

REQUEST FOR APPLICATIONS

District of Columbia Office of the State Superintendent of Education

HOSPITALITY CAREER TECHNICAL EDUCATION

The District of Columbia Office of the State Superintendent of Education (OSSE) is seeking applications for a funding opportunity to provide hospitality training to adult residents of the District of Columbia. OSSE is seeking an organization to provide at least eighty (80) hours of hospitality instruction and twelve (12) hours of Adult Basic Education (ABE) for up to 55 adults. These services must be provided using the Skills, Tasks and Results Training (START) curriculum. These services will be provided to District residents who possess, at a minimum, a high school diploma or GED. Successful applicants must provide a location for the training.

OSSE is seeking only one organization to provide this program. One grant award in the amount of \$450,000 will be made for a period to cover January 2, 2013 to September 30, 2013. The program must be completed and funds must be fully expended by September 30, 2013. Submissions are due by 4:00PM on December 3, 2012 for good cause to ensure expedited identification of and benefit to the trainees.

Qualified organizations must meet the following criteria:

- (1) Demonstrated capacity to provide hospitality programming;
- (2) Commitment from a local institution of higher learning to serve as a team member and further the general education of program participants;
- (3) Access to and prior experience with the Skills, Tasks and Results Training (START) curriculum;
- (4) Ability to recruit, screen and train up to 55 District residents;
- (5) Ability to implement the first cohort of training no later than January 2, 2013;
- (6) Ability to identify a location for classes and provide training in the evenings and on the weekend;
- (7) Relationships within the hospitality industry that will allow individuals who complete the program to be placed directly into jobs.

The Request for Proposal (RFP) for the District of Columbia Office of the State Superintendent of Education, Hospitality Career Technical Education Program, is available on the [OSSE](#) website.

RFP Release Date: October 29, 2012

**Application Submission Deadline: December 3, 2012 by 4:00PM
LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Section I: Funding Opportunity Description

The District of Columbia Office of the State Superintendent of Education (OSSE) is seeking applications for a one-time funding opportunity to provide hospitality training to adult residents of the District of Columbia. OSSE is seeking an organization or organizations in partnership to provide at least eighty (80) hours of hospitality instruction and twelve (12) hours of Adult Basic Education (ABE) for up to 200 adults. A location for this program has not been identified and as such applicants must include a proposed location and be able to demonstrate they have received permission to use premises for this program. These services must be provided using the Skills, Tasks and Results Training (START) curriculum. In addition, the selected organization must have a plan in place to provide interviews for participants upon completion of the program and obtainment of certification and must commit to working within the hospitality industry to identify and secure employment for qualified participants. A successful respondent will include a local institution of higher learning committed to working with program participants to further their education. This commitment includes educational assessment of students and educational referral services.

These services will be provided to District residents who possess, at a minimum, a high school diploma or GED.

Qualified organizations must meet the following criteria:

- 1) Demonstrated capacity to provide hospitality programming. Organization must be able to show that they have successfully trained individuals in this field as well as that they have instructors with previous experience working in the hospitality industry;
- 2) Commitment from a local institution of higher learning to serve as a team member and further the general education of program participants;
- 3) Access to and prior experience with the Skills, Tasks and Results Training (START) curriculum;
- 4) Ability to recruit, screen, train and employ up to 55 District residents;
- 5) Ability to implement the first cohort of training by January 2, 2013;
- 6) Ability to identify a location for classes and provide training during the evenings and on weekends; and
- 7) Connections with the hospitality industry that will allow individuals who complete the program to be placed directly into jobs.

OSSE will make only one award under this funding opportunity.

Section II: Award Information

OSSE intends to only award one (1) grant for this program for a maximum of \$450,000. This award will cover January 3, 2013 through September 30, 2013. The selected organization must be able to provide all aspects of this program and expend all funds before September 30, 2013.

Section III: Eligibility Information

Eligible organizations are those who are based in the District of Columbia, have experience within the hospitality industry and training within these fields.

Qualified organizations must meet the following criteria:

- 1) Demonstrated capacity to provide hospitality programming. Organization must be able to show that they have successfully trained individuals in this field as well as that they have instructors with previous experience working in the hospitality industry;
- 2) Commitment from a local institution of higher learning to serve as a team member and further the general education of program participants;
- 3) Access to and prior experience with the Skills, Tasks and Results Training (START) curriculum;
- 4) Ability to recruit, screen, train and employ up to 55 District residents;
- 5) Ability to implement the first cohort of training by January 2, 2013;
- 6) Ability to identify a location for classes and provide training during the evenings and on weekends; and
- 7) Connections with the hospitality industry that will allow individuals who complete the program to be placed directly into jobs.

Section IV: Application and Submission Information

Complete application packages may be obtained as follows:

By phone: Contact Melissa McKnight at (202)741-6413

By email: Contact melissa.mcknight@dc.gov

By mail:

Melissa McKnight
Postsecondary and Career Education
Office of the State Superintendent of Education (OSSE)
810 First Street, NE
3rd Floor
Washington, DC 20002

All applications are due no later than 4:00PM on December 3, 2012. Completed applications should include one (1) original and three (3) copies of the following:

- Application Cover Page (see attachment A)
- Program Narrative (no more than eight, single-spaced typed pages) – Should include, at a minimum, detailed overview of class structure and curriculum, explanation on how the applicant meets the above outlined criteria, names and employment history of instructors, recruitment and outreach plan, work plan for job placements for participants who complete the program, and background on organization and their history of providing hospitality job training to District residents.
- Budget and Budget Narrative (see attachment B)

Applications may be mailed or hand delivered. Emailed and faxed submissions will not be accepted. Late applications will not be accepted.

Questions related to the content of the RFA must be received no later than 5:00PM on November 16, 2012. Questions are to be sent via email to melissa.mcknight@dc.gov. All questions and subsequent responses will be posted to the OSSE website (www.osse.dc.gov).

Section V: Application and Review Information

Applications will be judged based on the following:

- Demonstrated familiarity of the Skills, Tasks and Results Training (START) curriculum (25 percent);
- Previous experience and history providing hospitality training (25 percent);
- Identified and articulated strategic plan for providing job placement upon participant completion of program (35 percent);
- Demonstrated previous hospitality work experience of instructors (10 percent); and
- Ability to identify a location for classes and provide training during the evenings and on weekends (5 percent).

Applicants will be reviewed and scored based on the above criteria by three (3) employees of OSSE familiar with job training programs and the hospitality industry within the District of Columbia.

Awards will be announced by close of business December 7, 2012. All applicants will be notified in writing, both by email and traditional mail.

Section VI: Award Administration Information

The selected applicant is required to comply with all OSSE reporting requirements, including but not limited to:

- Weekly update on participant attendance;
- Reporting of test scores in real time;
- Meeting with project contact bi-weekly either by phone or in person to discuss status of project;
- Monthly site visits; and
- Final report at the end of the project detailing total participants served, certification obtainment and job placement.

Section VII: Agency Contact

For all inquiries related to this RFA, please contact:

Melissa McKnight
Postsecondary and Career Education
Office of the State Superintendent of Education (OSSE)
810 First Street, NE
3rd Floor
Washington, DC 20002
(202) 741-6413
Email: Melissa.McKnight@dc.gov

Request for Application Provisions

Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.

The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

The Agency may to enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Certifications, Licenses and Assurances

Financial Records

All sub-grantee fiscal records are to be kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

Overdue Due Taxes

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

Administrative and Financial Capability

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail; Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract

Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

Implementation Capability

That the applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them.

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

That the applicant has a satisfactory performance record performing similar activities as detailed in the award.

The applicant has a satisfactory record of integrity and business ethics.

The applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.

The applicant is in compliance with the applicable District licensing and tax laws and regulations.

Misconduct Certification

The applicant hereby assures and certifies compliance with the following that no officers, partners, principals, members, associates or key employees, within the last ten (10) years prior to the date of the application, has:

- been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- been the subject of legal proceedings arising directly from the provision of services by the organization If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

ATTACHMENT A

APPLICATION COVER PAGE

Name of Applicant Agency:	
Contact Person:	
Title:	
Address:	
Telephone:	Fax:
E-Mail:	Website:
Is your agency licensed by the DC Education Licensure Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Names of Partner Organization(s), if applicable and description of their role:	
Total Amount of Program Funds Requested:	\$
<p><i>I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Certifications, Assurances, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the Office of the State Superintendent of Education or renegotiated to acceptance, will form a binding agreement.</i></p>	
Print Name of Executive Officer:	
Signature of Executive Officer:	Date

ATTACHMENT C

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th St., NW, Suite 400S, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e). and (f).

B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Office of Research and Analysis, 441 4th St., NW, 400 South, Washington, DC 20001.

As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

