

**CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
Request for Interest (RFI) # 608
Workforce Development Board National Association of Workforce Development
Professional Curriculum Implementation**

EASTBAY Works – National Association of Workforce Development Professional Curriculum Implementation

The Workforce Development Board of Contra Costa County (WDBCCC), as the holder of funds for the East Bay Regional Planning Unit (RPU), which includes the WDBCCC, Alameda County Workforce Development Board, Oakland Workforce Development Board and Richmond Workforce Development Board, announces Request for Interest #608, seeking proposals from qualified individuals, community-based organizations, public or private for-profit or non-profit agencies for implementation of professional development curriculum certified by the National Association of Workforce Development Professionals (NAWDP).

STATEMENT OF WORK

In alignment with the Workforce Innovation and Opportunity Act (WIOA), it is the intent of these specifications, terms and conditions to seek proposals for creation and delivery of professional development curriculum training modules created in accordance with a formal reciprocity agreement with the NAWDP Certification. The NAWDP curriculum addresses the WIOA vision for a One-Stop delivery system that operates with high quality, highly trained career counselors/staff, and provides nationally recognized training designed to provide specific skills identified as essential workforce development professional competencies.

As the holder of East Bay RPU funds, the WDBCCC intends to award a one year contract to the most responsible bidder(s) whose response conforms to the Request for Interest (RFI) and meets the requirements set forth herein. Contract(s) awarded from this RFI are projected to begin by November 1, 2016. Any contract entered into as a result of this RFI may be extended for up to two additional fiscal years.

FUNDING

Pending approval by an evaluation committee representing East Bay RPU partner agencies, the WDBCCC may award a standard contract(s) not to exceed \$35,000 for the first contract year. All contract awards are contingent upon receipt of adequate funding. All contracts will be performance-based, and earned amounts will be payable on a fee-for-service basis. Based on satisfactory services, the contract may be renewed for up to two additional years at tiered funding levels reflecting the completed development of lesson plans and associated resources.

DESCRIPTION OF WORK:

The successful bidder(s) will develop lesson plans and identify relevant resources and references from prescribed curriculum to provide nine individual eight-hour modules, in accordance with NAWDP reciprocity. Delivery of training modules is to begin Fiscal Year 2016. Modules will be delivered to all levels of staff working in EastBay Works (EBW) America's Job Centers of California and the broader workforce development system including mandated partners, affiliates and approved participants.

SPECIFIC REQUIREMENTS

Completion of the following tasks within a 9- to 12-month time frame: create lesson plans, identify relevant resources and references, and deliver nine prescribed modules at eight hours each, for a total of 72 hours of required classroom training, to an estimated twenty-five participants per module.

Specific requirements include:

- 1) Working with East Bay RPU representatives on the scheduling and locations for all training sessions; Contractor is expected to deliver modules in a variety of locations throughout the East Bay region served by the funding agencies. All locations must be accessible and ADA compliant.
- 2) Developing and submitting lesson plans, including all relevant resources and references, and syllabi for all modules prior to the start of instruction and work with East Bay RPU designee to ensure they reflect the priority content areas indicated in the prescribed curriculum; Contractor(s) will be expected to be familiar with and prioritize WIOA-specific content. Contractor is expected to utilize consistent lesson plan and syllabi formats for all sessions.
- 3) Working with East Bay RPU representatives to identify content experts for each module to present to participants.
- 4) Submitting the following items for each training session at least ten business days prior to delivery of each training:
 - a. Instructor Biography.
 - b. Lesson Plan.
 - c. Syllabus.
 - d. Training Materials and Handouts.

- 5) Providing a single point of contact with oversight to participate in meetings requested by East Bay RPU partners to discuss performance, continuous improvement, and other related issues.
- 6) Developing a training evaluation tool with East Bay RPU partners to be provided by instructor(s) to participants following each module.
- 7) Submitting attendance list and training evaluations to East Bay RPU partners within three business days of completed modules.
- 8) Providing relevant technology and audio/visual equipment.
- 9) Meeting with East Bay RPU designee within two weeks of selection to coordinate the calendar of trainings and review expectations.
- 10) Assisting participants apply for NAWDP Certification.

Notes:

- East Bay RPU requires the Contractor collaborate and maintain good communication with designated East Bay RPU representatives to ensure successful training implementation and outcomes.
- This project is publicly funded and as such all materials developed will be non-proprietary.

In partnership with Contractor, the WDBCCC will:

- 1) Provide reciprocity-approved NAWDP curriculum to Contractor;
- 2) Conduct outreach and recruitment for the trainings;
- 3) Approve all participants;
- 4) Provide assistance securing training sites and content expert presenters, as necessary.

PERFORMANCE EXPECTATIONS

- 90% training completion rate.
- 80% of trainees receive NAWDP Certification.
- Fulfillment of all terms as detailed in this RFI.

BIDDER QUALIFICATIONS

- Bidder shall have been regularly and continuously engaged in the business of providing Work Skills, Curriculum Delivery, Professional Development Training and Professional Consulting Services for at least three years.
- Bidder shall be and/or provide qualified instructors with relevant field experience.
- Bidder shall possess all permits, licenses, and professional credentials necessary to perform services as specified under this RFI.
- Bidder shall provide evidence of, and maintain, required insurance upon award of contract.
- Contractor shall provide Worker's Compensation insurance at Contractor's own cost and expense, and neither Contractor nor its carrier shall be entitled to recover from the Employment and Human Services Department or the above East Bay RPU partners any costs, settlements, or expenses of Worker's Compensation claims arising out of this Contract.

SELECTION CRITERIA

Instructional Experience: 40%

The vendor will be evaluated on the depth and breadth of Work Skills, Professional Development Training, Curriculum Delivery/Facilitation and Planning Skills. Vendors with experience working with diverse populations will be given preference of up to five percent.

Workforce Development Knowledge: 35%

The vendor will be evaluated based on working knowledge and experience with WIOA, including regionalism, demand-driven service strategies, career pathways and sector strategies; Workforce and economic development; One-Stops/America's Job Centers of California, Education, including experience with Career Technical Education; consideration will be given to bidders that have experience with NAWDP or the Global Career Development Facilitator Certification (GCDF).

Capacity to Deliver: 15%

The vendor will be evaluated based on its ability to deliver curriculum, engage in continuous improvement based on participant evaluation and meet all outlined tasks and activities.

Budget 10%

The vendor will be evaluated based on specific proposal of costs, including instructor classroom, preparation and travel time and administration, as well as, cost effectiveness and competitiveness.

ADDITIONAL INFORMATION

Right to Reject Proposals

Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFI. The WDBCCC and East Bay RPU partners reserve the right to reject any or all proposals submitted. Applicants are also advised of the following:

- Costs for developing the proposals are solely the responsibility of the bidders. WDBCCC, East Bay RPU or its partners will not provide reimbursement for such costs.

A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to the WDBCCC administrative entity, the Contra Costa County Employment and Human Services Department (EHSD) at contractbid@ehsd.cccounty.us.

APPEALS

The RFI Appeal Process is initiated the date the award notification letters are sent to the RFI respondents. The appeal period last no less than ten (10) working days from the date the appeal period is initiated.

All appeals must be must be submitted in writing to:

Workforce Development Board of Contra Costa County
RFI #608
Attn: Stephen Baiter, Executive Director
300 Ellinwood Way, Suite 300
Pleasant Hill, CA 94523

The appeal letter must state the following:

1. The issues appealed,
2. How the alleged claim detrimentally effects the entity appealing, and,
3. The rectification sought by appellant.

CONFLICT OF INTEREST

All proposers who have any financial and/or organizational relationships with any WDBCCC and/or East Bay RPU members or staff must clearly disclose such a relationship in writing in a letter accompanying the original proposal. East Bay RPU partner staff will not evaluate or vote to fund any proposal from an organization with which they have any financial and/or organizational relationship.

DEADLINE AND DELIVERY

Interested parties must submit a proposal including an e-mail address, a description of experience, work samples, demonstration of knowledge, and proposed fees as outlined above. Email attachments must be in MS Word, MS Excel, and/or PDF file format. Send proposals no later than 5:00pm on September 13, 2016 to:

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI #608**
40 Douglas Dr.
Martinez, Ca 94553

Telephone:(925) 313-1691
Fax: (925) 646-0117
E-mail: contractbid@ehsd.cccounty.us
Website: www.ehsd.org/rfi

Responses must be received no later than 5:00 p.m. September 13, 2016. Please note that responses will not be returned, and postmarks will NOT be accepted. If you plan to hand-deliver your response, please be advised the building is open to the public 8:00am to 12noon and 1:00pm to 5:00pm, Monday through Friday.