

Workforce Development

Background:

The DCSEU Workforce Development Program (the “Program”) is designed to support District-based energy efficiency and renewable energy training programs by fostering strong relationships between the training programs, DCSEU subcontractors and customers to improve job placement and retention outcomes for District residents (“green jobs”). The Program includes up to six months paid on-the-job training, weekly trainings on energy efficiency topics, career training, mentoring and the possibility of permanent placement upon successful completion of the Program. As evidence of the DCSEU commitment to creating green jobs in the District and to ensure success of the Program, the DCSEU is engaging Staffing Subcontractor to recruit, hire, place and provide oversight over the Program participants (“externs”) who are placed with organizations (“Hosts”) for the period that they are performing work under this program.

Scope of Work:

I. Program Kick-off and Development

A. Attend an Initial Kick-off Meeting: Staffing Subcontractor shall attend an initial kick-off meeting with the DCSEU to gain a better understanding of the Program. This work will include reviewing a list of current externs who will need to be transitioned to the Staffing Subcontractor’s employment under this Subcontract, as well as any pending placement requests from DCSEU subcontractors or customers (the “Hosts”), Program goals and any initial feedback from Staffing Subcontractor on how to increase the overall success of the Program.

B. Develop Job Descriptions and Specifications: Using information gained from the initial kick-off meeting, Staffing Subcontractor shall draft job descriptions, for DCSEU review and approval, for the extern positions identified below. The job descriptions shall at a minimum include a detailed description of the job responsibilities, the extern’s reporting relationships to both Staffing Subcontractor, Host Subcontractor and the on-site supervisor (“mentor”), compensation ranges for each position, and any minimum requirements for education, workplace experience and licensing. All positions that require supervision by a licensed professional shall be clearly stated in the job descriptions. DCSEU may add additional job positions in its discretion.

C.

Job Positions (this list is subject to change by both parties upon written notice, and may include other positions not currently listed in this agreement):

- Building Maintenance Technician
- Building/Weatherization Technician
- Plumber
- HVAC Technician
- Electrician Assistant
- Administrative Assistant
- Solar Technician and Installers

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- Data Entry Assistant
- Basic Drafting/CAD
- AutoCAD
- Program Assistant
- Energy Analyst
- Sales (energy-efficient products)
- Information Technology

II. Recruitment and Qualifying Candidates:

A. Identify Qualified Candidates: Staffing Subcontractor shall use its resources to undertake an extensive search to locate candidates whose qualifications match the Program and position requirements. Staffing Subcontractor shall also accept referrals from the DCSEU, Host Subcontractors and community-based training programs. Staffing Subcontractor shall respond to any referrals within two business days.

B. Program Eligibility Requirements:

1. Extern Eligibility Requirements. Staffing Subcontractor shall ensure that all candidates meet the minimum requirements for eligibility into the Program. These requirements include that all candidates must be at least 18 years of age and fall into one or more of the following categories of District residents: unemployed or under-employed, high school dropout, possessing a criminal record, or low-income individual making equal to or below 80% of the Area median income or 60% of the State median Income, whichever is higher.
2. Host Site Eligibility Requirements. Staffing Subcontractor shall coordinate with the DCSEU Program manager to place externs only with Host Subcontractors who meet the minimum requirements for eligibility into the Program. For DCSEU subcontractors, this means that the subcontractor must be under a valid contract with the DCSEU to assist the DCSEU in fulfilling its Prime Contract requirements with the Department of Energy and the Environment. For DCSEU customers, this means the customer must have a physical site location within the District of Columbia.
3. DCSEU as Host. DCSEU is not currently anticipated to be a Host under this program, but the DCSEU may determine in its sole discretion that an opportunity exists for an extern to perform work at a DCSEU location, in which case DCSEU will serve as Host for the applicable extern(s), and the Staffing Subcontractor and DCSEU will update or amend the Subcontract as appropriate to address the respective responsibilities of each party. Unless otherwise agreed to by the parties, any externs placed at a DCSEU site will remain the employees of Staffing Subcontractor.

C. Qualify Candidates: Staffing Subcontractor shall be responsible for qualifying candidates, including reviewing resumes, conducting interviews and performing reference checks to obtain a thorough understanding of the candidate's past experiences, accomplishments, capabilities and potential. If a candidate passes Staffing Subcontractor's qualification review and the eligibility

requirements for the Program, Staffing Subcontractor shall perform a police clearance check, background check, and drug-screening check on the candidate prior to presenting the candidate to any Host Subcontractor for placement; Subcontractor shall confirm in writing to the DCSEU that the candidate has passed the police-clearance, background and drug-screening checks. Staffing Subcontractor shall also ensure that each candidate possesses the necessary licenses to perform the work as applicable. Prior to presenting qualified candidates to Host Subcontractors, Staffing Subcontractor shall allow the DCSEU an opportunity to comment on the applicants; the final decision as to whether an applicant is qualified shall rest with the Staffing Subcontractor.

D. Present Qualified Candidates to Host Subcontractors.

Based on the results of the qualification process described above, Staffing Subcontractor shall present the viable candidates to fill positions with Host Subcontractors. Staffing Subcontractor shall present a minimum of two viable candidates for each position unless otherwise specified by the DCSEU.

III. Hiring Candidates for Extern Positions

A. Presentation Follow-up: After presenting the viable candidates, Staffing Subcontractor shall schedule a follow-up meeting or telephone call with the Host Subcontractor and the DCSEU to discuss the candidates presented and answer any questions about the candidates or hiring process.

B. Candidate Selection: Staffing Subcontractor shall work with the Host Subcontractor to select a candidate for the extern position; the Host Subcontractor shall make the final decision. Once a candidate is selected, Staffing Subcontractor shall offer the candidate an offer of employment or an employment agreement with Staffing Subcontractor on a form approved by DCSEU. The offer letter or agreement shall include the details of the offer of employment including the job description, rate of pay for the job, benefits, the name of Host Subcontractor, the name of the host site mentor and any specific requirements based on the job site such as shift start and end time, whether the position requires transportation, special clothing, tools, licenses or additional training. The extern shall be an employee of Staffing Subcontractor, and DCSEU shall not have any ability to control the terms and conditions of employment of the extern.

C. Hiring: Staffing Subcontractor shall promptly notify the DCSEU and the applicable host site mentor of the candidate's response to the offer of employment. If accepted, Staffing Subcontractor shall promptly schedule the new hire orientation for the extern and any applicable trainings.

IV. Training:

A. New Hire Employment Training: Staffing Subcontractor shall provide (or ensure the Host Subcontractor provides) the externs with all necessary trainings related to the extern's employment including but not limited to information on the extern's hours, breaks and lunch schedules, payroll, completing time cards, safety regulations, company rules and who the key contacts are for the issues the externs may encounter during their employment.

B. Energy Efficiency and Renewable Energy Training: Staffing Subcontractor shall coordinate with the DCSEU to offer the externs weekly energy efficiency and renewable energy trainings to be provided by the DCSEU. The trainings will be delivered by DCSEU staff or guest speakers. These trainings will be held at the DCSEU office or in such other location as the DCSEU may designate.

V. Monitoring and Oversight:

Staffing Subcontractor shall be responsible for ensuring proper monitoring and oversight of the externs in compliance with all applicable Federal, State and local laws, rules, regulations and ordinances. Staffing Subcontractor shall enter into an appropriate agreement with Host Subcontractors to ensure proper monitoring and oversight over the externs with respect to all applicable terms and conditions of employment, including without limitation, the provision of an appropriate mentor, compliance with the eligibility requirements, and compliance with all applicable health and safety requirements. The form agreement shall include an appendix stating the Host Subcontractor’s obligations to the DCSEU including without limitation appropriate indemnification provisions; the DCSEU in its discretion may provide a form appendix for Staffing Subcontractor to use. Staffing Subcontractor’s form agreement with the Host Subcontractors must be approved by the DCSEU.

VI. Dispute Resolution

Staffing Subcontractor shall have a dispute resolution protocol on file to handle any disputes that may arise between the externs, Host Subcontractors and mentors. Staffing Subcontractor shall ensure that a copy of its dispute resolution protocols are provided to all externs, Host Subcontractors and mentors prior to the extern’s official start date. DCSEU shall not make any decisions with respect to any individual disputes. Staffing Subcontractor agrees to keep DCSEU informed of any significant disputes and any patterns of disputes.

VII. Monthly Reporting:

Staffing Subcontractor shall provide the DCSEU with monthly reports regarding the Program. The monthly reports shall include a list of the externs currently participating in the Program, the name of the Host Subcontractor, the name of the mentor, start and end dates, and a high-level summary of the extern’s performance in the Program (including progress toward defined key performance indicators and attendance) and the likelihood of permanent placement.

Minimum Insurance Requirements

- Final insurance requirements will be determined by the DCSEU and ORM if Service Provider is selected to become a DCSEU service provider. The expected insurance requirements are as follows for the above scope of work, however they are subject to change.

Policy	Limit
Commercial General Liability Insurance	\$1,000,000 per occurrence/\$2,000,000 aggregate (Subcontracts under \$100,000 may instead provide \$1,000,000 umbrella)
Automobile Liability Insurance	\$1,000,000 per occurrence
Worker’s Compensation Insurance	Required;

	Alternate Employer Endorsement on the Workers Compensation policy is required
Employer's Liability Insurance	\$500,000 per accident/\$500,000 per disease/\$500,000 policy disease limit
Cyber Liability Insurance	\$1,000,000 per occurrence/\$1,000,000 aggregate
Professional Liability Insurance (Errors & Omissions)	\$1,000,000 per occurrence/\$1,000,000 aggregate
Sexual/Physical Abuse & Molestation	\$1,000,000 per occurrence/\$2,000,000 aggregate
Umbrella or Excess Liability Insurance	\$3,000,000 per occurrence (Subcontracts under \$100,000 - \$1,000,000 per occurrence)