

## **OTSEGO NOW WORKFORCE TRAINING CENTER REQUEST FOR PROPOSAL**

*Note: Elaborate proposals are discouraged. Please keep responses complete and concise. No confidential or proprietary information should be included in your response. Your prices will be kept confidential. The Otsego Now Workforce Training Center (the Center) makes no claim that this solicitation process and/or submission of a proposal will result in the award of any contract. The Center will not reimburse responders for any costs incurred in the course of responding to this RFP. No public disclosure relative to this RFP shall be made without the written approval of the Center.*

***Proposal Deadline: 3:00 pm, Monday, July 20, 2015***

### **OVERVIEW:**

The Otsego Now Workforce Training Center is requesting instructional services in connection with an industry sector-based workforce training initiative. Training will utilize the Center's Career and Job Readiness curriculum and will focus on a potential population of trainees from among adult learners including recent high school graduates, long term unemployed and the "challenging to employ."

### **BACKGROUND TO DATE ON THE SECTOR-BASED TRAINING INITIATIVE TO DATE:**

- In September 2014, the County of Otsego Industrial Development Agency (COIDA) convened a series of roundtable discussions, by industry sector, to explore the question of human resource needs of local businesses and how those needs were currently being met. At those meetings, COIDA staff learned that local businesses were primarily challenged to find and retain quality entry-level staff that had adequate soft skills for those positions.
- In October 2014, COIDA applied for \$200,000 in Community Development Block Grant funding to support a program to coach individuals, primarily from low-to-moderate income households, in sector-specific job readiness (soft skills) training.
- In December 2014, COIDA was notified that the grant application was approved.
- In December 2014, after consultation on the specific needs of partner organization Pathfinder Village, COIDA staff reviewed and accepted the curriculum developed by the College of Direct Support for training Direct Support Professionals (DSPs).
- In February 2015, COIDA contracted with an independent contractor to develop a job readiness curriculum that met the entry-level training needs of the local business community as expressed to COIDA staff, through a grant from the Workforce Development Institute. The contractor delivered the satisfactory job readiness curriculum in April 2015.

### **SCOPE OF WORK:**

We seek a partner with a proven track record for creativity, conscientiousness, and excellence in adult vocational instruction to help us:

- Deliver instruction to adult trainees, using the curriculum developed or purchased for that purpose by COIDA;
- Conduct outreach to partner employers to arrange tours of workplace facilities and guest speakers for classes, as those events are included in the Career and Job Readiness curriculum;
- Evaluate progress of trainees throughout instruction, according to the evaluation rubric included in the Career and Job Readiness curriculum;
- Collaborate with Center staff to schedule ongoing training sessions throughout the contract period; and
- Provide feedback on all aspects of the program and curricula to program administrators.

#### PROPOSAL REQUIREMENTS:

- Provide a brief description of your competencies and capabilities
- List all services provided
- Describe in detail your approach and process for adult instruction and evaluation
- Provide one or two brief descriptions of similar projects that you did, with a description of services provided and outcomes
- Provide a detailed fee proposal which outlines the specific activities to be performed
- Supply at least three (3) references who have used your services for a similar project; include a contact name, address and phone number

#### ANTICIPATED SCHEDULE:

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|---|--------------------|
| • RFP issued                              | 6/29/2015          |
| • Notice of Intent to Submit due to COIDA | 7/6/2015           |
| • Questions due to COIDA                  | 7/6/2015           |
| • Proposals due to COIDA                  | 7/20/2015, 3:00 pm |
| • Decision                                | 7/31/2015          |
| • First Training Session(s) to Begin      | 9/14/2015          |

#### PROPOSAL EVALUATION:

Proposals will be evaluated based upon the bidder's responsiveness to work scope and COIDA needs, demonstrated experience and expertise in similar projects, and cost.

The contractor must have significant relevant experience in providing the services requested. The contractor must identify the persons with the experience in addressing the work outlined in this scope of work.

In evaluating proposals, the Center shall give the following evaluation factors the following weight or relative importance in the selection process:

- |  |                  |
|--|------------------|
| 1. The overall capacity of the contractor and the range of services and experience with similar projects | ..... 40%        |
| 2. The experience of the person(s) providing the training  | ..... 35%        |
| 3. Availability/flexibility to meet the Center's schedule  | ..... 15%        |
| 4. Cost of professional services   | ..... <u>10%</u> |
|  | 100%             |

Subsequent to reviewing and evaluating competitive proposals, the Center may, at its discretion, choose to interview some or all contractors responding prior to a final selection. Selection will be based upon the respondent contractor whose proposal is most advantageous to the Center, given the above factors and weights. The Center reserves the right to select, not to select, or to re-advertise for proposals.

**SUBMISSION REQUIREMENTS:**

Contractors wishing to submit a bid in response to this Request For Proposal should send two (2) copies of your proposal, along with any other information deemed relevant, no later than July 20, 2015, to:

Dawn R. Rivers  
 Director, Workforce Training Center  
 Otsego Now  
 189 Main Street, Suite 500  
 Oneonta, NY 13820

**CONTACT INFORMATION:**

Please direct inquiries in writing to Dawn Rivers, Director, Otsego Now Workforce Training Center, at [rivers@otsegonow.com](mailto:rivers@otsegonow.com).