

Request for Proposals

H-1B Registered Nurse Upgrade Project # T-05

H-1B Funding Opportunity
Growing Opportunities for Workforce Training in High Skills
(GROWTH)

Issued April 25, 2012

By

New York State Department of Labor
Division of Employment and Workforce Solutions
State Office Campus, Building 12, Room 440
Albany, New York 12240

Due Date - 4:00 p.m. Thursday, May 31, 2012

**The New York State Department of Labor is an Equal Opportunity Employer.
Auxiliary aids and services are available upon request to individuals with disabilities.**

Table of Contents

I. Program Overview	3
II. Proposal Requirements.....	5
III. Process for Proposal Submission	8
IV. Proposal Scoring Criteria and Award Process	10
VII. RFP Attachments.....	14

I. Program Overview

A. Purpose

The New York State Department of Labor (Department) is making available up to \$1.7 million through an H-1B Technical Skills Training Grant fund it has been awarded by the United States Department of Labor to support entities interested in helping to upgrade the academic credentials of currently employed nurses. The provisions of the H-1B Registered Nurse Upgrade Project, Request for Proposals (RFP) were developed in partnership with the Healthcare Association of New York State and the State University of New York. Employers and union-sponsored training organizations representing Licensed Practical Nurses (LPNs) and Registered Nurses (RNs) will be eligible for tuition reimbursement to complete or enroll in a post secondary school approved by the New York State Education Department.

Fees paid by employers seeking high skilled foreign workers under the H-1B visa program support H-1B Technical Skills Training grants. The goal of the training grant is to prepare Americans for these same high skill jobs, reducing the dependence on foreign labor.

B. Eligibility Requirements

Applicant Eligibility - In order to be considered for an award, an applicant must:

- Be a duly incorporated for-profit or not-for-profit, public or private sector, healthcare employer, or a union-sponsored training organization;
- Be headquartered in New York State or have at least one site located in New York State;
- Have the capacity to provide participant data and reports on a timely basis;
- Have demonstrated an ability to properly document payment of training costs; and
- Use the funds to provide tuition reimbursement for nurses who meet the following requirements:
 - At least 18 years old;
 - Currently working in New York State and employed by the applicant business as a LPN or RN or a member of the applicant union-sponsored training fund and employed as a LPN or RN;
 - Remain employed for the duration of the training; and
 - Part-time (less than 35 hours per week) and per diem (per day or per shift) employees must have a permanent, year round attachment to the applicant business.

Please Note: If discrete operations or locations of an eligible business wish to apply separately, they may do so only if they have different Federal Employer Identification Numbers (FEINs). However, if an organization, company or corporation has different branches, locations and/or related companies under separate North American Industry Classification System (NAICS) codes and/or FEINs, but are part of the greater whole, the entity and its components may only be eligible for one award per grant solicitation, not one per location. This determination is made at the discretion of the Department.

C. Program Description

Eligible applicants may apply for a maximum reimbursement of \$250,000 under the H-1B Registered Nurse Upgrade Project RFP. There is no minimum award under this program.

Contracts will be awarded for an initial period of eighteen (18) months, for an amount of up to \$125,000. The Department may renew the contract by an additional eighteen (18) month period to a total contract term of up to three (3) years. Contractors that did not meet performance goals in the first term, including participant enrollment and expenditure goals, may not receive a second term award, or may have their second term contract amount reduced. However, contractors that meet their performance goals in the first term, and demonstrate the ability to serve additional participants in the second term may have their funding for the second term increased by up to 20%, depending on funding availability.

- Training and/or education is defined, for this RFP, as an accepted curriculum, program or course of study, which leads to a *nationally recognized* post secondary Registered Nurse (RN) or Bachelor of Science in Nursing (BSN) degree and/or license.
- The eligible training pathways are from Licensed Practical Nurse to Registered Nurse or Registered Nurse to Bachelor of Science in Nursing.
- All training under this RFP is voluntary on behalf of the trainee and may not be required by the applicant.
- Proposals should demonstrate participation by a diverse set of trainees to encourage minority representation among New York State's Registered Nurse population.
- Training must be provided through a post secondary school or program approved by the New York State Education Department (NYSED).
<http://www.op.nysed.gov/prof/nurse/nurseprogs.htm>
- Training may take the form of on site, off site or distance learning programs if approved by NYSED.
- Each training program must include sequential and required courses to support and substantially contribute to the trainee's attainment of a higher nursing degree. In order to be reimbursed, courses must be completed within the grant period.
- Training may take place during the employee's regularly scheduled work shift. If so, trainees must be paid their normal rate of pay, with no reduction of salary or benefits.
- A 50% match, half of which must be cash (i.e. every dollar of H-1B grant funding must be matched with 50 cents, and half of the 50 cent match, or 25 cents, must be a cash match), is required and may take the form of tuition reimbursement or other non-federal funds. The applicant will be asked to identify the type of match they will provide in their proposal. Additional information on Match criteria is described in Section II (C), Budget Section.
- Cash match may include wages for LPNs or RNs receiving training during normal work hours; however, the match cannot be paid with federal funds.
- At the end of the final term of the contract, a limited no-cost contract extension of up to twelve (12) months may be approved at the discretion of the Department. Awardees will be required to provide reports documenting the outcomes of the project.
- Contract payment will be on a reimbursable basis; contractors must promptly submit vouchers for reimbursement of costs that have been incurred and paid in accordance with the approved budget.
- Not-for-profit contractors may be eligible for up to a 25% cash advance.

D. Department Responsibilities

The Department's Division of Employment and Workforce Solutions (DEWS) will oversee the implementation of the contract(s) resulting from this RFP. Program Unit staff will also maintain contact with the selected contractor and monitor performance under the contract.

E. Background

Each of the ten Regional Economic Development Councils in New York State has listed healthcare among its most critical economic sectors. Within healthcare, registered nursing is the largest health profession in the State. With the passage of the Patient Protection and Affordable Care Act, however, there is heightened concern about future shortages of RNs who can deliver vital healthcare services. The Center for Health Workforce Studies', January 2011 report, *A Profile of Active Registered Nurses in New York State*, illustrates that more than half of RNs in New York are 50 years of age or older and a total of 12 percent of all RNs expect to leave their current position which includes 25 percent who plan to retire. In its recent report, *The Future of Nursing: Leading Change, Advancing Health*, the Institute for Medicine calls for increasing the number of RNs with Bachelor's degrees in the U.S. Presently, more than 35 percent of the State's RN's report an associate degree in nursing as their highest credential.

RNs are not as diverse as the population they serve. Efforts to increase nursing diversity have the potential to reduce racial and ethnic disparities in the State. In the same January 2011 study, *A Profile of Active Registered Nurses in New York*, the Center for Health Workforce Studies found that Black/African Americans, Hispanics/Latinos and males are underrepresented in the state's nursing workforce. This RFP is structured to encourage applicants to submit proposals, which will offer registered nurse upgrading opportunities for Black/African Americans, Hispanics/Latinos and male workers to increase diversity among the State's nursing population. However, proposals are not limited to upgrading opportunities for these groups alone.

II. Proposal Requirements

In order for a proposal to be considered, the applicant must meet the eligibility criteria outlined in Section I, (B) and include all of the required documents and information as requested below.

A. Guidelines

The proposal should include two parts: a technical section and a budget section. All text should be double spaced and submitted in Arial, Times New Roman or Calibri, 12 point font. All pages should be numbered and include applicant name. Applicant narratives cannot exceed 15 pages. Required supporting documents are not included in this limit (i.e. minimum requirements, budget, trainee list, etc.). In order to obtain documented answers to any questions or issues generated by the proposal review and due diligence process, the Department's primary means of communication is via e-mail. Therefore, it is incumbent on the applicant business to provide accurate contact information (name, title, e-mail address, phone and fax numbers), the means to avoid Spam filters (if necessary), and timely updates to that information should any changes occur. Failure to do so may result in failed communication and rejection of the proposal.

B. Technical Section

1. Minimum Requirements: Failure to meet these minimum requirements will result in an automatic rejection of the proposal, and scoring will not proceed.
 - Applicants must indicate acceptance and compliance with all assurances (referenced in Section VI, (B) and (Attachment 1) of this RFP.
 - The applicant must complete the Responsibility Questionnaire, (Attachment 4), unless the Office of the State Comptroller (OSC) Vendor Responsibility Documentation requirements exempts the applicant. The following entities are exempted by OSC: Governmental and Sovereign Entities, DOT/Thruway: Railroads and Utilities (strictly reimbursement, no profit), Public Colleges and Universities (Does not include Cornell), Preferred Source purchases, Public Corporations, and Research Foundations. If exempt, the applicant must submit a statement noting this fact in place of the Responsibility Questionnaire.
 - The applicant must disclose all government-sponsored training grants received in the past five (5) years and the required information on each one, including source agency, date of receipt, amount received, intended trainees, course of study, status of the funding, and any other pertinent information, including outcomes, best practices, etc. (Attachment 1).
2. The proposal must fully describe, identify and document the employees interested in training, the trainee's career pathway (i.e. Licensed Practical Nurse to Registered Nurse or Registered Nurse to Bachelor of Science in Nursing), the training provider, and the potential career advancement and increased wages to be acquired by the trainee(s). All questions should be answered and appropriate information provided (Attachment 1, Technical Proposal and Attachment 2, Master List of Trainees: Participants and Training Information).

C. Budget Section

The applicant must provide a budget narrative, which accurately describes all costs associated with the total amount of funding requested. The narrative should include the source of matching funds, cash contributions and/or in-kind contribution. Planned costs must be directly related to the delivery of the training program. All proposed expenditures must be reasonable, necessary and clearly relate to the purposes and activities as described in the project narrative (referenced in Attachment 3). The training needs and costs are defined by the applicant and are reviewed by the Department.

1. Matching Funds

- A 50 percent match, with 50 percent cash (i.e. every dollar of H-1B grant funding must be matched by 50 cents, and half of the 50 cent match, or 25 cents, must be a cash match) is required and may take the form of tuition reimbursement or other non-federal funds.
- Training may take place during the employees' regularly scheduled work shifts. If so, trainees must be paid their normal rate of pay, with no reduction of salary or benefits.
- The match may NOT include federal funds, but may include the wages of workers attending training during normal work hours. Fringe benefits and other personal benefits cannot be counted as match.

- Applicants must identify the type of match they will use to trigger grant payments (i.e., whether they will pay for a portion of the tuition costs or document wages paid while the employee is participating in training) in the budget narrative (Attachment 3, Section I).
- Cash match may include funds provided for grant activities by the applicant; funds the applicant receives from employers or salaries paid by employers providing the worker training; and cash funds the applicant receives from partners of the applicant including foundations, private entities or state or local governments, provided that the government resources are not comprised of any federal funds.
- To qualify as an in-kind match, the following conditions apply:
 - Must be necessary and reasonable to accomplish the project’s objectives;
 - Cannot be from a federal source;
 - Cannot be program income; and
 - Cannot be used to match another federal grant.
 In-kind contribution must be documented and verifiable in the grantee’s records. Records must be maintained to support how the value of the in-kind match was determined (additional reporting requirements referenced in Section II, D).

2. Allowable Costs

Tuition costs for eligible participants through a post secondary school approved by the NYSED and acceptable training fees directly related to the participant’s education and training. (Examples include IT fees, activity fees, clinical, and lab fees, which are verifiable from the applicant’s records).

3. Restrictions on the Use of Funds

The H-1B Registered Nurse Upgrade Project will **not** pay for the following:

- The purchase of any equipment, software or videos for training;
- The payment of employees wages and/or benefits while attending training;
- English as a Second Language (ESL) training (as a stand-alone course of study);
- Any administrative costs associated with this project;
- One-on-one training;
- Support services such as child care, transportation costs, lodging costs, and meals for the trainees;
- Support services such as child care, transportation costs, lodging costs, and meals for the trainers;
- Entertainment;
- Conferences and seminars;
- Start-up costs, curriculum development and assessment costs;
- Training to support advancement in any other occupation other than LPN to RN, or RN to BSN; or
- Any other costs deemed inappropriate by NYSDOL, including any costs that do not meet the intent of the RFP.

D. Summary of Reporting Requirements

Awardees will be required to submit program activity reports at quarterly intervals specified by the Department. In applying for the H-1B Registered Nurse Upgrade Project, awardees will agree to submit participant-level data and aggregate reports on participant characteristics, services provided, demographics, outcomes and follow-up status.

Site visits will be conducted by the Department to evaluate and monitor program activities and progress. These visits may include interviews and discussions with staff and/or participants to collect additional information including, but not limited to; inquiries regarding implementation of program services, program changes or developments in the provision of program services, any concerns or issues awardees may have and awardees' outcomes.

The awardees' participants may be asked to consent to an informational survey and study conducted on behalf of USDOL/ ETA to collect baseline information. This evaluation may entail the random assignment of participants to a control group. The survey would be held in strict confidence and is intended to collect, track, monitor and compile data in order to analyze and evaluate the effectiveness and the outcomes of the program.

Please also note that the USDOL/ ETA, H-1B may have reporting requirements that may require the Department to ask for information beyond what is listed. Once the federal government finalizes the reporting requirements, and guidance is provided to states, awardees will be informed of these additional reporting requirements through award notices, contracts or other correspondence.

E. General Requirements

All proposals and accompanying documents will become the property of the State of New York and will not be returned. The content of each applicant's proposal will be held in strict confidence during the evaluation process, and no details of the proposal will be discussed outside of the evaluation process. Successful proposals and portions of the RFP deemed applicable by the Department will be made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the proposal documents.

III. Process for Proposal Submission

A. Questions Concerning this RFP

Applicants may submit questions via electronic mail to (WDTD.Onestop@labor.ny.gov). Questions regarding this RFP will be accepted until 4:00 pm on Thursday, May 17, 2012. All questions should include the following reference: H-1B Registered Nurse Upgrade Project RFP # T-05 In order to ensure all applicants receive exactly the same information, no telephone inquiries will be accepted.

Answers to all questions will be posted on an ongoing basis to the Department's website (<http://labor.ny.gov/businessservices/funding.shtm>), with the final posting taking place no later than Thursday, May 24, 2012.

B. Proposal Due Date and Forwarding Instructions

Proposals will be received no later than **4:00 P.M. Eastern Time on Thursday, May 31, 2012**. Any proposals or unsolicited amendments to proposals received after the due date and time will not be considered in the review process. No faxed or e-mailed documents will be accepted. The Department takes no responsibility for any third party error in the delivery of proposals (e.g. U.S. Post Office, Federal Express, UPS, courier, etc.) or failure of the third party to deliver the proposal by the deadline set forth above.

The proposal should be transmitted in a sealed envelope with the ***H-1B Registered Nurse Upgrade Project RFP #T-05*** title and the applicant's name and address clearly displayed on the exterior of the package.

Submit to:

**Deborah Spaulding
New York State Department of Labor
W. Averell Harriman State Campus
Building 12, Room 440
Albany, NY 12240
Attention: H-1B Registered Nurse Upgrade Project RFP # T-05**

The proposal package must include all of the following:

- **Five (5) copies** of the entire proposal, including all required attachments. At least **one copy must contain original signatures**.
- One copy of the entire proposal on a CD, formatted in Microsoft Word, must be received by the due date.
- Attachments to be completed and included in the proposal package:

Attachment 1	Technical Proposal
Attachment 2	Master List of Trainees: Participants and Training Information
Attachment 3	Budget Proposal
Attachment 4	Responsibility Questionnaire
Attachment 5	Notice to Individuals Submitting Proposals
Attachment 6	Appendix D - Federal and State Certifications
Attachment 7	Application for Competitively Bid Contract
Attachment 8 A	EEO 100 - Equal Employment Opportunity Staffing Plan
Attachment 8 C	MWBE 100 - MWBE Utilization Plan

Attachment 8 D

MWBE 101 - MWBE Application for Waiver of MWBE Participation Goal (*if waiver is requested*)

At least one set of Attachments 1, 4, 5, 6, 7, 8 A and 8 C must be completed, signed and executed with ***original signatures*** and included with one of the five copies of the proposal; the remaining four copies of the proposal may include photocopies of the signed, required attachments. In addition, the Application for Waiver of MWBE Participation (Attachment 8 D) must be submitted with the proposal only if the applicant is requesting a waiver.

Please also note that, if an award is made, the applicant will need to submit the Minority/Women-Owned Business Enterprise Work Force Employment Utilization/Compliance Report (Attachment 8 B) to the Department on a quarterly basis during the term of the contract. Please see Attachment 8 of the RFP for additional information on these forms.

Awardees must comply with Attachment 10, Appendix A, Standard Clauses for NYS Contracts, Attachment 11, Appendix C, New York State Department of Labor General Terms and Conditions, and Attachment 12, General Information for Successful Bidders, which will be incorporated into the contract of a successful bidder.

C. RFP Timetable

RFP Release Date	April 25, 2012
Deadline Date for Questions	May 17, 2012
Final Date for Responses to Questions	May 24, 2012
Due Date:	4:00 p.m. Eastern Time - May 31, 2012.
Projected Date of Notification of Award:	Summer 2012

All applicants will receive a letter informing them of the decision on their proposal. Successful applicants will be contacted by the contract development staff. Those applicants that receive funding must be prepared to enter into contract negotiations as soon as possible. Participants should plan for training to commence at the beginning of the 2012 Fall semester.

IV. Proposal Scoring Criteria and Award Process

A. Evaluation of Process

All proposals received shall be subject to evaluation by the Department. The Department will first determine if the proposal meets all eligibility requirements and answers all questions. Proposals, which meet all eligibility requirements and answer all questions, will move to scoring. Proposals that do not meet all eligibility requirements or do not answer all questions will be deemed ineligible. Applicants deemed ineligible will receive notification from the Department, which will include identification of deficiencies.

Reviewers will determine if all requirements of the RFP have been met and evaluate the quality of the responses. Points will be awarded for some categories on a “weak”, “moderate” or

“strong” scale and for others as “criteria met” or “criteria not met”. Proposals will be weighted 80% on the technical merits and 20% on the cost. Department reviews will result in a final score.

Applicants that are determined not to be responsive or responsible will be disqualified after completing a review. Proposals will be reviewed and selection will depend on funding availability. The Department has the right to make multiple awards, partial awards or no award.

B. Eligibility Attestation

Applicants must meet all eligibility attestations presented in Attachment 1, Section I.

C. Technical Program Design - up to 80 points

1. The Need for the Proposed Training: 5 points

The applicant identifies and describes the current needs of its business or membership that dictate the need to upgrade the training and competencies of LPNs and/or RNs with the funds requested.

2. The Program Framework: 5 points

The applicant identifies and describes the necessary steps, timeframes, and responsibilities for implementation of the proposed training. The applicant provides a description of their current tuition reimbursement policies and/ or provides a copy of their policy document. In addition, the applicant identifies the activities (such as recruitment, securing training provider(s), participant registration, development of tracking mechanism, etc.) and the proposed start date and the projected completion date.

3. Demonstrated Commitment to Diversity: 20 points

The applicant has demonstrated a commitment to diversity through its standard operating procedures. A description of the applicant’s methods used to encourage, increase, manage and maintain diversity through its daily operations, including, but not limited to: proactive outreach among all employees, encouragement to commence training to advance employees’ careers, proactive methods to recruit employees from minority populations, and promotion of minority candidates on a level consistent with its community composition.

4. Proposed Outcomes : 25 points

The proposal fully describes the trainee and business outcomes. A proposed method to measure and track outcomes by the applicant. Estimated and expected outcomes of the trainees. The total number of project participants and those participants already enrolled in a LPN to RN or RN to BSN program. The number of participants who will begin in the Fall 2012 semester, and an estimated number of participants expected to complete their program within the grant period. Estimated and expected outcomes of the business.

5. The Participants and Training Program Information: 25 points

The applicant identifies the names of all trainees who are interested in upgrading their nursing skills and credentials and who volunteer for training, their current employment title, wage information and employer information. They will also identify the career pathway each trainee will pursue and the anticipated number of courses each trainee will complete during the grant

period. The applicant provides the training provider name, delivery method and cost per course per person.

D. Program Cost - up to 20 points

To qualify for scoring, the applicant must indicate the requested funding amount and provide a cost narrative, which accurately describes all costs associated with the total amount of funding requested. The narrative should include the source of matching funds; cash contributions and/or in-kind contributions (include the value of any non-cash contributions such as training space, equipment, or supplies, etc.) (Attachment 3, Budget Proposal).

In addition, the cost per participant, as compared to other proposals submitted in response to this RFP, will be assigned points as follows: the lowest cost per participant of the proposals will be divided by the cost per participant of the proposal being scored. The resulting product will then be multiplied by the highest possible cost score of 20 to determine each proposal's weighted cost score. This cost per participant used for scoring, if awarded, cannot be increased in the contract. Any costs that are disallowed will be costs that are not permitted under the requirements of this RFP.

Note: During the cost review process, the Department may not remove disallowed costs included in the proposal. However, during the award process and contract negotiations, if it is determined that ineligible costs were included in the proposal, those costs will not be included in the contract.

E. Method of Selection

The method of selection will be based on a point system with the technical portion of the Department's rating criteria weighted at 80% of the total and budget portion weighted at 20% of the total.

Proposals will be awarded in rank order beginning with the proposal(s) with the highest total points until funds have been exhausted. If a proposal achieves a score that would be awarded, but the costs are not reasonable to the Department, the Department reserves the right to reject the proposal.

The Department may award a contract for any or all parts of a proposal and may negotiate contract terms and conditions to meet agency program requirements consistent with the RFP.

All applicants will receive a letter informing them of the decision on their proposal and contract development staff will contact successful applicants.

F. Payment

Once a contract has been developed and formally executed, funds will be released to the applicant on a cost reimbursement basis. Vouchers must be submitted to the Department on the prescribed forms before payment is made to the contractor.

For cost reimbursement, records must be verifiable. Reimbursement may include: project training costs incurred during the period covered by the voucher, cumulative project training costs, trainee wage data and trainer wage data (if applicable). Records used to verify the reimbursement may include; employee name, Social Security number, payroll check number, date and amount, and the period covered by the check. Applicants must attest that reimbursement will not be requested for training costs where the trainee did not receive a grade of C or higher.

Award advances are not allowed for for-profit entities. However, not-for profits may be eligible for up to a 25% advance of the total contract term. Please see Attachment 11- Appendix C, New York State Department of Labor General Terms and Conditions for the additional requirements associated with qualifying for an advance.

Please be advised that training may not begin until after an award is made (i.e., once the due date has passed, reviews have been completed, due diligence has been completed, awardees have been determined and award letters have been issued). The earliest start date for any contract resulting from this RFP is the date of the award letter. Any training that begins and/or is paid for prior to the date of the award letter will fall outside the contract period and be ineligible for reimbursement.

Electronic Payments

Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State's Comptroller's website at www.osc.state.ny.us/epay/index.htm, by email apunit@osc.state.ny.us, or by telephone at (855) 233-8363. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth.

VII. RFP Attachments

Attachment	Document Title	Required to be completed and submitted by mail?
Attachment 1	Technical Proposal	Yes
Attachment 2	Master List of Trainees: Participants and Training Information	Yes
Attachment 3	Budget Proposal	Yes
Attachment 4	Responsibility Questionnaire or Exemption Statement	Yes, with original signatures
Attachment 5	Notice to Individuals Submitting Proposals	Yes, with original signatures
Attachment 6	Appendix D: Federal and State Certifications	Yes, with original signatures
Attachment 7	Application for Competitively Bid Contract	Yes, with original signatures
Attachment 8	Minority and Women-Owned Business Enterprises	No, Explanation of Requirements
Attachment 8 A	8 A EEO 100 - Equal Employment Opportunity Staffing Plan	Yes, with original signatures
Attachment 8 B	8 B EEO 101 - Minority/Women-Owned Business Enterprise (M/WBE) Work Force Employment Utilization/ Compliance Report	Not until after an award is made
Attachment 8 C	8 C MWBE 100 - MWBE Utilization Plan	Yes, with original signatures
Attachment 8 D	8 D MWBE 101 – MWBE Application for Waiver of MWBE Participation Goal	Yes, if waiver will be requested
Attachment 9	Description of the New York State Department of Labor and the Division of Employment and Workforce Solutions	No
Attachment 10	Appendix A: Standard Clauses for NYS Contracts	No
Attachment 11	Appendix C: New York State Department of Labor General Terms and Conditions (see footnotes 1)	No
Attachment 12	General Information for Successful Bidders	No