

Request for Proposals (RFP)

for Tech Alliance Career Readiness Curriculum
and Related Services

Tennessee Technology Workforce Collaborative

Due May 10, 2023

Tech Alliance Career Readiness Curriculum and Related Services

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Invitation

Persevere is seeking proposals for career readiness curriculum and instruction for participants enrolled in a grant-funded workforce development program to be implemented at multiple locations throughout Tennessee.

Questions about this RFP can be submitted to Freda Herndon at pherndon@perseverenow.org. All questions and answers will be posted at <https://www.perseverenow.org/tech-alliance/>.

Final proposals are to be submitted via email to pherndon@perseverenow.org **no later than 5:00 pm Central time on May 10, 2023.**

Background

Persevere is a national nonprofit organization dedicated to empowering justice-impacted and at-risk individuals through innovative technology-focused workforce development and career preparation support services that give real access to quality employment in the technology industry. Specifically, Persevere provides technology training, career readiness instruction and support, wraparound case management, individualized job-based mentoring, and job placement services for justice-impacted individuals and people who are at risk for justice-involvement.

Founded by and for people with lived experience with criminal justice, corrections, poverty, and marginalized populations, Persevere is committed to breaking the intergenerational cycle of poverty and incarceration, ending mass incarceration, and forging new pathways for access to economic opportunity for those who have traditionally been denied that access. These include:

- Justice-impacted individuals (incarcerated, formerly incarcerated, on probation/parole)
- Children of incarcerated parents
- Youth aging out of the foster care system
- Opportunity Youth (youth between the ages of 16 and 24 who are neither employed nor enrolled in school)
- Youth currently or formerly involved in the juvenile justice system
- Other system-involved individuals (TANF, SNAP, WIC recipients)

Persevere currently provides services in Tennessee, Arizona, Georgia, South Carolina, and Virginia, and plans are underway for the expansion to several other states in the coming year. Services are provided in both correctional and community settings and are designed to take place over a 24 month period. While the core program design remains the same from location to location, service details, resources, and the types of individuals served (adults, youth, families) may vary.

In January 2022, Persevere convened a collaborative of over 72 employers, state agencies, advocacy organizations, trainees, and service recipients to develop a comprehensive plan for technology-focused workforce development and career placement for justice-impacted individuals and families living in poverty in Tennessee. The collaborative partners participated in an intensive planning process over the next three months and applied for funding from several sources, including the U.S. Economic Development Administration (EDA) through the Good Jobs Challenge Program, as the Tennessee Technology Workforce Alliance (hereinafter referred to as the “Tech Alliance”).

In August 2022, Persevere was notified that the Tech Alliance proposal was one of 32 applications selected for funding, out of 509 applications submitted nationwide. The three year funding period began on September 1, 2022, and is divided into two phases – the Design Phase (approximately 6 months) and the Implementation Phase (30 months).

One of the key activities of the program is the provision of career readiness instruction for all participants. In the past, Persevere has provided this instruction using its own staff and curriculum. Through the Tech Alliance program, Persevere is planning to transition the career readiness component of the program, either completely or in part, to an external provider.

Please review the following information for more details on the Good Jobs Challenge Program and Persevere’s application:

Good Jobs Challenge Fact Sheet

<https://www.eda.gov/sites/default/files/2022-08/Good-Jobs-Challenge-Announcement-Awardee-Fact-Sheet.pdf>

Summary of Persevere’s Proposal and Link to the Full Application Narrative (Awardee Profile Booklet)

<https://www.eda.gov/sites/default/files/2022-08/Good-Jobs-Challenge-Awardee-Digital-Booklet.pdf>

Timeline

Date	Event
April 14, 2023	RFP Released
April 24, 2023, at 10:30am CDT	Information Session
April 28, 2023	Deadline for Written Questions
May 3, 2023	Posting of Questions and Answers
May 10, 2023	Proposals Due
May 12-19, 2023	Applicant Interviews
May 24, 2023	Notification of Award
June 1, 2023	Start Date for Services

The applicant is responsible for monitoring the Persevere website to monitor responses to applicant questions and any RFP addenda that may be added before the proposal due date.

Eligible Applicants

Institutions of Higher Education (public and private), for-profit or non-profit organizations, and individuals with experience developing curriculum for and providing career readiness education are all eligible to apply. All applicants must hold any applicable licenses, permits, or credentials required to do business in Tennessee.

Description of Needs and Expectations

Scope

Approximately 1,700 participants of Persevere's technology training and career placement program will receive career readiness instruction over the next 28 months. Approximately 300-400 of those will be served within the next four to six months; the remainder will be served throughout the remaining 22 to 24 months. Topics will include:

- Time management
- Resume/cover letter preparation
- Interview preparation
- Professionalism
- Teamwork/Teambuilding
- Conflict resolution
- Problem solving and critical thinking
- Financial fitness
- Goal setting
- Effective communication
- Professional networking
- Job search strategies

This is not intended to be an exclusive list. Additional topics may be included in a proposal.

Because up to 85% of participants will be justice-impacted (incarcerated, formerly incarcerated, currently or formerly on probation/parole, or family member of someone who is justice-involved), the curriculum must include content that addresses the specific needs of justice-impacted individuals as well as core career readiness content that is applicable to the general population. This can be done in many ways. For example, the entire curriculum can include elements focusing on these needs in every module or section, or a separate set of modules or lessons might address these needs.

While most participants will be justice-impacted, not all of them will be, so the curriculum must also be appropriate for individuals who are not directly impacted by the criminal justice system.

We are looking for an affordable option that will require minimal Persevere staff time to implement; however, the career readiness component will be coordinated with the case management component of the project, so there will be some Persevere staff involvement with the career readiness instructional component.

We welcome proposals for digital solutions, traditional instructional models, and hybrid options (both digital and in-person). All program participants will have access to a computer and the

internet. An applicant may propose more than one curricular and delivery option, but each option must be priced separately.

We are looking for an “off the shelf” curriculum that is already developed (or a combination of curricula). Only 5% of contracted funds may be used for curriculum development and only that which may be needed to customize the curriculum to address the specific needs of Persevere’s participants.

Persevere’s current curriculum includes approximately 576 hours of direct instruction and varied hours of individualized coaching, dependent on participant needs. Direct instruction is delivered over each participant’s 12-month training period. Coaching is provided toward the end of that period and throughout the following 12 months. Persevere’s support specialists (case managers) and Technology Employment Specialists assume responsibility for that coaching and that can continue while a separate provider oversees, coordinates, and provides career readiness instruction; however, do not assume that Persevere staff will be fully responsible for any individual support needed as participants complete the career readiness instructional program. For example, if a participant has questions about the content of a lesson, they should be able to ask their question and receive an answer from the career readiness instruction provider.

We are willing to entertain proposals from applicants who serve only a specific area or a specific population. In this case, we may select multiple providers to ensure that all participants are served. However, any proposed curriculum must include all of the topics delineated above.

Available Funding

Approximately \$385,000 is available for the curriculum purpose addressed through this RFP.

Applicant Responsibilities

It is the responsibility of each applicant to thoroughly review the information in this RFP, any addenda, and the responses to applicant questions posted on the website prior to submitting a proposal.

The proposal is considered the applicant’s offer for services. If the applicant is suggesting additional service options with costs beyond those included in the formal offer, those services must be clearly identified as services that are not included in the proposed budget. If there are optional services that are offered at no cost to Persevere, please note them as well.

The applicant is responsible for ensuring that their proposal is submitted and received before the RFP deadline.

Proposal Content and Format

Your proposal must include the following sections/items in order, as described below.

1. Cover Sheet
2. Form A: Applicant Information Checklist (required form)
3. Project Narrative
4. Form B: Detailed Specifications Sheet (required form)
5. Form C: References (required form)
6. Form D: Proposed Budget (required form)
7. Optional Attachments

1. Cover Sheet

The proposal cover sheet should include at least the following information, in any order:

- The title of the RFP to which the applicant is responding
- Name of the organization responding to the RFP
- Physical and mailing addresses of the responding organization
- Contact person name, phone number, and email address
- Date the proposal is submitted

2. Form A: Applicant Information and Checklist

This form is required. It includes space for basic information about the contact person and proposal, a checklist of required items, and an authorized representative's signature.

3. Project Narrative

The proposal narrative must include the proposer's plan for providing independent evaluation services and technical assistance services for data collection, as described above. The narrative should be typewritten in a standard 12 point font. The maximum length for the proposal narrative is 10 pages (8.5" x 11" paper, printed on only one side of each page). *Succinct and concise presentations are appreciated.*

Please note: Some of the items requested for the narrative are also included on the Detailed Specifications Sheet. Please do not omit anything identified below because it is on the Detailed Specifications Sheet. Use the narrative as an opportunity to explain your program in more detail.

The narrative should include the following six sections:

Executive Summary – Brief one-page summary of the proposal, including applicant qualifications, the curriculum content, delivery system, timeline, support services, etc. The Executive Summary should be prepared as a stand-alone summary of your proposal that will be reviewed by the Selection Committee and may also be provided to funders and Tech Alliance partners.

Qualifications and Experience – Please provide a brief description of the applicant organization, including capacity, qualifications, and relevant experience. Highlight specific experience providing the services identified in this RFP, as well as work with non-profit organizations, experience with federally funded grant programs, and experience with the particular populations Persevere serves.

Have you provided the curriculum you are proposing to 1,700+ individuals in the past?

Please explain why your organization is particularly well-suited to provide career readiness curriculum and instruction.

Career Readiness Curriculum – Please provide a complete description of the proposed curriculum. Include descriptions of:

- All instructional modules/topics
- The reading level of curricular materials
- Primary instructional modalities – How much of the instructional program is presented through video? Lecture? Reading? Group discussion? Other?
- The method of delivery (digital, in-person, hybrid, synchronous, asynchronous, etc.). Please provide details so the readers have a very clear picture of how the curriculum will be delivered to students.
- Role of Persevere staff – What roles will Persevere staff play in the delivery or tracking of the curriculum?
- The assessment of participant progress – How will you assess participant successful completion of the course and the mastery of skills?
- Student support – What support does the curriculum/applicant provide for students who are struggling with the content?
- Special populations – Does the curriculum currently include content targeting the specific needs of any distinct populations (justice-impacted, formerly incarcerated, never-employed, etc.)?
- Data – What data will be available to document student participation, mastery, and completion?

Samples or Support Materials – Please provide a link (or multiple links) to any sample lessons or online materials the selection committee can review to learn more about the product/services you are offering. Please include sample(s) of course syllabus/i, either as an attachment to the proposal or as a link to a web site.

Special Program Features – Please call attention to any features of your curriculum, delivery system, and program that make your program unique or particularly well-suited to meet Persevere’s needs?

Staffing – If you are proposing a solution that includes instructional staff, provide a brief staffing plan. What instructional staff are you proposing? What are their qualifications? Please justify the

number of staff you are proposing. If you are proposing a digital solution with no instructional staff, please explain why no staff are needed to meet the program requirements identified in this RFP.

Are you proposing any non-instructional staff? Please discuss that here and whether or how these staff are included in the budgeted cost of the solution. For example, a trainer for a digital solution may be included within the license fee structure, requiring no specific staffing cost.

Please note: The successful applicant must provide a representative to meet with Tech Alliance leadership monthly to discuss project progress and to troubleshoot problems as they arise. If this person is included as a separate line item in the proposed budget, it may not exceed 150 hours over the life of the project (approximately 5 hours per month).

4. Detailed Specifications Sheet (required form)

Please complete the attached Detailed Specifications Sheet. It is designed to summarize key proposal components and to help the selection committee compare the products and services proposed by various applicants.

5. References (required form)

Please provide at least three (3) references for organizations using your career readiness curriculum/services within the past 5 years. They should direct us to individuals who can speak to the quality of the career readiness curriculum/instruction and the qualifications of your organization.

Please do not include Persevere or any Persevere employee as one of your references.

Letters of reference are not required.

Please note: We will reach out to the references provided.

6. Proposed Budget (required form)

Please use the attached form for your budget request. A version in MS Word is available for your convenience. You may add line items, as needed, but please do not alter any categories.

In addition to the budget table (Budget Form, Part A), please answer all questions (Budget Form, Part B) and be as detailed as possible with the narrative (Budget Form, Part C).

7. Optional Attachments

Feel free to provide any additional materials that would be helpful to the selection committee.

These may include samples, brochures, printouts of participant profiles, resumes, schedules, etc. that may apply to the program you are proposing.

You are not *required* to submit any additional materials in this section.

Selection Process and Criteria

The selection process will include the following steps:

1. The proposals will be screened for eligibility and completeness to ensure that each response addresses all the requirements of the RFP.
2. A panel of readers will read and score the proposals, using the criteria identified below. The scores will be averaged and then ranked.
3. The selection committee will review the readers' scores and written comments and invite at least the applicants of the top 3 ranked proposals to participate in an interview.
4. Considering the scores for the written proposal, the information provided during the interviews, and the references provided by the applicants, the selection committee will rank the final applicants.
5. An invitation to negotiate a contract will be offered to the most highly ranked applicant (or applicants, if multiple providers are selected).
6. The award will be made final when an agreement is reached and the contract is executed.
7. If an agreement cannot be reached, Persevere may proceed with the next applicant in the selection committee's ranking, issue a revised RFP, or pursue an alternative allowed through Persevere's Procurement Policy.
8. The final determination of the contract award will be made by Persevere's Chief Executive Officer (CEO), informed by the recommendation of the Selection Committee.

Persevere is bound by the Procurement Standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. §§ 200.317 - 200.327 and Persevere's own Procurement Policy that require the selection of the contractor that best meets the needs of Persevere and the federal program supporting the contract.

Selection Criteria for Written Proposal	Maximum Point Allocation
<p>Executive Summary Does the executive summary clearly and succinctly describe the applicant's proposal, including applicant qualifications, the curriculum content, delivery system, timeline, support services, etc.?</p>	5
<p>Qualifications and Experience Does the applicant have experience providing the product and services of the size and scope described in the RFP? What is the depth of that experience?</p>	15
<p>Career Readiness Curriculum Does the proposal address <i>all</i> the questions listed in the RFP for this section of the narrative? Are the responses clear? How well does the curriculum meet Persevere's needs? Does the description align with the applicant's responses in the Detailed Specifications Sheet?</p>	30
<p>Samples or Support Materials Does the proposal include a syllabus or a similar document/attachment, either as an active link or attachment?</p>	5
<p>Special Program Features Are there any special program features that indicate the applicant's product/services are particularly well suited to meet Persevere's needs?</p>	5
<p>Detailed Specification Sheet Is the Detailed Specification Sheet filled out completely and thoroughly? Does it match the applicant's project narrative?</p>	20
<p>Budget Is the budget form filled out completely? Did the applicant follow the instructions? Is the budget reasonable? Does the budget include enough information to determine the value of the product/service being proposed? Does the budget match the product/service described in the project narrative and Detailed Specification Sheet?</p>	20
<p>Total Points Possible for the Written Proposal</p>	100

Form A: Applicant Information, Signature, and Checklist

Name of Organization _____

Contact Information:

Primary Contact Name _____

Primary Contact Position _____

Primary Contact Phone _____

Primary Contact Email _____

Organization Website _____

Total Proposed Cost _____

If multiple options are being proposed, please provide the total cost for each option.

Application Checklist

- Cover Sheet
- Form A: Applicant Information and Checklist
- Project Narrative
- Form B: Detailed Specifications Sheet
- Form C: References
- Form D: Proposed Budget
- Optional Attachments

Signature of the individual authorized to represent the applicant for this proposal:

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Authorized Rep. Email

Form B: Detailed Specifications Sheet

Applicant Name _____

Name of This Solution/Option (required if you are submitting more than one option) _____

Please complete this form with information about your proposed solution. **If you are proposing more than one solution, please use a separate Form B for each proposal/option.**

Include a response for **every item** in Column B. If the item is not applicable to your solution, enter NA. Use the comments column for brief comments only. If longer comments are necessary, include them in the proposal narrative. You can reference the narrative in the comments column here. You are not required to add comments unless specified for a specific item.

Please note: It is not necessary for every solution to have every possible feature to be considered. Because we are open to proposals for limited solutions (regional, topic limited, different delivery systems, etc.), not every item will apply to every solution. The intent is to provide clear information for the selection committee so it can compare responses for similar solutions.

Column A: Proposal Features and Characteristics	Column B: Applicant Response (Required)	Column C: Comments
1. Are you proposing a full, statewide solution?	Yes ____ No ____	
2. If you are proposing a statewide solution, is it a comprehensive solution (including all topics listed in the Scope portion of this RFP) or is it limited in the topics it provides? Select all that apply.	Statewide, comprehensive ____ Statewide, limited topics ____ Statewide, limited delivery system ____ (in-person only, for example) Please explain any limitations.	

Column A: Proposal Features and Characteristics	Column B: Applicant Response (Required)	Column C: Comments
3. If you are not proposing a regional, rather than statewide solution, are you proposing a comprehensive solution (including all topics listed in the Scope portion of this RFP) or is it limited in the topics it provides? Select all that apply.	Regional, comprehensive _____ Regional, limited topics _____ Regional, limited delivery system ____ (in-person only, for example) Please explain any limitations.	
4. Is this solution a proposal for curriculum only or curriculum and a delivery system (digital or human)?	Curriculum only _____ Curriculum and delivery system _____ Other _____ (explain in comments and narrative)	
5. Does your proposal include a digital curriculum?	Yes, the program is fully digital. _____ Yes, the program is mostly digital _____ Yes, the program has digital components, but the majority of the curriculum is not digital _____ No, the program is not digital _____	
6. If your program is digital, can the system be integrated with other data systems so participant progress and assessment results can be accessed through a single system?	Yes _____ No _____ NA _____	

Column A: Proposal Features and Characteristics	Column B: Applicant Response (Required)	Column C: Comments
7. If your program is digital, is it accessible through all mobile devices? Select those that apply.	Yes, through web based application ____ Yes, through a native app on all devices. ____ Yes, through a native app on only some devices ____ (explain in comments) No ____ NA ____ (We are not proposing a digital solution)	
8. If your program is digital, is tech support available?	Yes, in system <i>only</i> ____ Yes, in system and includes live support ____ No ____ NA ____	
9. Does your proposal include training for Persevere staff?	Yes ____ No ____	
10. Does your proposal include any in-person delivery of the program directly to participants?	Yes ____ No ____	
11. Does your proposal include a Train-the-Trainers option?		
12. If your proposal includes printed materials, are they consumable or reusable?	Completely Consumable ____ Some materials are consumable and some are reusable ____ The program does not include printed material ____	

Column A: Proposal Features and Characteristics	Column B: Applicant Response (Required)	Column C: Comments
13. If the proposal includes consumable printed material, are all printing costs included in the budget?	Yes ____ No ____ NA ____	
14. If the proposal includes consumable printed material, do you propose to grant Persevere the right to reproduce the material for participants?	Yes, unlimited ____ Yes, limited ____ (explain in comments) No ____ NA ____	
15. Does your curriculum include material that is specific to the needs of the justice-impacted population?	Yes ____ Yes, but more curriculum development will be needed ____ No, but we are willing to develop ____ No, we are proposing a limited solution ____	
16. Is your curriculum trauma-informed and gender responsive? Please provide detail on this in the narrative.	Trauma-informed ____ Gender responsive ____ We are still developing this ____	
17. Does your curriculum target any special populations?	Yes ____ (please describe in the comments) No ____	
18. Is your curriculum evidence-based? If so, please describe in the narrative and provide links to relevant evidence in the comments.	Yes, it is evidence-based ____ No, but it is research-based ____ No, but there is promising evidence of success ____	
19. Is your curriculum designed to be delivered in a classroom setting or individually?	Classroom setting (group) ____ Individual, teacher led ____ Individual, self-paced, teacher monitored ____	

Column A: Proposal Features and Characteristics	Column B: Applicant Response (Required)	Column C: Comments
20. Does your curriculum include pre- and post assessments?	Yes, both module/ lesson and course assessments _____ Yes, but only module/lesson assessments _____ Yes, but only course assessments _____ No _____	
21. Does your program include features that address the needs of participants with disabilities?	Yes _____ (please explain in comments or narrative - the features and which disabilities are accommodated) No, accommodations for disabilities are made by an instructor _____	
22. Is the curriculum you are proposing currently in use?	Yes ____ (Use the comments section or narrative to address <i>where</i> it is in use.) No _____	
23. Has your curriculum/solution ever been implemented to 1,700+ individuals within a 30 month period?	Yes ____ No _____	
24. Are you willing to consider implementing your solution on a smaller scale, if desired? For example, within a region, rather than statewide?	Yes ____ No _____	

Column A: Proposal Features and Characteristics	Column B: Applicant Response (Required)	Column C: Comments
25. <i>Approximately</i> how long does it take a participant to progress through your proposed solution?	____ Total Hours ____ A range between ____ hours and ____ hours If you use a measure other than hours, please note it in the comments.	
26. Are you willing to participate in Persevere’s statewide evaluation of the Tech Alliance program that will be funding your solution?	Yes ____ Yes, conditionally (explain in the comments) ____ No ____	
27. How long do you think it will take to launch your solution, from execution of the contract to delivery of the solution to the first participant?		

Form C: References

Please provide as much information as possible for at least three organizations that have implemented your solution and can speak to the quality of our solution and the capability of your organization. Please be aware that Persevere will contact the references you provide.

Reference 1

Name of Organization _____

Organization Address _____

Name of Contact Person _____

Contact Person Phone Number _____

Contact Person Email _____

Nature of the Reference. When, how, and to what degree did this organization/contact person implement your solution? Did this organization/contact person work with you on a statewide, regional, or local implementation?

Form C: References (continued)

Reference 2

Name of Organization _____

Organization Address _____

Name of Contact Person _____

Contact Person Phone Number _____

Contact Person Email _____

Nature of the Reference. When, how, and to what degree did this organization/contact person implement your solution? Did this organization/contact person work with you on a statewide, regional, or local implementation?

Form C: References (continued)

Reference 3

Name of Organization _____

Organization Address _____

Name of Contact Person _____

Contact Person Phone Number _____

Contact Person Email _____

Nature of the Reference. When, how, and to what degree did this organization/contact person implement your solution? Did this organization/contact person work with you on a statewide, regional, or local implementation?

Form D: Proposed Budget

Applicant Name _____

Please complete all sections for your proposed solution. **If you are proposing multiple options, please complete a separate Form D (Parts A, B, and C) for each option and be sure that each Form D is labeled appropriately.** You are not required to propose multiple options and your proposal will not be scored lower if you do not.

Are you proposing multiple options?

____ Yes

____ No

If yes, how many options are you proposing? _____

Have you prepared a complete Form D for each?

____ Yes

Please name the option you are presenting in this Form D:

In addition to the budget table (Budget Form, Part A), please answer all questions (Budget Form, Part B) and be as detailed as possible with the narrative (Budget Form, Part C).

Part A: Budget Table

Please complete the table below. You may submit this information on an Excel spreadsheet if you choose. Provide as much detail as possible. You may add rows, if needed.

Please be sure that the budget matches what you describe in your narrative and Detailed Specification Sheet.

If a category does not apply to your proposal, enter 0 for that item. Do not leave anything blank.

The shaded Total column represents your primary proposal. In the Extension column, please enter any costs that would apply if the project were to be extended for six months beyond the September 30, 2025 expected end date *servicing no new individuals* (only participants enrolled during the Jan - Sept. 2025 period. Please also provide a grand total, including the extension costs. If there are no extension costs, please enter zeros in the extension column.

Part A: Budget Table (continued)

	June - Dec. 2023	Jan.- Dec. 2024	Jan. 2025 - Sept. 2025	Total June 2023 - Sept. 2025	Extension (Oct. 25- March 2026)	Total with Extension
Personnel						
Fringe Benefits						
Travel						
Supplies						
Other Costs						
• Outright purchase of curriculum						
• Subscription for use of curriculum						
• Tech Support						
• Curriculum development activities (must not exceed 5% of overall costs)						
• Training Costs						
Total						

Part B: Budget Questions

Please answer the following questions. Feel free to add additional pages, if necessary.

1. What is the per participant cost of your proposal, assuming 1,763 participants?

If any explanation is necessary, please provide it here:

2. Is there anything required for Persevere to fully implement your solution that is NOT included in your budget? If so, please explain.

3. Persevere expects that the costs delineated in this proposal will remain the same throughout the full project period (June 2023 - September 2025) and extension period (October 2025 - March 2026) unless there is a significant change to the size or scope of the project. Please confirm your understanding of this expectation:

_____ Yes, we understand that these proposed costs will remain the same through March 2026 unless there is a significant change to the size or scope of the project.

4. Are you willing to negotiate the cost with Persevere as the contract is being developed? This does not obligate you to alter your proposal. Your proposal will not be scored lower if you indicate that your proposal is firm. Please note that Persevere is not expecting or planning to make negotiation part of the process. We merely want to know if you are open to it.

_____ Yes, we are willing to discuss and negotiate these costs.

_____ No, we are not willing to negotiate these costs. Our proposal is firm, based on the size and scope of the project described in this RFP.

If you would like to comment on this issue, please add your comment here.

Part C: Budget Narrative

Please provide a narrative description for each line item in the budget table (Part A). It should include all the information the review committee will need to determine: 1) how you arrived at the proposed costs, 2) if the costs align with what you proposed in the proposal narrative and Detailed Specification Sheet, and 3) if the costs are reasonable.