



REQUEST FOR PROPOSALS

FOR

APPRENTICESHIP BUILDING AMERICA (ABA) GRANT PARTNER

At

The Community College System of New Hampshire

RFP #CHA24-01

Date of Issue: September 8, 2023

Proposals must be received no later than
4:00 PM on October 13, 2023

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, Procurement Administrator at purchasing@ccsnh.edu

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish contracts with multiple bidders, each in the amount of up to \$125,000 for the Community College System of New Hampshire (CCSNH) for regional and/or statewide partners to expand the infrastructure of registered apprenticeships across New Hampshire. All Apprenticeship Building America (ABA) grant partners are required to focus on Diversity, Equity, Inclusion and Access (DEIA) to pre-apprenticeships and Registered Apprenticeship Programs (RAP's).

In particular, partners must have strategies to outreach underrepresented/underserved populations and be able to build RAP's targeting specific populations. Each potential partner can apply for **one, two or all three** awards in the following tiers. A total amount of \$580,000 is available to be distributed for this award through November 19, 2024.

- \$25,000 Planning Grant and/or
- \$50,000 Contract to develop a new pre-apprenticeship program and/or
- \$50,000 Contract to develop a new registered apprenticeship program

ABOUT APPRENTICESHIP NH:

Launched in 2016, ApprenticeshipNH has served over 1000 apprentices reported by the NH Office of Apprenticeship, including Registered Apprenticeship sponsors in hospitality, construction and infrastructure, advanced manufacturing, information technology, and healthcare. All seven of the state's community colleges participate in ApprenticeshipNH, providing apprentices related technical instruction developed in close collaboration with sponsors. ApprenticeshipNH- High School, a partnership between The Community College System and New Hampshire's public high schools and 24 career and technical education (CTE) centers, builds pre-apprenticeship to Registered Apprenticeship pathways for high school students. ApprenticeshipNH also partners with adult education, offering opportunities for pre-apprenticeship to the English as a Second Language community, as well as people working towards a credential to improve their career options.

SCHEDULE OF KEY EVENTS:

Issuance of Request for Proposal	Friday, September 8th, 2023
Deadline for Bidder Questions	Friday, September 29th, 2023
Proposal Due Date & Time	Friday, October 13th, 2023 @ 4pm
Award and Notification to Successful Bidder, no later than	Friday, November 3rd, 2023
Commencement of Services	Monday, November 20th, 2023

BIDDER REQUIREMENTS:

The bidder who is awarded the contract must be duly registered to conduct business in the State of New Hampshire and must have a Unique Entity Identifier (UEI) number.

CONTRACT TERM:

The term of any resulting contract shall be twelve (12) months, commencing on November 20, 2023 and ending on or before November 19, 2024.

At the sole discretion of CCSNH and based upon the successful bidder's proven ability to meet contract deliverables with additional time, contracts may be extended in order for deliverables to be met, at no additional cost to CCSNH. The term of any extension shall be negotiated on a case-by-case basis.

Two additional one-year contract opportunities will be offered in 2024 & 2025, via forthcoming RFPs. Bidders can reapply each year, however an existing partner cannot apply for new funding until the outcomes from the prior year's funding are met.

The Community College System of NH shall have the right to terminate the contract at any time by giving the successful bidder a thirty (30) day written notice.

PAYMENT AND COMPENSATION:

Payment terms: Payment will be made quarterly after satisfactory completion of deliverables as assigned and invoiced, receipt of the invoice, approval, and acceptance by the Community College System of NH. Monthly and partial payments are allowed.

SCOPE OF SERVICES:

The Community College System of New Hampshire (CCSNH) seeks to improve statewide apprenticeship resources and networks by establishing four Regional Apprenticeship Hubs that align with community college partner geographic locations. The main purpose of the Regional Hubs is to support the needs of industry in the development and expansion of Pre-Apprenticeships and Registered Apprenticeship Programs (RAP's) across a spectrum of sectors and occupations, including the state-identified in-demand industries: Healthcare, Technology, Manufacturing, Construction, Hospitality, Transportation/Logistics, and Education/ Childcare. This apprenticeship Hub model is aligned with and supports state goals, objectives, and plans; all of which reference and support the expansion of RAPs as an immediate and critical solution to developing workforce talent. Through this four-year effort, CCSNH seeks to engage at least 50-100 employers and enroll 500-700 participants in RAPs, as well as develop 32 new Pre-Apprenticeship programs whilst expanding 60 existing Pre- Apprenticeships. Underscoring this work is the promotion of greater inclusion, equity, diversity and access to these workforce solutions whereby at least 30% of participants will be from underserved populations.

A key driver to the success of the Hub model are statewide ABA partner organizations whose purpose is to expand the infrastructure of registered apprenticeship across New Hampshire and promoting the development of registered apprenticeships and pre-apprenticeships across the state. In particular, partners must have strategies to outreach underrepresented/underserved populations and be able to build RAP's targeting specific populations. Each potential partner can apply for one award in one of the below tiers.

Work within this request for proposal (RFP) shall include the following:

1. Bidder agrees to provide partnership services to the Community College System of NH for the purpose of expanding the infrastructure of registered apprenticeship across New Hampshire and promoting the development registered apprenticeships and pre-apprenticeships across the state.
2. The duties will include the following based on the tier of funding applied for:

Option 1 - \$25,000 planning grant (3-month contract from date of award)

Application requirements (Please use Application Narrative Template - Exhibit A):

- One lead organization
- Letters of commitment from employer partner(s)
- Letters of commitment from community organization(s)
- Identified occupation and need
- Short description of the partnership and projected outcomes
- Budget

Contract deliverables:

- Draft Registered Apprenticeship Program (RAP) standards developed (if applicable)
- Draft Pre-apprenticeship agreement developed (if applicable)
- Strategic plan for implementation of program
- Work with the ApprenticeshipNH team to develop a pre-apprenticeship and/or RAP

Option 2 - \$50,000 for the development of a new pre-apprenticeship program

- Pre-apprenticeship agreement developed (if applicable)
- Strategic plan for implementation of program
- Work with the ApprenticeshipNH team to develop a pre-apprenticeship and/or RAP
- \$50,000 for the development of a new pre-apprenticeship program (one year contract)
- Applicant must have an existing RAP or register a new program
- New pre-apprenticeship program with an articulation agreement
- 64 pre-apprentices over the year (16 a quarter)

Option 3- \$50,000 for the development of a new registered apprenticeship program

- RAP standards developed (if applicable)
- Strategic plan for implementation of program
- Work with the ApprenticeshipNH team to develop a pre-apprenticeship and/or RAP
- \$50,000 for the development of a new registered apprenticeship program (one year contract)
- This can be one new program or one expanded program
- 25 apprentices over the year

Important Information and Requirements

ALLOWABLE USE OF FUNDS

U.S. Department of Labor (DOL) allowable use of grant funds to support any Registered Apprenticeship Program (RAP) launch and sustainability include:

- Registration of RAPs with the Department
- Costs related to design and start-up of RAPs – this can include costs to administer/manage a RAP
- Classroom education or online training for apprentices – Payment must be made directly to education provider, not as a reimbursement to an apprentice
- Train-the-trainer costs or activities
- Training supplies for apprentices (in consultation with ApprenticeshipNH) and/or curricula development

Please note: per guidance from the U.S. Department of Labor, grant incentive funds cannot be utilized for apprentice wages, mentor stipends or any type of supportive services.

1. All proposals should be submitted on the attached application narrative template (Exhibit A) with the budget template completed as well.
2. Bidders should provide letter(s) of commitment from Bidder's partner organization(s) with their proposal.
3. Bidders may submit a single application for one, two or all three of the above
4. Quarterly narrative and financial reports will be required (Templates attached to this RFP for information purposes – Exhibit B)
5. Funds will be released monthly or quarterly (identified at the issue of the contract) based on progress and the submission of an invoice.
6. Each successful bidder commits to monthly check-ins with ABA grant staff and quarterly all-subrecipient meetings
7. Each successful bidder must use ApprentiScope.
8. Each successful bidder must abide by intellectual property rights as outlined in the grant.
9. Each successful bidder must attend all educational opportunities or send a representative.
10. Each successful bidder must have representation at Apprenticeship Week events and/or host an event.

BIDDER QUESTIONS:

Questions regarding the meaning and interpretation of the RFP, attachments, specifications, etc., shall be requested via email. Answers will be provided in writing, via an RFP addendum and posted to <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Please direct all questions or correspondence regarding this RFP to:

Sean Fitzpatrick, Procurement Administrator
CCSNH System Office
purchasing@ccsnh.edu

ADDITIONAL INFORMATION:

The Community College System of NH reserves the right to make a written request for additional information from a bidder to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

All local, state and federal regulations are to be followed. Any fines assessed to CCSNH or Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Bidder who is awarded the contract will need to complete a Form Contract for Services (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Bidder will also need to supply a current Certificate of Good Standing from the Secretary of State.

Workers' compensation requirements as outlined in the Form Contract for Services and as required by NH law must be followed, and includes, in part, providing proof by the Bidder of workers' compensation insurance coverage for all of its employees on this site.

After the Award of Bid, the Bidder shall submit a list of all employees, all subcontractor's employees, and other related personnel who will be physically required to work at the Community College System of NH, providing the following information for each person:

This workforce product was funded by a grant awarded by the U.S. Department of Labor – Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

The total funding of the ApprenticeshipNH initiative is \$12.07M with 99% funded through the following U.S. Department of Labor-Employment and Training Administration grants in the amounts indicated: State Apprenticeship Expansion 2020 (SAE2020) \$3.45M, State Apprenticeship Expansion Formula (SAEF) \$2.82M, and Apprenticeship Building America (ABA) \$5.8M. Additional support of less than 1% is provided by third party scholarship grants.

Name:
Employer's Company Name:

The Community College System of NH reserves the right to request a criminal background check on any employee of Bidder. The Community College System of NH also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY BIDDER WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the performance of the Services, the Bidder shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Bidder, including, but not limited to, civil rights and equal opportunity laws. In addition, the Bidder shall comply with all applicable copyright laws. During the term of any contract, the Bidder shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Bidder shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Bidder further agrees to permit the State or United States access to any of the Bidder's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

COMPLIANCE BY BIDDER WITH LAWS AND REGULATIONS

In connection with the performance of the Services, the Bidder shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Bidder, including, but not limited to the following:

- i) The Bidder shall allow access by the grantee, the sub-grantee, the Federal agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the bidder which are directly pertinent to that specific contract for the purpose of making audits, examinations, excerpts, and transcripts.
- ii) Equal Employment Opportunity E.O. 11246 (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p.339), as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity and as supplemented by regulations at 41 CFR part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- iii) Copeland Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor Regulations 29 CFR part 3. Bidders and Sub recipients performing services in excess of \$2,000 for construction or repair, shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.
- iv) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148) and supplemented by Department of Labor regulations (29 CFR part 5). Bidders and Sub recipients performing services in excess of \$2,000 for construction or repair, shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, bidders shall be required to pay wages not less than once a week.
- v) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), as supplemented by the Department of Labor Regulations (29 CFR part 5). Construction bidders performing services in excess of \$100,000 shall be required to compute the wages of every mechanic or laborer on the basis of a standard

work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 and ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

- vi) Clean Air Act (42 U.S.C 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Bidders and Sub Recipients performing services in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution control Act. Violations will be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.
- vii) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Bidders who apply or bid for an award of \$100,000 or more shall file a certification stating that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by this regulation. The bidder shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- viii) Rights to Inventions Made Under a Contract or Agreement. For contracts involving the performance of experimental, developmental, or research work, the Bidder agrees to comply with 37 CFR part 401 and give rights to the CCSNH and the Federal Government for any resulting invention.
- ix) Debarment and Suspension (E.O.s 12549 and 12689. For contracts equal to or greater than \$25,000, contract awards shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR Part 180. CCSNH will be checking this system for the Bidder's information, and if found, reserves the right to not award and/or rescind said contract.
- x) The Bidder agrees to supply CCSNH with any necessary information as it relates to this contract for the purpose of any required federal reporting, either programmatic or financial.
- xi) The Bidder agrees to the retention of all required records and documentation for three years after the College makes final payment and all other pending matters are closed.

INSURANCE:

Insurance will be more fully addressed at the time a Form Contract for Services is submitted after the bidding process. The Bidder awarded the contract will need to furnish an insurance certificate which includes the following:

The Bidder shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, for the benefit of CCSNH, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance is in addition to the workers' compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the CCSNH, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the Community College System of NH.

The certificates are required to name Community College System of New Hampshire as additional insureds.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the Community College System will email addenda to all who have already submitted bids and post any changes to its website <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website. All questions regarding this RFP should be submitted via email to purchasing@ccsnh.edu by September 29, 2023 (any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed

SUBMISSION OF RFP RESPONSE:

Bids are due on October 13, 2023 at 4:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid. Bids should be submitted via email to purchasing@ccsnh.edu. CCSNH is not responsible for proposals not received due to equipment failure etc. To ensure your proposal was received, please verify by emailing cpwilliams@ccsnh.edu.

At a minimum, each bid should include:

- Completed Application Form (Exhibit A) including project budget
- Letter(s) of Commitment from Bidder's Industry or Community Partners
- Bidder's Certificate of Insurance
- Bidder's W9

AWARD: as applicable:

Notification to successful bidder will be sent by November 3, 2023.

The contract will be awarded based on the following scoring criteria:

- Demonstrated commitment to DEIA – 25%
- Strategy to meet expected outcomes based on tier funding level – 25%
- Recommendation and commitment of community partners – 25%
- Optimizing utilization of available funds – 15%
- Demonstration of sustainability beyond funding period – 10%

The Community College System of NH reserves the right to accept or reject any or all of the proposals.

The Community College System of NH reserves the right to waive any and all informalities in its best interest.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on CCSNH's website at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

Only the names of the bidders submitting responses will be made public.