



20150566

Blanket Contract

City of Springfield Blanket Contract Tracer Document

The purpose of this document is to provide continuous responsibility for the custody of **BLANKET CONTRACTS** during the processing period.

INSTRUCTIONS: Upon receipt, please initial and write in the date of receipt. When your department has approved and signed the blanket contract, please initial and date in the forwarding section and deliver to the next department.

DEPARTMENT	DATE RECEIVED		DATE FORWARDED TO NEXT DEPT.	
	Initials	Date	Initials	Date
Office of Procurement			BK	11.18.14
Planning	CM	11/21/14		
City Comptroller	MSE	11/25/14	MSE	11/25/14
Law	MA	11/25/14	MA	11-28-14
CAFO	MA	11/28/14	MA	11/28/14
Mayor	OR	11/28	OR	11/28
Office of Procurement	OR	12.1		

Vendor No.: 85956 Blanket Contract No.: 20150566 Blanket Contract Date: 11.6.14

Blanket Contract Amt.: \$94,449.00 Issue Date: Renewal Date:

Appropriation Code1:
 Appropriation Code2:
 Appropriation Code3:
 Appropriation Code4:

Description of Funding Source:

Bid No.: 14-262 Requisition No.: PO No.:

Vendor Name: Springfield Technical Community College

Blanket Contract Type:

Blanket Contract Purpose: Workforce Development Training

Originating Dept.: Planning & Economic Development

Expiration Date: Amendment Date: Extension Date:

TYPE OF DOCUMENT (Please select at least one):
 New Renewal Amendment Extension

CITY CONTRACT NO. 20150566

**AGREEMENT FOR SERVICE PROVIDERS
FOR WORKFORCE DEVELOPMENT TRAINING FOR
RESIDENTS AFFECTED BY DISASTERS**

This **Agreement** (the "Agreement") is made and entered into as of **November 6, 2014**, the ("Effective Date") by and between the **City of Springfield, Massachusetts**, a municipal corporation with a principal offices at 36 Court Street, Springfield, MA 01103, acting by and through its Office of Planning and Economic Development (hereinafter "City"), and **Springfield Technical Community College**, a Massachusetts not-for-profit educational institution with a mailing address at One Armory Street, P.O. Box 9000, Springfield, MA 01105 (hereinafter "Provider");

WHEREAS, the City was awarded \$21,896,000 pursuant to the Community Development Building Grant Disaster Recovery ("CDBG-DR") and subject to the guidance provided by the United States Department of Housing and Urban Development ("HUD");

WHEREAS, after considerable input from other City departments and agencies, affected neighborhoods, and stakeholder groups, with the support from state and federal government partners, an action plan was developed that included among its goals, providing workforce development training;

WHEREAS, the City advertised an Invitation for Bid no. 14-262 ("IFB"), attached hereto and incorporated by reference as Exhibit A, to obtain bids from qualified firms to provide the Services to the City;

WHEREAS, the City selected the Provider as the successful Proposer and awarded this Agreement to provide the Services to the City;

NOW THEREFORE, the Parties hereto mutually agree as follows:

I. Scope of Services:

- a. The Provider shall perform the services detailed in the Provider's Proposal, attached hereto and incorporated by reference as Exhibit B.
- b. Deliverables: In addition to the services detailed in Exhibit B, the Provider shall provide the following reports to the City:
 - i. Prior to the commencement of the training program/s, the Provider shall complete and submit an original hardcopy of the "Pre-Program Report" to the City as well as an electronic copy in either a spreadsheet or portable document format ("PDF") file to shogan@springfieldcityhall.com. A copy of the "Pre-Program Report" is attached hereto and incorporated herein by reference as Exhibit 1.
 - ii. On a quarterly basis per the below schedule, the Provider shall complete and submit an original hardcopy of the "Quarterly Report" to the City as well as an electronic copy in either a spreadsheet or portable document format ("PDF") file to shogan@springfieldcityhall.com. A copy of the "Quarterly Report" is attached hereto and incorporated herein by reference as Exhibit 2. The reports shall be due:

1. For the period of November 1, 2014 through January 31, 2015, Quarterly Report shall be due no later than February 28, 2015.
 2. For the period of February 1, 2015 through April 30, 2015, Quarterly Report shall be due no later than May 31, 2015.
 3. For the period of May 1, 2015 through July 31, 2015, Quarterly Report shall be due no later than August 31, 2015.
 4. For the period of August 1, 2015 through September 30, 2015, Quarterly Report shall be due no later than October 31, 2015.
- c. Provider shall be required to collect completed "Section 3 Resident Application" from all individuals participating and benefitting from the services indicated in Exhibit B. A copy of the "Section 3 Resident Application" is attached hereto and incorporated herein by reference as Exhibit 3.
- d. Warranty: The Provider warrants that the Provider and the members of the Provider's Team have the education, training, expertise, and ability to provide the requested services to the City. The Provider warrants that its services will be performed with integrity and in a competent, professional and proper manner, consistent with the highest industry standards, to the satisfaction of the City's Director of Office of Planning and Economic Development ("Director"), and consistent with all applicable laws, rules, regulations, policies, procedures, and codes. The work will be accurate and free from any material errors. If the services provided hereunder do not conform to this warranty, Provider shall, upon request of the City and at no cost to the City, furnish the City with remedial services to the satisfaction of the City. This warranty is of the essence of this Agreement, and the Provider understands that the City is relying upon the Provider's skill and knowledge in performing the services. Consistent with this warranty, the Provider agrees to provide the services described in this Agreement.
- e. The Provider will perform the services with integrity, and in a competent, professional, and proper manner, consistent with highest industry standards, to the satisfaction of the Director, and consistent with all applicable laws, rules, regulations, policies, procedures, and codes.
- f. QUALIFICATIONS OF ASSIGNED PERSONNEL: The Provider is responsible for ensuring that all personnel assigned or provided by the Provider, including staff, sub Providers and subject matter experts, are licensed, qualified and sufficiently trained to perform the assigned tasks. Any personnel, sub Providers and subject matter experts who are not properly licensed, trained or qualified to perform assigned tasks to the satisfaction of the City shall be replaced within 3 business days of a request from the City.

II. Term:

This Agreement shall commence on November 1, 2014 and terminates on October 31, 2015, unless otherwise terminated in accordance with this Agreement.

III. Fees, Compensation, and Reimbursement

- A. Maximum Liability:** During the Term of this Agreement, it is expressly agreed and understood that in no event shall the liability of the City exceed the maximum sum of Ninety-Four Thousand Four Hundred Forty-Nine Dollars (\$94,449.00). The City shall not be liable for any services, expenses, or costs in connection with this Agreement in excess of the amount currently appropriated therefore under this agreement or any amendments hereto.
- B. Reimbursement:** The Provider shall be compensated through cost reimbursement based on actual costs incurred according to the approved budget, attached hereto and incorporated by reference as Exhibit C. Payment for services provided by Provider will be made only after costs have been incurred and subject to the timely submission of required documentation of all costs. In no event shall reimbursement of costs exceed the City's maximum liability as set forth in Article III, Paragraph A.
- C. Invoices:** Payment shall be made subsequent to processing by the City Comptroller and City Treasurer. The City will make every effort to process payment within 30 days of receipt of invoices. All invoices shall be submitted within 30 days of the close of the month to:

Samalid Hogan
Office of Planning and Economic Development
70 Tapley Street
Springfield, MA 01104

The final invoice pursuant to this Agreement must be received no later than October 15, 2015.

- D.** The City shall not be liable for any services, expenses, or costs in connection with this Agreement in excess of the amount currently appropriated therefore under this agreement or any amendments hereto. Appropriations for expenditures by the City and authorizations to spend for particular purposes are made on a fiscal year basis. The fiscal year of the City is the twelve (12) month period beginning on July 1 and ending on June 30 of the following year. The obligations of the City under this Agreement for any subsequent fiscal year following the fiscal year in which the Agreement is executed are subject to the appropriation of funds sufficient to discharge the City's obligation which accrues in such subsequent fiscal year, and to the authorization to spend such funds for the purpose of this Agreement. In the absence of such appropriation or authorization, this Agreement shall be terminated immediately without liability for damages, penalties or other charges arising from early termination.
- E. Fees Include All Costs:** All fees set forth in this Article shall include all costs incurred by the Provider and the City in performance of the service, including air travel, other travel costs (fuel, meals, lodging), copying, e-mail and phone and fax communications, attendance at all meetings (district, school committee etc.), supplies, equipment, wages, trainings, insurance, etc. There are no separately reimbursable expenses other than the expenses indicated in Exhibit C.
- F. Independent Contractor:** The Provider is an independent contractor as such any taxes and other requirements of federal, state and local governmental bodies including worker's compensation and disability insurance if and to the extent required by law, shall be his sole responsibility.

IV. Indemnity and Insurance

- I. Indemnification.** Except as otherwise expressly prohibited or limited by article 62, subsection 1 of the Massachusetts Constitution, the Provider

agrees to indemnify and hold the City of Springfield harmless from any and all claims, liabilities, losses.

II. Remedies

If the Provider shall provide services to the City in a manner which is not to the satisfaction of the City, as determined by the Director, the City may suspend or terminate payment to the Provider in whole or in part and in addition may:

1. Require the Provider to provide services which are satisfactory to the City at no additional cost to the City, or
2. Obtain services at the cost of the Provider in substitution for those due from the Provider, or
3. Terminate this Agreement.

III. Applicable Law and Exclusive Forum

- a. The laws of the Commonwealth of Massachusetts shall govern the validity, interpretation, construction and performance of this Agreement.
- b. The parties hereto expressly agree that the sole and exclusive place, status and forum of this Agreement shall be the City of Springfield, Hampden County, Massachusetts. All actions and legal proceedings which in any way relate to this Agreement shall be solely and exclusively brought, heard, conducted, prosecuted, tried and determined within the City of Springfield, Hampden County, Massachusetts. It is the express intention of the parties to this Agreement that the exclusive venue of all legal actions and procedures of any nature whatsoever which relate in any way to this Agreement shall be either the Superior Court Department of the Trial Court of the Commonwealth of Massachusetts sitting in the Hampden County Hall of Justice, Springfield, Massachusetts or the United States District Court sitting in Springfield, Massachusetts.

IV. Notices

- A. Unless otherwise expressly provided herein, all notices and other communications given pursuant to this Agreement shall be in writing and shall be sent to the persons at the addresses identified below by:
 - i. First class, United States Mail, postage prepaid, certified, with return receipt requested, or
 - ii. Hand delivery to the intended address, or
 - iii. Nationally recognized overnight delivery service that provides written proof of delivery.
- B. All such notices and other communications shall be effective on the actual date of delivery, receipt, or rejection of delivery, if known, otherwise:
 - i. In three (3) Business Days after deposit in United States Mail in case of (A-i) above,

- ii. Actual delivery in case of (A-ii) above, and
- iii. The next Business Day in case of (A-iii) above.

C. Notices to the Parties shall be sent to:

For the City: Samalid Hogan
Office of Planning and Economic Development
70 Tapley Street
Springfield, MA 01104

With a copy to: City Solicitor
City of Springfield Law Department
36 Court Street, Rm 210
Springfield, MA 01103

For the Provider: Robert LePage
Springfield Technical Community College
PO Box 9000, One Armory Square
Springfield, MA 01102

V. Publicity

Provider shall collaborate with the City on any press releases, events, signs, and to plan for any news conference concerning the Project and Services. In any media produced by Provider, Provider will not represent that positions taken or advanced by it represent the opinion or position of the City. Provider agrees that the City shall have the right to make use of and disseminate, in whole or in part, all work product, reports, and other non-confidential information produced in course of performing the Services, and to use the information therein contained to produce summaries, case studies, or similar information resources.

VI. Records and Audits

- a. RECORDS: The records of the Provider insofar as they relate to this Agreement shall be kept on a generally recognized accounting basis. The City or any of its duly authorized representatives or agents shall have immediate access to any books, documents, papers and records of the Provider which are pertinent to this Agreement for the purposes of making audit, examination, excerpts, copies and transcriptions.
- b. AUDIT: City Officials and/or their designated representatives shall have the right to audit, inspect, and review all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Agreement (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records, kept by or under the control of the Provider, including, but not limited to those kept by the Provider, its employees, agents, assigns, successors and subcontractors.)

The Provider shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract or agreement and for at least seven (7) years following the completion of this Agreement, including any and all renewals thereof. The books and records, together with the supporting or

underlying documents and materials shall be made available, upon request, to the City, through its employees, agents, representatives, contractors or other designees, during normal business hours at the Provider 's Massachusetts office or place of business, at no cost to the City. In the event that the Provider does not have a Massachusetts location, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location which is convenient for the City.

VII. Termination

- a. Termination By City for Cause: The City shall have the exclusive right to terminate this Agreement at any time, by written notice signed by the Mayor or the Director or their respective designees, if:
 - i. the Provider fails to comply with all applicable health, safety, and civil rights laws and regulations;
 - ii. the Provider fails to furnish appropriate and sufficient equipment, supplies, and materials necessary for the effective delivery of the Program;
 - iii. the Provider fails to implement the Program or
 - iv. the Provider breaches any provision in this Agreement.
- b. Termination by City for Convenience: The City reserves the right to terminate this Agreement for convenience upon 30 days written notice to the Provider signed by the Mayor or Director or their respective designees designee.
- c. Upon termination of the Agreement, the City shall pay the Provider for satisfactory services rendered up to the date of termination.
- d. If HUD terminates their Agreement with the City in the event of loss of availability of sufficient funds for the purposes of that Agreement or in the event of an unforeseen public emergency or other change of law mandating immediate HUD action inconsistent with performing its obligations under that Agreement, this Agreement shall terminate immediately.

VIII. Equal Employment Opportunity

During the performance of this Agreement, the Provider agrees as follows:

- a. In the performance of this Agreement, the Provider will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, disability, family status or national origin. The Provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, sexual orientation, disability, family status or national origin.
- b. The Provider shall, in all solicitations, or advertisements for employees placed by or on behalf of the City, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, disability, family status or national origin.
- c. In the event of the Provider's non-compliance with the non-discrimination clauses of this Agreement, this contract may be canceled, terminated or suspended in whole or in part, and the Provider may be declared ineligible for further City contracts.

IX. Conflict of Interest

- a. The Provider covenants that it has no interest, nor shall it acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder.
- b. No member, officer or employee of the City, or its designees or agents, no member of the governing body of the City, and no other public official of the City who exercises any functions or responsibilities with respect to the performance of this Agreement, during his or her tenure, shall have any interest, direct or indirect, in this contract, or proceeds thereof, for the work to be performed under this Agreement in violation of the provisions of Chapter 268A of the General Laws.
- c. Compliance With Ethics Laws Requirements: The Authority agrees to comply with all applicable provisions of the recent amendments to Mass. Gen. Laws ch. 268A, as amended by Chapter 20 of the Acts of 2009 ("Act"), which took effect on September 29, 2009. To the extent that certain of its key employees providing services to the City may be considered "municipal employees" or "special municipal employees" under Mass. Gen. Laws ch. 268A, sec. 1(g) or 1(n), such employees of the Contractor may be required to complete and provide certification of compliance with the new State Ethics Commission online training requirements. Information concerning these requirements is available on the State Ethics Commission website (www.mass.gov/ethics), or by calling the Commission's Legal Division at 617-371-9500.

X. Compliance With Laws

The Provider shall comply in every respect with all applicable state and federal laws, orders, regulations and rules, and local ordinances.

XI. Subcontracting Requirements

This Agreement is for administrative services to be provided to the City on behalf of a state grant by the HUD. In accordance with that grant, the Provider agrees to comply with the terms agreed to by the City and HUD, where applicable, per the attached agreement, Exhibit 3.

XII. Entire Agreement, Amendments

This Agreement represents the entire and integrated Agreement between the City and the Provider, and supersedes all prior negotiations, representations or agreements, either oral or written. The Parties acknowledge that they are entering into this agreement freely and voluntarily and are not relying on any terms, conditions or promises, which are not expressly set forth within the terms of this agreement. This Agreement may be amended only by written instrument signed by all of the parties listed on the signature page hereto.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, the City of Springfield, acting by and through the Director of the Office of Planning and Economic Development, with the approval of the Mayor and **Springfield Technical Community College** as the Provider, have executed this Agreement as a sealed instrument on the day and year the same is signed by all parties hereto, on the last date noted below.

**PROVIDER,
SPRINGFIELD TECHNICAL
COMMUNITY COLLEGE:**

CITY OF SPRINGFIELD:

Jonathan Tudy
By: *Jonathan Tudy*
Title: *Controller*
Date signed: *11-7-14*

Kevin E. Kennedy
Kevin E. Kennedy
Chief Development Officer

Robert LaPage
*Vice President Worcester
Tracing 11-2-14*

Theo Throck
Chief Procurement Officer
Deputy

N/A Approved as to Appropriation: *N/A*
James Raleigh *11/25/14*
City Comptroller *Deputy*

Approved as to Form:
Peter Pate
11-28-14 City Solicitor

Reviewed:
Timothy J. Plante
Timothy J. Plante
Chief Administrative and Financial Officer

APPROVED:

Domenic J. Sarno
DOMENIC J. SARNO
MAYOR
Date signed: *11/28/14*

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
FISCAL YEAR 2014
SIGNATURE AUTHORIZATION FILE
AS OF July 1, 2013

Designee Name Dr. Ira H. Rubenzahl
Functional Title President
Range of Authority All financial transactions and contracts

Designee Original Signature Ira Rubenzahl
Date Authorized July 11, 2004

Designee Name Joseph DaSilva
Functional Title V.P. Administration/CFO
Range of Authority All financial transactions and contracts

Designee Original Signature Joe DaSilva
Date Authorized May 1, 2006

Designee Name Catherine Olson
Functional Title Sr. Director of Finance and Budgets
Range of Authority All financial transactions and contracts

Designee Original Signature Catherine Olson
Date Authorized July 17, 1999

Designee Name Roger Bessette
Functional Title Director of Purchasing and Business Svc.
Range of Authority All financial transactions and contracts

Designee Original Signature Roger Bessette
Date Authorized May 7, 2006

Designee Name Jonathan Tudryn
Functional Title Controller
Range of Authority All financial transactions and contracts

Designee Original Signature Jonathan Tudryn
Date Authorized January 12, 2009

Designee Name Jason Cohen
Functional Title Finance and Fiscal Projects Manager
Range of Authority Third Party contracts only

Designee Original Signature Jason Cohen
Date Authorized October 19, 2009

Designee Name Allen Bousquet
Functional Title Manager of Student Accounts
Range of Authority Third Party contracts only

Designee Original Signature Allen Bousquet
Date Authorized July 1, 2013

To Whom It May Concern:
I have reviewed this report and verify that it is an accurate signature authority for
Springfield Technical Community College for Fiscal Year 2014, effective July 1, 2013.

Signature Ira Rubenzahl Date July 23, 2013

Dr. Ira H. Rubenzahl
President
Springfield Technical Community College

TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

Individual Social Security Number _____ State Identification Number _____ Federal Identification Number 042-444-779
Company: Springfield Technical Community College
R.O. Box (if any): PO Box 9000 Street Address Only: One Armory Square
City/State/Zip Code: Springfield, MA 01102
Telephone Number: (413) 755-4477 Fax Number: _____ Email: rglepage@stcc.edu

List address(es) of all other property owned by company in Springfield:
Please identify if the bidder/proposer is a:
Corporation _____

Govt. Agency - STATE OF MA

Individual _____ Name of Individual: _____
Partnership _____ Names of all Partners: _____
Limited Liability Company _____ Names of all Managers: _____
Limited Liability Partnership _____ Names of Partners: _____
Limited Partnership _____ Names of all General Partners: _____

You must complete the following certifications and have the signature(s) notarized on the lines below. Any certification that does not apply to you, write N/A in the blanks provided.

FEDERAL TAX CERTIFICATION

I, Robert LePage (authorized agent) certify under the pains and penalties of perjury that STCC (Bidder/Proposer) to my best knowledge and belief, has/have complied with all United States Federal taxes required by law.

STCC Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: 7.10.14

CITY OF SPRINGFIELD TAX CERTIFICATION

I, Robert LePage (authorized agent) certify under the pains and penalties of perjury that STCC (Bidder/Proposer) to my best knowledge and belief, has/have complied with all City of Springfield taxes required by law (has/have entered into a Payment Agreement with the City).

STCC Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: 7.10.14

COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

Pursuant to M.G.L. c. 62C, s. 49A, I, Robert LePage (authorized agent) certify under the pains and penalties of perjury that STCC (Bidder/Proposer) to my best knowledge and belief, has/have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

STCC Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: 7.10.14

Notary Public

STATE OF MASSACHUSETTS

7/10/14, 2014

County of Hampden, ss.

Then personally appeared before me [name] Robert LePage [title] VP. of Workforce of [company] name STCC Tech Comm College being duly sworn, and made oath that he/she has read the foregoing document, and knows the contents thereof, and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act and deed of [company name] STCC Tech Comm College

Notary Public MICHELE L. CARDELLI NOTARY PUBLIC Commonwealth of Massachusetts My Commission Expires October 24, 2019

My commission expires:

YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT. TAX AFFIDAVITS THAT ARE NOT SIGNED AND NOTARIZED MAY BE REJECTED.

EXHIBIT 1: PRE-PROGRAM REPORT EXAMPLE

PRE-PROGRAM REPORT

ORGANIZATION'S NAME: _____

I hereby verify that the information submitted on this report is complete and accurate. I acknowledge that providing false information may result in losing the grant funding and/or having to repay funding used in addition to any other penalties under the HUD Federal CDBG guidelines and regulations.

Type Name of Authorized Representative

Title

Date (MM/DD/YY)

Signature by Authorized Representative

FOR OPED OFFICE USE ONLY	
I hereby verify that this report was received on _____	DATE
Check here if report received was complete _____	
Type Name of OPED Staff _____	Signature of OPED Staff _____

EXHIBIT 2: QUARTERLY REPORT EXAMPLE

CITY OF SPRINGFIELD, MA CDBG-DR GRANT REPORTING
Workforce Development and Job Training Program

QUARTERLY REPORT #: _____

Date Submitted: _____

Quarterly reports are due the Office of Planning and Economic Development on the following dates: April 30, 2015; July 31, 2015; October 31, 2015; and January 31, 2016.
 Mail the original to: Atrn: Samalid Hogan, Spfld Office of Planning and Economic Development, 70 Tapley Street, Springfield, MA 01104.
 EMAIL a digital copy in EXCEL or PDF to shogan@springfieldcityhall.com by the due date.

PART 1. Please attach a detailed explanation of the outreach activities to target areas and individuals in the tornado-affected neighborhood during this quarter. Be as specific as possible listing the names of the staff that performed the activity, dates, brief description of activity, and locations.

PART 2. Attach a copy of the "Section 3 Resident Application" completed and signed by NEW PARTICIPANTS ONLY DURING THIS QUARTER.

PART 3. Complete the table below (and on page 2) for ALL PARTICIPANTS (existing and new) enrolled in the program.

PART 4. Sign the submission form on Page 3. Mail the original report and email a copy to shogan@springfieldcityhall.com as per the instructions at the top of this page.

FULL NAME	EMPLOYED (E), UNDEREMPLOYED(UN) OR UNEMPLOYED(U)	RESIDENTIAL ADDRESS	TYPE OF TRAINING TO BE RECEIVED	LIST OF POTENTIAL CERTIFICATES TO BE EARNED	ANTICIPATED PROGRAM COMPLETION DATE (MM/DD/YY)

EXHIBIT 3: CERTIFICATES OF INSURANCE



The Commonwealth of Massachusetts
MASSACHUSETTS COMMUNITY COLLEGES

OFFICE OF THE GENERAL COUNSEL

MASSACHUSETTS COMMUNITY COLLEGES
MIDDLESEX COMMUNITY COLLEGE
SPRINGS ROAD, BUILDING 2
BEDFORD, MASSACHUSETTS 01730

TELEPHONE: (781) 275-9400
FAX: (781) 275-2735

March 22, 2005

Re: Self-Insurance Status of Springfield Technical Community College

To Whom It May Concern:

Please be advised that Springfield Technical Community College is a public institution of higher education within the Commonwealth of Massachusetts, pursuant to Mass. General Laws, Chapter 15A, Section 5. As such, the College is considered a political subdivision of the Commonwealth, with specific authorities established at Mass. General Laws, Chapter 15A, Sections 21 & 22. As a political subdivision of the Commonwealth of Massachusetts, the College is self-insured for general liability resulting from any negligent act or omission of the College's personnel, officers or directors, arising within the scope of their official duties and/or employment. Furthermore, the College is precluded pursuant to Mass. General Laws, Chapter 29, Section 30, from insuring property it owns.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely yours,

Kenneth A. Tashjy
General Counsel

K review ins stmt-#1

Berkshire Community College • Bristol Community College • Bunker Hill Community College • Cape Cod Community College • Greenfield Community College • Holyoke Community College • Massachusetts Bay Community College • Massasoit Community College • Middlesex Community College • Mt. Wachusett Community College • Northern Essex Community College • North Shore Community College • Quinsigamond Community College • Roxbury Community College • Springfield Technical Community College

Re: Self-Insurance Status of NAME Community College

To Whom It May Concern:

I have been asked to write you by NAME Community College regarding the College's self-insured status. Please be advised that the College is a public institution of higher education within the Commonwealth of Massachusetts, pursuant to Mass. General Laws, Chapter 15A, Section 5. As such, the College is considered a political subdivision of the Commonwealth, with specific authorities established at Mass. General Laws, Chapter 15A, Sections 21 & 22. As a political subdivision of the Commonwealth of Massachusetts, the College is self-insured for general liability resulting from any negligent act or omission of College personnel, officers or directors, arising within the scope of their official duties and/or employment. Furthermore, the College is precluded pursuant to Mass. General Laws, Chapter 29, Section 30, from insuring property it owns.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely yours,

EXHIBIT A: CITY'S INVITATION FOR BID NO.14-262

CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT
36 COURT STREET, ROOM 307, SPRINGFIELD, MA 01103

INVITATION FOR BID

IFB (Bid) Number 14-262

Will be received at the Office of Procurement until 2:00 P.M. JULY 11, 2014 and will be logged in at that time. Proposals received after the due date and time will be returned unopened.

By: Lauren Stabilo, Chief Procurement Officer

This Invitation for Bid is for: Service Providers to Deliver Workforce Development and Training to Residents Affected by Natural Disasters in Springfield

As requested by: Springfield Office of Planning and Economic Development

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.

This Proposal is submitted by: _____
(Company Name)

(Company Address)

I acknowledge receipt of addenda numbered: _____.

I certify that:

- (a) I have been authorized to submit and sign this bid on behalf of the submitting organization;
- (b) that the bid is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;
- (c) the proposed cost do not duplicate other funds already available, or which may become available, to pay the project costs;
- (d) my organization will implement the services in compliance with the stipulations and guidelines set forth by the City of Springfield, and,
- (e) the organization that I represent is equal opportunity employer/provider

signed by: _____
(Printed or Typed Name and Title of Authorized Representative)

_____/_____/_____, 2014
(Signature and Date)

Telephone Number: _____

Fax: _____

Website: _____

Email Address: _____

ADVERTISEMENT
CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT

INVITATIONS FOR BID FOR: Workforce Development and Training Services for Springfield Residents affected by natural disasters in Springfield - Per Bid No. 14-262

will be received until 2:00 PM: July 11, 2014 BY: The Office of Procurement

Lauren Stabilo, Chief Procurement Officer
36 Court Street, Room 307, Springfield MA 01103
Phone (413) 787-6284 fax 787-6295

at which time the bids will be publicly reviewed in the Office of Procurement Bid Room. Bid documents and specifications will be available at no charge beginning **May 14, 2014** at the Office of Procurement or email bid request with all contact information to Lauren Stabilo at lstabilo@springfieldcityhall.com.

This IFB relates to training services for residents affected by the recent natural disasters in the City of Springfield. Workforce training services should enhance the skills of job seekers and assist them with job placement. More specifically, the Six Corners and South End neighborhoods were heavily affected by both the long and short term effects of the natural disasters that occurred in 2011. In addition, the residents of these neighborhoods face multiple barriers to employment.

The City of Springfield supports the goal of twenty percent minority and women (MWBE) participation in all contracts. The Chief Procurement Officer reserves the right to waive any informality in and to reject any or all bids if it is in the public interest to do so.

All questions regarding bid or its specifications must be received by the Office of Procurement business no later than seven (7) **(July 2, 2014)** days prior to deadline for proposal submittals. The Chief Procurement Officer reserves the right to waive any informality in and to reject any or all bids if it is in the public interest to do so.

Note: to newspaper: Insert the above advertisement in the Springfield Union-News ONLY under the heading "Legal Notice" on the following date: **May 14, 2014**
Phone: 787-6284 - Reference: 4137836285 - Bid No. 14-262



City of Springfield
Invitations for Bid

Workforce Development & Training Services

Bid No. 14-262

Bids Due: July 11, 2014

BACKGROUND INFORMATION

The City of Springfield was dramatically impacted by multiple Presidentially-Declared Disasters in 2011, the most severe of which was a June 1, 2011 F3 tornado. The tornado ripped through the downtown areas of Springfield and cut a mile path through several neighborhoods, finally exiting the City limits through the East Forest Park and Sixteen Acres Neighborhoods.

In addition to the tornado, in 2011 the City endured two disastrous snow storms, the worst of which was a surprise October Nor'easter that caused approximately \$30 million in damages and recovery costs. In addition, the City also received another Presidential Disaster Declaration for damages caused by Hurricane Irene.

The City of Springfield was allocated \$21,896,000 of the CDBG-DR fund distribution to assist the City's recovery efforts. CDBG-DR funds appropriated in the Act are subject to guidance provided by HUD in the March 5, 2013 Federal Register.

The Action Plan was developed after having received considerable input from other City departments and agencies, affected neighborhoods and stakeholder groups and with support from state and federal government partners. As part of the Action Plan, the City will undertake a number of economic initiatives that will be:

- Focusing on economic revitalization;
- Providing financial assistance to eligible small businesses;
- **Providing workforce training;**
- Undertaking urban renewal activities
- Addressing infrastructure improvements in commercial/retail corridors;
- Restoring public parks and recreational facilities; and
- Restoring public streetscapes and public spaces.

SCOPE OF WORK

The purpose of this Invitation for Bids (IFB) is to solicit proposals from eligible service providers who have the capacity to develop and deliver workforce development programs and job training services to residents affected by natural disasters in Springfield, Massachusetts.

RULE FOR AWARD AND TIMELINE

The funding allocated through CDBG-DR program for job training and workforce development is \$250,000; however, the maximum contract amount for each service provider will be **\$100,000**. Therefore, more than one entity may be selected as a result of this IFB. Further, the organization(s) selected as a provider must begin services by no later than September 1, 2014. Services should be completed by no later than October 31, 2015, assuming continued funding and successful performance by the selected organization(s).

QUALITY REQUIREMENTS

Any existing public entity, private not-for-profit entity or private for-profit entity with the capability, experience and capacity to provide the services required by City of Springfield under this IFB, may submit a proposal for consideration. Individuals may not propose.

Entities must include a section on their proposal with an explanation on how they meet the following criteria:

- Experience providing job training activities.
- Has worked or will work with residents of neighborhoods affected by the "2012 Tornado" and "October Snow Storm disasters".
- The proposed program provides clear links from training to employment.
- How they intend to prioritize providing job training opportunities to residents of the South End and Six Corners neighborhoods.

BID SCHEDULE

The anticipated schedule, which in the discretion of the City can be modified, is as follows:

May 12, 2014	IFB advertised in Goods & Services Bulletin
May 14, 2014	IFB available at the Office of Procurement
May 15, 2014	IFB advertised in Republican Newspaper
June 30, 2014	IFB questions due by 4:00 p.m. EST
July 3, 2014	IFB questions answered
July 11, 2014	Proposals are due at 2:00 p.m. EST
July, 2014	Proposals Reviewed
July, 2014	Contract(s) awarded

BID SUBMISSION REQUIREMENTS

Respondents must submit proposals in hard copy form. One unbound hard copy original, and three copies of the original, must be submitted as described on this IFB. **The original copy must be clearly marked with the Proposer's name, address, phone and fax number must be clearly marked on the outside "Invitation for Bids for Workforce Development and Training Services- Bid No. 14-262" and bear an ink signature of an officer or other person authorized to bind the respondent.**

Facsimile copies will not be accepted. The entire proposal shall also be submitted on a labeled USB drive. On the USB drive, the entire proposal *including* the budget shall be submitted as a Microsoft Word document and the budget shall be saved in Microsoft Excel.

Proposals must be submitted to:

Lauren Stabilo, Chief Procurement Officer
City of Springfield
36 Court Street, Room 307
Springfield, MA 01103

**All proposals must be received by July 11, 2014 by 2:00pm (EST).
Any proposal received after this date and time will not be considered or evaluated.**

Required Documents

Forms required to be completed by all Proposers and submitted with the proposal are provided under Attachment B.

Inquiries

To ensure the City maintains an open competition process, all inquiries regarding this IFB must be provided in writing only, via email Lauren Stabilo, lstabilo@springfieldcityhall.com. Questions must be received by July 2, 2014 at 4:00pm EST. Answers to all questions regarding this proposal will be released in an addendum by July 7, 2014.

Conditions of BID

All costs incurred in the preparation of a proposal will be the responsibility of the Proposer and will not be reimbursed by the City of Springfield. The City assumes no responsibility or liability for costs incurred by the proposer prior to the effective date of any contract resulting from this IFB. The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

Right to Reject BID

The City of Springfield reserves the right to reject any or all proposals or any part of same; to waive irregularities and/or informalities; and to make any decisions which the City of Springfield deems to be in its own best interest.

This IFB notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Type of Contract

The contract will be cost reimbursement. Total contract amount will be reimbursed based on actual costs incurred according to approved budgets. Payment for services rendered will be made only when costs have been incurred and documentation of all costs will be required. The contract will be for one year with a maximum value of \$100,000.

Notification of Award

Bids will be reviewed with notification of acceptance or refusal within four weeks of submission.

Performance Measures and Outcomes

Proposers must include in their proposed program performance measures and outcomes applicable to each particular program. However, the City will require the following performance measures, in the table below, to be included in the proposal and reported to the Office of Planning and Economic Development.

Participation Goals

All individuals participating and benefiting from services funded through this IFB shall complete a "Section 3 Resident Application" enclosed as Attachment A. The City of Springfield may require that at least 30% of program participants are public housing residents and/or low and very-low income persons.

This IFB relates to training services for residents affected by the recent natural disasters in the City of Springfield. Workforce training services should enhance the skills of job seekers and assist them with job placement. More specifically, the Six Corners and South End neighborhoods were heavily affected by both the long and short term effects of the natural disasters that occurred in 2011. In addition, the residents of these neighborhoods face multiple barriers to employment.

Therefore, the City is prioritizing job training opportunities for residents of these two neighborhoods and will require that respondents supply a plan for how they intend to provide outreach and/or incentives specifically to ensure participation of residents of the Six Corners and South End neighborhoods.

BID CONTENT

Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this IFB. All bids must include the following information clearly label and separated by tabs:

A. Organizational Background

Provide a brief description (100 words or less) of your organization.

B. Required Forms

See attachment B. All forms must be completed and submitted in this section of the proposal.

C. Experience/Qualifications

The proposal should include a brief history of the firm or individual, its size, and its experience providing services to diverse populations in urban areas.

D. Capacity to Provide Service

Describe the personnel to be assigned to this project including their relevant experience, along with any specific software or platforms associated with the delivery of service.

E. Training Content

Describe proposed training, format (classroom or virtual), target audience, and training outcomes. This should include the proposers plan to prioritize training opportunities for low-income residents of the targeted Six Corners and South End neighborhoods.

F. Budget and Leveraging

Provide clear budget including a total cost per training. Please clearly identify other financial sources that are committed to the program in addition to requested funding. Proof of commitments should be included.

Outcomes	Definitions	Reporting Requirements	Timing for Attainment of Outcomes
Employment Re-Entry	Number of participants re-entering workforce as a direct result of program activities.	To be reported quarterly and due 15 days after last day of quarter. The report must include the neighborhood where each participant resides.	Throughout the program.
Employment Retention	Number of participants employed prior to enrolling and who remain employed by the end of the program.		Throughout the program.
Credential Rate	Number of participants who receive a credential as a direct result of their participation in the program.		Must be attained during program through 4 th quarter.

G. Performance Measures & Outcomes

List your proposed performance measures and outcomes for your program. Refer to page 3 of this IFB for the requirements.

H. References

Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualifications and delivery of requested training services.

Important Note: This IFB relates to training services for residents affected by the recent natural disasters in the City of Springfield. Workforce training services should enhance the skills of job seekers and assist them with job placement.

QUALITY REQUIREMENTS

A. Experience:

The Proposer must have between 5-10 years of experience providing job training programs and workforce development services to diverse populations in urban areas.

B. Service Provision

The Proposer must demonstrate some understanding of the workforce development and job training needs of individuals living in target area but it is not clear how the services to be provided will address the needs.

C. Staffing Plan

The Proposer has documented a clear staffing plan comprised of a team of professionals with the expertise to provide high quality job training program, multilingual services, and workforce development services.

D. Management and Implementation Plan

The Proposer has documented a clear comprehensive management and implementation plan. The Proposer clearly demonstrates they are able to begin the program by no later than September 1, 2014.

E. Leveraging

The Proposer has leveraged the highest amount of other committed financial resources to match requested funding in order to provide a greater amount of services.

F. Prioritization of Training Opportunities for Residents of Target Neighborhoods

The Proposer has submitted a high quality and detailed plan that includes extensive outreach, incentives and access to job training opportunities for residents of the targeted Six Corners and South End neighborhoods.

CERTIFICATIONS AND OTHER TERMS AND CONDITIONS

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

- The signing individual certifies that he/she is authorized to sign a contract on behalf of the organization offering this proposal.
- The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- When delivering services under an approved contract, the contractor shall work under the broad supervision of the Office of Planning and Economic Development.
- The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- The signing individual certifies that he/she has read and understands all of the information in this Invitation for Bids.
- The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
- The City of Springfield reserves the right to negotiate the contract amount with the provider(s) selected within the guidelines of the CDBG-DR program funding.
- Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, the City of Springfield will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
- All information received by the provider during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
- The contract awarded under this IFB shall be subject to and interpreted under the laws and jurisdiction of the State of Massachusetts.

Signature _____

Date _____

(Signed certification/conditions to be returned with the Bid)

ATTACHMENT A
Section 3 Resident Application

City of Springfield Office of Housing Section 3 Resident Application

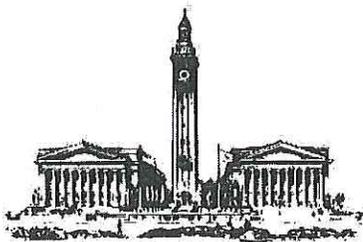


Please note: This is not a job application. The information that you provide here will be entered into a database and shared with employers as job and training opportunities become available through the City of Springfield Office of Housing and its affiliates.

APPLICANT INFORMATION		
Last Name	First	M.I.
Street Address		Apartment/Unit #
City	State	Zip
Phone	Email	
Public Housing Resident YES <input type="checkbox"/> NO <input type="checkbox"/>	Section 8 Participant YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you speak a language other than English? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, specify

EDUCATION		
High School	Street Address	
City	State	Zip
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
College	Street Address	
City	State	Zip
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, describe degree

City of Springfield
Office of Housing
Section 3 Resident Application



TRAINING			
Driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
OSHA 10 Safety Certified?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?
HUD YouthBuild	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, describe
Apprenticeship/ Pre-Apprenticeship	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, describe
Military Service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, describe
Union Membership?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, describe
Other training?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, describe

DESIRED TRAINING/EMPLOYMENT OPPORTUNITIES	
I am seeking Employment YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, specify desired job(s) <input type="checkbox"/> Asbestos Worker <input type="checkbox"/> Bricklayer <input type="checkbox"/> Carpenter <input type="checkbox"/> Electrician <input type="checkbox"/> Insulator <input type="checkbox"/> Laborer <input type="checkbox"/> Secretary <input type="checkbox"/> Painter <input type="checkbox"/> Maintenance <input type="checkbox"/> Tenant Coordinator <input type="checkbox"/> Other (specify)
I am seeking training opportunities YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, specify training type(s) Examples: <input type="checkbox"/> Construction <input type="checkbox"/> Administrative <input type="checkbox"/> Management <input type="checkbox"/> Other (specify)

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		City	State Zip
Job Title			
Responsibilities			
From	To	Reason for leaving	

City of Springfield
Office of Housing
Section 3 Resident Application



PREVIOUS EMPLOYMENT				
Company			Phone	
Address		City	State	Zip
Job Title				
Responsibilities				
From	To	Reason for leaving		
Company			Phone	
Address		City	State	Zip
Job Title				
Responsibilities				
From	To	Reason for leaving		
Company			Phone	
Address		City	State	Zip
Job Title				
Responsibilities				
From	To	Reason for leaving		

**City of Springfield
Office of Housing
Section 3 Resident Application**



DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that if the information provided leads to employment, false or misleading information may result in my release. I authorize the City of Springfield Office of Housing to share this information with prospective employers. I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. You are hereby authorized to make any investigation of my personal history, academic/professional credentials, military service records, criminal, driving, financial, and credit records through any investigative or credit bureaus of your choice. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Signature

Date

FOR NON PUBLIC HOUSING RESIDENTS ONLY: FY 2014 INCOME LIMITS DOCUMENTATION

The undersigned on oath deposes under penalty of law as follows:

- My household income from this year for the number of people in my household **IS MORE THAN** the income limits below.
- My household income from this year for the number of people in my household **IS LESS THAN** the income limits below.

SPRINGFIELD CITY, MASSACHUSETTS									
FY 2014 INCOME LIMIT AREA	MEDIAN INCOME	FY 2014 INCOME LIMIT CATEGORY	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON
SPRINGFIELD CITY	\$65,700	LOW (80% INCOME LIMIT)	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150	\$79,250

I understand that the information above relating to the size and annual income of my family may require verification. I agree to provide upon request documents verifying this information and I authorize the release of this information required for the United States Department of Housing and Urban Development or the City of Springfield Office of Housing to verify my status as a "Section 3 Resident" under Section 3 of the Housing and Urban Development Act of 1968 (and the related regulations).

Signature

Date

Return to:
Melanie Acobe
Section 3 Program Manager
1600 E. Columbus Ave.
Springfield, MA 01103
Phone: (413) 750-2877
Fax: (413) 787-6515
Email: MAcobe@springfieldcityhall.com

ATTACHMENT B
Required Forms

**City of Springfield, Massachusetts
Office of Procurement**

Invitation and Instructions to Bidders

Proposals shall be typewritten or written in ink on the enclosed forms. Officials of Corporations shall designate their official titles. Partners or Sole Owners shall so state, giving names of all interested Parties. Bids must be submitted in a sealed container and shall be guaranteed for thirty (30) days. Bidder shall not base Proposals on verbal information from any employee of the City. The City reserves the right to reject any or all bids.

**Invitation for Bid for: Workforce Development & Training Services
Bid No. 14-262
For: Office of Planning and Economic Development
Opening Date: July 11, 2014 at 2:00 PM**

Submission Requirement Checklist

Bids must be received on or before the due date and **must include the following, signed, & notarized as required: Failure to submit the following may be cause for immediate rejection:**

- _____ **(1) Invitation to Bid Form (Cover Page) Completed & Signed**
- _____ **(2) Non-Collusion Statement Completed**
- _____ **(3) Tax Certification Affidavit Signed & Notarized**
- _____ **(4) Affirmative Action Form, Completed and Signed**
- _____ **(5) Provide Clear Budget, to be submitted with bid**
- _____ **(6) Reference Form Completed**
- _____ **(7) Section 3 Resident Application must be Completed and Signed (Attachment A)**
- _____ **(8) One (1) Original and Three (3) Copies of Complete Bid**
- _____ **(9) All other Requirements as requested in the bid documents**
- _____ **(10) Receipt of all addenda if issued**

Questions regarding the bid must be directed in writing to the Chief Procurement Officer no later seven (7) working days (July 2, 2014) before the day on which the bids are due. All communications should include reference to the bid number and opening date. Facsimile communications are acceptable.

COST SHEET

PRICE (OR COST) INFORMATION MUST BE SIGNED, SEALED AND SUBMITTED WITH BID DOCUMENTS.

(Name of Proposer Firm/Individual)

Provide clear budget including a total cost per training. Please clearly identify other financial sources that are committed to the program in addition to requested funding. Proof of commitments should be included.

Total Cost per Training \$ _____

Total Budget For Services \$ _____

(in words) _____ dollars.

Please attach your completed budget that will coincide with your comprehensive services for implementation of workforce development and job training needs for local residents.

This sheet is to be signed below by a representative of the Proposer Firm who is authorized by the Chief Executive Officer of that firm to sign:

Name and title typed or printed: _____

by: _____
(Signature)

COLLUSION OR FRAUD STATEMENT

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

(NAME OF PERSON SIGNING BID)

(SIGNATURE)

(COMPANY)

THIS FORM MUST BE SIGNED & RETURNED WITH YOUR BID OFFER. FAILURE TO SUBMIT THIS FORM IS CAUSE FOR IMMEDIATE REJECTION.

TO BE INCLUDED IN ALL SPECIFICATIONS

COMPLIANCE WITH FEDERAL, COMMONWEALTH OF MASSACHUSETTS, AND CITY OF SPRINGFIELD TAX LAWS.

A. COMPLIANCE WITH TAX LAWS

The contractor must be in compliance **at the time it submits its bid and afterwards if selected as the contractor**, with all Federal, Commonwealth of Massachusetts and City of Springfield tax laws, the contractor will be disqualified from the bidding procedure.

B. TAX CERTIFICATION AFFIDAVIT.

The contractor **must** complete and return the Tax Certification Affidavit with the contractor's bid/proposal. Failure to complete and return the Tax Certification Affidavit will disqualify the contractor from the bidding procedure.

C. VERIFICATION OF COMPLIANCE WITH FEDERAL AND MASSACHUSETTS TAX LAWS.

If the City of Springfield discovers that the contractor is not in compliance with Federal or Massachusetts tax laws, the contractor shall be excluded from the bidding procedure.

D. COMPLIANCE WITH THE CITY OF SPRINGFIELD TAXES.

If the City of Springfield discovers that the contractor owes the City of Springfield any assessments, excise, property or other taxes, including any penalties and interest thereon, the contractor shall be excluded from the bidding procedure.

The contractor at all times during the term of an awarded contract shall observe and abide by all Federal, Commonwealth of Massachusetts and City of Springfield tax laws and remain in compliance with such laws, all as amended.

TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

Individual Social Security Number _____

State Identification Number _____

Federal Identification Number _____

Company: _____

P.O. Box (if any): _____

Street Address Only: _____

City/State/Zip Code: _____

Telephone Number: _____

Fax Number: _____

Email: _____

List address(es) of all other property owned by company in Springfield: _____

Please Identify if the bidder/proposer is a:

Corporation _____

Individual _____

Name of Individual: _____

Partnership _____

Names of all Partners: _____

Limited Liability Company _____

Names of all Managers: _____

Limited Liability Partnership _____

Names of Partners: _____

Limited Partnership _____

Names of all General Partners: _____

You must complete the following certifications and have the signature(s) notarized on the lines below. Any certification that does not apply to you, write N/A in the blanks provided.

FEDERAL TAX CERTIFICATION

I, _____ certify under the pains and penalties of perjury that _____, to my best knowledge and
(authorized agent) (Bidder/Proposer)
belief, has/have complied with all United States Federal taxes required by law.

Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: _____

CITY OF SPRINGFIELD TAX CERTIFICATION

I, _____ certify under the pains and penalties of perjury that _____, to my best knowledge and
(authorized agent) (Bidder/Proposer)
belief, has/have complied with all City of Springfield taxes required by law(has/have entered into a Payment Agreement with the City):

Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: _____

COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

Pursuant to M.G.L. c. 62C §49A, I, _____ certify under the pains and penalties of perjury that _____,
(authorized agent) (Bidder/Proposer)
to my best knowledge and belief, has/have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and
withholding and remitting child support.

Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: _____

Notary Public

STATE OF _____, 2014

County of _____, ss.

Then personally appeared before me [name] _____, [title] _____ of [company
name] _____, being duly sworn, and made oath that he/she has read the foregoing document, and knows the
contents thereof; and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act
and deed of [company name] _____.

Notary Public

My commission expires: _____

**YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM
AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT. TAX AFFIDAVITS THAT ARE NOT SIGNED AND
NOTARIZED MAY BE REJECTED.**

**AFFIRMATIVE ACTION PLAN
(GOODS AND SERVICES BID ONLY)**

NAME OF PROJECT _____ BID NO. _____

A.) What is the total number of employees that is currently employed by your company?

NUMBER OF EMPLOYEES										
OVERALL TOTALS (SUM OF COL B THRU F) A	MALE					FEMALE				
	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F

B.) What is your anticipated work force for this project/service? _____
 Number of Minorities _____ Number of Females _____

C.) Is your company at least 51% owned and controlled by one of the following groups members? Please circle the appropriate categories.

MALE---FEMALE: Black, Hispanic, Asian, American Indian,
 Alaskan Native, Cape Verdean, Caucasian.

 AUTHORIZED SIGNATURE

 DATE

 FIRM

 ADDRESS

 TELEPHONE NUMBER

**THIS FORM MUST BE SUBMITTED BY THE BIDDER WITH THE BID /PROPOSAL,
 AND SIGNED BY THE BIDDING COMPANY IF THE REQUIRED INFORMATION IS
 PROVIDED OR NOT.**

BIDDERS REFERENCE FORM

List at a minimum three (3) business references whom you have done volume business and service for in the past five (5) years.

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

EXHIBIT B: PROVIDER'S BID RESPONSE TO
CITY'S INVITATION FOR BID NO.14-262

CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT
36 COURT STREET, ROOM 307, SPRINGFIELD, MA 01103

INVITATION FOR BID

IFB (Bid) Number 14-262

Will be received at the Office of Procurement until 2:00 P.M. JULY 11, 2014 and will be logged in at that time. Proposals received after the due date and time will be returned unopened.

By: Lauren Stabilo, Chief Procurement Officer

This Invitation for Bid is for: Service Providers to Deliver Workforce Development and Training to Residents Affected by Natural Disasters in Springfield

As requested by: Springfield Office of Planning and Economic Development

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.

This Proposal is submitted by: Springfield Technical Community College
(Company Name)
One Armory Square Suite 1 PO Box 9000 Springfield, MA 01102
(Company Address)

acknowledge receipt of addenda numbered: A, B, _____, _____

I certify that:

- (a) I have been authorized to submit and sign this bid on behalf of the submitting organization;
- (b) that the bid is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;
- (c) the proposed cost do not duplicate other funds already available, or which may become available, to pay the project costs;
- (d) my organization will implement the services in compliance with the stipulations and guidelines set forth by the City of Springfield, and,
- (e) the organization that I represent is equal opportunity employer/provider.

signed by: Robert LePage - Vice President of Workforce Training
(Printed or Typed Name and Title of Authorized Representative)
Robert LePage 7/10, 2014
(Signature and Date)

Telephone Number: (413) 755-4477

Fax: _____

Website: www.stcc.edu

Email Address: rglepage@stcc.edu

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

Workforce Development & Training Services

City of Springfield Bid No. 14-262

7/11/2014

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

Workforce Development & Training Services

City of Springfield Bid No. 14-262

7/11/2014

Primary Contact: Robert LePage

Vice President of Workforce Training - Springfield Technical Community College

1 Armory St, Springfield MA 01105

Phone: 413-755-4477 email rglepage@stcc.edu

The enclosed response to Workforce Development & Training Service Bid No. 14-262 will provide access to an Adult Career Pathways training program for city residents with preference for enrollment to those residing in the South End to Six Corners neighborhoods. The proposed RFP funding request of \$98,949 {per student cost of \$2,199 [45 students completing training]} for services provided by STCC feature

- The \$120,329 investment inclusive of leveraging will project to an impact of \$1.7 million in wage gain for the participants in just the first five work years
- Program instruction will be conveniently located held at the state of the at Univ. of Massachusetts Springfield Center.
- Career awareness and advising session at local housing (Springfield Housing Authority and HAP Housing), Hampden County Correction and community based organizations to 120 or more people.
- Awarding of national career readiness certificate credentials to 60 people
- 45 people completing a 15 week intensive face to face training program that integrates instructional technology that allows data analysis of performance and remediated instruction.
- 30 or more people will pass a High School Equivalency Exam
- Leveraging Item A- Program Match provided by the STCC Foundation (\$10,130) combined with budget for a project implementation cost of \$109,079 { per student \$2,424 [45 students completing training] } .
- Leveraging Item B -The STCC Foundation will provide STCC Works Scholarship funding to program completers enrolling in a credit or non-credit program within 1 year at STCC. Awardees will receive \$250 book and material voucher from the STCC Foundation [45 students] for an incentive match value of \$11,250 { per student \$2,674 [45 students completing training] }

A. Organizational Background

Founded in 1967, Springfield Technical Community College (STCC) is a resource for the economic vitality of the City and region. We improve lives and strengthen the region through accessible and affordable higher education. With an annual enrollment of over 9,000 students S.T.C.C. is a vibrant campus rich in diversity.

The STCC ABE/ESOL program serves 350-400 students a year who are re-entering the job market after raising a family, completing a degree that got interrupted; upgrading skills for career advancement; changing career focus; gaining proficiency in a language, including English-language instruction for non-native students.

B. Required Forms

City of Springfield, Massachusetts
Office of Procurement

Invitation and Instructions to Bidders

Proposals shall be typewritten or written in ink on the enclosed forms. Officials of Corporations shall designate their official titles. Partners or Sole Owners shall so state, giving names of all interested Parties. Bids must be submitted in a sealed container and shall be guaranteed for thirty (30) days. Bidder shall not base Proposals on verbal information from any employee of the City. The City reserves the right to reject any or all bids.

Invitation for Bid for: Workforce Development & Training Services

Bid No. 14-262

For: Office of Planning and Economic Development

Opening Date: July 11, 2014 at 2:00 PM

Submission Requirement Checklist

Bids must be received on or before the due date and **must include the following, signed, & notarized as required: Failure to submit the following may be cause for immediate rejection:**

- (1) Invitation to Bid Form (Cover Page) Completed & Signed
- (2) Non-Collusion Statement Completed
- (3) Tax Certification Affidavit Signed & Notarized
- (4) Affirmative Action Form, Completed and Signed
- (5) Provide Clear Budget, to be submitted with bid
- (6) Reference Form Completed
- (7) Section 3 Resident Application must be Completed and Signed (Attachment A)
- (8) One (1) Original and Three (3) Copies of Complete Bid
- (9) All other Requirements as requested in the bid documents
- (10) Receipt of all addenda if issued

Questions regarding the bid must be directed in writing to the Chief Procurement Officer no later seven (7) working days (July 2, 2014) before the day on which the bids are due. All communications should include reference to the bid number and opening date. Facsimile communications are acceptable.

COLLUSION OR FRAUD STATEMENT

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

Robert LePage

(NAME OF PERSON SIGNING BID)



(SIGNATURE)

Springfield Technical Community College

(COMPANY)

THIS FORM MUST BE SIGNED & RETURNED WITH YOUR BID OFFER. FAILURE TO SUBMIT THIS FORM IS CAUSE FOR IMMEDIATE REJECTION.

TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

042-444-774

Individual Social Security Number

State Identification Number

Federal Identification Number

Company:

Springfield Technical Community College

P.O. Box (if any):

PO Box 9000

Street Address Only:

One Armory Square

City/State/Zip Code:

Springfield, MA 01102

Telephone Number:

(413) 755-4477

Fax Number:

Email:

rglepage@stcc.edu

List address(es) of all other property owned by company in Springfield:

Please Identify if the bidder/proposer is a:

Corporation

GOVT. Agency - STATE OF MA

Individual

Name of Individual:

Partnership

Names of all Partners:

Limited Liability Company

Names of all Managers:

Limited Liability Partnership

Names of Partners:

Limited Partnership

Names of all General Partners:

You must complete the following certifications and have the signature(s) notarized on the lines below. Any certification that does not apply to you, write N/A in the blanks provided.

FEDERAL TAX CERTIFICATION

I, Robert LePage (authorized agent) certify under the pains and penalties of perjury that STCC (Bidder/Proposer) to my best knowledge and belief, has/have complied with all United States Federal taxes required by law.

STCC Bidder/Proposer/Contracting Entity, [Signature] Authorized Person's Signature, Date: 7-10-14

CITY OF SPRINGFIELD TAX CERTIFICATION

I, Robert LePage (authorized agent) certify under the pains and penalties of perjury that STCC (Bidder/Proposer) to my best knowledge and belief, has/have complied with all City of Springfield taxes required by law (has/have entered into a Payment Agreement with the City).

STCC Bidder/Proposer/Contracting Entity, [Signature] Authorized Person's Signature, Date: 7-10-14

COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

Pursuant to M.G.L. c. 62C §49A, I, Robert LePage (authorized agent) certify under the pains and penalties of perjury that STCC (Bidder/Proposer) to my best knowledge and belief, has/have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

STCC Bidder/Proposer/Contracting Entity, [Signature] Authorized Person's Signature, Date: 7-10-14

Notary Public

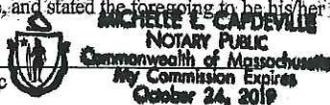
STATE OF MASSACHUSETTS

7/10/14, 2014

County of Hampden, ss.

Then personally appeared before me [name] Robert LePage [title] VP. of WorkForce of [company name] STCC being duly sworn, and made oath that he/she has read the foregoing document, and knows the contents thereof, and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act and deed of [company name] STCC

Notary Public



My commission expires:

YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT. TAX AFFIDAVITS THAT ARE NOT SIGNED AND NOTARIZED MAY BE REJECTED.

AFFIRMATIVE ACTION PLAN

(GOODS AND SERVICES BID ONLY)

Workforce Development Training Services

NAME OF PROJECT STCC - ADULT CAREER PATHWAYS BID NO. 14-262

A.) What is the total number of employees that is currently employed by your company?

NUMBER OF EMPLOYEES										
OVERALL TOTALS (SUM OF COL. B THRU F) A	MALE					FEMALE				
	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F
1086	404	41	36	10	0	436	67	75	13	4

B.) What is your anticipated work force for this project/service? 6
 Number of Minorities 2 Number of Females 2

C.) Is your company at least 51% owned and controlled by one of the following groups members? Please circle the appropriate categories. N/A

MALE--FEMALE: Black, Hispanic, Asian, American Indian,
 Alaskan Native, Cape Verdean, Caucasian.

[Signature] 7-10-14
 AUTHORIZED SIGNATURE DATE

Springfield Technical Community College
 FIRM

One Armory Square, Suite 1 PO Box 9000
 ADDRESS Springfield, MA 01102
(413) 755-4477
 TELEPHONE NUMBER

THIS FORM MUST BE SUBMITTED BY THE BIDDER WITH THE BID /PROPOSAL, AND SIGNED BY THE BIDDING COMPANY IF THE REQUIRED INFORMATION IS PROVIDED OR NOT.

COST SHEET

PRICE (OR COST) INFORMATION MUST BE SIGNED, SEALED AND SUBMITTED WITH BID DOCUMENTS.

Springfield Technical Community College / Robert LePage
(Name of Proposer Firm/Individual)

Provide clear budget including a total cost per training. Please clearly identify other financial sources that are committed to the program in addition to requested funding. Proof of commitments should be included.

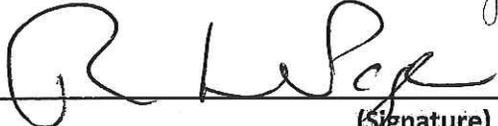
Total Cost per Training \$ \$2,199 / WITH LEVERAGE \$2674

Total Budget For Services \$ 98,949 / WITH LEVERAGE \$120,329

(in words) One Hundred Twenty Thousand dollars.
Three hundred and twenty nine

Please attach your completed budget that will coincide with your comprehensive services for implementation of workforce development and job training needs for local residents.

This sheet is to be signed below by a representative of the Proposer Firm who is authorized by the Chief Executive Officer of that firm to sign:

Name and title typed or printed: Robert LePage - Vice President of Foundation and Workforce Training
by: 
(Signature)

BIDDERS REFERENCE FORM

List at a minimum three (3) business references whom you have done volume business and service for in the past five (5) years.

COMPANY: Grainger Industrial Supply
Reference Name: Business Vendor with college
Description: Business Vendor
Location: Springfield, MA
Contract Amount: \$ n/a Completion Date: n/a
Contact: John Neuschwanter Phone: (800) 237-3174, ext. 352
Owner & Address: 790 Cottage St. Springfield, MA 01104

COMPANY: Regional Employment Board of Hampden County, Inc.
Reference Name: Advanced Call Center Program
Description: Sub-contracted services
Location: Springfield, MA
Contract Amount: \$ 180,000 Completion Date: 6/31/14
Contact: Larry Martin Phone: _____
Owner & Address: 1441 Main St. Springfield, MA 01103

COMPANY: MA Department of Elementary and Secondary Education
Reference Name: Adult Community and Learning Services
Description: MA funder of ABE and ESOL programs
Location: Malden, MA
Contract Amount: \$ 560,000/year Completion Date: June 30, 2015
Contact: Mary Rauh Phone: (413) 338-3803
Owner & Address: Commonwealth of MASS
350 Pleasant Street Malden, MA

CERTIFICATIONS AND OTHER TERMS AND CONDITIONS

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

- The signing individual certifies that he/she is authorized to sign a contract on behalf of the organization offering this proposal.
- The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- When delivering services under an approved contract, the contractor shall work under the broad supervision of the Office of Planning and Economic Development.
- The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- The signing individual certifies that he/she has read and understands all of the information in this Invitation for Bids.
- The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
- The City of Springfield reserves the right to negotiate the contract amount with the provider(s) selected within the guidelines of the CDBG-DR program funding.
- Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, the City of Springfield will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
- All information received by the provider during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
- The contract awarded under this IFB shall be subject to and interpreted under the laws and jurisdiction of the State of Massachusetts.

Signature



Date

July 10, 2014

(Signed certification/conditions to be returned with the Bid)

C. Experience and Qualifications

Since 1967, STCC's higher education and career preparation are viewed by many in the city as a true pathway to a better standard of living. Over 30,000 have graduated from the college and each year the college serves over 9,000 students. The need for postsecondary education and workforce training is especially evident in greater Springfield, Massachusetts -- an area faced with a daunting 10.6% unemployment rate and a high school drop-out rate that is five times the state average. These circumstances have resulted in a larger-than-normal population requiring adult basic education services before they are ready to participate in the college-level workforce training programs that will propel them into careers with family-sustaining wages. This pool of underprepared residents could alleviate the shortage of qualified workers that employers repeatedly state are needed to meet their current and future needs. Yet employers in our region repeatedly communicate a shortage of qualified workers to meet their current and future needs.

Springfield is the largest urban center in Western Massachusetts with a growing population of 153,060. The city has faced significant challenges in recent years, including the 2011 tornado and horrific gas explosion in the downtown resulting in the loss of many vibrant businesses. Unemployment, poverty, and a lack of education/job training skills are all contributors to creating a large socio-economic gap within the greater Springfield area. Springfield households, as of 2010 estimates, had median incomes 40% lower than the Massachusetts median household income (\$30,417 vs. \$50,500). A disproportionate amount (23.1%) of Springfield residents live below the poverty level compared to 9.3% of Massachusetts residents. Compared to the statewide average of 82.1%, Springfield's 2012 high school graduation rate was 58.6%, the second lowest in the state). In 2011-2012, Springfield's dropout rate improved slightly but still remains above the state average at 27% (505 pupils) compared to 2.9% for the state as a whole. (MASS Directory Profiles, Dept. of Education http://profiles.doe.mass.edu/grad/grad_report)

The following data also indicates the need for services that are provided by the STCC/SALC (U.S. Census Bureau's 2010 American Community Survey 1-Year Estimate for Springfield, MA)

** 29.3% of individuals 14 years and over in Spanish speaking households spoke little to no English.

** The city has more than 27,000 adults without a high school diploma, and more than 10,000 of those adults having less than a 9th grade level of education.

** 27% of residents live below the poverty level (2007-11).

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** Of the 25,729 public school students in Springfield, 87.5% of them are eligible for free or reduced lunch.

In addition to reaching those traditionally underserved in higher education, community colleges are often the first choice of adults who have not completed high school, dislocated workers, and other non-traditional students who want to further their education and career skills. Current research shows that nearly half of the jobs available in 2014-2017 will require workers who have at least some postsecondary education (Holzer & Lerman, 2007). Research also suggests that adults with postsecondary training will earn more than those with a high school diploma (Bailey, Kienzl, & Marcotte, 2004). According to the Bureau of Labor Statistics, a high school graduate, on average, will earn almost \$9,000 more each year than a high school dropout.

The SALC is funded in part by a \$2.4 million 4 year grant from the Department of Elementary Secondary Education that serves 300-400 students annually. STCC offers free classes for adults for the High School Equivalency Test (HiSET) preparation, ESOL, and MCAS preparation. These classes take place in four locations both on and off campus during the daytime and evening hours. The classes focus on preparing students for careers in addition to entering community college and vocational certificate programs. The STCC/Springfield Adult Learning Center (SALC) is a unique partnership among Hampden County organizations including HCC, STCC and the Springfield Housing Authority SHA. The Springfield Adult Learning Center provides a range of classes and services including: preparation for the HiSET; English for Speakers of Other Languages (ESOL); the Transitions to College Program; Computer Literacy classes; specialized software for computer-based instruction; Career Exploration; Workforce Readiness Skills; and MCAS Remediation Program. The SALC collaborates with the STCC Career Center to leverage job data bases, employer requests for talent, and to assist with coaching on job placement. SALC also collaborates with the workforce training department (Training and Workforce Options [TWO]) department for referrals of job opportunities for placement for ABE/ESOL students. Last year TWO conducted workforce needs assessments with over 200 employers in the region.

D. Capacity to Provide Services

Administration, Program Coordination, & Accounting

Robert LePage (Vice President of Foundation and Workforce Training, Springfield Technical Community College): In his role Mr. LePage serves as Executive Director of Training and Workforce Options, a regional collaborative between STCC and HCC focused on enhancing and accelerating the performance of industry in the Western Massachusetts region. As such he serves in a leadership role to support a recently formed partnership between the Massachusetts Gaming Commission, casino developers, community based organizations and the Commonwealth's fifteen community colleges to provide workforce development strategies for the emerging casino industry. Additionally, he supports the STCC Foundation Board's mission as a catalyst of student success, economic development, and workforce partnerships.

George Kohout (Director of Adult Basic Education, Springfield Technical Community College): George currently serves as the Director of ABE/ESOL Services at STCC. George has worked in the Adult Basic Education field for the past twenty years and most recently served for eight years as the Western MA Director of SABES (the System of Adult Basic Education Support). Just prior to joining the STCC initiative George worked directly for Commissioner Richard Freeland of the MA Department of Higher Education coordinating the AMCOA project that focused on developing performance measures for the Commonwealth's public colleges and universities.

John Lewis, (SALC's current Career Pathway Educational and Career Advisor): John will serve as the lead staff for this program. John's experience with the SALC's ABE/ASE classes, students and career exploration activities serve as a strong foundation for this expanded, intensive project. His ability to work with students, SALC instructors and industry reps will help guide the planning, implementation, and evaluation of the ACP program.

In terms of ongoing support the ACP lead person will be directly supervised by the SALC Director. He will also participate in twice-monthly all-staff meetings so as to ensure that the ACP activities and procedures align with other programmatic components across the ABE/ASE components. The institution, STCC, also provides more macro supports to the program in terms of technology, building infrastructure and fiscal systems. STCC is also invested in maintaining a culture of continual improvement and program evaluation driven by its Institutional Research (IR) department. The ACP project will benefit from the college's IR expertise in areas of student survey

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development, data analysis of student engagement through the Datatel system and other evaluation protocols that can be modified for purposes of evaluating the ACP activities and results.

Accounting, data management and contractual support and compliance will be provide by the college's Business Office. The college complies with and maintains proper policies, procedures and auditing standards as required by the Commonwealth of Massachusetts and Federal Agency guidelines. Additionally the program will benefit from utilizing instructional software and technology provided as in-kind services by the college as noted in section E. Training Content.

E. Training Content

Targeted Community and Population

The targeted population for the training programs is for adults 18 years and older located in the City of Springfield who have not completed high school or a GED (HiSet) or are unemployed or underemployed. The proximity of STCC to the South End and Six Corner neighborhoods (targeted geographic region) impacted by the tornado and struggling with generational poverty and social issues makes the community college a realistic, attainable choice for the training program. The SALC currently (prior to any recruitment outreach in to the targeted community) has 23 individuals on the wait list from the targeted geographic region who could qualify for enrollment.

Why the needs are not being met now.

Greater Springfield has a unique combination of high numbers of jobs and high unemployment rates. Employers point to a lack of basic skills and of readiness for employment as dual barriers to employability of Springfield residents. This suggests the need for new programming that links ABE and employment readiness/training, including computer literacy, more so than happens at present in many multi-purpose ABE programs.

Springfield currently has at least 15 programs serving adults and out-of-school youth in various agencies with ABE, GED, and ESOL services with various eligibility requirements. Depending on their funding sources, many programs are for people of a certain age, pregnant or parenting, or have income or employment status requirements for admission. From the work of the Springfield Adult Basic Education Partnership and the annual Springfield Adult Basic Education Directory published by the group, there were never enough seats for the number of adults and young people in Springfield looking for ABE, GED, and ESOL classes to help them move forward in their lives. Current programs serve estimates are 800-1,000 students and about 700-1200 are on wait lists for programs. That number does not include the countless people who hear about the wait lists of 6 – 18 months and simply give up.

Springfield's existing programming is able to serve only between 5 to 6% of the city's residents who could benefit from basic skills programming, which is an unacceptable reality. According to the Literacy Works initiative of the Hampden County Regional Employment Board, adults with strong

literacy skills; raise children who have strong literacy skills; keep themselves and their families healthy; are good employees; and are active in their communities. The current capacity of the adult education and workforce training system is not able to meet the overwhelming need in Springfield for these services.

Training Program Overview

Springfield Technical Community College (STCC) will offer three, 15-week sessions of an Adult Career Pathways Program (ACP) for unemployed or underemployed adults 18 years and older located in the City of Springfield with preference priority to the target area of zip code 01105. Their deficiencies in educational attainment (lack of high school credential) and skills in reading, writing, math and use of technology tools are a barrier to better jobs, entry to job training programs and/or post-secondary education. The ACP's operations will be coordinated through the Springfield Adult Learning Center (SALC) based at the STCC campus. Various experiential field trips and other activities related to exposure to local industry sectors will take place in Greater Springfield. The SALC/ACP will incorporate into the program design the following priority activities that align with industry needs;

- Curriculum that will be contextualized to local industry sectors including health care, manufacturing, and financial and business services. Customer service principles and skills that cut across all of these industries will also be a focus. A variety of instructional strategies and career exploration activities will be embedded in the ACP structure including employer speaker panels, online learning resources and proven college and career readiness approaches used by other successful ACPs nationwide.
- A recruitment, screening and enrollment process for all prospective students that promotes the goal of the SALC/ACP to increase their chances to succeed in post secondary education, a transition to college program, a job training program or a job leading to a sustainable career.
- Classroom instructional that focuses on mastery of basic keyboarding skills allowing students to write and edit their work more easily while also preparing them for the computer-based, High School Equivalency Test (HiSET)
- Activities to explore mathematical facts, relationships, and patterns. Students will perform real-world math tasks, and learn to create and use spreadsheets, visuals and graphs commonly used in the workplace.

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- Hands on use of calculators, computers, touch screen tablets, and software programs regularly incorporated into curriculum and instruction. Such 21st Century technology is essential for job readiness and continued academic success.
- Access to distance learning programs as an instructional option. The SALC/ACP will help students become comfortable with a range of online, accessible applications to give them the opportunity to supplement classroom instruction outside of the brick and mortar classroom schedule.

The SALC/ACP services will lead to educational and training opportunities at STCC and other regional providers including non-credit vocational programs, career certificates, and associate degree programs. As numerous studies show, some college study or an Associate's Degree substantially increases the likelihood of earning a family-sustaining wage, and substantially decreases the likelihood of being unemployed. Department of Labor data indicates an individual earning an Associate Degree will earn over a lifetime an average over \$750,000 than a person who has obtained only a high school credential.

Since a large part of the curriculum is devoted to Career Exploration in three local industry sectors, it is not necessary that candidates commit to one area of career interest, but rather that they commit seriously to undertaking that exploration and learning the key tools and components of the process. Before enrolling, candidates will sign a contract agreeing to maintain at least 80% attendance; to persist until the class ends and/or they are placed in job training, a career-building job, or post-secondary education; and to commit to at least 5 hours/week of homework outside of class, including software-based self-study.

The SALC/ACP curriculum integrates values and skills identification; skills assessment (HiSET content/math/technology); career exploration; job search, interview and job readiness ("soft") skills into instruction and wrap-around counseling. Students are guided by the Educational and Career Advisor (ECA) in collaboration with the Instructors in developing an Individual Educational and Career Plan (IECP) based on their personal values and skills. Their IECP is realistic. It is aligned to current labor market information (researched through MassCIS, LMI data and Job Profiles available through ACT's KeyTrain) and information about regional training and educational opportunities. This current, local data helps students set short and long-term goals, leading them to careers with family-sustaining wages (while meeting their immediate needs).

Two other important resources will be integrated into the SALC/ACP class to help align students' interest and skills to careers and further education and training;

- The ACT Work Readiness System is expected to be “rolled-out” by the MA. Executive Office of Labor and Workforce Development to community colleges, the One Stop Career Centers and other workforce training organizations. This integrated set of components will provide ACP students and staff with computer based tool for assessment, academic skills diagnostics, targeted remediation and also a career exploration component. Depending upon the timing of this rollout the STCC/ACP may even be able to provide qualified students with access to the new Career Readiness Certificate. The Technology Specialist and HiSET instructor would both become trained on this tool in order to fully maximize its use with students.
- Access to the Accuplacer college placement test has also been provided to the SALC by DESE and it will be incorporated into the ACP programming. We plan that students will each take the Accuplacer diagnostic test within the first four weeks. The Instructors and ECA will then work collaboratively to analyze the cohort's results and identify the common areas of academic deficiencies in order to inform classroom instruction

Program Design

The ACP Classes will include 3 sessions of :

- A 15 week session providing 20 hours of instruction per week
- 8 hours/week of Core HiSET/Career Pathways Instruction
- 4-5 hours/week math instruction (in smaller groups, based on need)
- 4 -5 hours/week computer instruction (in smaller groups, based on need)
- 4 hours of field trips (3 trips), career encounters, structured student projects and job shadowing with STCC campus professionals.

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Schedule of Instruction

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HiSET/Career Exploration	9-11 AM	9-11 AM	9-11 AM	9-11 AM	Varies 4 hrs. of field trips and individual projects
Math/Computer (small group)	11 -1:30 pm (30 Min Lunch)	11 -1:30 pm	11 -1:30 pm	11 -1:30 pm	

Instructional strategies will emphasize experiential and project-based learning, introducing and reinforcing basic skills (math, literacy, science); content knowledge (HiSET content areas and industry areas) and 21st century skills (teamwork, interpersonal communication, respect for diversity, individual and collective responsibility) in one seamless approach. STCC facilities including science and vocational labs are available to the program. Instructional resources are also available as a resource for instructors to integrate into the classroom. Our recent FY14 session of Career Pathways has used a similar class schedule and mix of activities and staff. Retention rate of students has been above average and although final outcomes have not been reached yet the feedback and engagement of students has been very positive.

A key feature of the curriculum sequence is the segment on clarifying individual values and skills. The curriculum is personalized to individual student interests, abilities, and needs. As noted above we anticipate using the results from MAPT, the Accuplacer and ACT's Work Readiness System to align instruction to skill levels and to student goals. Advising and Instruction are integrated, so that goals are attainable, and instruction is delivered within a suitable time-frame to build the skills required to meet the goal(s) the adult learner identifies through the self-exploration process.

The Educational and Career Advisor (ECA) will be an ever-present resource to the ACP instructors and students. In addition to regular scheduled meetings with students the ECA will assist with the career exploration, and values clarification activities and bring an employer-oriented perspective to the learning environment. Students will be prepped in the classroom within the context of HiSET content for their scheduled experiential learning experiences e.g. field trips, guest speakers and individual job site visits.

Training Delivery

The instructional program classes will be held during the day (9:00-1:30) and will be located in the U Mass Springfield Center in Tower Square as a component of a partnering agreement between STCC and the center. Students participating in the program will be provided parking and or bus pass.

Staff has become oriented to the use of the contextualized curriculum recently developed through the Massachusetts Community College Workforce Development Transformation Agenda (<http://mccwdta.etlo.org/>). Using the MCCWDTA curricula as models, staff will also develop new contextualized reading, science, and math curricula, drawing on the expertise of STCC occupational training instructors in target industries (health, manufacturing and financial and business services) as resources for lesson plans and as guest speakers. During the current FY14 ACP, staff of the Transformation Project (a grant awarded to STCC from the U.S. Department of Labor) have been frequent visitors to the ACP classroom presenting information on various careers and related certificate courses at STCC and HCC. In addition staff of the SALC/ACP has participated in various SABES trainings related to the emerging College and Career Readiness (CCR) standards. They will continue to research and collect primary resources, contextualized to the work environment, that support classroom activities in the HiSET content areas (ELA, Math, and Science).

The proposed services will utilize technology as an instructional tool, to provide content resources, and to provide students hands-on experience that will prepare are them for future employment opportunities and success. The campus classrooms have wireless technology and network connectivity availability. Instructors will also have access to computer resources and visual display tools that enable students to follow instructional content, view materials, and follow teaching exercises. Technology will be utilized as a component of learning including utilization of web sources to review career oriented information e.g. ONET Online, Massachusetts Career Information System (CIS) and the Career Cruiser sites. Technology will also be utilized to expose students to sources for career opportunities including resources such as monster.com, masslive.com, and jobbankinfo.org.

Technology training for the 21st century will also include hands on instruction and practice with common software applications to complete career development exercises including composing an effective resume, cover letter, thank you letters, and business letters. Each student will be expected to develop a presentation using PowerPoint or Prezi towards the end of the session regarding one

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career they have researched. This presentation will also give students the opportunity to present in front of an audience as might be expected during the interview process.

To prepare for the work environment instructors will also provide students hands on instruction on email etiquette, effective composition structure and communication styles. Students will also be exposed to personal finance planning and budgeting using spreadsheet tools. Additionally, instructors will incorporate web based curriculum support such as the Kahn Academy, Learning Web modules, and the ACT's learning tool (Career Ready 101) when it becomes available to STCC. Students will be encouraged and supported to use these tools to increase frequency of practice in a self-paced instruction mode in class, at home or using campus resources including open computer labs, the SALC's portable laptop classroom or the campus library.

Recruitment/ Assessment / Enrollment

Implementation Schedule

Sep-14	Recruitment		
Oct-14			
Nov-14	Assessment Orientation		
Dec-14	Instruction		
Jan-15		Recruitment	
Feb-15			
Mar-15		Assessment Orientation	
Apr-15		Instruction	Recruitment
May-15			
Jun-15			Assessment Orientation
Jul-15			Instruction
Aug-15			
Sep-15			
Oct-15			

We anticipate that the recruitment and assessment strategies for this intensive program will follow the successful process currently used by the STCC/SALC.

Step I (Recruitment): Candidates for the program will be recruited from a variety of Springfield sources including the current ABE/ASE classes of the SALC, local Career Center FutureWorks, Springfield Housing Authority (SHA), HAP Housing, Hampden County Corrections and both South end's and Six Corner community based organizations and neighborhood councils. Informational fliers and face to face sessions will be deployed on location at housing and community based organizations in order to reach as many prospective students as possible. A simple application will be completed by each student, in person at the SALC offices on the STCC campus. A short interview with a SALC Advisor will serve to screen applicants to determine their ability to participate in this intensive program, and their commitment to developing an educational and career plan leading to a meaningful next step within a six-month time period. During this recruitment phase and Advisor interview the prospective students will need to acknowledge that the focus of the career exploration and classroom activities will be on the three industry sectors of health care, manufacturing, and financial and business services. An upfront acceptance of this focus by the program participants will help to create a cohort of students who have similar goals.

These preferred candidates will be then invited to attend the Orientation Session 30-45 days before each instructional session is scheduled to start. Those applicants not sufficiently ready for the academic or attendance rigors of the program, or who identify a strong interest in career goals related to other industries will be counseled to engage in other SALC ABE services or other appropriate community support programs.

Step 2 (Assessment Orientation Session): Approximately thirty adults will participate in the orientation session that provides a detailed review of the program, the academic schedule and the various supplementary, career based activities. Each participant will also be given TABE math and reading assessment) to confirm that they meet the standards required for the level of HiSET preparation and career-centered readings of the syllabus.

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Step 3 (Enrollment): Enrollment will be given only to Springfield residents with priority preference given based on:

- A. those in the targeted South Corner to Six Corner neighborhood with preference given to
- B. those residing in Springfield Housing Authority/HAP Housing
- C. those referred by the Hampden County Corrections
- D. those referred by the South End to Six Corner Community Based Organizations and neighborhood councils
- E. those who are on the SALC wait list and or SALCs current Level 3 or HiSET prep classes

Those students for whom there is not sufficient room in the ACP class will be placed on the waiting list for the DESE-funded, core classes of the SALC or referred to another suitable community service. We anticipate inviting twenty students to enroll in each ACP session as our local data demonstrates that at least 20% of enrolled students to a new HiSET/ACP class will opt out within the first two weeks for various reasons. By week two of each 15-week session a settled, committed group of 15 students will be engaged.

F. Budget and Leveraging

STCC budgeting and leveraging chart includes three designated areas:

1. RFP funding request of \$98,949 { per student cost of \$2,199 [45 students completing training]},
2. Leveraging A- Program Match provided by the STCC Foundation (\$10,130) combined with budget for a project implementation cost of \$109,079 { per student \$2,424 [45 students completing training] } .
3. Leveraging B -The STCC Foundation will provide STCC Works Scholarship funding to program completers enrolling in a credit or non-credit program within 1 year at STCC. Awardees will receive \$250 book and material voucher from the STCC Foundation [45 students] for an incentive match value of \$11,250 { per student \$2,674 [45 students completing training] } .

A table noting the project return on investment of the program by increasing educational attainment of participants in the South End and Six Corner targeted region that will resulting in wage gain is provided.

The \$120,329 investment will project to an impact of \$1.7 million in wage gain for the participants in just the first five work years.

Wage Gain Impact: The Projected Wage Gain Impact as a result of the program investment by the City and College of \$120,329 over the participants first 5 working years is \$1.7 Million.

Educational Attainment	Median Weekly Earning National Average (25 years and older) per Person	Annual Wage per person	Annual Wage Gain per person due to increase educational attainment	Wage Gain of 5 Working Years Per Person	Number of Individuals Achieving Increased Educational Attainment	Total Project Impact of Program on Wage Gain of 5 Working Years Per Person
Less than HiSet	\$ 471	\$ 24,492				
HiSET/High School	\$ 652	\$ 33,904	\$ 9,412	\$ 47,060	14	\$ 658,840
Some College-No Degree	\$ 727	\$ 37,804	\$ 13,312	\$ 66,560	16	\$ 1,064,960
						\$ 1,723,800

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Request for Funding			
Springfield Workforce RFP Project Administration and Instruction	Total Hours	Rate including Benefits	Sub Total
Project Coordinator: Educational and Career Advisor (18.5 hrs./wk. x 52 weeks)	962	\$ 37.50	\$ 36,075
Lead HiSET/Career Pathways Instructor, 18.5 hrs./wk. x 48 weeks (10 hrs./wk. teaching, 5 hrs./wk. prep, 2 hrs./wk. program planning, 1.5 hrs./wk. assessment and staff development)	888	\$ 32.00	\$ 28,416
Math/Technology Instructor, 15.5 hrs./wk. x 48 weeks (10 hrs./wk. instruction, 5 hrs./wk. prep.)	744	\$ 32.00	\$ 23,808
Substitute Instructor	120	\$ 25.00	\$ 3,000
Marketing, Public Relations, Administration and Accounting Support			\$ 4,500
Instructional Supplies (books, education materials @\$70 per student [45 students])		\$ 70.00	\$ 3,150
RFP Request Total			\$ 98,949

RFP Cost Per Student [45 students completing training]	\$ 2,199
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Leveraging A: Program Matching Provide by STCC Foundation		Per Student	Sub Total
HiSet Exam Cost		\$ 64.00	\$ 2,880
Technology supplies (ACT Work Keys license, etc.)		\$ 50.00	\$ 2,250
Non-instructional supplies (misc. office supplies)			\$ 1,250
Charter bus or rental van for student to industry field trips (\$150/trip x 9 trips)			\$ 1,350
Program Recruitment Outreach recruitment session (12 x \$200)			\$ 2,400
Sub-Total Direct Program Funding Match by STCC Foundation			\$ 10,130

Total Project	\$ 109,079
Project cost per student	\$ 2,424

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Leveraging B: STCC Works Scholarship Incentive Match- Students Enrolling in a credit or non-credit program within 1 year at STCC will receive a \$250 Book Scholarship from the STCC Foundation [45 students]	\$ 250.00	\$ 11,250
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Total Project with Incentive Match	\$ 120,329
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Project Investment Per Student	\$ 2,674
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G. Performance Measure and Outcomes

The following performance and projected outcomes will be documented in order to inform the City of Springfield and other stakeholders of the progress and impacts of the ACP services.

Performance Measure	Projected Outcomes			
	Group 1	Group 2	Group 3	Total
Participated in Recruitment Session	40	40	40	120
Enrolled in Program;	20	20	20	60
Credential: National Career Readiness Certificate Awarded	20	20	20	60
Enrolled in Program after Second Week	15	15	15	45
Credential: HiSET completers	9	10	12	30
Employment re-entry: Get a new full time Job as result of program	4	5	5	14
Employment Retention: employed prior to enrollment and remaining employed	4	5	5	14
Enter post-secondary (degree or certificate or vocational certificate)	3	6	7	16

H. References

References for organizations on STCC's qualifications on delivery of services.

Organization: Regional Employment Board of Hampden County

Location: Springfield MA

Name: David Cruise, President and Chief Executive Officer

Contact Phone: (413) 755-1362

Contact Email: dcruise@rebhc.org

Organization: Hampden Count Corrections

Location: Ludlow MA

Name: Dr. Daniel E. O'Malley Director of Education, Hampden County Sheriff's
Dept

Contact Phone: 413-858-0459

Contact Email: dan.o'malley@sdh.state.ma.us

Organization: Springfield Housing Authority

Location: Springfield MA

Name: William "Hank" Abrashkin, Executive Director

Contact Phone: 413 785 4500

Contact Email: wabrashkin@shamass.org

EXHIBIT C: PROVIDER'S APPROVED BUDGET

Request for Funding			
Springfield Workforce RFP Project Administration and Instruction	Total Hours	Rate Including Benefits	Sub Total
Project Coordinator: Educational and Career Advisor (18.5 hrs./wk x 52 weeks)	962	\$37.50	\$36,075
Lead HiSET/Career Pathways Instructor, 18.5 hrs./wk. x 48 weeks (10 hrs./wk. teaching, 5 hrs./wk. prep, 2 hrs./wk. program planning, 1.5 hrs./wk. assessment and staff development)	888	\$32.00	\$28,416
Math/Technology Instructor, 15.5 hrs./wk x 48 weeks (10 hrs./wk. instruction, 5 hrs./wk. prep)	744	\$32.00	\$23,808
Substitute Instructor	120	\$25.00	\$3,000
Instructional Supplies (books, education materials @\$70 per student [45 students])		\$70.00	\$3,150
RFP Request Total			\$94,449