

WA Healthcare Worker Training Coalition:

Health Career Pathways from Long-Term to Acute Care

Request for Proposals



August 2011

Workforce Training and Education Coordinating Board
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www.wtb.wa.gov

Contents

1. Introduction	2
1.1. Background	2
1.2. Purpose	3
1.3. Eligible Applicants	3
1.4. Funds Available and Project Duration	3
1.5. Leveraged Resources Requirement	3
1.6. Eligible Training Participants.....	4
1.7. Type of Training Activities.....	4
1.8. Performance Outcome Requirements.....	4
1.9. Data Entry, Reporting and Documentation Requirements	5
1.10. Quality Assurance	5
2. General Information for Applicants.....	6
2.1. Timeline.....	6
2.2. RFP Webpage	6
2.3. Bidders Conference.....	6
2.4. Submission of Proposals	6
2.5. Revisions to the RFP.....	7
2.6. Responsiveness	7
2.7. Additional Information	7
3. Proposal Contents	8
3.1. Cover Page	8
3.2. Project Design	8
3.3. Quarterly Projected Participant Outcomes Chart	10
3.4. Cumulative Quarterly Projected Expenditures Form	10
3.5. Budget Page	10
3.6. Budget Narrative.....	10
3.7. employer letter(s).....	10
3.8. Applicable union support.....	10

1. Introduction

1.1. BACKGROUND

On March 1, 2010, the U.S. Department of Labor awarded the Workforce Training and Education Coordinating Board (Workforce Board) a 3-year, \$5 million American Recovery and Reinvestment Act grant to train 550 low-wage Washington healthcare workers through hybrid learning methods, online and at the workplace. The aim is to help entry-level workers move into higher-paying, high-demand healthcare professions with established career pathways. The grant will also create 350 entry-level healthcare jobs, with opportunities for advancement.

There are three areas of emphasis:

1. **Advancing entry-level workers along the nursing pathway** and moving hundreds of workers up this high-demand career ladder by recruiting, supporting and training them in a healthcare setting.
2. **Providing jobs in long-term care and creating career transitions to acute care** by recruiting and training long-term care workers and providing a seamless pathway to acute, hospital healthcare.
3. **Expanding the state's healthcare educational capacity** through workplace learning opportunities, online classes and recruiting more clinical instructors.

The grant targets:

- low-wage hospital workers who have an interest in advancing their healthcare careers;
- long-term care workers who previously have had no pathway to enter higher level healthcare and hospital work; and
- workers who have yet to be hired, but will fill slots as current workers are trained and reach higher levels in the healthcare career ladder.

This grant, which is administered by the state's Workforce Board in conjunction with partners including SEIU Healthcare 1199NW Multi-Employer Training and Education Fund, SEIU Healthcare NW Training Partnership, Health Work Force Institute, SEIU 1199, and the State Board for Technical and Community Colleges breaks new ground in pioneering career tracks that move low-wage healthcare workers into better paying, higher-demand professions. The labor/management education partnership overseeing the grant money is called the Washington Healthcare Worker Training Coalition.

See <http://www.wtb.wa.gov/HealthTrainingCoalition.asp> for more information on the Healthcare Worker Training Coalition.

1.2. PURPOSE

The Washington Healthcare Worker Training Coalition is currently re-distributing grant money in order to effectively meet grant outcomes. This activity has created an opportunity to bring on new partners. Please note that we have not yet received formal approval from funder U.S. Department of Labor (USDOL) to redistribute funds. The approval process is a lengthy, three-step process and our request has made it through two out of three steps. We do not anticipate any problems with our request. Check the [RFP website](#) for a status update on USDOL approval.

1.3. ELIGIBLE APPLICANTS

The Workforce Board will accept applications from Washington long-term and acute care employers, healthcare union affiliated organizations, community and technical colleges, licensed career schools, workforce development organizations and other entities focused on healthcare workforce and training.

Applicants who are not long-term or acute care employers must have at least one partner employer that is indicating a need for trained workers. Applicants who want to serve unemployed individuals and are not workforce development organizations are strongly encouraged to include the workforce development system (local Workforce Development Councils, WorkSource Centers and other workforce training organizations) as part of their project design.

1.4. FUNDS AVAILABLE AND PROJECT DURATION

An eligible applicant may apply for up to \$429,600. Total grant funds requested cannot exceed \$2,400 multiplied by the number of people served (for example, an applicant intending to serve 50 people can only request up to \$120,000). Grant funds may pay for training costs, training supplies, participant assessments, support services, case management, and project management. Project management costs may include project coordination, participant recruitment, accounting services, technical support, office supplies, facility usage, and other costs related to managing the project. All grant expenditures must be directly tied to project activities. There is no funding for indirect activities, such as fundraising and lobbying.

Successful applicants will have until February 28, 2013 to complete all grant-funded activities.

1.5. LEVERAGED RESOURCES REQUIREMENT

At least 25 percent of the total project costs must be leveraged from other resources. These can be in the form of cash and/or in-kind services from federal and non-federal sources. For example,

an applicant intending to serve at least 50 people, requesting \$120,000 grant money, needs to leverage an additional \$40,000 cash or in-kind services, making the total project costs equal \$160,000. Leveraged resources may include staff time (for activities such as curriculum development, project consultation, accounting services and administrative support), equipment usage, travel costs, facility and meeting room usage, participant support services and any other project activity/cost not being paid for by the grant. If employers are paying for participants' salary during instruction time, that also can be considered a leveraged resource. Leveraged resources must be tracked, documented and reported.

1.6. ELIGIBLE TRAINING PARTICIPANTS

Participants must meet one of the three following eligibility criteria. See Glossary (*Attachment E*) for definitions:

1. Incumbent Healthcare Worker
2. Dislocated Healthcare Worker
3. Unemployed Individual

All participants must be eligible to work in the United States. Male participants born on or after January 1, 1960 must also be in compliance with the Selective Service registration requirements. Veteran's Priority of Service requirements apply. See the Glossary (*Attachment E*) for details.

Eligibility must be verified and documented prior to enrollment.

1.7. TYPE OF TRAINING ACTIVITIES

Training activities may consist of 1:1 or small group instruction, classroom, online, and/or apprenticeship training occurring in and/or outside the workplace.

1.8. PERFORMANCE OUTCOME REQUIREMENTS

Proposed projects must include plans to ensure that at a minimum, the following outcome requirements are met:

- 94 percent of participants will successfully complete training
- 90 percent of participants will earn an industry recognized credential*
- 90 percent of participants will be placed in training-related employment/advance careers**
- 89 percent of participants will retain employment during the 1st quarter after placement/advancement***
- 87 percent of participants will retain employment during the 2nd quarter after placement/advancement***

*If a local employer requires a type of workforce training that does not come with an industry recognized credential, this must be explained in the Project Design section of the proposal.

**Participants must be placed in training-related employment/advance their healthcare career prior to the end of the contract period.

***Employment retention is tracked for two quarters after placement or until the end of the contract period, whichever comes first.

1.9. DATA ENTRY, REPORTING AND DOCUMENTATION REQUIREMENTS

Monthly Data Entry

This grant has its own online data collection system that needs to be updated for each participant by the 12th of each month. Training on the data collection system will be provided by Workforce Board staff. See the Data Reporting Elements document (*Attachment F*) for information on data entry requirements.

Quarterly Reports

Recipients of Federal awards under Section 1512 of the American Recovery and Reinvestment Act are required to submit quarterly reports soon after each calendar quarter. Grant sub-recipient 1512 reports are due to the Workforce Board by the last day of every calendar quarter. Project Fiscal and Narrative reports are due 30 days after each calendar quarter. Reporting forms can be found on the [ARRA Healthcare Grantee Resource page](#).

Documentation

Grant sub-recipients must create a file for each participant that includes eligibility, service and outcome documentation. Participant file and back-up documentation requirements can be found [here](#).

1.10. QUALITY ASSURANCE

Workforce Board staff will be conducting ongoing quality assurance checks throughout the contract period and formal monitoring at least once during the contract period. Formal monitoring tools can be found [here](#).

2. General Information for Applicants

2.1. TIMELINE

Activity	Date
Issue Request for Proposals	August 30, 2011
Bidder's Conference	September 9, 2011 from 10am to 12pm
Due date for application	September 26, 2011 <u>by 3pm</u>
Application review committee convenes	October 5, 2011
Final decision and notification	During the week of October 10th
Negotiate and execute contracts	October - November 2011
Contract end date	February 28, 2013

2.2. RFP WEBPAGE

The Workforce Board maintains a webpage at www.wtb.wa.gov/HealthTrainingRFP2011.asp for applicants and other interested parties. Applicants are encouraged to visit this webpage regularly for information and updates on the proposal process.

2.3. BIDDERS CONFERENCE

A bidder's conference is scheduled to be held on September 9, 2011 from 10am-12pm. Interested parties may attend this meeting in person at the Workforce Board office or participate via teleconference. Information regarding bidder's conference participation will be posted on the [RFP webpage](#). All prospective applicants are encouraged to attend. The Workforce Board will be bound only to written answers to questions. Questions arising during the bidder's conference or in subsequent communication with the Workforce Board will be documented and answered in written form. A copy of the questions and answers will be made available on the [RFP webpage](#).

2.4. SUBMISSION OF PROPOSALS

Applicants must submit their application package electronically as an attachment to an email to Katherine Mahoney at kmahoney@wtb.wa.gov no later than 3:00 p.m. on Monday, September

26, 2011. The proposal and attachments must be submitted as Word files or PDFs, with the exception of the Budget, which must be submitted as an Excel file. Applications that arrive after this deadline will not be accepted.

Eligible applicants may submit only one application. Section 3.2 (*Project Design*) of the proposal is **limited to five pages**. Font size must be 12 point.

2.5. REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of the RFP, addenda will be published on the [RFP webpage](#). To ensure notice of any RFP addenda, please email your name, email address, telephone number, and the RFP name to Katherine Mahoney at kmahoney@wtb.wa.gov.

The Workforce Board reserves the right to cancel or reissue the RFP in whole or in part, prior to execution of a contract.

2.6. RESPONSIVENESS

All proposals will be initially reviewed to determine compliance with administrative requirements and instructions specified in this RFP. Proposals that fail to comply with any part of the RFP may be rejected as non-responsive. Applicants will be notified if their proposal is found to be non-responsive. A panel of experts will use the attached scoring rubric (*Attachment G*) to review applications that pass the initial review process. If needed, an in-person or telephone conversation between Workforce Board staff and the applicant will occur to more fully explore the strengths of the application or assist in the overall prioritization of projects.

2.7. ADDITIONAL INFORMATION

See the Glossary (*Attachment E*) for definitions of terms. If you have any questions, please contact Beth Meyer, Grant Manager, at 360-586-3328 or via email at bmeyer@wtb.wa.gov.

3. Proposal Contents

The proposal must contain:

3.1. COVER PAGE

Please use the attached template (*Attachment A*). The cover page must have a scanned signature of the applicant signatory. *Proposals will not be considered complete if the Cover Page is not included.*

3.2. PROJECT DESIGN

Include the following elements in the Project Design section. *This section must be no more than five pages.*

Workforce Need

If you (the applicant) are a healthcare employer, please address the following elements in this section:

- Provide current and projected (through February 2013) hiring needs related to this project.
- Include type(s) of training/credential required to meet hiring needs. If you require a type of workforce training that does not come with an industry recognized credential, please explain.
- If the project is training incumbent workers, provide a list of job title(s) potential participants currently hold, a list of job title(s) they will be promoted into after successfully completing the training, and information on the resulting wage gain. If the training will not result in a promotion, please explain how the training will advance the participants' healthcare career.
- If the project is training dislocated workers or unemployed individuals, provide an explanation for why your current workforce cannot meet hiring needs.
- Explain how you will recruit and select participants for your training program(s).

If you (the applicant) are not a healthcare employer, the above elements must be addressed in a letter from each healthcare employer you are partnering with. See section 3.7 (*Employer Letter(s)*) for more information.

Project Strategy and Workplan

Clearly describe your project's strategy and implementation plan. This must include the following elements:

- A description of the project's training program(s);
- Strategies for ensuring participants' successful completion of training and career advancement; and
- Roles of each project partner, including a description of how healthcare workers and/or affiliated unions (*if applicable*) are involved in the project design and implementation strategy development.

Grant-Funded Activities & Leveraged Resources

Identify which project activities will be paid for by grant funds and which activities will be leveraged from other resources. Describe how the project will meet the leveraged resources requirement. See section 1.5 (*Leveraged Resources Requirement*) for more information.

Capacity Building

The Workforce Board is building statewide healthcare workforce and training capacity with the ARRA Healthcare grant funds. Please describe how your project will contribute to one or more of the following efforts:

- Advancing entry-level workers along the healthcare career pathway and creating entry-level job openings;
- Increasing online and workplace learning opportunities in healthcare training programs; and/or
- Increasing clinical rotation capacity, i.e. working with employers to find time slots during hours not normally used by schools, utilizing simulation laboratories, seeking clinical partnerships with underutilized clinics.

Project Management

Identify the staff member who will be the project manager and any other staff members who will be assigned to work on the project. Indicate their qualifications and responsibilities, and include the amount of time each will be assigned to the project. Indicate the extent to which the project manager has experience with operating similar projects.

3.3. QUARTERLY PROJECTED PARTICIPANT OUTCOMES CHART

Please use the attached form (*Attachment B*).

3.4. CUMULATIVE QUARTERLY PROJECTED EXPENDITURES FORM

Please use the attached form (*Attachment C*).

3.5. BUDGET PAGE

Please use the attached spreadsheet (*Attachment D*).

3.6. BUDGET NARRATIVE

Please describe the expenses encompassed within each section of the budget. Where organizational policies direct budget formulas, such as benefit rates or mileage reimbursement, please provide policy descriptions.

3.7. EMPLOYER LETTER(S)

If you (the applicant) are not a healthcare employer, you are required to submit a letter from each employer your project is partnering with. The letter(s) must include the name, title and contact information for the project point person at the employer site and it also must have a scanned signature of the letter's author. See the Workforce Need section of 3.2 *Project Design* for more information on letter content requirements.

3.8. APPLICABLE UNION SUPPORT

For any employer site with represented employees, the relevant union must be consulted and a letter of support from said union must be included with the application. *Proposals will not be considered complete if a union support letter is missing.* Employer sites without union representation are not required to complete this section, but applicants must note this non-affiliation in the Project Strategy and Workplan section of 3.2 *Project Design*.