



REQUEST FOR PROPOSAL

Training and Technical Assistance Partnership with NJDOL and GSETA

About Garden State Employment and Training Association (GSETA)

Founded in 1975 as a private, not for profit 501c (3) organization, the Garden State Employment and Training Association, INC. (GSETA) has functioned as a forum for New Jersey's workforce development professionals to share their expertise and to promote professional development. GSETA is the only private, non-profit organization in the state whose mission includes the entire New Jersey Workforce Development system.

GSETA formed a Training Institute, Garden State Institute for Professional Development, in November 2003 to provide training and technical assistance to the nearly 2,000 individuals working in the New Jersey workforce system. The Institute offers the framework to provide the New Jersey workforce development system with the skills and knowledge necessary to meet the changing needs of the New Jersey jobseeker and business communities. Better-trained workforce development professionals will help New Jersey workers and businesses get and retain good employees as well as attract new and expanding business opportunities.

Additionally, the GSETA and the New Jersey Department of Labor (NJDOL) have formed the NJDOL/GSETA Training partnership to develop joint strategies and plans for offering professional development and training aligned with priorities of the state and local workforce development systems.

GSETA represents the local workforce development system that was created as a result of the Workforce Innovation and Opportunity Act of 2014 (WIOA). WIOA is designed to help jobs seekers access employment, education, training, and support services to succeed in labor market and to match employers with the skilled workers they need to compete in the global economy.

RFP Overview

The NJDOL/GSETA Training partnership is seeking an experienced training and technical assistance (TA) partner that will work in partnership with NJDOL and GSETA to develop resources and offer support to New Jersey's Local Workforce Development Boards (LWDBs), as our state seeks to ensure the alignment of our LWDBs with WIOA requirements. New Jersey's recently-released local governance policy offers specific guidance on these requirements and can be found here on NJDOL's website: https://www.nj.gov/labor/wioa/forms_pdfs/WD-PY21-

[6Local%20GovernancePolicy%20\(Final\).pdf](#). The policy also includes reference to specific relevant State Employment and Training Commission (SETC) policies.

The services highlighted in this RFP are supported by the New Jersey Department of Labor (NJDOLE) and New Jersey's 17 LWDBs with funds from the United States Department of Labor (USDOL) through WIOA. 100% of the funds supporting this RFP are federal funds.

New Jersey has 17 LWDBs that operate One Stop Career Centers across the state. Through this training effort, NJDOLE and GSETA hope to develop a bank of centralized training resources that will help to forge a common understanding of WIOA expectations related to the roles and responsibilities of LWDBs across our state. In addition to building a base of resources, the selected training partner will also offer customized support for each of our LWDBs and support LWDBs in developing and operationalizing plans that (1) utilize training resources to build awareness among a variety of local stakeholders, as well as, (2) translate learning into actions and stronger workforce development systems that align with WIOA expectations.

Virtual Training Series

We seek a training provider that can develop training content around specific topics related to the local governance policy to create a Local Governance Training Series. These trainings should be designed as virtual trainings that LWDBs can rollout within their local areas to different stakeholder groups, including with Chief Elected Officials and county leadership staff, LWDB members, LWDB staff, and in some cases, among operational staff working in and/or with One Stop Career Centers. Some examples of possible topics include:

- ***Setting Up Local Governance, Operational Agreements, and Aligned Systems:*** highlighting specific agreements that need to be in place, how to develop these, what to include, as well as details about the program and financial management systems that need to be in place.
- ***Setting Strategies and Priorities in Your Local Area:*** highlighting mechanisms that boards have to set direction, establish priorities, and set design of programs - through local plans, local budgets, and through the work of committees.
- ***Executing Strategies through Procurement:*** highlighting procurement as systems for moving plans and strategies into operational expectations related to One Stop Operators, One Stop Career Services, and Youth Services
- ***Leveraging Oversight and Monitoring to Support Successful Programs:*** highlighting expected program and fiscal oversight and monitoring activities, included topics like engaging in evaluation activities for continuous improvement, AJC Certification, and the importance of monitoring in cycles of contract renewals

We offer these as possible training topics and would look to the expertise of a training partner to help us finalize topics that should be part of this Local Governance Training Series. The selected training provider will work closely with NJDOLE and GSETA staff members to ensure that training development aligns with the goals of both teams.

These trainings and any corresponding materials will be posted on NJDOL’s Learning Management System by our NJDOL partners.

Targeted Technical Assistance

In addition to these virtual trainings, as part of this same RFP, we are seeking a training provider who will also offer customized technical assistance to support the use of these resources across our LWDBs to develop understanding and build capacity to do this work across local stakeholders. Targeted sessions should also support our LWDBs in identifying opportunities for moving the local governance policy into practice locally.

Additionally, targeted assistance may occur through regional meetings that provide opportunities for local teams to develop plans and strategies. While we want to ensure that LWDBs receive targeted and customized support, we are not requiring that this be delivered solely in one-on-one settings with LWDBs. Equitable provision of technical assistance across our 17 LWDBs is a key priority.

NJDOL also has a WIOA Technical Assistance team who will help support and actively participate in this work as well.

Collaboration with NJDOL and GSETA

The local governance policy represents aspects of the WIOA law that have been in place since 2014 and represent ongoing changes for our system. Ongoing communication and connection to our NJDOL and GSETA teams, as well as partners from the State Employment and Training Commission (SETC), will be critical as we work together to support our LWDBs in meeting these requirements. We expect additional needs and priorities may emerge and the flexibility to meet any changes will be critical in a training partnership relationship.

Additionally, while we seek to offer some clear parameters as part of this RFP, we also welcome the expertise and creativity of an experienced training provider in helping to identify a plan and activities that are realistic and offer the potential for the greatest impact in supporting our LWDBs. In other words, we are looking for proposals that expand on and demonstrate expertise in serving as a thought partner in this work.

RFP Application Details

Project Timeline and Budget

We are setting aside up to \$100,000 for the full scope of work highlighted above – including the development of training resources and customized TA efforts. Please note that these services will be paid for through WIOA dollars via the GSETA Training Institute. Proposed billing rates should not exceed \$75/hour.

The following offers a possible timeframe for the activities highlighted in this contract:

Timeline	Task
Month 1	Selection and onboarding of training partner

Month 2	Release of first virtual training
Month 3	Release of second virtual training
Month 4	Release of third virtual training
Month 5	Release of fourth virtual training
Ongoing	Customized TA activities
Ongoing	Coordination and consultation with NJDOL and GSETA teams

Please note, we anticipate that this engagement will occur over approximately a six month period.

Application Eligibility

We invite entities who have demonstrated experience creating virtual trainings and technical assistance and who can offer expertise in the topic areas listed above to apply. Entities that have previously provided services and new entities are invited to apply. Anyone with these levels of expertise are invited including individuals, such as professional trainers or consultants, and organizations, such as corporations or nonprofits.

Application Timeline

Applicants can submit questions about the RFP and its application process to Samantha Pfeiffer at sjpfeiffer.gseta@gmail.com by August 31, 2022. Proposals are due by 4:59 PM on September 16, 2022.

- August 15, 2022: RFP Release Date
- September 16, 2022: Closing Procurement Date? (Tentative)
- September 30, 2022: Award Notice Date (tentative)
- October 1, 2022: Awarded Trainers meeting with GSETA/NJDOL/SETC to begin work (Tentative)
- November 2022: Start virtual trainings and to continue throughout the winter
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These trainings and any corresponding materials will be posted on NJDOL’s Learning Management System.

RFP Application Package

If you are interested in applying for this RFP, please submit a proposal, no more than 10 pages, single spaced, with the following:

1. A company or individual profile, length of time in business and website.
2. Describe how you would approach this project and your experience consulting on similar projects or requests and the resulting product(s). Include a description of your technical and administrative capacity.
3. Describe your understanding of and experience working with Local Workforce Development Boards.
4. Provide a list of the topic areas that you would recommend for this training series and include details about your experience and expertise in each area.

5. Please provide your standard rates and a description of how you cost out projects. For example, include a standard hourly rate or rates for different team members/tasks. Include any other relevant information related to your budget process.
6. Please address and provide specific details about how any potential conflicts of interest will be addressed. Please refer to New Jersey State Conflict of Interest Law: <https://www.state.nj.us/ethics/statutes/conflicts/>.

In addition, please provide, attached to your application, at least one letter from a reference for whom you have completed a similar project. Be sure the letter includes:

- Client name/organization and contact information (phone and email)
- Dates of service and description of services provided

Evaluation Process

A collaborative team of GSETA and NJDOL members will evaluate proposals against a set of criteria including thoroughness of the application, relevance of offerings, experience, budget, reference, and demonstrated capacity.

The proposal with the highest score will be selected for this work.

Proposal will be evaluated using the following criteria:

- Qualifications and relevant experience – 40 points
- Quality, completeness, and thoughtfulness of the proposal – 40 points
- Fit and Capacity – 20 points

Proposal Submissions

Proposals will be accepted beginning September 1, 2022 and should be emailed to Samantha Pfeiffer at sjpfeiffer.gseta@gmail.com. Submission window will close on September 16, 2022 at 4:59pm EST. Please use the following as a guideline to format your proposal:

1. Cover Letter: Signed by the person or persons authorized to engage services on behalf of the company.
2. Proposal: Provide responses to the items outlines in “RFP Application Package”

Compliance with Laws

Selected subrecipients of these funds must contractually agree and certify that they will comply with all applicable federal, state, and local laws and regulations, including compliance with [NJDOL’s Standard Assurances and Certifications](#) and [USDOL’s General Terms and Conditions](#).

- NJDOL Standard Assurances and Certifications: https://www.nj.gov/labor/forms_pdfs/Programs/NGO/FY21/StandardAssurancesandCertificationsandGeneralProvisions_NGO_revised.pdf
- USDOL’s General Terms and Conditions: https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/1_Grant%20TCL_2022-CLEAN-04152022.pdf