

State of Colorado
Department of Labor and Employment



Colorado Rural Workforce Consortium
Assessment Tests

Request for Proposals KADA-2019000092

Responses are due
November 30, 2018

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1 INTRODUCTION

The Colorado Department of Labor and Employment (CDLE), on behalf of the Colorado Rural Workforce Consortium (CRWC) is seeking a variety of online assessment tests that can be used to assess an individual's hard skills and soft skills based on everyday situations in the workplace or in an educational environment. These assessment tests will be used in the various Workforce Centers in the rural areas of Colorado to assist jobseekers utilizing the Workforce Centers in their job search, participants in the Workforce Innovation and Opportunity Act (WIOA) and the employers listing their jobs in the Connecting Colorado system seeking referrals of qualified candidates.

The CRWC is one of the 10 federally recognized local workforce areas in the state of Colorado. The CRWC is made up of 51 counties split into ten sub-areas. Each of the sub-areas has from one to six workforce centers. Each of these workforce centers serve job seekers looking for employment and individuals looking for training assistance. Training can consist of post-secondary education and/or subsidized work opportunities such as on-the job training. Every workforce center within the CRWC has career coaches that provide help to job-seekers with career development, professional goals and long-term workplace success strategies. Each workforce center also has business services representatives that work with employers to develop job orders and to educate the employers about the available assessments to test and screen candidates for potential employment.

The awarded purchase order shall be for one (1) year with the option to renew for an additional four (4) one (1) year terms not to exceed five (5) years.

2 ADMINISTRATIVE INFORMATION

2.1 ISSUING OFFICE

This Request for Proposals (RFP) is issued for the State of Colorado by the Department of Labor and Employment, Procurement and Contract Services (PCS) for the benefit of CDLE's Colorado Rural Workforce Consortium (CRWC). PCS is the SOLE point of contact for this RFP. All communication must be done through PCS.

2.2 INVITATION TO SUBMIT PROPOSALS

The State of Colorado is posting this RFP on the Colorado Vendor Self-Service website ("VSS") so that Offerors who have an interest may submit a proposal in accordance with the terms of this solicitation. The successful offeror is encouraged to be a member of VSS at the time of the proposal Submission Deadline, but this is not a requirement.

Solicitations for most State Agencies (Agencies), including CDLE, are posted on VSS, at www.colorado.gov/vss.

Solicitation details for goods and services, as well as construction notices, on VSS are public and do not require registration to view. Per Procurement Rule 24-102-202.5-04, applicants, bidders, or offerors need not be registered in order to be deemed responsive; however once registered, applicants, bidders, or offerors will be able to receive notification in categories of interest and respond electronically (online). Additionally, there is **no cost** to register on VSS.

Because of the limited competition expected from registered VSS vendors on this RFP, CDLE intends to use both VSS and additional methods of vendor notification and may make the RFP available to non-registered vendors through additional means.

2.3 PURPOSE

This RFP provides prospective offerors with sufficient information to enable them to prepare and submit proposals for consideration to satisfy the need for expert assistance in the completion of the goals of this RFP.

2.4 SCOPE

This RFP contains instructions governing the proposal to be submitted and the material to be included therein; and other requirements to be met by each proposal.

2.5 SCHEDULE OF ACTIVITIES AND PROJECTED TIMELINE

Activity	Date and Time (Mountain Time)
Request for Proposal Notice Published on VSS	November 1, 2018
Written Inquiry Deadline (See Section 2.6 below)	November 13, 2018 5:00 p.m.
Modification Issued with Answers to Questions	November 16, 2018 (Estimated)
Proposal Submission Deadline	November 30, 2018 2:00 p.m. MT
Best and Final Offers (BAFOs) and/or Oral Presentations	If needed
Notice of Award	December 15, 2018 (Estimated)
Contract Period	One (1) year with four (4) one year options to renew

2.6 INQUIRIES

Prospective offerors may make written, faxed, or email inquiries concerning this RFP to obtain clarification of requirements. Email is the preferred method for vendors to submit

inquiries. No inquiries will be accepted after the date and time indicated in the Schedule of Activities (above).

Mail, fax, or email all inquiries to:

Brenda McGee, Purchasing Agent
Colorado Department of Labor and Employment
Procurement and Contract Services
633 17th Street, Suite 200
Denver, CO 80202
Via FAX: (303) 318-8068
Via e-mail: brenda.mcgee@state.co.us

Inquiries must be clearly marked with RFP KADA #2019000092, and CRWC Assessments.

Responses to offeror's inquiries will be published as a modification on VSS in a timely manner.

2.7 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

2.8 PROPOSAL SUBMISSION

Proposals must be received on or before the date and time indicated in the Schedule of Activities. Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received by PCS on or before the proposal opening date and time. Offerors mailing their proposals shall allow sufficient mail delivery time to ensure receipt of their proposals by the time specified.

NOTE: The submission location is leased property and any proposals submitted by regular postal delivery are required to adhere to the United Postal Service processes as well as the Colorado Department of Personnel and Administration's mail handling processes. As such, these processes add mail processing time and offeror(s) sending proposals by regular postal mail shall ensure sufficient delivery time to accommodate these processes.

The proposal package shall be delivered or sent by mail to:

Brenda McGee, Purchasing Agent
Colorado Department of Labor and Employment
Procurement and Contract Services
633 17th Street, Suite 200
Denver, CO 80202-2117

The State of Colorado Request for Proposal Signature Page (Attachment A) and Purchase Orders Terms Affirmation Form (Attachment C) MUST be completed and signed in ink by a person legally authorized to bind the offeror to the proposal. The signed form is to be included with the proposal response that is marked as ORIGINAL.

Submit the following:

- 1) One (1) ORIGINAL hard copy of the Technical Proposal
- 2) One (1) additional hard copy of the Technical Proposal
- 3) Two (2) hard copies of the Cost Proposal, in an envelope separately sealed from the Technical Proposal
- 4) One (1) electronic copy of the Technical Proposal
- 5) One (1) electronic copy of the Cost Proposal

Offerors shall not reference dollar amounts within the technical proposal.

Technical and Cost Proposals must be submitted together in a sealed package. The outside of the package must include the following information:

OFFEROR'S NAME
RFP NUMBER
PROPOSAL DUE DATE AND TIME

Proposal responses determined to be at a variance with this requirement may not be accepted.

Offerors are requested to submit at least the original of the proposal in a format that can be easily duplicated, and to submit all copies in a manner that may be easily referenced by evaluators. It is PREFERRED that proposals are submitted in loose-leaf binders with tabs and a table of contents.

PCS desires and encourages that proposals be submitted on recycled paper, printed on both sides. While the appearance of proposals and professional presentation is important, the use of non-recyclable or non-recycled glossy paper is discouraged.

2.9 ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL

In the event that it becomes necessary to revise any part of this RFP, an addendum/modification will be published on VSS. It is incumbent upon offerors to carefully and regularly monitor VSS for any such postings. It is the offeror's responsibility to make known to PCS its interest in any addendum/modification if it has received the RFP in a direct mailing

2.10 ORAL PRESENTATIONS

Offerors may be asked to make oral presentations or to make their facilities available for a site visit by the evaluation committee. Such presentations will be at the offeror's expense. Evaluation Committee members have the right to modify a vendor's evaluation based on clarifications provided at the oral presentation.

2.11 BEST AND FINAL OFFERS (BAFOs)

CDLE reserves the right to request BAFOs for this solicitation. Evaluation Committee members have the right to modify a vendor's evaluation based on information provided in a BAFO. BAFOs may be considered in determining the apparent successful offeror.

2.12 ACCEPTANCE OF RFP TERMS

A proposal submitted in response to the RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the autographic signature of the offeror, or an officer of the offeror legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions, including compensation, as set forth herein. An offeror shall clearly and thoroughly identify any variation between its proposal and CDLE's RFP requirements on CDLE's Purchase Order Affirmation Form (Attachment C). Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

2.13 STATE OF COLORADO SOLICITATION INSTRUCTIONS/TERMS AND CONDITIONS

Any proposal submitted in response to this RFP is subject to the State of Colorado Solicitation Instructions/Terms and Conditions found on VSS at <https://bidscolorado.com/purchasi.nsf/0/546C6A7C473DD34087256E9700605672?openDocument>.

2.14 SECURITY POLICY

The successful offeror must adhere to the State of Colorado Governor's Office of Information Technology (OIT) Security policies located at <http://www.oit.state.co.us/ois/policies>.

2.15 PROTESTED SOLICITATIONS AND AWARDS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award may file a written protest in accordance with C.R.S. 24-109-102 to Lisa Eze, Procurement and Contract Services Director, Colorado Department of Labor and Employment. At 633 17th Street, 11th Floor, Denver, CO 80202 or by email cdle_purchasing@state.co.us (note underscore in email address).

2.16 CONFIDENTIAL/PROPRIETARY INFORMATION

Any proposed restrictions on the use or inspection of material contained within a proposal response shall be clearly stated in the proposal response. Offerors may request the CDLE to consider confidential or proprietary information through the following steps:

Step 1. The offeror, with its proposal, shall submit **written** requests for confidentiality. The offeror must provide a justification and state specifically what elements of the proposal are to be considered confidential/proprietary.

Step 2. Confidential/proprietary information must be readily identified, marked, and packaged separately from the rest of the proposal. **Comingling of confidential and/or proprietary information with other information is NOT acceptable.**

Step 3. The Purchasing and Contracts Office will make a written determination as to the apparent validity of any written request for confidentiality. **Neither a proposal in its entirety, nor proposal price information will be considered confidential and proprietary. Any information that will be included in a resulting contract cannot be considered confidential.**

Step 4. In the event CDLE does not concur with the offeror's request for confidentiality, the written determination will be sent to the offeror. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records.

Step 5. If the offeror does not agree with the Purchasing and Contracts Office's determination and the parties cannot come to an agreement, the offeror may file a protest. See Section 2.15 above for more information regarding protest rights.

2.17 RFP RESPONSE MATERIAL OWNERSHIP

CDLE has the right to retain the original proposal response and other proposal response materials for its files. As such, CDLE may retain or dispose of all copies as is lawfully deemed appropriate. Proposal response materials may be reviewed by any person after the "Notice of Intent to Award" has been posted on VSS, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (Open) Records. CDLE has the right to use any or all information/material presented in reply to the RFP, subject to limitations outlined in the paragraph, Confidential/Proprietary Information (above). Offerors expressly agrees that the CDLE may use the materials for all lawful State purposes, including the right to reproduce and distribute copies of the material submitted for purposes of evaluation, and as part of the resulting contract, and to make the information available to the public in accordance with the provisions of the Public Records Act.

2.18 VALID PROPOSAL PERIOD

All aspects of an offeror's proposal, including pricing, will be firm for a period of no less than one hundred and eighty (180) calendar days after the opening of the response. Estimated proposal prices are not acceptable.

2.19 PROPOSAL EVALUATION

CDLE will conduct a comprehensive, fair and impartial evaluation of the proposals received in response to this RFP. The objective of the evaluation is to determine the proposal that most effectively meets CDLE's goals and requirements. The RFP for this project will be awarded to the offeror whose proposal, conforming to the RFP, will be most advantageous to CDLE.

Failure of an offeror to provide any required information and/or failure to follow the response format set forth in Sections 4 and 5 below may result in reduced evaluation or scores and/or disqualification of the proposal. It is the offeror's responsibility to assure all required materials are included.

Offerors should not assume they will have an opportunity for oral presentations or revisions of proposals, so offerors should submit their most favorable proposal as their initial proposal. Offerors may be provided an opportunity to make an oral presentation as part of the evaluation process. Determination will be based on the written proposals, so offerors are cautioned to insure that their proposals adequately convey the soundness of their approach and understanding of the requirements.

An Evaluation Committee will be established prior to opening the proposals. PCS will participate in an oversight capacity. The names of the Evaluation Committee members will not be disclosed until after an award has been made. It is common and expected that evaluators may have prior personal and/or business experience with one or more potential offerors. PCS has established measures to ensure the integrity of the evaluation process, including independent review of proposals, evaluation of proposals based on content, opportunity for clarifications, and the fair and impartial treatment of all offerors.

The Evaluation Committee will judge the merits of the proposals received in accordance with the evaluation factors listed below. The sole objective of the Evaluation Committee is to conduct reviews of the submitted proposals along with other information that may be requested, to hold frank and detailed discussions among themselves, and to recommend the offeror for award who is responsive and most advantageous to CDLE and the State.

While a numerical rating system may be used in the evaluation process, the award decision ultimately is a business judgment that will reflect an integrated assessment of the relative merits of the proposals using the factors listed below. A brief overview of the evaluation process follows:

- Review of all the proposals received for compliance with the RFP.
- Preliminary evaluation or scoring of all proposals.
- Requests for clarification may be made. Any or all offerors may be asked for such clarification. Such requests may be made at this point in the evaluation process and/or subsequent to the oral presentations.
- Offerors, whose proposals at this point are deemed likely to receive an award, may be scheduled to make an oral presentation to the Evaluation Committee.
- Offerors may be given an opportunity to submit a BAFO after the conclusion of the oral presentations.
- Pricing of qualifying proposals will be evaluated and compared to available funding.
- Recommendation for award will be made.

Clarifying questions, the oral presentations, and the BAFOs, may require revisions to original proposals. If so, the offerors will be given a reasonable timeframe in which to

formulate and submit written responses to the questions and to provide any related revisions to their initial proposal. Such revisions will be at the option of the offeror, but will be limited to the guidelines included within CDLE's requested clarifications. No additional written materials will be permitted. Adjustments to pricing may also be allowed, but only to the extent such revisions are reflected in, and are consistent with, the proposal revisions.

The RFP Scope of Work and Response Format sections (Section 4 and 5 below) describe the work to be performed and the manner in which the proposals are to be structured. Evaluation of proposals will be based on a subjective review by Evaluation Committee members (including any clarifications, oral presentations, BAFOs, and any other sources of information deemed appropriate by the Evaluation Committee) as measured against the following factors (listed in order of importance).

- Assessment tool measures area of focus
- Cost Proposal (CDLE will evaluate all aspects of offeror's cost proposal including: licensing fees, number of concurrent users, maintenance)
- Customer support
- Training for staff

2.20 SELECTION OF PROPOSAL NOTICE

Upon review and approval of the Evaluation Committee's recommendation for award, PCS will issue a "Notice of Intent to Make an Award" on VSS.

2.21 AWARD OF CONTRACT

The award will be made to the responsible offeror whose proposal, conforming to the RFP, will be the most advantageous CDLE, price and other factors considered. A purchase order will be completed for each award. In the event the parties are unable to enter into a purchase order agreement, CDLE may elect to cancel the "Notice of Intent to Make an Award" letter and make the award to the responsible offeror whose proposal would subsequently have received the award.

2.22 ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal response of the successful offeror will become contractual obligations if acquisition action ensues. Failure of the successful offeror to accept these obligations in a contract, purchase order, or similar authorized acquisition document may result in cancellation of the award.

2.23 PURCHASE ORDER

The successful offeror will be awarded through a purchase order with CDLE. The purchase order will incorporate standard purchase order terms and conditions. These terms are included in the purchase order terms attached as Attachment B to this RFP. Offeror must clearly identify any exceptions to the purchase order terms and conditions

described in this RFP, and provide justification and alternative language in their proposal response. Offerors should not assume any term or condition in this RFP is negotiable. In the event the parties are unable to negotiate purchase order terms that are fully satisfactory to CDLE within a reasonable period of time, at CDLE's sole discretion, CDLE may elect to enter into negotiations with another vendor within the competitive range prior to RFP Award. If a "Notice of Intent to Make an Award" has been issued, and the parties are unable to enter into a contract that is fully satisfactory to CDLE within a reasonable period of time, at CDLE's sole discretion, CDLE may elect to cancel the "Notice of Intent to Make an Award" and commence negotiations with another vendor within the competitive range. .

2.24 RFP CANCELLATION

CDLE reserves the right to cancel this RFP at any time without penalty.

2.25 OWNERSHIP OF CONTRACT PRODUCTS/SERVICES

Proposals upon established opening time become the property of the State of Colorado. All products and/or services produced in response to the contract resulting from this RFP will be the sole property of the State of Colorado, unless otherwise noted in the RFP or contract. The contents of the successful offeror's proposal will become contractual obligations.

2.26 INCURRING COSTS

The State is not liable for any cost incurred by offerors prior to issuance of a legally executed contract, purchase order, or other authorized acquisition document. No property interest, of any nature, shall occur until a contract is awarded and executed.

2.27 REJECTION OF PROPOSALS

CDLE reserves the right: 1) to reject any or all proposals; 2) to waive informalities and minor irregularities in proposals received as determined by CDLE; and 3) to accept any portion of a proposal or all items in a proposal if deemed in the best interest of CDLE. Failure of an offeror to provide any information requested in this RFP (and in the manner or format required in this solicitation) may result in disqualification of the proposal.

2.28 NON-DISCRIMINATION

Offerors shall comply with all applicable federal, state, local laws, ordinances, executive orders, and regulations that prohibit discrimination on the basis of race, color, national origin, religion, and sex, including but not limited to: Title VI of the Civil Rights Act of 1964, as amended (P.L. 88-352), 42 U.S.C. § 2000d et seq., and Title VII of the Civil Rights Act of 1964, as amended. Unless required by federal law or regulation, employers may not automatically bar applicants or employees with an arrest or conviction record from employment.

2.29 PARENT COMPANY/VENDOR IDENTIFICATION

If an offeror is owned or controlled by a parent company, the name, main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number provided must be that of the offeror responding to the RFP. The offeror must be a legal entity with the legal right to contract.

2.30 EXTERNAL COMMUNICATIONS, OUTREACH, AND LOGOS

External communications and outreach pertaining to this RFP or award are not permitted without prior written approval from CDLE's Government Policy and Public Relations Office. External communications and outreach include, but are not limited to, news releases, advertising and marketing materials.

Offeror's use of CDLE or project logos are not permitted without prior written approval from CDLE's Government Policy and Public Relations Office.

2.31 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

Except as otherwise disclosed with particularity, through its submission of an offer, the offeror certifies that the prices and other terms in the offer have been arrived at independently without any consultation, communication, agreement with, or knowledge of the contents of the offer by any other competing offeror. For purposes of this paragraph, "consultation, communication, agreement with, or knowledge" does not include knowledge of prices or terms gained through availability of established price lists or catalogues made available to the public by the competing offeror. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

2.32 EMERGENCY PROCUREMENTS

If any Agency of the State of Colorado declares an emergency the award made from this RFP may be used.

2.33 PRIME CONTRACTOR

CDLE will consider the selected offeror to be the sole point of contact with regard to contractual matters including the performance of services and the payment of any and all charges.

2.34 PROPOSAL PRICING

All prices and fees contained in proposal responses, or BAFOs if conducted, shall be firm for the term of the awarded contract.

2.35 CONFLICT OF INTEREST

Offerors are required to include in their proposal a section regarding Conflicts-of-Interest. Offerors shall state whether there currently are, or potentially could be, organizational or other conflicts-of-interest regarding this solicitation, their proposal, their staff or their proposed subcontractors, any related business with the State of Colorado, or with CDLE

employees. The State's Conflict of Interest Policy can be found at: <https://www.colorado.gov/pacific/sites/default/files/Procurement%20Conflicts%20of%20Interest%20Policy.pdf>

The Colorado Department of Labor and Employment, Procurement and Contracts Services office reserves the right to make a non-responsive determination on an offeror's proposal or cancel the award if there is a conflict, a perceived conflict, or if a conflict or appearance is disclosed from any other source.

During the term of the contract, the selected offeror will not enter into any third party relationship that creates a conflict of interest or creates the appearance of a conflict of interest.

2.36 SECURITY CLEARANCE BACKGROUND CHECKS ON EMPLOYEES AND SUBCONTRACTORS **Criminal Background Checks** (private entities)

Offeror shall ensure that all employees, and subcontractor's employees, have passed comprehensive criminal background checks prior to performing work under this contract. In the State's sole discretion, State may require certain Offeror's employee(s) submit to a State conducted criminal background check, at the State's cost. Offeror shall immediately remove from this project any employees or subcontractors that do not meet the minimum standards of a criminal background check, whether conducted by the Offeror or the State. All information collected by State of Offeror's employee(s) shall be regarded as confidential.

Criminal Background Checks (governmental entities)

Offeror shall ensure that all employees, and subcontractor's employees, have passed comprehensive criminal background checks prior to performing work under a resulting contract.

2.37 CONTRACT PERFORMANCE OUTSIDE THE UNITED STATES OR COLORADO

In part, Colorado Revised Statute 24-102-206 states: (1) Prior to contracting or as a requirement for the solicitation of any contract from the state for services, as appropriate, any prospective vendor shall disclose in a statement of work where services will be performed under the contract, including any subcontracts, and whether any services under the contract or any subcontracts are anticipated to be performed outside the United States or the state. If the prospective vendor anticipates services under the contract or any subcontracts will be performed outside the United States or the state, the vendor shall provide in its statement of work a provision setting forth why it is necessary or advantageous to go outside the United States or the state to perform the contract or any subcontracts. In lieu of providing this required information in a detailed statement-of-work, offerors may utilize the Form titled Vendor-Contractor Disclosure Statement for Outside US or Colorado Form and included herein as Attachment D. At the conclusion of Vendor's performance, Vendor will be required to submit actual figures detailing the extent to which services, including those of subcontractors, were performed outside the United States or the state.

2.38 MINORITY AND WOMEN-OWNED BUSINESS AND SMALL BUSINESS ENTERPRISES

CDLE is dedicated to creating, operating, and maintaining a procurement and contracting system that provides all Colorado individuals and businesses, including minority and/or women-owned enterprises (M/WBE), and small business enterprises with an equal and fair opportunity to compete for CDLE business. Vendors shall take all necessary affirmative steps, as required by 45 CFR 93.36(3), Colorado Executive Orders, and Procurement Rules to assure that small, minority and women's business enterprises are utilized, when feasible, as sources of supplies, equipment, construction, and services purchased under awarded contract.

2.39 SECTION 508 COMPLIANCE

All electronic and information technology deliverables under this solicitation shall comply with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794 (d); 36 CFR Part 1194) and the Access Board Standards. Section 508 requires that accessibility for people with disabilities is incorporated into all electronic and information technology developed, procured and maintained under the resulting solicitation award.

Offeror shall be compliant with the Colorado Governor's Office of Information Technology (OIT) Technology Accessibility for Persons with Disabilities Standard (TS-OEA-001) found

at https://drive.google.com/open?id=0B_ZUv6gW8QZMenFUNlgxQ3dRZ28.

2.40 PAST PERFORMANCE

Each Offeror's past performance shall be reviewed as part of the State's overall evaluation. This evaluation will take into account past performance information submitted as a part of such Offeror's proposal including but not limited to, information regarding predecessor companies, key personnel who have relevant experience, and subcontractors performing major or critical aspects of the service(s), if such information is relevant. Offeror's without a record of relevant past performance or for whom information on past performance is not available will receive a neutral past performance rating.

2.41 SERVICE DISABLED VETERAN OWNED SMALL BUSINESS

Per Colorado Revised Statutes, Section 24-103-905 allows for a preference to Service-Disabled Owned Small Businesses (SDVOSB). To qualify for this preference, a SDVOSB shall submit documentation of SDVOSB certification issued through the U.S. Department of Veterans Affairs with their offer. Any SDVOSB certification submitted shall be verified by CDLE.

3 BACKGROUND AND OVERVIEW

The CRWC is currently using a variety of assessment tests and would like to continue to stay on the cutting edge of the services they offer job-seekers and employers to remain relevant with the industries, employers and job-seekers they serve.

4 SCOPE OF WORK AND/OR REQUIREMENTS

The CRWC is seeking to procure vendor-hosted, commercial off-the-shelf online assessment tests and is soliciting proposals in order to ensure it continues offering high quality services while also representing a good value for the State.

4.1 PROGRAM REQUIREMENTS

All tests shall meet the following requirements:

- Accessible online
- Compatible with Internet Explorer and/or Chrome browsers, however, the resource areas within the Workforce Centers are public environments and CRWC has found that Internet Explorer (IE) is a more secure browser. CRWC prefers tests that are able to function within IE, but will also consider Chrome.
- Vendor Hosted. CRWC will not entertain any tests that require hosting on State servers.
- Ability for Career Coaches to access test results or reports for each assessment participant.
- Offeror shall provide CDLE with demo login access to an actual live working system or a demo system that will provide the same information as the actual system.
- Customer Support: Offeror shall provide a narrative of proposed solution for the following customer support:
 - Real-time technical support for users, the communication method(s) available and standard hours of availability.
 - System updates conducted in a manner that does not negatively impact availability of tool during standard business hours.
- Training: Offeror shall provide a narrative of training detailing training options including but not limited to the following:
 - In-person and/or remote training sequences scheduled at mutually agreed upon time(s)/place(s) for our sub-area users to ensure that all users have the knowledge to use tools more efficiently and effectively.
 - Ongoing training
 - Any costs associated with such training shall be included in this proposal pricing.
- CDLE anticipates needing this tool for at least nine (9) locations with at least one but possibly up to five (5) users or more at each location.

It is desired that the testing software meet the Americans with Disabilities Act (ADA) standards in both course content and delivery system of content. Basic information is spelled out above in Administrative Information, Section 2.39. However, ideally, CDLE would like to have accessibility for employees who are visually impaired or deaf/hard of hearing. For example:

- At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.
- At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.

CRWC requires four categories of assessments which are each described separately below in sections 4.1.1 - 4.1.4. Vendors may offer any and all categories in their proposal submissions. Each category will be awarded separately, however multiple vendors could be awarded in each category and a vendor could be awarded multiple categories. The vendor must clearly define which assessment they are proposing and supply a budget for each assessment.

- Work Readiness Assessments
- Behavioral Assessments
- Interests and Work Values Assessments
- Academic Skills

4.1.1 Work Readiness Assessments

People who are work ready have the basic skills, attitudes, and knowledge required in nearly every job. Identifying areas of concern is often the first step in helping an individual become work ready. The CRWC seeks an assessment designed to help workers recognize and address the demands of the workplace by identifying their readiness, concerns or areas of weakness. Research shows that readiness assessments can also assist in the career-planning and decision-making process, leading to more informed choices.

Required:

- Measure vocationally relevant abilities such as mechanical reasoning, spatial relations, verbal reasoning, numerical ability, language usage, word knowledge, perceptual speed and accuracy, and manual speed and dexterity to assist testers to learn which occupational areas are most suited to present abilities and which areas might require a bit more training if they are interested in pursuing related occupations
- Measure proficiency in reading for information, math, and locating information.
- Comprehensive database of occupations.

- Measure proficiency in various non-occupation specific skills such as: Microsoft Office Suite and other in demand software titles, typing speed, foreign languages, etc.
- Provide a crosswalk between academic proficiency and workplace success specific to individual occupation titles.
- Remediation module that allows participants to improve scores, and includes practice tests (tutorials), featuring questions of the same style and difficulty as encountered on the actual exam.

Desired:

- Provide a verifiable and validated indicator to display competency, skill, and/or accomplishment of learning in various settings including formal and informal training.
- A Certification document that can be printed and presented to potential employers.
- Micro-Credentials/Digital Badging to demonstrate knowledge and ability that is easily communicated to employers.

4.1.2 Behavioral Assessments

Behavioral Assessment tests are job evaluation tools that help predict the job performance of individuals by discovering their strengths and uncovering their development needs.

Required:

- Career aptitude test that lets a career coach pose questions and create real-life situations to assess the problem-solving skills of candidates.
- Functional behavior assessments to help ensure the best fit for hourly employees by revealing candidates personality traits, biographical history and problem-solving ability.
- Performance predictions for many types of positions by combining personality, previous experience, thinking ability, problem solving and organizational cultural fit.
- Capacity and capability assessments including natural talent in a specific area, work style preferences, acquired experience and a combination of cognition and knowledge;
- Organizational fit assessments that measure fit in terms of company culture, values and preferences for job characteristics; and onboarding assessments to help accelerate time-to-productivity of new hires and understand their learning styles.

Desired:

- An emotional intelligence self-test that measures all four Emotional Quotient (EQ) skills (self-awareness, self-management, social awareness and relationship management) quickly and accurately.

- A customer relations & interpersonal skills screening test for candidates who will be interacting with customers, administrative / support personnel who will be providing internal service to other parts of the organization, entry-level through middle management. Measures should include Service orientation, Tolerance for stress, Flexibility and Coping skills.

4.1.3 Interests & Work Values Assessments

Personal values play an important part in occupational selection and job satisfaction. Interest and work values assessment tests will provide a measure of values to supplement programs in educational and industrial career counseling, enabling examinees to discover which occupational areas match their personal values.

Required:

- Interest Profiler that will provide job activity interest scores related to career clusters to assist an individual in Career Exploration
- Basic Skills assessment that will show careers that require the tester's basic skills.
- Transferable Skills assessment that will show how the tester's skills can lead to new opportunities/careers.
- Work Values assessment that matches the tester's values to career options.
- Comprehensive database of careers

Desired:

- Interest Assessments geared toward Veterans/Military experience
- Word search capability

4.1.4 Academic Skills

Used for assessing a participant's grade level to enter training courses with a prerequisite and determine a baseline for where to begin GED prep. The Career Coach also uses these types of assessments to determine if there are any academic deficiencies that would interfere with case management effectiveness.

Required:

- Determines grade equivalency in reading, applied math, math computation and spelling
- Determines level of academic functioning (standard scores)
- Online and paper/pencil tests

Desired:

- Remediation module with practice tests to help improve scores

5 COST PROPOSAL

Offerors shall provide detail monthly pricing in a separate sealed envelope.

- CDLE anticipates needing this tool for at least nine (9) locations with at least one but possibly up to five (5) users or more at each location. Offerors are to utilize nine (9) locations with up to five (5) users at each location or 45 users for pricing. Offeror is to provide information on how they will propose their tool. Will this be a site license, user license, or per test? If user license will it be concurrent licenses or seat licenses? If both per test and site license are available, offeror should propose both types of pricing.
- A Cost proposal sheet – attachment F for each type of assessment you are proposing.

6 RESPONSE FORMAT

To facilitate an effective evaluation process, proposals must be submitted in the following format on 8 1/2 by 11 inch paper and all pages should be numbered in the following manner: page ____ of ____ pages. Please use double-sided pages. All acronyms in the proposal must be defined. Failure to provide the requested information may result in disqualification of the proposal.

The procedure for submitted responses is as follows:

1. CDLE Proposal Signature Page (Attachment A)– Original Copy ONLY
2. Purchase order Terms and Conditions Affirmation Page (Attachment C) – Original Copy ONLY
3. Vendor Performance Disclosure Form (Attachment D) – Original Copy ONLY
4. Certificate of Good Standing from the Colorado Secretary of State’s website – Original Copy ONLY (provide only if registered and available at the time of submission) CDLE does not require a bidder to be registered with the Colorado Secretary of State; however a Certificate of Good Standing is highly encouraged.
5. Assessment Response (Attachment E) - To match the Scope of Work or Requirements described in Section 4 above. Make sure to define which assessment/assessments you are proposing. Explain how your assessment meets the requirements spelled out. Use the sheets supplied to respond to each of the requirements. If you are not proposing a specific category, you do not need to return those pages. Pages 1 and 2 are required for all responses.
6. Offeror Cost Proposal Attachment F.