



Utah Works Program (UWP) Request for Proposals (RFP)

During the 2022 legislative session, the Utah Legislature authorized an educational grant program through [H.B. 333, Economic and Workforce Development Amendments](#), to promote partnerships between companies and postsecondary institutions to **fill high-demand positions** and/or **provide skills training**. This program teams industry, postsecondary institutions, and state agencies to address specific workforce gaps identified by companies. The Utah Works Program aims to **accelerate hiring and skills training that will lead to economic growth**. Proposals for Commercial Drivers License (CDL) programs will not be considered during this Utah Works review cycle.

Grant Objectives:

- Develop short-term pre-employment and/or short-term early employment training programs to fill targeted high-demand positions in Utah.
- Provide required skills training to ensure individuals meet the required level of skill for targeted employment.
- Provide expedited skills training to prepare a large number of individuals in a short period to fill targeted skilled labor positions.

Eligibility:

- The proposal must be jointly developed by a company and a postsecondary institution.
- The postsecondary institution must be a degree-granting institution or technical college within the Utah System of Higher Education and according to [Utah Code 53B-1-102](#).
- A company representative must certify that:
 - the company has a skilled labor gap;
 - the proposed postsecondary institution partnership will meet that gap need;
 - the company has significant one-time or ongoing hiring demands; and

- the company commits to providing a cost-share contribution.
- The company must have a substantial presence in Utah.
 - A substantial presence, for the purposes of UWP, requires:
 - the company must be properly registered with the Utah Division of Corporations as an active, for-profit business entity in good standing; and
 - the company must be properly licensed in the appropriate city or county.
 - Additionally, TRU shall, according to its judgment and discretion, determine whether a company has a substantial presence for purposes of a UWP grant by weighing the following factors:
 - total workforce and percentage of the company's workforce in Utah;
 - amount of business taxes paid to the state of Utah;
 - the relative size of the company;
 - whether the company's principal place of business is Utah;
 - likelihood that the company will maintain a significant presence in the state of Utah;
 - a commitment of capital expenditure and/or new job creation in the state; and
 - the degree to which the company's activities and operations positively impact Utah's economy.
- The company must fulfill the following cost-sharing requirements:
 - Provide a company representative to support the collaboration.
 - Provide an "in-kind" contribution, approved by TRU, which may include:
 - company representative's time spent on the collaboration;
 - materials and equipment;
 - work/research space;
 - travel and other company expenses budgeted for the collaboration; or
 - other contributions approved by TRU.
 - Make all reported cost-share activities available for audit.

RFP Information Session and Questions

- **When:** January 31, 2024, 1:00 – 2:00 pm

Applicants and others who may be interested in the Utah Works Program RFP are invited to a virtual RFP information session.

- **Where:** Zoom

- **What:** This information session is an opportunity to ask questions about proposal requirements and online proposal submission, with Talent Ready staff present to share information and answer questions.
- **Register:** To register for the RFP information session and receive a meeting invitation, click [here](#). Questions about the RFP are welcome and can be submitted using this [RFP Questionnaire](#). **The deadline for questions is March 28, 2024, 5:00 p.m.**

A recording of the RFP Information Session and emailed questions and responses will be posted on the Talent Ready Utah: Utah Works web page.

Proposal Timeline

The proposal must be submitted online [here](#).

- **Proposals Due: April 1, 2024, at 5:00 p.m.**

Proposal review and questions from the Review Committee

- All submissions will be initially verified, and applicants should be prepared to respond to requests for clarification or additional information.
- After verification, the review committee will consider proposals, and applicants should be prepared to respond to final requests for clarification or additional information.

Review Committee recommendations to the Talent Ready Board

- After the proposal review, the committee will present its recommendations to the Talent Ready Board.

Award notification to awardees

- Upon final decision by the Talent Ready Board, notification of awards will be sent by e-mail message to the contact listed in the application.

Submission Process

Each institution will upload its application documents via Google Form. An auto-response will automatically be generated via email confirming receipt of the proposal submission. The following documents are required for each application:

- Proposal Narrative
- Budget Worksheet
- Executed Collaboration Agreement
- Letter(s) of Support(optional)

See **Instructions for Proposal** on page 7 for more details.

Proposal Debriefing

Upon request, a debriefing meeting will be scheduled with a bidder. A request for a debriefing meeting must be emailed to TRUgrants@ushe.edu within five business days after the notification of an unsuccessful proposal is sent to the bidder. Talent Ready Utah will acknowledge receipt of the debriefing request within three business days.

Discussion will be limited to a critique of the requesting bidder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted by phone or virtually and will be scheduled for a maximum of 30 minutes.

Program Length

The goal of this program is to develop short-term pre-employment and short-term early employment training that meet the needs of an identified employer. The proposed length of the program will vary by the needs of the employer partner but should not exceed two years.

Budget

The requested funding will be used solely for the direct costs associated with the program. The awardee must use grant funds for expenses specific to the program, which may include:

- Salaries & Benefits;
- Marketing;
- Equipment;
- Equipment maintenance;
- Tuition- Participants;
- Curriculum and program development;
- Program management;
- US security clearances; and
- Travel for training from rural areas

Funding and Payments

Grant funds for this will be disbursed on a reimbursement basis. Requests must be submitted quarterly for reimbursement to Talent Ready Utah; awardees must provide an invoice showing how funds were expended. Awardees must submit a payment request accompanied by a paid supplier or institutional invoice.

Reporting and Data Collection

The postsecondary institution shall report quarterly and on a regular basis as reasonably requested by Talent Ready Utah.

- At a minimum, the education partner shall provide documentation of;
 - the number of students enrolled in the program;
 - the number of students that have completed the program; and
 - the number of students placed in relevant employment.

The postsecondary institution will be required to provide a narrative report annually that includes data on how participants heard about the pre-employment program (if applicable)

Evaluation Criteria

The proposal review and evaluation process will be competitive and conducted utilizing a fair and objective process. An Evaluation Committee will review and score proposals using the scoring rubric below.

Category	Total Points	Weight
Introduction/Need Assessment	25	25%
Program Management	25	25%
Implementation	20	20%
Performance Outcomes	15	10%
Budget	15	20%
Total Possible Points	100	100%

If the Evaluation Committee requires further information to make their recommendation, Talent Ready Utah may contact respective bidders who submitted proposals for additional information and/or revisions.

For general questions regarding the Utah Works Grant and application process, please contact us via email at TRUgrants@ushe.edu.

Instruction for Proposal

Formatting

A “page” is 8.5" x 11", with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Use one of the following fonts: Arial, Calibri, Helvetica, Palatino Linotype, or Georgia typeface. Applications submitted in any other font will not be accepted. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). All proposals should be converted and uploaded as a PDF file.

Applicants must address each of the following criteria:

Introduction/Need Assessment	(25 points)
Program Management	(25 points)
Implementation	(20 points)
Performance/Outcomes	(15 points)
Budget	(15 points)

The following guidance may assist applicants in addressing each of the selection criteria:

Proposal Outline

Introduction/Need Assessment — 25 points

- A detailed description of the pre-hire program, if applicable, and skills training program
- Description of the identified skilled labor gap
- Describe the high-demand position(s) being trained for in this program:
 - hard-to-fill jobs with a lack of skilled labor employees or a large number of skilled labor positions needed in a short amount of time
 - Ranked as a 3-star or higher occupation on the Utah Department of Workforce Service Occupation Explorer or provide a detailed explanation as to the future openings, growth rate, wages, and openings in your geographic area.
 - Provide a position description.
- What are the employer partners' projected job openings over the period of the proposed program?
- What significance will this program have to the Utah/local economy?

Program Management — 25 points

- Provide a detailed overview of the pre-hire program, if applicable, and skills training program outline and how it will address the identified skilled labor gap.
- Discuss the curriculum proposed for the program.
- What credentials and/or certifications will be offered to participants?
- Identify the targeted participant to enroll in this skilled labor training program.
- How will you conduct outreach and market the program to ensure sufficient students

are trained to meet the employer's projected hiring needs?

- Describe organizations, if any, that you will partner with to recruit and support participants.
- Summarize the executed collaboration agreement to include:
 - the collaborative process to develop training/curriculum to meet the employer's needs;
 - proposed timeline that meets training, pre-employment, and early hiring needs;
 - pending the award, the parties will implement the proposed timeline;
 - employer's commitment to interviewing and hiring eligible program graduates; and
 - employer cost share

Implementation — 20 points

- Provide a start-up implementation timeline/plan.
- Provide a training timeline for participants to successfully complete the program.
- How will participants enroll/register for the program?
- For pre-employment programs, describe the process for participants to transition to the employer's hiring process.

Performance/Outcomes — 15 points

- Provide the projected number of individuals who will start, finish, and be successfully hired through the program.
- How will the institution and employer partner collaborate to track performance/outcome data?
- Describe how feedback from the employer(s) partner will be obtained and utilized to improve the quality of the program.

Budget — Used Required Budget Worksheet 15 points

- Outlined budget for total program cost
 - Tab 1- Provide the staff resources by title, role type, FTE allocation, and salary being proposed and allocated to this budget.
 - Tab 2- an itemized budget detailing the planned use of grant funds, including how the funding will be allocated, tracked, and reported.
 - Tab 3- an overall summary of the budget that includes proposed outcomes and cost per student.

Appendices

The executed collaboration agreement between the company and the postsecondary institution.