

Request for Proposals

Lead Hazard Reduction Capacity Building Program

Lead Based Paint Hazard Deleader Worker
& Deleader Supervisor Training



Proposals Due: June 16, 2025 at 4PM

City of Haverhill

Community Development Department

Melinda Barrett, Mayor

Andrew Herlihy, Community Development Division Director

I. General Information

Objective

The City of Haverhill Community Development Department is soliciting proposals from Massachusetts Lead-Based Paint Training Providers to deliver training courses for deleader workers and supervisors under the Lead Hazard Reduction Capacity Building Program (LHRCBP).

Minimum Qualifications

- The Proposer must be accredited by the Massachusetts Department of Labor Standards and/or Massachusetts Childhood Lead Poisoning Prevention Program.
- The Proposer must have relevant experience with lead training services, including providing training services to a diverse population.
- The Proposer must be located within a 20-mile radius of the City of Haverhill.

Proposal Delivery

All proposals must be delivered to the City of Haverhill Community Development Department, 4 Summer Street, Room 309, Haverhill, MA 01830.

Proposals must be delivered by 4 PM on June 16, 2025.

One original copy of the proposal should be submitted. Proposals must be sealed and marked as follows: **Deleader Worker and Deleader Supervisor Training Proposal**. All proposals must include a non-collusion form, tax compliance certificate, and a **separate sealed proposal pricing sheet**.

Changes and Addenda

If any changes are made to this RFP, an addendum will be issued. Addenda will be sent to all parties on record as having downloaded the RFP.

Proposal Signature

A proposal must be signed as follows: 1) if the proposal is executed by an individual, by her/him personally; 2) if the proposal is executed by a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposal is executed by a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

Time for Proposal Acceptance

The contract will be awarded within 30 days after the proposal opening.

Questions about the RFP

Questions concerning this request for proposal must be submitted in writing by 4 pm on June 9, 2025 to: Yosita Thanjai, Lead Capacity Grant Program Manager, ythanjai@haverhillma.gov City of Haverhill Community Development Department, 4 Summer Street, Room 309, Haverhill, MA 01830. Questions shall be delivered, mailed, or emailed. Written responses will be emailed to all parties on record as having downloaded the RFP.

Modification or Withdrawal of Proposals, Mistakes, and Minor Informalities

A party who submits a proposal may correct, modify, or withdraw a proposal by written notice received by the City of Haverhill Community Development Department prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled “Modification No. _” to the address listed in part one of this section. Each modification must be numbered in sequence and must reference the original RFP.

After the proposal opening, a party may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the party will be allowed to correct them. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the party will be notified in writing; the party may not withdraw the proposal. A party may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

Right to Cancel/Reject Bids

The City of Haverhill Community Development Department shall cancel this RFP or reject in whole or in part any and all proposals, if it is determined that cancellation or rejection serves the best interests of the City of Haverhill Community Development Department.

Proposal Prices to Remain Firm

All proposal prices submitted in response to this RFP must remain firm for 60 days following the bid opening.

Unforeseen Office Closure

If, at the time of the scheduled proposal opening, City of Haverhill Community Development Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal opening will be postponed until 4 p.m. on the next normal business day. Proposals will be accepted until that date and time.

II. Scope of Services

General Description

The Proposer must choose from the following activities to include in the Proposal. While the Proposer may select any combination of the listed activities below, a minimum of five (5) activities must be selected, in addition to the required Quarterly Report to LHRCB Program Manager.

- Provide in-person Deleader Worker and Deleader Contractor/Supervisor Initial classes or hybrid training (combined virtual classes and in-person sessions).
- Provide in-person Deleader Worker and Deleader Contractor/Supervisor Refresher classes or hybrid training (combined virtual classes and in-person sessions).
- Provide in-person Lead-Safe Renovator Initial classes or hybrid training (combined virtual classes and in-person sessions).
- Provide in-person Lead-Safe Renovator Refresher classes or hybrid training (combined virtual classes and in-person sessions).
- Provide Massachusetts Lead Inspector and Risk Assessor classes.
- Oversee all components of the training courses, including course content and presentation, education materials and training supplies, administration of exams, and issuance of certificates.
- Coordinate the recruitment of residents of Haverhill and abutting communities, with an emphasis on Section 3 eligible individuals. Training may be offered for existing/incumbent workers seeking to maintain certification(s), advance skills, and/or obtain additional licenses. With the goal of increasing local capacity, training will be prioritized for individuals new to this field.
- Conduct training in English and Spanish. The course language requirements will be determined by the primary language spoken by the enrollees.
- Offer support services such as assistance on obtaining a lead worker license, job counseling, job placement, and follow-up consultations for participants who successfully complete the training.
- Partner with the Medical Services Provider(s) that shall administer the required medical screening. Cost of medical screening shall be initially covered by the Proposer and subsequently reimbursed by the Program.
- Schedule participants for Occupational Health screening at the Medical Services

Provider(s) chosen by Proposer to complete license applications.

- **Required:** Submit quarterly report to the LHRCB Program Manager, provide the following information:
 - Names of individuals trained during the quarter.
 - The number of graduates receiving Deleader Licenses.
 - Names of individuals who obtained employment during the quarter.

Period of Performance

Period of Performance to be outlined in a contract will be from **July 1, 2025, through June 30, 2027.**

Price Submission

All proposals must include a per-participant/per course rate, inclusive of job placement follow-up services and receipt of license as proposed. If job placement follow-up services are not offered, indicate accordingly. The enclosed PROPOSAL PRICING SHEET shall accompany the submittal. **The Price Proposal must be in a separate sealed envelope marked: Price Proposal.**

Contract

Awardees will be expected to enter into a written contract with the City of Haverhill.

Reimbursement

Upon selection, the Proposer will be reimbursed **monthly**. The Proposer will be deemed to be an Independent Contractor who will be responsible for his/her own taxes. Holidays, personal time, sick days, and vacations will not be compensated.

Performance Deadlines

All Quarterly Reports detailing the progress in training and employment status of enrollees shall be submitted by April 15th, July 15th, Oct 15th and January 15th, continuing until the end of the Period of Performance. The final report shall be submitted by **July 15, 2027**, with a narrative summary and a cumulative data overview covering all previous quarterly reports. **The final 10% payment will be withheld until the final report is received.**

Funding Availability

In the event U.S. Department of Housing and Urban Development terminates the program, or if the federal government does not appropriate the funds for said program, this proposal and/or resulting grant agreement shall terminate upon the occurrence of either of the aforesaid events.

III. Proposal Submission Requirements

Proposers submitting proposals must outline their plans to provide the services described in Section II. The Proposal shall include:

1. **A brief narrative** (2 pages, maximum) providing a general overview of Proposer with complete detail of background and qualifications as they relate to the Scope of Services required.
2. **A list of all training experience performed within the last two (2) years.**
3. **A list of follow-up services** to be provided to participants who have successfully completed the courses.
4. **A statement confirming that services shall commence no later than July 1, 2025.**
5. **References may be required upon request.**

IV. Evaluation Criteria

1. Relevant experience of Proposer:

Highly Advantageous: The Proposer has at least five (5) years of experience in training programs with emphasis on multi-lingual, multi-cultural students.

Advantageous: The Proposer has at least three (3) years of experience in training programs with emphasis on multi-lingual, multi-cultural students.

Not Advantageous: The Proposer has less than three (3) years of experience in training programs with emphasis on multi-lingual, multi-cultural students.

Unacceptable: the Proposer does not have experience in training programs with emphasis on multi-lingual, multi-cultural students.

2. Proposed service plan and methodology:

Advantageous: The proposed plan of services presents a detailed, logical, and highly efficient scheme for training and job placement and addresses all of the required issues. The proposal contains a clear and comprehensive plan.

Unacceptable: The proposal does not contain a feasible plan to address the program objective stated in the RFP.

3. Community-Based Experience of Proposer

Highly Advantageous: The Proposer has established connections and has experience serving multi-lingual, multi-cultural populations. The Proposal includes an innovative, community-based approach to implementing training and job placement of local residents, particularly in the Latino communities or other minorities, in ways that foster benefits in the local economy.

Advantageous: Experience communicating/training/working effectively with multi-lingual, multi-cultural populations, but does not demonstrate the ability to establish connections with organizations, and businesses from which he/she can recruit participants. The proposal does not include an innovative, community-based approach to implementing training and job placement of local residents.

Not Advantageous: Limited experience in communicating/training/working effectively with a multi-lingual, multi-cultural population.

Unacceptable: The Proposer has no experience training and providing services in a multi-lingual, multi-cultural community.

PROPOSAL PRICING SHEET

This Price Proposal must be placed in a separate sealed envelope marked: Price Proposal.

Rule for Award:

The City of Haverhill reserves the right to award **more than one (1) training provider.**

The Proposer's contract is targeted to begin July 1, 2025. Pricing should be inclusive of all follow-up services including job placement assistance and counseling. The medical fee is to be included on the corresponding line item below.

Basic Per Unit Services:

Deleading Worker Initial Course Rate (per-participant) \$_____

Deleading Supervisor Initial Course Rate (per-participant) \$_____

Deleading Worker Refresher Course Rate (per-participant) \$_____

Deleading Supervisor Refresher Course Rate (per-participant) \$_____

Lead-Safe Renovator Initial Course Rate (per-participant) \$_____

Lead-Safe Renovator Refresher Course Rate (per-participant) \$_____

Massachusetts Lead Inspector and Risk Assessor Course Rate (per-participant) \$_____

Medical Screening (per-participant, if applicable) \$_____

Name _____

Signature _____ Date _____

** The Proposer will be responsible for his/her own taxes. Holidays, Personal Time, Sick Days, and Vacations will not be compensated. This position does not carry any benefits.*

The Price Proposal must be placed in a separate sealed envelope marked: Price Proposal.

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting proposal

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting proposal

Name of business