



**State of Hawaii**  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM  
**BUSINESS DEVELOPMENT AND SUPPORT DIVISION**  
250 South Hotel Street, Room 503  
Honolulu, Hawaii 96813

## **NOTICE OF POTENTIAL FUNDING AVAILABILITY**

### **TRAINING AND WORKFORCE DEVELOPMENT PROGRAM**

**Agency Name:** Business Development & Support Division (BDS), Department of Business, Economic Development, and Tourism (DBEDT)

**Authority:** Pending enactment and Funding of Part XV, Sec. 32, of SB126, 2020 Hawaii Legislative Session

**Funding Source:** CARES Act; Public Law 116-136

**Description:** Under this notice, BDS is preparing to administer a training and workforce development program that is critically needed as a result of the public health impact COVID-19 has had on Hawaii's economy. This notice is to solicit a qualified non-profit CONTRACTOR to implement and administer the proposed program on a statewide basis to achieve the desired program outcomes of providing temporary employment, career transition and job opportunities.

The final authorization of this program and related funding is pending the Governor's approval.

BDS is soliciting applications from qualified non-profit organizations that have demonstrated capability and capacity to train and place individuals in Hawaii's workforce with Hawaii companies that provide workers with an opportunity to transition their careers, and to provide companies with additional resources to recover.

If you are interested in providing these services, please submit the attached **APPLICATION** no later than, July 27, 2020 **via email** to: [dennis.t.ling@hawaii.gov](mailto:dennis.t.ling@hawaii.gov).

**Program Objectives:** The non-profit CONTRACTOR will work with facilitating and other organizations (collectively Facilitating Organizations) to develop and implement a training and workforce development program (Program) throughout the State. The CONTRACTOR is responsible for ensuring that its subcontractors are in compliance with all State and Federal requirements necessary for meeting programmatic and fiscal reporting requirements.

The objectives of the Program are to:

- Connect and match 2,000 (full-time) to 3,000 (full and part-time) participants with potential employers in emerging industries that may be more resilient to the lasting impacts of COVID-19;

- Place participants with potential employers between August 1, 2020 to December 24, 2020 and provide them with relevant exposure, training and experience to be better equipped and qualified for longer-term employment;
- Up-skill and re-skill participants to prepare them for a new career/job. Following the short-term training, participants will be placed with potential employers until December 24, 2020;
- Maximize the impact of the program by limiting the administrative expenses while providing oversight, reporting, and payroll support for the program.

**Target Population:**

The target population to be served by this Program are:

**Eligible Participants:**

- Displaced workers
- College graduates
- High school graduates

**Employing Companies in the following Non-tourism Dependent Emerging Industries (but not limited to):**

- Clean Energy
- Local Foods, Production and Manufacturing
- Natural Resource Management
- Waste Reduction Services
- Smart Sustainable Communities
- Technology, Cyber Security
- STEM Fields
- Healthcare Industries
- Creative Industries
- Aquaculture
- Aerospace
- Manufacturing
- Agriculture and AgTech

**General Responsibilities:**

The CONTRACTOR shall set the overall program quality, standards, objectives and outcomes. It shall also select and monitor Facilitating Organizations as needed in each sector aligned with the industries identified above.

The CONTRACTOR shall engage a Professional Employer Organization (PEO) for outsourced payroll and human resource services, as the legal employer of the participants; however, the CONTRACTOR shall be a co-employer if needed.

If a participant requires training and/or certification prior to being placed with a Facilitating Organization, the CONTRACTOR shall:

- Develop a training application and approval process;

- Identify and match participants to appropriate training or certification program;
- Coordinate class registration for participants upon approval of BSDS and coordinate field training registration for participants;
- Determine participant/trainer reporting requirements;
- Collect result(s) of participant training;
- Remit tuition/fee payments to course providers;
- The CONTRACTOR may subcontract to fill the roles of Facilitating Organizations, the PEO, Employing Companies and others, as may be necessary.

The CONTRACTOR shall also be responsible for making payments or ensuring payments are made to Facilitating Organizations, Employing Companies, the PEO, participants and others as necessary.

The CONTRACTOR shall leverage existing public services and products, such as those provided by, but not limited to, the University of Hawaii; University of Hawaii Community and Colleges; Department of Labor and Industrial Relations; Workforce Development Council; to effectively and efficiently meet the program goals.

The CONTRACTOR shall conduct on a monthly basis a fund reconciliation of the Program ensuring that funds are utilized properly, and the CARES Act regulations and reporting are met. The CONTRACTOR shall submit a monthly report detailing all allocations and expenditures for the month then ended by the 10<sup>th</sup> of the following month.

#### **Facilitating Organization(s)**

The Facilitating Organization(s) shall perform services including, but not limited to:

- Outreach to inform public about the Program;
- Recruit participants;
- Recruit Employing Companies;
- Intake participant candidates;
- Determine module for training in addition to on-the-job experience;
- Ensure monitoring and reporting requirements are met.

#### **Employer (PEO)**

The PEO will be the legal employer of participants placed through Facilitating Organizations.

#### **Employing Companies** (Companies where participants will be placed)

The Employing Companies shall be responsible to create valuable internship opportunities consistent with the requirements of the CONTRACTOR. The Employing Companies are also responsible for the day to day work

supervision of the participants.

**Participant** (Displaced workers, high school and college graduates)

Participants have three pathways into the Program: (1) Enroll into a Program-approved certification or training class to prepare for a new type of job or career; and/or (2) Be placed with an Employing Company to gain on-the-job industry knowledge and experience-; and/or (3) A certification of training and on-the-job experience.

Upon approval and enrollment, the CONTRACTOR shall pay for the tuition cost of the certification/training class selected. Upon successful completion of said coursework, the participant will be placed with an Employing Company as a full or part-time employee for the duration of the Program, which ends on December 24, 2020.

<b>Geographic location:</b>	State of Hawaii
<b>Expected Number of Awards:</b>	1
<b>Relevant Regulation:</b>	2 C.F.R. Part 200
<b>Cost Sharing or Matching Requirement:</b>	None
<b>Term:</b>	August 1 – December 24, 2020
<b>Date Posted:</b>	July 13, 2020
<b>Submission Deadline:</b>	July 27, 2020
<b>Funding Source:</b>	Applications will be accepted until 4:00 p.m. HST CARES Act; Public Law 116-136
<b>Estimated Total Program Funding:</b>	Up to \$35,800,000
	Funding award and all contracts are subject to the availability and allotment of state and federal funds. The actual funding may be different than what is stated in this notice.

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## ELIGIBILITY

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**Eligible Applicants:** **Non-profit organizations that:** (1) have 501(c)(3) status with the IRS; (2) are a “Compliant” vendor in the Hawaii Compliance Express (HCE) system; and (3) are not on the Debarred or Suspended lists for either State or Federal contracts.

**Eligibility Criteria:** The following criteria apply to all applicants:

**Non-profit and tax-exempt status.** Must function as a private or public non-profit organization and submit evidence of non-profit status and tax-exempt status under section 501(a), pursuant to section 501(c) of the Internal Revenue Code of 1996 (26 U.S.C. 501(a) and (c)).

**Experience.** Must have successfully operated in a lead capacity to administer a training and workforce development program for at least ten (10) years in the State of Hawaii.

Knowledge of applicable federal regulations pertaining to the CARES Act, including the Federal Code of Regulations and federal cost principles is required to be considered as a qualified applicant.

**Capacity.** The CONTRACTOR must be connected to a network of organizations with the capacity to serve up to 3,000 worker placements.

**Recordkeeping and reporting.** Must be able to furnish programmatic and fiscal reports to BDSO on a minimum monthly basis for BDSO to properly monitor performance of this Program and ensure regulatory compliance.

**Network.** Must have non-profit affiliates, partners, or branches throughout the State of Hawaii in order to provide statewide service.

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## SELECTION AND AWARD

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**Selection Process and Criteria:** An evaluation committee of at least three (3) designated reviewers selected by the DBEDT Director shall evaluate proposals in accordance with the Selection Criteria below. The committee will be comprised of individuals with program experience, knowledge, and responsibility for similar program service.

A contract will be awarded to the applicant whose proposal is determined to be the most advantageous to the State taking into consideration the Selection Criteria.

**Applicants must demonstrate how it meets all of the Eligibility Criteria above.**

**Qualifications and Experience.** Qualifications and experience of the applicant's organization and the proposed personnel and/or subcontractors to carry out the Program described in the notice, including proven record of experience with comparable programs. Subcontractors are subject to the approval of DBEDT.

**Capacity.** Organizational capacity to undertake, complete and administer the Program in compliance with County, State and Federal laws, regulations, ordinances and rules in a timely and efficient manner. Applicant will demonstrate the resources and expertise to assume and meet all administrative and fiscal requirements. This includes the applicant's fiscal (including financial management systems), technological, management, administrative and staff capabilities.

**Past Performance.** Past performance and experience in successfully completing similar work as described in the notice. Applicants will be evaluated based on their prior performance on similar programs. Prior performance will be evaluated based on the applicant's narrative response as well as compliance and audit reports.

**Approach and Methodology.** Program implementation, scope, and outcomes. Applications will be evaluated on the expertise and ability of the applicant to address the required key elements of the Program and fulfill the required program outcomes. The applicant must demonstrate an implementation strategy that is feasible and can reasonably measure program impact.

**Budget.** Applicant's cost per participant served. Applications will be evaluated based on their proposed budget and the number of participants to be served.

BDSB reserves the right to cancel this notice, obtain clarification of any item in an application, or obtain additional information, including but not limited to references from past and current jobs, necessary to properly evaluate an application.

By submitting an application, the applicant agrees to all of the terms, conditions and provisions of this notice and application, and certifies that all of the information the applicant provides is true and correct to the best of its knowledge.

**Award:** All applicants will be notified by email as to the decision regarding their application. Successful applicant will work with BDSB staff to negotiate and execute a contract.

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## ADDITIONAL INFORMATION

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**Funding Notice and Application:**

This notice has been posted on the following websites. For a complete copy of the Notice and Application, please visit the [invest.hawaii.gov](http://invest.hawaii.gov) website below.

[DBEDT.Hawaii.gov](http://DBEDT.Hawaii.gov)

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[Invest.Hawaii.gov](http://Invest.Hawaii.gov)

Economic & Community Recovery Navigator  
<https://recoverynavigator.hawaii.gov/>

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