is accepted.<sup>1</sup>

\_\_\_\_\_  
Purchasing Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RFP Number

\_\_\_\_\_  
RFP Title

---

<sup>1</sup> **NOTE:** Agency’s acceptance of Contractor’s submission should not be construed as Agency’s approval of Contractor’s request for confidentiality. Instead, acceptance of Contractor’s submission simply means that Agency believes Contractor’s Form 22 appears fully completed in accordance with the RFP.



**Attachment #4**  
**Exceptions to Terms and Conditions**

Proposed exceptions should be listed in this in this attachment of contractor’s proposal. Any proposed exceptions should be in a table similar to the one below:

<b>Section #</b>	<b>Original Text Referenced</b>	<b>Proposed Language</b>	<b>Reason for Exception</b>

**Attachment #5  
Response Check List**

RFP REFERENCE	RESPONSE INCLUDED	
	Yes	No
<b>Technical Proposal</b>		
One (1) original, two (2) copies of Proposal and One (1) electronic copy on digital media.		
One (1) Public Copy with Confidential Information Excised (optional)		
Exhibit 1 – Transmittal Letter (Include Attachment #3 – Form 22)		
Exhibit 2 – Executive Summary (If applicable, include Attachment #4)		
Exhibit 3 – Firm Proposal Terms		
Exhibit 4 – Termination, Litigation, and Debarment		
Exhibit 5 – Acceptance of Terms and Conditions		
Exhibit 6 – Certification Letter (Include Attachment #1)		
Exhibit 7 – Authorization to Release Information (Include Attachment #2)		
Exhibit 8 – Respondent Background Information		
Exhibit 9 – Experience		
Exhibit 10 – Specific Registered or Quality Pre-Apprenticeship Requirements Response		
Exhibit 10A – Quality Pre-Apprenticeship Programs (Include Attachment #7)		
Exhibit 10B – High School Registered Apprenticeship Programs (Include Attachment #7)		
Exhibit 10C – Health Care Sector Registered Apprenticeship Program (Include Attachment #7)		
Exhibit 10D – Advanced Manufacturing Registered Apprenticeship Program (Include Attachment #7)		
Exhibit 10E – Pilot Quality Pre-Apprenticeship Program (Include Attachment #7)		
Exhibit 11 – Addendums		

**Attachment #6  
Sample Agreement – Memorandum of Understanding**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
IOWA WORKFORCE DEVELOPMENT  
AND  
ENTER OTHER PARTY**

This Memorandum of Understanding (MOU) is made by and between the Iowa Workforce Development Department (IWD) and the **ENTER OTHER PARTY NAME.**

**SECTION 1. IDENTITY OF THE PARTIES**

**1.1** The Iowa Workforce Development Department (referred to in this document as “IWD”) is the issuing agent for this MOU. IWD’s address is 1000 East Grand Avenue, Des Moines, Iowa 50319.

**1.2** Enter other party name and address.

**SECTION 2. DURATION OF AGREEMENT**

The term of this MOU shall be [...], unless terminated earlier in accordance with Section 7 of this MOU.

**SECTION 3. PURPOSE**

The purpose of this MOU is to **ENTER MORE INFO HERE.**

**SECTION 4. PARTIES’ RESPONSIBILITIES**

**OTHER PARTY NAME** shall:

**4.1** Identify .....

**4.2** Provide a description.....

**4.3** Profile the .....

**4.4** Provide a plan .....

**4.5** Provide a profile of .....

**4.6** Develop .....

**4.7** Outcomes and Performance Measures. Performance outcomes for this project will be monitored by IWD as outline as follows:

- Add ...

**IWD shall:**

**4.1 2** Provide funding to **[VENDOR]** to deliver the services as described in this MOU.

## SECTION 5. COMPENSATION

### 5.1. State and Federal Appropriations.

Any obligation for IWD to issue a payment pursuant to this MOU is contingent upon the receipt of sufficient federal and state appropriations.

### 5.2. Amount for the Term

IWD hereby agrees to pay ...**ENTER FINANCE INFO HERE.**

#### 5.2.1 Indirect Cost Rate

**ONLY USE THIS SECTION IF NEEDED..**

### 5.3. Reporting

IWD will reimburse costs based upon monthly detailed invoices due by the 15<sup>th</sup> of each month. The monthly financial reporting form will be provided by IWD, Financial Management.

Request for funds will include a Financial Statement that provides detail of how those funds have been expended in delivering the services of the project.

Quarterly Report. Quarterly Reports shall detail **OTHER PARTY** progress toward the delivery of this project, actions taken to reach the Outcome and Performance Measures in Section 4.11 and include cumulative expenditures for the current and previous quarter. Reporting quarters are March 31, June 30, September 30 and December 31 and are due no later than twenty (20) calendar days after the end of each reporting quarter.

A final report is due no later than thirty (30) days after the end of the project. The final report will include a statement outlining the progress made and the actions taken to reach the Outcome and Performance Measures in Section 4.11. The final report will also include the previous quarter and cumulative expenditures. Cumulative expenditures/revenue is defined as all transactions since the inception of this project.

All reports and invoices shall be submitted to Amy Beller by email [amy.beller@iwd.iowa.gov](mailto:amy.beller@iwd.iowa.gov) .

### 5.4 Access to Records

**OTHER PARTY** shall permit the Auditor of the State of Iowa or any authorized representative of the state or department and where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of **OTHER PARTY** relating to orders, invoices, or payments or any other documentation or materials pertaining to this MOU. **OTHER PARTY** shall not impose a charge for audit or examination of the books and records.

### 5.5 Records Retention

**OTHER PARTY** and its Sub-Recipients must maintain all records pertinent to this MOU, including financial, statistical, property, and participant records and supporting documentation.

**OTHER PARTY** shall maintain books, records, and documents which sufficiently and properly document and calculate all charges billed to the Department throughout the term of this MOU for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later.

All records must be retained for longer than the five-year (5) period if any litigation, audit, or claim is started and not resolved during that period. In these instances, the records must be retained for five (5) years after the litigation, audit, or claim is resolved.

## SECTION 6. MOU ADMINISTRATION

- 6.1 Entire Agreement.** This MOU represents the entire agreement between the parties and neither party is relying on any representation which may be made which is not included in this MOU.
- 6.2 Third Party Beneficiaries.** There are no third party beneficiaries to this MOU.
- 6.3 Assignment and Delegation.** This MOU may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the other party.
- 6.4 Obligations Beyond Agreement Term.** This MOU shall remain in full force and effect to the end of the specified term or until terminated or cancelled pursuant to this MOU. All obligations of IWD and UNI incurred or existing under this MOU as of the date of expiration, termination, or cancellation will survive the termination on conclusion of this MOU.
- 6.5 Additional Provisions.** The parties agree that if an Addendum, Attachment, or Exhibit is attached hereto by the parties, and referred to herein, and then the same shall be deemed incorporated herein by reference.
- 6.6 Supersedes Former MOUs or Agreements.** This MOU supersedes all prior MOUs or Agreements between IWD and OTHER PARTY for the services provided in connection with this MOU.
- 6.7 No indemnification.** The State of Iowa shall not be responsible for action taken by IWD, OTHER PARTY, its employees, officers, elected or appointed officials, or its agents in a knowing violation of any federal, state or municipal law or in knowing violation of a law of a foreign country.
- 6.8 Compliance with the law; Nondiscrimination in Employment.** OTHER PARTY, its employees, agents, and subcontractors shall not engage in discriminatory employment practices which are forbidden by federal or state law, executive orders, and rules of the Iowa Department of Administrative Services. OTHER PARTY, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders when performing under the Agreement, including without limitation, all laws applicable to the prevention of discrimination in employment (*e.g.*, Iowa Code chapter 216 and section 19B.7) and the use of targeted small businesses as subcontractors and suppliers. Upon the State's written request, OTHER PARTY shall submit to the State a copy of its affirmative action plan, containing goals and time specifications, and accessibility plans and policies as required under Iowa Administrative Code chapter 11—121.

OTHER PARTY, its employees, agents and subcontractors shall also comply with all federal, state, and local laws, including any permitting and licensure requirements, in carrying out the work performed under this Agreement. In the event OTHER PARTY contracts with third parties for the performance of any of OTHER PARTY obligations under this Agreement as set forth in Section 4, OTHER PARTY shall take such steps as necessary to ensure such third parties are bound by the terms and conditions contained in this section.

Notwithstanding anything in this Agreement to the contrary, OTHER PARTY failure to fulfill any requirement set forth in this section shall be regarded as a material breach of this Agreement and the State may cancel, terminate, or suspend, in whole or in part, this Agreement. The State may further declare OTHER PARTY ineligible for future state contracts in accordance with authorized procedures or OTHER PARTY may be subject to other sanctions as provided by law or rule.

If all or a portion of the funding used to pay for the Deliverables is being provided through a grant from the Federal Government, OTHER PARTY acknowledges and agrees that pursuant to applicable federal laws,

regulations, circulars and bulletins, the awarding agency of the Federal Government reserves certain rights including, without limitation a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the Deliverables developed under this Agreement and the copyright in and to such Deliverables.

**6.9 Compliance with the law; Executive Order 13673: Fair Pay and Safe Workplaces.**

**OTHER PARTY** and its subcontractors shall follow the regulations as contained in the U.S. Department of Labor Executive Order 13673: Fair Pay and Safe Workplaces.

**6.10 Amendments.** This MOU may be amended in writing from time to time by mutual consent of the parties. All amendments to this MOU shall be fully executed in writing by both parties.

**6.11 Choice of Law and Forum.** The terms and provisions of this MOU shall be construed in accordance with the laws of the State of Iowa. Any and all litigation or actions commenced in connection with this Agreement shall be brought in Des Moines, Iowa, in the Iowa District Court of Polk County. This provision shall be construed as waiving any immunity to suit or liability which may be available to the State.

**SECTION 7. TERMINATION**

Either party may terminate this MOU, without penalty or incurring of further obligation, upon thirty (30) days written notice. **OTHER PARTY** shall be entitled to compensation for services or goods provided prior to and including the termination date.

**SECTION 8. BUDGET REDUCTIONS OR MATERIAL PROGRAM ALTERATION**

Notwithstanding any other provision of this MOU, if funds anticipated for the fulfillment of this MOU are at any time not forthcoming or are insufficient, through any budget reductions, failure of the state or federal legislature to appropriate funds, or the discontinuance or material alteration of the program under which funds were provided, then the participating parties shall meet and determine how to distribute the funding cuts. The intent being both parties sharing fairly and equitably in the funding reduction(s), even if the outcome is that one or both parties funds are reduced to a point below actual cost. The basis for distributing the funding cuts will be determined and applied on the most appropriate methodology to be determined at the time of the meeting.

**SECTION 9. AUTHORIZATION**

Each party to this MOU represents and certifies to the other that;

- A. It has the power and authority to enter into and perform its obligations under this MOU.
- B. It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this MOU and this MOU constitutes a legal, valid and binding obligation upon itself in accordance with its terms.

**SECTION 10. EXECUTION**

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other goods and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above MOU and have caused their duly authorized representatives to execute this MOU.

**SIGNATURES:**

**Iowa Workforce Development**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Beth Townsend, Director

**OTHER PARTY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**NAME/TITLE OF SIGNATORY**

**Attachment #7  
Budget Form**

Training Provider \_\_\_\_\_

Program Name \_\_\_\_\_

Budget Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Contract Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

	Administrative	Program Services	Total
Salaries (Provide explanation as to how many employees will work on this project and the amount of time they will work on this project)			
Travel (Please explain how the travel budget will be used in this project.)			
Supplies (Please explain what supplies will be purchased under this project)			
Indirect Costs (Please provide documented indirect cost rate.)			
Participant Support Cost (Please explain what support will be utilized under this grant.)			
Other (Incentives; SS; PWE) - (Please explain)			
Profit			
<b>TOTAL</b>			
% of Total Cost			

Profit Percent (for profit making agencies only) \_\_\_\_\_

**Fiscal Year Obligation Summary**

FY 2018			
FY 2019			
<b>TOTALS</b>			
	<b>Administrative</b>	<b>Program Services</b>	<b>TOTALS</b>

**Contractor's Certification:**

**I certify that all of the information provided in this budget is complete and accurate to the best of my knowledge.**

**Contractor  
Signature:** \_\_\_\_\_

**Title:**

**Date:**



**APPENDIX I**  
**Additional Registered Apprenticeship Information**

**Regulations**

[29 CFR Part 29 Labor Standards of the Registration of Apprenticeship Programs](#)  
[29 CFR Part 30 Equal Employment Opportunity \(EEO\) in Apprenticeship](#)

Program Policy Information

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**FAQ**

[OA Circular 2015-01 \(Policy on Authentication and Issuance of Certificates of Registration of Apprenticeship Programs Training and Employment Guidance Letter & Training Employment Notice](#)

Registered Apprenticeship is included in several ETA Training and Employment Notices (TENS) and Training and Employment Guidance Letters (TEGLS).

- [TEN 31-16](#): Framework on Registered Apprenticeship for High School Students
- [TEN 13-12](#): Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources
- [TEN 44-11](#): Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs
- [TEN 29-09](#): Energy Regional Cluster Initiative
- [TEN 44-08](#): American Recovery and Reinvestment Act of 2009 Competitive Grants for Green Job Training
- [TEGL 22-08](#): Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade and Globalization Adjustment Assistance Act of 2009 published May 2009
- [TEGL 14-08](#): Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009 published March 2009
- [TEGL 02-07](#): Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System (published July 2007)
- [TEN 17-06](#): Vision for 21st Century Apprenticeship (published November 2006)
- [Regulations](#)
- [Policy Guidance](#)
- [National Apprenticeship Act \(The Fitzgerald Act\)](#)

Resources

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RA Program Development Webinar Series for AAI Grantees Part 1: The Basics, Challenges and Solutions (4/11/17)  
[Slides](#) | [Webinar Recording](#)

American Apprenticeship New Grantee Orientation (10/22/15) [Slides](#) and [webinar recording](#)  
[Fiscal/Admin Q&A for AAGs](#) (12/4/15)

National Governors Association Technical Assistance Webinar for American Apprenticeship Initiative Grantees [Slides](#)  
Performance Reporting System Demo and Webinar [Slides](#) and [webinar recording](#)

Overview of National Evaluation for AAI Grantees by Abt Associates (6/22/16) [Slides](#)

QPR System Improvements Demo and Webinar (7/14/16) [Slides](#) and [webinar recording](#)

- [EarnandLearnIowa.gov](#)
- [Office of Apprenticeship Sponsors Website](#)
- [National Office Contact Information](#)
- [Regional Office Contact Information](#)
- [Office of Apprenticeship State Offices Contact Information](#)
- [State Apprenticeship Agencies Contact Information](#)
- [State Apprenticeship Web sites](#)
- <http://www.workforce3one.org>
- <http://www.dol.gov>
- <http://www.doleta.gov>

- [NASTAD's Web site](#)
- <http://www.careeronestop.org>
- <http://www.monster.com>

## **Tools**

[National Governor's Association AAI Grantee Community of Practice](#)  
[Pre-Apprenticeship Toolkit](#)  
[Apprenticeship USA Toolkit](#)  
[Quick Start Toolkit](#)

## Initiatives

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### **Sectors of Excellence**

[Registered Apprenticeship College Consortium](#)  
[Military and Vets](#)  
[LEADERS](#)  
[Women's Bureau](#)

## Links

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[Apprenticeship homepage](#)  
[Workforce GPS Community of Practice](#)  
[US DOL Apprenticeship Blog](#)

## WANTO

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[Chicago Women in the Trades](#)  
[Oregon Tradeswomen, Inc.](#)  
[Non-Traditional Employment for Women](#)