

**Georgia Work Ready**  
**Incumbent Worker Training Grants**  
*Request for Proposals*



**Introduction:**

Through a competitive request for proposal process, the Governor's Office of Workforce Development (GOWD) will award grants for eligible Georgia businesses to reimburse costs associated with becoming Certified Work Ready facilities.

Becoming a Certified Work Ready facility requires a company to develop and implement a plan to use Work Ready job profiles and assessments/certificates as an integral part of its HR practices.

Upon successfully completing the requirements outlined below, if the proposal is accepted the facility will achieve Certified Work Ready status and receive incumbent worker training funds in accordance with number of employees earning Work Ready Certificates, up to a maximum of \$500 per employee or \$50,000 per facility.

These funds may be used for:

- Time at work for employees to take the Work Ready assessment;
- Time required for employees to participate in job profile process;
- Incentives for each employee up to a maximum of \$100 to take the assessment;
- Training costs for any type of training of the company's choice, for Work Ready Certified employees.

More information about both Work Ready Assessments and the job profiling process is available at the Georgia Work Ready web site, <http://www.gaworkready.org>.

**Eligible applicants:**

Manufacturing or warehousing/logistics/distribution companies with 50 or more employees in Georgia are eligible to apply. Applications will be scored out of a maximum of 100 points; point values for each component are outlined below.

### **Application requirements:**

1. Create a plan to use Work Ready Certificates and Work Ready job profiles to develop the company's existing workforce and in hiring new workers. Must include:
  - a. How the company intends to use the results of the job profile report when hiring new employees and training/developing existing employees. Please note which positions the company plans to profile (including the number of incumbents in each position). (20 points)
  - b. A plan to use Work Ready Assessments for both prospective employees and incumbent workers, especially in positions that have been profiled. (20 points)
  - c. A timeline for implementation with monthly milestones. (5 points)
  - d. How strengthening the company's workforce through Georgia Work Ready will help it become more competitive, promote efficiency, save jobs and/or create new jobs. Describe how the grant will help reduce the risk of downsizing, layoffs or facility closure. (15 points)
  
2. Develop a plan to calculate and report to GOWD return on investment, including "before and after" summaries of the following business metrics (20 points):
  - a. Cost and time to hire;
  - b. Training cost and time;
  - c. Retention/turnover;
  - d. Improvements to productivity, waste, etc.;
  - e. Number of new hires;
  - f. Number of jobs "saved" as a result of training and workforce development activities.
  
3. Grant funds are also available for incumbent worker training beyond covering the cost of participating in a Work Ready job profile or taking the Work Ready Assessment. Describe the nature of the training and how it will benefit both the individual worker and the company. Only employees who hold a Georgia Work Ready Certificate are eligible to participate in this training (20 points).
  
4. Brief description of the company and its key products/services. Include locations and number of employees in each location.
  
5. Name and address of company, including DUNS number and contact information for staff person(s) responsible for administering this RFP.

### **Additional requirements:**

Applicants are strongly encouraged to contact the Existing Industry & Regional Recruitment Project Manager from the Georgia Department of Economic Development who serves their area for assistance in completing this application. Contact information and a region map are available at <http://www.georgia.org/About/ContactUs/Pages/GlobalCommerce.aspx#existing>.

Companies whose proposals are accepted and approved must file progress reports every two months with GOWD indicating status of job profiles, Work Ready assessments/certificates, business results, costs incurred and an estimate of project completion percentage. If, at GOWD's sole discretion, the company is making adequate progress, reimbursement for expenses related to Work Ready job profiling, assessments and customized training will be issued upon receipt and review of the bi-monthly reports.

All elements of the plan involving Work Ready profiles and assessments must be implemented by May 31, 2010. Additional customized training must be complete by Oct. 31, 2010.

**DEADLINE FOR PROPOSALS: FRIDAY, OCTOBER 30, 2009 AT 5 P.M.**

GOWD will notify grant recipients of their status by Nov. 15, 2009. Please note that actual reimbursement of funds is contingent upon successfully implementing the Certified Work Ready Facility plan as outlined in the proposal.

Please limit responses to no more than three pages. Send completed applications via e-mail or regular mail to:

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