



710 N. Lincoln St.
Wilmington, DE 19805

Request for Proposals To Provide Quality Environmental Training Services

Scope: West End Neighborhood House, Inc. (West End) is seeking proposals to provide quality environmental training services for two (2) years (with an option for renewal and contingent upon performance). The program will operate four cohorts of fifteen trainees beginning in September 2018 and ending in June 2020.

Background: The Environmental Job Training Program at West End Neighborhood House is a tuition-free job training and employment placement program for Delaware residents ages 18 years of age and older. Trainees receive employability skills training, environmental coursework, and job placement assistance.

Submission Requirements: Please submit all proposals electronically by **August 31, 2018**. Proposals should be sent to Julie Bieber, jbieber@westendnh.org. Please include a fee schedule for each course.

Qualifications: The contractor must be accredited, certified, or licensed to provide the specific training course(s). Two years of experience teaching the course is required.

Services to be Provided and Requirements: The contractor shall provide the following services in accordance with this proposal:

1. Instruct one or more of the following courses:
 - OSHA 10-hour General Industry
 - OSHA 40-hour HAZWOPER (29 CFR 1910.120)
 - OSHA Confined Space Entry (OSHA 1910.146)
 - US EPA Lead RRP Initial 8-hour course
 - Asbestos Worker – Initial (minimum 32 hours, including hands-on component)
 - Mold/Microbial Worker – Initial (minimum 16 hours)Contractors may propose other certification courses that would benefit an entry-level environmental technician.
2. Provide classroom training at West End Neighborhood House (710 N. Lincoln St., Wilmington, DE 19805). Additional space for hands-on training is available at St. Anthony's Parish Fournier Hall (1824 Howland St., Wilmington, DE 19805).
3. Provide all course materials, equipment, and supplies necessary to perform the services requested herein, including but not limited to Personal Protection Equipment (PPE) required for OSHA 40 and Asbestos Worker courses.
4. Provide wallet cards and/or certifications to all participants who have successfully completed training courses within 30 days of training completion. Submit participants' information to OSHA, EPA, or other certifying body as applicable.
5. Submit to West End records of attendance and copies of all certifications issued to participants within 30 days of the completion of training.

Evaluation Criteria: West End's selection committee will review all proposals according to the following criteria:



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- Qualifications of the contractor, including applicable accreditation, certification, or licenses and years of experience
- Cost effectiveness of the project
- Proposer's ability to responsibly manage the completion of the proposed program
- Proposer's ability to comply with all OSHA, EPA, and other regulatory requirements for training

Additional Terms and Conditions:

Insurance: The successful applicant must submit proof of insurance in the minimum limits as follows:

- Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
- Commercial General Liability - \$1,000,000.00 per occurrence/\$3,000,000.00 per aggregate.
- If the project requires the transportation of clients or staff, the Contractor shall, in addition to the above coverage, submit proof of automotive insurance in the minimum limits as follows: Automotive Liability Insurance (Bodily Injury) covering all automotive units transporting clients/staff used in the work with limits of not less than \$100,000.00 each person and \$300,000.00 aggregate; Automotive Property Damage (to others) not less than \$25,000.00.

Indemnification: The Contractor agrees to indemnify, defend, and hold harmless West End Neighborhood House, its officers, agents and employees, from and against any and all claims, demands, actions, damages, or judgments, including associated costs of investigation and defense arising in any manner from Contractor's negligence, recklessness, or willful misconduct in the performance of this agreement.

Equal Opportunity: West End Neighborhood House supports equal employment opportunities for all and requires its contractors to ensure that effective policies and procedures concerning the prevention of illegal discrimination and harassment exist in their companies. In addition, all contractors must be in compliance with all applicable Federal and State and local equal employment opportunity acts, laws, and regulations. West End's current Equal Employment Opportunity and Anti-Discrimination policies to which this provision applies will be provided upon request.

Non-Discrimination: The Contractor agrees that, in the performance of this project, no person shall, on the basis of race, color, creed, religion, sex, national origin, age, disability, genetic information, marital status, veteran status, sexual orientation, gender orientation, gender identity or pregnancy, be subjected to any discrimination prohibited by law.

Governing Law: The Contractor agrees that it shall be governed by and construed pursuant to the laws of the State of Delaware.



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Termination of Contract: West End Neighborhood House or the contractor may terminate the contract for convenience by providing written notice to the other party not less than 30 calendar days prior to an effective termination date.