



**ADMINISTRATION & FINANCE
PURCHASING DIVISION
CITY OF WORCESTER, MA
455 MAIN STREET
ROOM 201, CITY HALL
WORCESTER, MA 01608
(508) 799-1220**



**Christopher J. Gagliastro, MCPPO
Purchasing Agent**

**RFP NO. CR-7874-W3
ISSUANCE DATE: 8/17/2022**

BUYER: Christopher J. Gagliastro

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REQUEST FOR PROPOSALS
NOTICE TO PROPOSERS**

RFP TITLE: CDL TRAINING PROGRAMS / MCRWB

REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION

General Conditions

All proposals are subject to the terms, conditions and specifications herein set forth:

1. **Scope: Provide commercial driver's license (CDL) training programs as per the attached requirements and specifications of the MassHire Central Region Workforce Board for a period from date of contract through May 31, 2024 and at the sole discretion of the City to renew for one final contract year at the current contract pricing.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 22, 23, 27, 30,
4. A performance bond in the amount of N/A will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages.

Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division and are to be in duplicate. No changes will be considered or any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Christopher J. Gagliastro
Purchasing Director
City of Worcester, City Hall
455 Main Street, Room 201
Worcester, MA 01608
gagliastroc@worcesterma.gov**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Proposer" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B, and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge,

compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all of the proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal, and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP, and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: not applicable
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation in the following types and amounts:
 - A) PUBLIC LIABILITY INSURANCE - Contractor to supply the City of Worcester with certificates of insurance covering public liability in an amount not less than \$1,000,000.00 to any one person, and not less than \$ 1,000,000.00 on account of one accident.

B) PROPERTY DAMAGE INSURANCE - Contractor to supply the City with certificates of insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of any one accident, and not less than \$2,000,000.00 on account of all accidents.

C) COMPENSATION INSURANCE - The Contractor shall furnish the City with certificates showing that all its employees shall be connected with the management operations are protected under worker's compensation insurance policies.

20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve month period ending June 30 of each

year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.

29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, set-offs, or counter-claims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.

35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

SUBMISSION OF PROPOSALS

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the proposal of evaluation considerations.*

A sealed package containing **the original, 2 copies plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

CDL Training Programs / MCRWB – Technical Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. CR-7874-W3

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

CDL Training Programs / MCRWB - Price Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. CR-7874-W3

Price proposal pages are located at end of specifications

Proposals must be delivered no later than Wednesday, September 7, 2022 at 10:00 AM LOCAL TIME. Late submissions will be rejected, regardless of circumstances. The City of Worcester is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

RFP EVALUATION

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by the use of four rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the cost proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and cost proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name

Address

Zip Code

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship / Individual

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Email _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership, Full names and addresses of all partners

Name

Address

Zip Code

Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____

Street

P.O. Box

City/Town

State

Zip

Email: _____

Telephone No. _____

Place of Business in Massachusetts _____

Street

P.O. Box

City/Town

State

Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street

P.O. Box

City/Town

State

Zip

Place of Business in Massachusetts _____

Street

P.O. Box

City/Town

State

Zip

Telephone No. _____

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____

TITLE _____

DATE _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

- *ALL PROPOSAL SUBMISSIONS MUST CONTAIN THE ABOVE NON-COLLUSION FORM*

MCRWB FY 23 and FY 24 Specifications for CDL Trainers

The MassHire Central Region Workforce Board (MCRWB) is seeking qualified training providers to operate a Class A Commercial Driver's License (CDL A) training program and/or a Class B Commercial Driver's License (CDL B) training program on its behalf for adults 18 years and older within the MassHire Central Region Workforce Area; (see: <http://https://masshirecentral.com/about/>). Multiple vendors may be selected and each will be awarded term contracts from June 1, 2022 to May 31, 2024 with one annual renewal option for a third year, at the sole discretion of the City of Worcester. Applicants may apply as a training provider for one or both of the desired training areas. Applications should be based on the costs and activities related to providing a small group of MCRWB-selected participants with the appropriate classroom and road instruction necessary for CDL training. A maximum cost of \$6,000 per CDL A participant and \$4,000 per CDL B participant will be considered.

The total number of training sessions being sought through this procurement is not known at this time, but it is anticipated that the MCRWB will fund approximately three CDL B and one CDL A cycles of training per year. The final number of training sessions is dependent upon available funding gathered from a variety of sources, including the City of Worcester's Job Fund, the MA Workforce Competitive Trust Fund, the Workforce Innovation and Opportunity Act (WIOA), etc. Class schedules will vary by contract in accordance with the needs of the MCRWB and participants; typically, sessions run in the day or early evening hours to allow maximum trainee convenience. Limited flexibility for negotiating schedule changes may be offered to the selected provider(s).

The MCRWB will:

- Provide necessary classroom space for instruction in Worcester, MA, if requested by provider(s).
- Provide the necessary certified CDL B training site through a local vendor in Worcester, MA, if requested by provider(s). This training course is typically available after 1:00pm Monday-Friday. (At this time, the MCRWB does not have a certified CDL A training course available and CDL A providers must provide their own certified CDL A training course.)
- Organize and advertise at least two information sessions per training cycle to spread awareness of the program to community members.
- Recruit, screen, and interview applicants with consideration given to the MA Department of Transportation (D.O.T.), Registry of Motor Vehicles (RMV), and industry employer standards and expectations.
- Provide case management and support services for all participants before, during and following training.
- Require all applicants to submit a driving record, complete drug testing, and complete a D.O.T. physical exam as part of the selection process. The MCRWB will cover the costs for participant drug testing, D.O.T. physical exam, participant CDL permit fees, and participant CDL licensing fees.

Plan / Scope of Services

The selected provider(s) must:

- Be in good standing with the Commonwealth of Massachusetts as a business/corporate entity and all proposers must include a Certificate of Insurance.
- Have all appropriate state certifications and insurance necessary for delivering CDL classroom and driving instruction in accordance with all applicable state and federal laws, including Massachusetts General Law c. 90, § 32G and § 32G½ and 540 CMR 23.00.
- Have a registered and state-inspected late model manual transmission tractor-trailer suitable for the appropriate CDL Class, that has passed the most recent Massachusetts safety and emissions inspection, capable of passing a site visit inspection by the MA DOT/RMV Registrar, that is properly equipped, registered and insured as a commercial vehicle, and maintained in proper operating condition. The vehicle must be available for all driving instruction as well as the CDL certification test given by the MA Department of Transportation/Registry of Motor Vehicles:
 - For all road tests, the proposer is required to supply a properly equipped, legally registered and insured vehicle that has a valid inspection sticker. It also must be of the proper type and manufacturer's gross vehicle weight rating for the corresponding CDL license, and it must pass a safety check by the examiner.
 - If the vehicle is rented, the proposer must provide the rental agreement and written permission on the rental company's letterhead authorizing use of the vehicle for a road test.
 - The proposer must be able to accompany trainees to take the road test(s) as the sponsor; this sponsor must have a valid CDL with the proper endorsements for the vehicle. The sponsor must also have a current D.O.T. Medical Certificate.
- Establish an appropriate curriculum that is aligned with MA DOT/RMV CDL testing standards.
- Identify and secure all necessary and appropriate supplies and equipment for the training.
- Assist MCRWB staff with participant selection through activities such as participant interviews, reviewing driving records, or other related activities.
- Advise the MCRWB of appropriate industry requirements and expectations, as necessary, throughout the participant selection process of each cycle.
- Cover all trainee costs associated with CDL training and CDL road tests throughout the duration of the program.
- Conduct the necessary classroom instruction to prepare participants for a CDL B permit exams through the Registry of Motor Vehicles including the General Knowledge and Airbrakes Written Exams. The selected CDL A provider(s) will also be responsible for preparing participants for the Combination Vehicles Written Exam. *(The MCRWB reserves the right to enroll up to 2 waitlisted participants in this portion of the course so*

that alternatives will be able to replace any participant who withdraws within the first 10% of the CDL road exam preparation portion.)

- Conduct the necessary classroom, practice yard, and driving instruction necessary for participants to prepare for the appropriate CDL exam and road test. *(The MCRWB reserves the right to replace any participant who withdraws within the first 10% of the CDL road exam preparation portion with a waitlisted individual.)*
- Notify the MCRWB immediately of any participant withdrawal from the program and allow the MCRWB to replace any participant that withdraws from the program within the first 10% of the CDL road exam preparation portion with a qualified waitlisted participant.
- Provide qualifying trainees with the necessary arrangements and sponsorship to take (and re-take up to 2 times, if necessary) the CDL certification test given by the MA Department of Transportation/Registry of Motor Vehicles.
- Assist with teaching trainees about basic workplace standards, expectations, and conditions within the commercial driving industry.
- Provide training in a manner and method that is appropriate for individuals with previous barriers to employment, including veterans, single parents, people of color, women, people with disabilities, limited English speakers, long term unemployed, and low-income residents.
- Provide assistance to the MCRWB with the identification of, and application for, additional funding opportunities for future CDL training sessions within the region.
- Assist the MCRWB with program retention and provide program participant progress and outcome information to the MCRWB as requested.
- Assist program participants with identifying any additional industry recognized certifications/endorsements for qualifying participants.
- Discuss career opportunities related to the commercial driving industry, including information for program graduates concerning opportunities for employment through employer connections as available and appropriate.
- Have a minimum of three employer partner connections that have hired program graduates in the past or have expressed interest in hiring qualified graduates from this training program.

Provider Directions:

Please respond to all questions in Section 1 and respond to questions in Section 2 and/or Section 3 as appropriate. *(Providers interested in providing CDL A training services must complete all questions in Sections 1 and 2. Providers interested in providing CDL B training services must complete all questions in Sections 1 and 3. Providers interested in providing both CDL Class A and CDL Class B must complete all questions in Sections 1, 2 and 3.)*

Notes for clarification on application directions are provided in Appendix A and Comparative Criteria Frameworks are provided in Appendix B.

Section 1: All Providers

1. Please describe and attach your qualifications/credentials for operating a CDL training, including any special certifications, education or licenses.
2. Please indicate if your training program has had any significant safety violations or accidents during its history.
3. Please list your performance outcomes for the past 24 months; number of CDL trainees, number of CDL program graduates, and number of CDL graduates passing their DOT/RMV road test.
4. Please describe your ability to provide instruction to individuals with previous barriers to employment, including veterans, single parents, people of color, women, people with disabilities, limited English speakers, long-term unemployed, and low-income individuals.
5. Please indicate if your program has been approved as a training program through the MA Training Pro and Section 30 systems.
6. Please discuss your State-certification status as a Registered Apprentice or Pre-Apprenticeship and identify any employer relationships you have as a training provider. For employer partners, please include their organization, contact information, contact person, level of commitment to hiring these program graduates, and the number of anticipated openings throughout the contract period.
7. Describe the financial system to be used in accounting for contracted funds. The system, at a minimum, must provide accurate, current, and complete financial information to meet the prescribed requirements for periodic financial reporting and accounting records and documentation to support and identify all financial transactions. In your description include an explanation of the following financial areas:
 - a) Bonding and/or insurance arrangements for every individual who is authorized to receive or deposit funds into program accounts, or issue financial documents, checks, or cash payments.
 - b) The system of internal controls used to safeguard cash
 - c) The manner in which project related financial transactions will be kept separate and readily traceable from other financial transactions
 - d) Time and attendance records currently utilized for staff and participants.

8. Please provide the following attachments:
- a) Please attach a copy of the instructor(s) current D.O.T. Medical Certificate(s) and CDL license(s).
 - b) Please attach proof of insurance (or a letter on letterhead from your insurance carrier indicating the ability to provide the appropriate coverage).
 - c) One copy of an organizational chart showing the administrative and operational framework of the agency.
 - d) One copy of your most recent audit
 - e) One copy of your current Equal Employment Opportunity/Affirmative Action Policy.
 - f) One copy of your approved indirect cost rate, if applicable. If you do not have an approved indirect cost rate, administrative costs will be limited to 10% of the program award and will be based on actual costs incurred for the administration of the program.
 - g) One copy of a Certificate of Insurance Coverage. (Governmental agencies that are self-insured must provide proof of self-insurance). In the event that a certificate of insurance cannot be furnished with the proposal, it is acceptable to provide a letter from the proposer's insurance broker/company indicating that if the proposer is successful in obtaining this contract. The required insurance will be available before the contract is executed. Certificate of Insurance Coverage should include:
 - Statutory Workers Compensation and employer's Liability Insurance;
 - Comprehensive, all risks General Liability coverage for Personal Injury and Property Damage Liability of not less than \$1 million for each occurrence and \$2 million annual aggregate;
 - Comprehensive Automobile Bodily Injury and Property Damage Coverage Liability of not less than \$1 million combined single unit.
 - Professional Liability Insurance in the amount of \$1 million each wrongful act/\$2 million aggregate.

Section 2: CDL Class A Provider Questions

1. Please describe your experience delivering a CDL Class A training, including years of instruction, the schedule and location of previous training(s).
2. Please provide a detailed description of your classroom, course practice, and road instruction curriculum and plans for the delivery of the proposed CDL A training program. Please include qualitative descriptions and allotted instruction time for all training components.
3. Please provide a detailed description of your expectations for participants including driving record requirements, previous experience with manual transmissions, attendance requirements, participant progress milestones during training, etc.
4. Please provide your planned number of participants per training, your available times and locations to deliver training, and available public transportation options for potential trainees.

5. Please provide a detailed description of all equipment, books, study aids, and other learning materials you will utilize during instruction. Please identify the vehicle(s) you will use for the driving instruction, including make, model, year, transmission type, registration status, and insurance carrier.
6. Please include a line item price proposal (See Attached for Form) and budget narrative for your proposed CDL A training.

Section 3: CDL Class B Provider Questions

1. Please describe your experience delivering a CDL Class B training, including years of instruction, the schedule and location of previous training(s).
 2. Please provide a detailed description of your classroom, course practice, and road instruction curriculum and plans for the delivery of the proposed CDL B training program. Please include qualitative descriptions and allotted instruction time for all training components.
 3. Please provide a detailed description of your expectations for participants including driving record requirements, previous experience with manual transmissions, attendance requirements, participant progress milestones during training, etc.
 4. Please provide your planned number of participants per training, your available times and locations to deliver training, and available public transportation options for potential trainees.
 5. Please provide a detailed description of all equipment, books, study aids, and other learning materials you will utilize during instruction. Please identify the vehicle(s) you will use for the road driving instruction, including make, model, year, transmission type, registration status, and insurance carrier.
 6. Please include a line item price proposal (See Attached for Form) and budget narrative for your proposed CDL B training.
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Appendix A

Notes on Line Item Price Proposals

- a) Each line item in the Price Proposal must provide sufficient information to determine the cost is reasonable, necessary and allowable. Costs (line items) will be determined allowable if they are necessary for the program, and if they are reasonable given the quality and/or quantity of services proposed and comparable costs to similar programs.
 - b) Staff salary information must include hourly wage and total number of hours to be charged to the program per proposed staff position.
 - c) Staff fringe benefits must include each cost to be charged or an explanation of what costs make-up the fringe rate, and how the rate is determined.
 - d) Staff travel must include the estimated number of miles to be charged to the program and specify the reimbursement policy of the agency. i.e. number of estimated miles to be charged at a specific rate per mile.
 - e) Facility rental costs must include the number of square feet and the price per square foot. If space rental costs are divided among multiple programs, the percentage to be reimbursed under this program must be included.
 - f) Other line items should include estimated costs with detail on the need for the line item(s).
-

Appendix B: Comparative Criteria

A review committee will review and score all eligible submissions. Review results will be documented. The MCRWB reserves the right to request additional information from any applicant to ensure that the review committee has a complete understanding of the program concept. The following Comparative Criteria will be used to assess the quality of each application.

- A. Experience: The MCRWB is looking for providers with experience conducting CDL trainings in order to ensure participants have access to providers and instructors with knowledge of the CDL industry and a strong familiarity with CDL instruction.

Highly Advantageous	Proposer has 6+ years' experience offering CDL instruction.
Advantageous	Proposer has 3 to 5 years' experience offering CDL instruction.
Not Advantageous	Proposer has up to 3 years' experience offering CDL instruction.
Unacceptable	The proposer has no experience offering CDL classes.

- B. Past Performance: The MCRWB is looking for providers that have a strong history providing CDL instruction correlated to a high state DOT/RMV road test passing rate.

Highly Advantageous	Proposer has an 80% CDL state DOT/RMV road test passing rate for program graduates
Advantageous	Proposer has an 60 to 79% CDL state DOT/RMV road test passing rate for program graduates
Not Advantageous	Proposer has a 30 to 59% CDL state DOT/RMV road test passing rate for program graduates
Unacceptable	Proposer has less than 30% CDL state DOT/RMV road test passing rate for program graduates

- C. Safety: The MCRWB has a priority to ensure the safety of participants and providers throughout the duration of the training program(s).

Highly Advantageous	Proposer has operated CDL Instruction without any significant safety violations or accidents for the past 6+ years.
Advantageous	Proposer has operated CDL Instruction without any significant safety violations or accidents for the past 3-5 years.
Not Advantageous	Proposer has operated CDL Instruction without any significant safety violations or accidents for less than the past 3 years.
Unacceptable	Proposer has not operated CDL Instruction without any significant safety violations or accidents for the past year.

- D. Location: The MCRWB is looking for providers who are able to provide training easily accessible to trainees living within the MassHire Central Region Workforce Area through the use of their personal vehicles and/or public transportation. This will ensure individuals interested in this training are able to attend training without a transportation barrier.

Highly Advantageous	Proposer is able to provide CDL Instruction within the MassHire Central Region Workforce Area and is easily accessible by public transportation.
Advantageous	Proposer is able to provide CDL Instruction within the MassHire Central Region Workforce Area or is easily accessible by public transportation.
Not Advantageous	Proposer is able to provide CDL Instruction neither within the MassHire Central Region Workforce Area nor easily accessible by public transportation.

- E. Funding Eligibility: The MCRWB is looking to leverage funding from several funding sources and a provider's status as a MA Training Pro/WIOA Individual Training Account provider and/or Section 30 approved provider will allow a wider range of funding sources to be utilized for each training cycle.

Highly Advantageous	Proposer is a MA Training Pro/WIOA Individual Training Account provider and/or Section 30 approved.
Advantageous	Proposer is not currently a MA Training Pro/WIOA Individual Training Account or Section 30 approved provider, but would be eligible if an application were to be submitted.
Not Advantageous	Proposer is not MA Training Pro/WIOA Individual Training Account or Section 30 eligible.

- F. Employer Partnerships: In order to assist program graduates with placement opportunities, the MCRWB gives preference to providers that have a strong network of employer connections that have a history of hiring program graduates and/or have expressed an interest in hiring future qualified graduates for available positions.

Highly Advantageous	Proposer is certified with the Commonwealth of MA as a Registered Apprenticeship or Pre-Apprenticeship sponsor and/or has a 10 or more employer partner connections
Advantageous	Proposer is certified with the Commonwealth of MA as a Registered Apprenticeship or Pre-Apprenticeship sponsor and/or has a 5 or more employer partner connections
Not Advantageous	Proposer is not certified with the Commonwealth of MA as a Registered Apprenticeship or Pre-Apprenticeship sponsor and has 3- 5 employer partner connections
Unacceptable	Proposer is not certified with the Commonwealth of MA as a Registered Apprenticeship or Pre-Apprenticeship sponsor and has less than 3 employer partner connections

- G. Experience Training Diverse Populations: The MCRWB is committed to providing job training services to a wide range of job seekers, including those with previous barriers to employment, and prefers providers that have experience instructing these populations.

Highly Advantageous	Proposer has 6+ years' experience offering CDL Class instruction to individuals with previous barriers to employment, including veterans, single parents, people of color, women, people with disabilities, limited English speakers, long term unemployed, and low-income residents.
Advantageous	Proposer has 3 – 5 years' experience offering CDL Class instruction to individuals with previous barriers to employment, including veterans, single parents, people of color, women, people with disabilities, limited English speakers, long term unemployed, and low-income residents.
Not Advantageous	Proposer has up to 3 years' experience offering CDL Class instruction to individuals with previous barriers to employment, including veterans, single parents, people of color, women, people with disabilities, limited English speakers, long term unemployed, and low-income residents.
Unacceptable	The proposer has no experience offering CDL classes.