



**Capital Workforce Partners  
Request for Qualifications  
HR Toolkit Website**

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## Purpose of this Solicitation

Capital Workforce Partners (CWP) is seeking a qualified vendor to research and compile a library of web-friendly resource material on a variety of human resources and business administration functions and topics important to small and medium-sized businesses. The scope of the content will be informed by previously conducted market research and may include, but is not limited to, information on writing job descriptions, internal policy development, legal and compliance issues, and workforce investment programs.

Additionally, the vendor will develop a web-based, compliant, and CWP-branded "human resources (HR) toolkit" that will allow for viewing, searching, and interacting with the assembled resource library. Site features will also be informed by previously conducted market research, and may include interactive features such as a forum, message boards, and FAQs.

The vendor will be responsible for the activities and outcomes detailed in the Scope of Services. Joint proposals, for which one vendor is responsible for the research and assembly of the resource library and another is responsible for the development of the HR Toolkit website, will be accepted.

For more information about Capital Workforce Partners, please visit [www.capitalworkforce.org](http://www.capitalworkforce.org).

## Solicitation Timeline

RSQ Issued	March 2, 2018
Deadline for Written Questions	March 12, 2018
Deadline for Publication of Questions & Answers	March 16, 2018
Submission Deadline	March 23, 2018
Notification of Award	April 9, 2018
Contract Negotiation	April 10 – April 13, 2018
Contract Execution	April 16, 2018

See Attachment A for complete General Conditions, Terms & Solicitation Provisions.

Please note – questions regarding this solicitation must be submitted in writing to [dgarewski@capitalworkforce.org](mailto:dgarewski@capitalworkforce.org). Responses will be posted on our website no later than March 16, 2018. Questions will not be answered individually.

## Funding

Funding will be provided to the selected vendor through an H1-B Ready-to-Work grant, awarded to CWP by the Federal Department of Labor Education and Training Administration.

## Background

Capital Workforce Partners (CWP) is a private, non-profit corporation. Under the mandate of federal legislation, the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Governor of Connecticut, along with the Local Elected Officials (LEOs) for the North Central Region, has designated CWP as the regional workforce development board and administrator for the North Central Region encompassing 37 central Connecticut (CT) municipalities. CWP administers WIOA programs in the North Central Region in compliance with WIOA Section 107 and 20 CFR Parts 679 through 681.

CWP's mission is to leverage public and private resources to produce skilled workers for a competitive regional economy. CWP strives to implement and coordinate an effective Workforce Development System that creates economic and employment partnerships among service providers, job seekers and employers in a way that enhances the economic vitality of all.

CWP is governed by a Board of Directors and Local Elected Officials (LEOs) for the North Central Region, working through the Local Elected Official Consortium, consisting of 37 chief elected officials in the North Central Region. A majority of the CWP Board of Directors' members represent private sector businesses.

The North Central Region includes the following 37 towns and cities:

Andover	East Granby	Granby	Plymouth	Suffield
Avon	East Hartford	Hartford	Rocky Hill	Tolland
Berlin	East Windsor	Hebron	Simsbury	Vernon
Bloomfield	Ellington	Manchester	Somers	West Hartford
Bolton	Enfield	Marlborough	South Windsor	Wethersfield
Bristol	Farmington	New Britain	Southington	Windsor
Burlington	Glastonbury	Newington	Stafford	Windsor Locks
Canton	Plainville			

As a regional Workforce Development Board, CWP coordinates comprehensive programs through private and public partner organizations to assist job seekers and employers in achieving their goals. These programs and initiatives are critical in developing a skilled, educated and vital workforce in Connecticut. The CWP vision for the North Central Region's American Job Center System is to positively impact economic development by increasing the competitiveness of the workforce.

The goal for the North Central American Job Centers is to empower customers seeking services at our Centers to get to work quickly, and achieve workforce program performance. CWP has implemented a service delivery model designed to achieve this goal through more closely linking workforce development with business needs.

The HR toolkit will extend the resource offerings CWP has for current and prospective business partners. By emphasizing topics of specific concern to small and medium-sized businesses, it will appeal to one of CWP's core customers. Finally, it will further CWP's goal of becoming the first resource businesses go to for their workforce needs and raise overall awareness of what they can offer to businesses and enhance the image and CWP brand to businesses in the region.

## **Scope of Services**

### ***I. Activities and Deliverables***

1. In researching and compiling the resource library, the vendor will:
  - a. Identify critical HR and business administration topics, integrating existing market research that will be provided to the selected vendor.
  - b. Assemble a library of current, web-friendly content from reliable sources that addresses these topics.
  - c. Ensure that CWP has the rights to present and distribute all content to appear in the HR Toolkit and detail costs associated with maintaining these rights.
  
2. In developing the HR Toolkit Website, the vendor will:
  - a. Integrate the assembled resource library in a manner that is well-organized, searchable, and accessible.
  - b. Coordinate domain registration and hosting.
  - c. Employ a modern visual design.
  - d. Follow search engine optimization best practices.
  - e. Adhere to current website accessibility standards.
  - f. Include content management functions for CWP staff to maintain, update, and edit site content as needed.
  - g. Ensure CWP branding and links/integration with main CWP website.

### ***II. Narrative Specifications***

The application must include answers to all of the specification questions in the order presented below. Please provide complete responses to each question.

#### **1. Previous/Relevant Experience**

Describe your organization's previous experience that demonstrates expertise in evaluating resources for small to medium-sized businesses. Provide additional information on your organization's experience in developing websites. Examples of previous work, including URL

addresses of websites that you designed, and testimonials and/or letters of recommendation may be included as attachments to the application.

## 2. Implementation Plan for Resource Library

Describe the HR and business administration topics to be covered in resource library. Indicate how resources will be identified and evaluated for inclusion in the HR Toolkit website. Address the timeline for research, evaluation, and compilation of resources.

## 3. Implementation Plan for HR Toolkit Website

Address all aspects of the HR Toolkit Website design including how the resource library will be organized, how users will access content, planned front-end features, ongoing content management, and integration with the CWP website.

## 4. Cost Structure

Describe how your organization arrived at the fee being proposed. Address personnel and non-personnel costs. Additionally, address ongoing costs associated with maintaining the website and content library that can be expected once the product is live.

### **Application Assembly and Delivery Instructions**

Applications must be typed, and the response and all attachments are to be on standard size paper (8 ½ x 11), with 1-inch margins, page numbers and a minimum of 12-point type. The narrative is not to exceed five (5) pages. One original and two hard copies, and one electronic version, must be submitted.

The submission must include:

- Signed and Dated Cover Page
- Signed and Dated Assurances Page
- Narrative response to items 1 – 5
- Organizational Chart, Job Descriptions and Staff Resumes
- Examples of Previous Work
- Testimonials (optional)

Please use affirmative language (will, shall) in the narrative.

CWP will NOT pay for any expenses incurred prior to the execution of a contract or formal Letter of Award. Applications may be withdrawn by written notice. Withdrawals will be accepted at any time up to execution of a contract.

Applications must be delivered to Capital Workforce Partners, One Union Place, 3<sup>rd</sup> Floor, Hartford, CT 06103, Attention Pamela Tonello, Chief Program Officer.

The electronic version must be submitted to [dgarewski@capitalworkforce.org](mailto:dgarewski@capitalworkforce.org). **Applications must be received by 5:00 p.m. on March 23, 2018.**

### **Evaluation Criteria**

Applications will be rated according to the following criteria:

	<u>Point Value</u>
Previous/Relevant Experience	25
Implementation Plan for Content Library	25
Implementation Plan for Website	25
Cost	<u>25</u>
TOTAL	100 points

## **Attachment A**

### **General Conditions, Terms & Solicitation Provisions**

The release of this RSQ does not constitute an acceptance of any offer, nor does such release in any way obligate CWP to execute a contract with any respondent. CWP reserves the right to accept any offers on the basis of the general conditions set forth in this RSQ, and to evaluate all accepted applications on the criteria in this RSQ. Before preparing applications, respondents should note that:

- a. CWP will not pay for any expenses incurred prior to the execution of a contract and will not be liable for any cost incurred in the preparation of applications or negotiation of contracts, including the costs of printing, copying, travel or staff compensation.
- b. All applications in their entirety will become the property of CWP upon submission.
- c. Applications may be withdrawn by written notice. Withdrawals will be accepted any time up to execution of a contract.
- d. The award of a contract for any proposed service is contingent upon:
  - Favorable evaluation of the application in relation to other applications;
  - Approval of the application by CWP; and
  - Successful negotiation of any changes required by CWP.
- e. CWP reserves the right to negotiate the final terms of all contracts with successful respondents. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, program schedules, target groups, and service levels.
- f. CWP also reserves the right to accept any application as submitted for contract award without substantive negotiation of offered terms, services or costs. Therefore, respondents are advised to propose their most favorable terms initially.
- g. CWP is responsible for final review and evaluation of applications and selection of service providers, and reserves the right not to fund any or all applications. Applications must be complete and must follow the format outlined in this RSQ.
- h. By submission of the application, the respondent certifies that in connection with this application:
  - The costs in the application have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other respondent or with any competition;
  - Unless otherwise required by law, the costs which have been quoted in the application have not been knowingly disclosed by the respondent, and will not be disclosed by the respondent, prior to award directly or indirectly to any other respondent or to any competition;
  - No attempt has been made by the respondent to induce any other person or firm to submit or not submit an application for the purpose of restricting competition; and
  - The respondent shall agree that no employee, member/partner, either paid or unpaid which shall also include immediate family members of the aforementioned, shall engage in any CWP activity relating to the participation, selection, award or administration of contracts supported by Federal/State/City/Private funds.
- i. Person[s] signing the application certifies that person[s] in the applicant's organization who is legally responsible within that organization for the decision to offer the proposal has not participated, and will not participate, in any action contrary to Section h above.

- j. Applications will be received and maintained consistent with applicable Connecticut open records laws. Due regard will be given to the protection of proprietary information contained in all applications received. However, respondents should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting there from.
- k. Any respondent awarded funds to provide services will be required to operate a program of professional quality, maintain proper administrative and fiscal controls, and submit timely reports as required. Contractors must ensure that programs are administered with safeguards against fraud and abuse. Contractor will not discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, genetic information, marital status, ancestry, sexual orientation, or political affiliation or belief.
- l. Any contract awarded through this procurement will include terms and conditions required to ensure compliance with the Workforce Innovation and Opportunities Act (WIOA) and regulations and 2 CFR, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Applicants who cannot agree to CWP's contract terms will not be awarded a contract and are advised not to submit an application. The standard contract language is provided for informational purposes only on CWP's website.
- m. Applicants must consider CWP and CT DOL's Conflict of Interest policy and disclose any conflict of interest or the appearance thereof by completing the disclosure section of the Application Cover Sheet. The conflict of interest policy states *"No member of any Board shall cast a vote on the provision of services by that member or organization which that member directly represents, or vote on any matter, which would provide direct financial benefit to that member. There will be no vendor representation on Board committees that make funding recommendations. Board members who have vendor affiliations must disqualify themselves from any Board funding discussions and/or votes. This includes direct and indirect affiliation."* Additionally, Committee and Board members who are vendors are excluded from the development of the solicitation statement of work and the development of the evaluation and selection criteria.
- n. Respondents are encouraged to read this entire RSQ before preparing and submitting an application. Applications that do not follow the general format, do not include all the minimum requirements specified including the required documentation and certifications in this RSQ, and/or are not submitted by the due date and time will not be considered for funding.

**ATTACHMENT B**  
**Capital Workforce Partners**  
**Online HR Toolkit Request for Statement of Qualifications**  
**Due Date: March 23, 2018 5:00 pm**



**Application Cover Sheet**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organizational Status

Private Non-Profit Corporation     Private For-Profit Corporation     Government  
Other: (specify) \_\_\_\_\_    Years in Operation: \_\_\_\_\_

Proposed Cost

Resource library research and compilation	
HR toolkit website design and development	
Total	

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\*Disclosure of Financial or Other Relationship with the CWP Board Members or Staff: Please Identify Names and Title Below (add an additional sheet if necessary). Check here if none:

Name(s) & Title(s) of individual(s) with relationship with CWP Board/Staff Member:

\_\_\_\_\_

\*Disclosure of Financial or Other Relationship with the CWP Board Members or Staff: Please Identify Names and Title Below (add an additional sheet if necessary). Check here if none:

Name(s) & Title(s) of individual(s) with relationship with CWP Board/Staff Member:

\_\_\_\_\_

To the best of my knowledge and belief, all information in this application is true and correct, the submission has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.

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Signature of Authorized Representative

Date

Name and Title of Authorized Representative:

\_\_\_\_\_

## ATTACHMENT B: ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business, to submit this proposal.
2. We are not currently on any Federal, State of Connecticut, or local Debarment List.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have all of the fiscal controls and accounting procedures needed to ensure that public/private funds will be used as required by law and contract.
5. **We will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
  - Records accurately reflect actual performance.
  - Maintain confidentiality of records and protecting Personally Identifiable Information, as required.
  - Report financial, participant, and performance data, as required.
  - Comply with federal OMB Uniform Guidance at 2 CFR, Chapter I, Chapter II, Part 200, et al.
  - Comply with Federal and State non-discrimination provisions.
  - Meet requirements of Section 504 of the *Rehabilitation Act of 1973*.
  - Meet requirements of the *Americans with Disabilities Act of 1990*.
  - Meet all applicable labor law, including Child Labor Law standards.
  - Ensure organization is a Drug Free Workplace.
  - Ensure that contract funds will not be used to lobby.
  - Enforce zero tolerance for violence in the workplace.
  - Ensure that all staff with direct contact with minors under 18 undergo a criminal background check and only those individuals with a satisfactory result are employed in a program serving minors.

### **We will not:**

- Place a participant in a position that will displace a current employee.
- Use public/private money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds for adults or youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use public/private funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

**I hereby assure that all of the above are true.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date