

Staff Assessment Services

REQUEST FOR QUOTE

Region 10



Questions must be emailed to: shilese@soinworks.com

Attention: ShiLese Stover

Southern Indiana Works

2125 State Street, Ste. #16

New Albany, IN 47150

Phone: 812-941-6422

REGION 10 WORKFORCE BOARD, INC. D/B/A

SOUTHERN INDIANA WORKS

REQUEST FOR QUOTE

Staff Assessment Services

A. Introduction:

The Region 10 Workforce Board, Inc. D/B/A Southern Indiana Works, (Board) is a non-profit, business and industry-led corporations representing Clark, Crawford, Floyd, Harrison, Scott and Washington Counties, Indiana. Instituted under Indiana law as the regional workforce. leadership organization, the Board is dedicated to building an educated, skilled regional. workforce, competing successfully in the new economy, through coordination, collaboration and partnerships among economic development, education, workforce development and local government.

The Board is also responsible for the WorkOne Career Center Employment System, in the region, and oversight of the WorkOne Employment Centers. These centers constitute the regional public. employment service system in the Region. There are six (6) centers: 1 full-service center in New Albany and Five Affiliate Centers in Clark, Crawford, Harrison, Scott, and Washington Counties.

B. Overview:

Southern Indiana Works seeks quotes from qualified vendors to provide employee personality profile/assessments (e.g., DISC, Myers-Briggs, Working Genius, etc.) for employees as part of our staff development and engagement initiatives. The purpose of this assessment is to enhance self-awareness, improve team collaboration, and support leadership development.

Funding/Term of Contract: The board reserves the right to modify the term, amount, and scope of the performance as necessary to ensure compliance with state, federal and/or local requirements, as well as changes in business environments. The contract may be renewed by the board if services are still needed after the completion of the agreed upon completion date.

C. Scope of Service:

We are seeking a provider that can deliver the following:

- Access to directly administering and/or coordinating assessments for 20-30 team members
- Customized reports for individuals and teams
- Onsite in person training session(s) to help team members interpret and apply results tailored for SIW and the Career Center Team
- Tools for leadership and team members to utilize beyond training sessions
- Optional continued consultation and/or training sessions
- Data privacy and confidentiality safeguards

D. Deliverables

- Individual assessments
- Individual and group reports in PDF or digital format
- Onsite and in-person training
- Tools for ongoing use
- Optional add-on services

E. Proposal Requirements

Vendors should include the following in their response (maximum 3 pages not including attachments):

- Company overview and relevant experience
- Description of assessment tools & platforms provided
- Deliverable overview and description
- Pricing structure (i.e., per test, volume discount, etc.)
- Timeline for deployment and support availability
- Sample reports or dashboard previews (attachment)

F. Evaluation Criteria

Quotes will be evaluated based on:

- Quality and usability of assessment tools
- Experience
- Flexibility and support services
- Cost-effectiveness
- Data privacy and security measures

Proposal Deadline: Proposals will be accepted via email to shilese@soinworks.com, until 4:30 PM on July 3, 2025. Subject line should be RFQ: Staff Assessment Services

TERMS & CONDITIONS

1. Release of this RFQ does not commit Region the Board to award a contract and/or agency.
2. Southern Indiana Works will not pay for any costs incurred in the preparation of bids.
3. The Board has the right to reject any and all proposals or to cancel this RFQ, in part or in its entirety, at any time.
4. The Board reserves the right to negotiate any and all proposals prior to the award of a Contract/agreement.
5. It is against the law for this recipient of Federal financial assistance to discriminate on the following bases; against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against any beneficiary of the programs funded under Title 1 of the Workforce Innovation and Opportunity Act (WIOA) Title I Program as funded under the US Dept. of Labor, on the basis of the beneficiary's citizenship status as a lawfully admitted immigrant authorized to work in the United States, or his/her

participation in any WIOA Title 1 financial program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted or have access to any WIOA Title 1 - funded program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; making employment decisions in the administration of, or in connection with such a program or activity.

6. Local small-or minority-owned businesses are encouraged to respond.

7. Bidders in whole, or in any part of itself, shall be in good standing and not debarred or suspended or otherwise excluded from, or ineligible for participation in Federal assistance programs under Executive Order 12549. "Debarment and Suspension".

8. Other issues or grievances, hearings, resolutions and authority shall be addressed prior to award the agency and relevant issues may be stated within the contract/agreement. If, as a proposing organization, you believe you have been treated unfairly or have grounds for initiating a formal grievance, please express your concern in writing and forward to the representative noted in (Section K. Appeal Process).

9. The contractor will be monitored in accord with: a) Region 10 Regional Workforce Board - Monitoring Policy, b) Oversight and monitoring processes required by Indiana Workforce Development Policy, c) Oversight and monitoring processes required by the Department of Labor, Employment and Training Administration.

10. Contractor Guidelines: a) Entities must be legally incorporated and/or must be able to conduct business under the laws of the State of Indiana, b) meet all administrative requirements, c) Provide a mechanism to administer the program through an internal fiscal management and tracking system that is available for monitoring.

11. Funds that are available for this solicitation must be expended only on services such as Stipulation in the Scope of Work. The budget submitted as part of the package proposal must be specific in delineating all costs of the proposed services and outlined in Budget Exhibit provided.

GENERAL PROPOSAL CONDITIONS

1. Accuracy and Completeness

If the bidder knowingly and willfully submits false performance or other data, Southern Indiana Works reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFQ, the Board reserves the right to terminate the contract.

2. General Reservations

a. Proposals, which are incomplete or unresponsive to these specifications, will not be considered for funding.

b. The Board reserves the right to extend the submission deadline should such action be in the organization's and/or the Board's best interest. Bidders have the right to revise their proposals in the event the deadline is extended.

- c. The Board reserves the right to withdraw this RFQ at any time without prior notice.

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Indiana Works makes no representation that any contract will be awarded to any bidder responding to the RFQ.

- d. If an inadequate number of proposals are received or the proposals are deemed non-responsive, the Board. reserves the right to reissue the RFQ.
- e. Southern Indiana Works reserves the right to request additional information or documentation.
- f. Bidder proposals shall be reviewed and rated by the Board, Inc. as submitted. The bidder may make no changes or additions after the deadline for receipt of proposals.
- g. The Board, Inc. reserves the right to verify all the information in the proposal.
- h. Bidders approved for funding shall be required to negotiate in good faith, a contract/agreement with the Board.

The negotiation process should be bound by the best terms and conditions originally offered by the bidder in the proposal. The Board reserves the right to make a contract/agreement award contingent upon satisfactory completion by the bidder of certain special conditions. The contract/agreement offer of the Board may contain additional terms different from those set forth herein.

Termination for convenience: Funding proposed under this RFP and any contracts/agreement may be terminated, in whole or in part, by the Board upon 30 days prior notice of termination. Termination of the funding for a proposed contract/agreement under this RFQ can be terminated by the Board or Subcontractor whenever, for any reason, the Board or Subcontractor determines that such termination is in the best interest of the Board or Subcontractor. Termination of services shall be affected by delivery to the Subcontractor or

Board of a Termination Notice at least thirty (30) days prior to the date, specifying the extent to which performance of services under such termination becomes effective. The Board will not be liable for services performed after the effective end date, and in no case shall total payment made to the Contractor exceed the amount set forth in the Budget, nor shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date. Termination may also be initiated by board if:

- a. Reasonable determination by the Board and/or State that the successful performance of an Agreement is improbable or infeasible.
- b. Termination or suspension of availability of federal funds for the performance of an Agreement as reasonably determined by the Board and/or State.
- c. Any other material failure to comply with a term or condition of an Agreement as reasonably determined by the Board.
- d. Failure to take proper corrective action to achieve operational and performance

of scope of work in a timely manner as determined by the Board and/or State

3. Standing of Bidder

- a. A bidder may not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance or any other funding source, poor past or current contract performance with the state of Indiana, or any other funding sources, outstanding tax liens with the state of Indiana, or current disputed or disallowed costs with any other funding source.
- b. The Board will not enter into an agreement with any entity not in good standing with the Indiana Secretary of State or Federal Government, including those that have been debarred, suspended or who are ineligible.
- c. Organizations and entities that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding under this RFP process, until their sanction is removed.

4. Proprietary Interests

Southern Indiana Works reserves the right to retain all submitted proposals, and the proposals shall become of the Board. All proposals will be considered public documents, subject to review and inspection at the Board's discretion, in accordance with the Public Records Act. Bidders must identify all copyrighted material that they claim are exempt from disclosure under the Public Records Act.

Southern Indiana Works programs and contracted providers are Equal Opportunity Employers/Programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Appeal Process Bidders will be afforded the opportunity to appeal funding recommendations. Bidders have the right to appeal against any action or decision related to this RFQ. Appeals will be reviewed and investigated with the Board. The decision of the Board in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to: Attention: Craig White, Southern Indiana Works, P O Box 6712, New Albany, IN 47150. The selected vendor will be notified upon completion of the procurement process.