

**Request for Proposals for
Workforce Development and Job Training Programs
related to the
Oklahoma City Rescue Program**



Important Dates:

RFP Date of Release: July 5, 2022

RFP Responses Due: August 31, 2022

The Alliance for Economic Development
105 N. Hudson Street, Ste. 101, Oklahoma City, OK 73102

Proposals must be submitted as PDFs sent via email.

Proposals and/or questions may be submitted via email at:

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And/or

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Introduction

The American Rescue Plan Act (ARPA) of 2021 was signed into law by President Biden on March 11, 2021. The legislation established the Coronavirus State and Local Fiscal Recovery Fund (SLFRF), which is intended to support state and local governments as they address the health and economic impacts of COVID-19 on their communities, residents, and businesses.

The City of Oklahoma City has been allocated \$122,507,590 from the SLFRF to respond to the public health emergency and its negative economic impact by providing assistance to households, small businesses, nonprofits and severely impacted industries, such as tourism, travel, and hospitality.

On September 14, 2021, City of Oklahoma City Council allocated \$37,000,000 from its SLFRF apportionment towards addressing the negative economic impacts of COVID-19; and on February 14, 2022, the City entered into an Operation Agreement with the Alliance for Economic Development of Oklahoma City to administer \$20,250,000 from the SLFRF to aid small businesses and nonprofits, assist minority and disadvantaged businesses, and provide workforce development and job training programs.

The City agreement for administering ARPA funds directed the Alliance to allocate and administer approximately \$4,000,000 for job training/upskilling workforce development to include projects that assist small businesses and individuals obtain upskilling, training, education, and coaching with a focus on areas such as contractor support, hospitality/customer service, retail, healthcare, digital skills, and manufacturing.

Project Overview

The Alliance is seeking qualified organizations to assist low- and moderate-income households and individuals in becoming “job ready” through skill and experience development, and securing paid work experiences, apprenticeships, and/or middle-wage jobs (\$40,000 - \$80,000 annual salary). Workforce development, job training, and apprenticeship programs should focus on teaching required skills, developing competencies, and increasing employment opportunities for individuals entering into one of the two priority employment sectors:

- Digital and Technology Careers
 - Example training can include but are not limited to:
 - software development/coding
 - website development
 - full stack/Java development
 - cloud computing services
 - cyber-security
 - robotic process automation
 - network and information technology
 - data science and data analytics
 - UX/UI
 - social media/digital marketing analytics
 - digital content creation
 - artificial intelligence
 - AWS, Google or other related industry certifications

- Hospitality/Customer Service, Retail, and Service Careers
 - Example training can include but are not limited to:
 - basic work readiness
 - food handling and preparation
 - workplace safety
 - hotel/retail management
 - guest relations, customer service, communication, and services
 - housekeeping
 - maintenance
 - CRM platform support
 - warehouse/storage operations
 - inventory management
 - soft skills
 - executive function/skill development

This project will provide individuals in targeted populations with job-related training, coaching, job-search assistance, connection to appropriate “wrap around” support services to enable them to secure paid employment/apprenticeships and job opportunities following the conclusion of the program.

Project Goals

Through the delivery of these services and programs, the Alliance hopes to accomplish the following project goals:

- Assisting in the recruitment, training and placement support of Oklahoma City area residents in key skills industries and occupations.
- Meaningful outreach to find, train, and place diverse learners in new hiring opportunities (minority, women, individuals with disabilities, veterans, individuals with criminal backgrounds and second chance employment, individuals with recent job loss history due to COVID 19 related economic changes, etc.).
- Creative training opportunities, including customized, short-term programming with meaningful industry recognized credentials.
- Support existing and new training providers to meet the employment and workforce needs of the Oklahoma City economy over the next two-and-a-half-years.
- Provide one-time funds that can support the development or expansion of training programs, partnerships and outreach efforts that will continue beyond ARPA funding lifecycles.
- Be able to communicate meaningful outcomes to City of Oklahoma City leadership.

Program Participant Eligibility Requirements

Project funding can **only** serve applicants who are Oklahoma residents prior to March 3, 2021, and who meet one or more of the following standards:

- Households residing in Qualified Census Tracts (see [map](#)).
- Low- and moderate-income households.
 - Low- or moderate- income households and communities are those with income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or income at or below 65 percent of the

area median income for the county and size of household based on the most recently published data.

2022 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES			
Persons in family/household	Poverty guideline	185% FPG	300% FPG
1	\$13,590	\$25,142	\$40,770
2	\$18,310	\$33,874	\$54,930
3	\$23,030	\$42,606	\$69,090
4	\$27,750	\$51,338	\$83,250
5	\$32,470	\$60,070	\$97,410
6	\$37,190	\$68,802	\$111,570
7	\$41,910	\$77,534	\$125,730
8	\$46,630	\$86,266	\$139,890
For families/households with more than 8 persons, add \$4,720 for each additional person.			

2022 AREA MEDIAN INCOME FOR THE OKLAHOMA CITY, OK HUD METRO FMR AREA			
Persons in family/household	Area Median Income (AMI)	40% AMI	65% AMI
1	\$57,400	\$22,960	\$37,310
2	\$65,600	\$26,240	\$42,640
3	\$73,800	\$29,520	\$47,970
4	\$81,900	\$32,760	\$53,235
5	\$88,500	\$35,400	\$57,525
6	\$95,100	\$38,040	\$61,815
7	\$101,600	\$40,640	\$66,040
8	\$108,200	\$43,280	\$70,330

- Households that experienced unemployment between March 3, 2021 and December 31, 2024.
- Households that qualify for any of the following federal benefit programs: Children’s Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, Medicaid, Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants.

Programs are permitted to serve participants that do not meet the above eligibility requirements, but must utilize any allocation of workforce development funding from the Alliance for use only by participants that meet the above criteria.

Key Project Deliverables

By the end of this project, the Alliance hopes to have increased the competitiveness of Oklahoma City's workforce, increased wage growth, and provided meaningful economic opportunities for Oklahoma City residents who are unemployed and underemployed.

The project's success will be measured by the number of unemployed and underemployed Oklahoma City residents who gain the skills needed to be "job ready" for employment, complete required training/certification for high-opportunity employment industries, and who secure a job, apprenticeship, paid-work experience with a middle wage or a pathway to a middle wage job within 6 months of completing the program. Other indicators of success will include the degree to which the program participants feel they are treated respectfully by those delivering the program.

Organizational Experience

The Alliance is seeking RFP Respondents who meet the following criteria:

- Minimum of 3 years of experience in community job training and placement programming.
- Excellent experience in short-term and long-term staffing, training, implementation and compliance monitoring.
- A strong understanding of the barriers and challenges that unemployed and historically marginalized and vulnerable residents face when seeking to (re)join the labor market.
- A proven ability to deliver job-readiness training programs and to recruit residents into those programs.
- Excellent relationships with employers that typically hire individuals into appropriate entry-level jobs or apprenticeships.
- A strong understanding of – and ideally relationships with – wrap around service providers that support those (re-)entering the workforce.
- A commitment to diversity, equity, and inclusion in the workforce, and experience serving vulnerable and historically underserved populations.

Project Timeline

Project funds are allocated for use through December 2024. Priority will be placed on programs that are capable of:

- Implementing and initiating with expediency
- Structuring multiple cohorts in 2 to 6-month timeframes
- Closing prior to December 2024

Policies and Regulations

RFP Respondents providing services under contract must follow all regulatory guidance pertaining to the SLFRF issued by the U.S. Department of Treasury, including the [Final Rule](#) and [Compliance and Reporting Guidance](#). Furthermore, any other federal, state, or local legislation that dictates requirements for spending ARPA funds must be adhered to as well. Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

The Alliance shall, in compliance with federal law and regulations, require each contracted organization provide regular reports, backup documents, or information in regards to any ARPA grant award,

including information about funds expended, the population served, and/or narratives or statistics demonstrating program success. Such reports, backup, or other information may be necessary for the Alliance and the City of Oklahoma City to comply with federal regulations and reporting requirements under the American Rescue Plan Act and Part 200 of the Uniform Requirements for federal funding.

The Alliance reserves the right to withhold any disbursement of funds if any requests for reports, backup, or other information are delinquent. More information on reporting will be provided at the time of award.

Submittal

Timeline

The RFP will follow the following timeline.

RFP Date of Release	July 5, 2022
RFP Inquiries Due	July 18, 2022
RFP Inquiry Responses Posted Online	August 1, 2022
RFP Responses Due	August 31, 2022

Required Information

Respondents will submit information to the Alliance in a single PDF. Response packets will include the following:

- Respondent’s name, address, email and telephone number.
- Designated legal structure of the Respondent (e.g., 501(c)(3) nonprofit);
 - Provide a concise description and history of the organization, and
 - Articulate an “elevator pitch” for why the Respondent is best qualified to execute the project outlined in this RFP.
- Previous experiences operating job training, workforce development, upskilling and/or apprenticeship programs that qualify the Respondent to execute the project described in this RFP; describe the program curriculum, number of participants served, job placement rate, engagement partners, and program/project duration.
- Describe the program’s structure, eligibility requirements, intake/applicant screening process, partners, and goals/outcomes, to include descriptions of:
 - Which employment sector does the program prepare participants for careers in:
 - Digital and Technology
 - Hospitality/Customer Service, Retail, and Service
 - Comprehensive training, development, and job search assistance program to serve the targeted populations.
 - Impact and/or demand for skills in regional economy.
 - Length of time required for applicants to complete training program or programs (short-term or long-term or both).
 - Expected enrollment, graduation, and placement numbers (estimates).
 - Engagement & recruitment strategy to identify unemployed and underemployed Oklahoma City residents who face significant barriers to employment and enroll them in the program.
 - Stipends and wrap around services available for those participants actively going through the job training program.

- Proof of active registration with the U.S. System for Award Management (<https://SAM.gov>).
- Clearly state if this is an existing program (with no changes to structure and/or eligibility), modified program (with changes to structure and/or eligibility), or an entirely new program being proposed.
- Cost Proposal to support the Project outlined in the RFP and fully encompass all activities in the Respondent's Proposal, including cost of program-by-program participant, outreach costs, and administration/overhead.

Evaluation Criteria

Respondents will be evaluated based on overall experience and depth of resources. It is imperative that responses contain all information requested.

Respondents will be evaluated on understanding of the project, technical proposal, adequacy and adherence to all rules and regulations governing the American Rescue Plan Act (ARPA) as established in Sections 602 and 603 of the Social Security Act, and the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) (the Uniform Guidance), including the cost principles and restrictions on general provisions for selected items of cost.

The Alliance reserves the right to reject any and all responses, to amend this RFP and the process itself, or to discontinue the process at any time.