



**The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD**

REQUEST FOR QUALIFICATIONS AND QUOTATIONS FOR APPRENTICESHIP TRAINING PROGRAM NAVIGATION SERVICES

BID ISSUANCE: DECEMBER 4, 2017

DEADLINE FOR PROPOSALS: DECEMBER 18, 2017

NO Pre-bid Conference

The Southwest Ohio Region Workforce Investment Board is seeking apprenticeship training program navigation services and invites any and all to submit a written proposal to provide these services to the SWORWIB for 2018. This work will be procured as a consultant on a 1099 tax form for which no taxes or withholdings will be covered by the SWORWIB. The Bidder can submit a proposal based on an hourly rate basis or by a monthly charge. Payment will be monthly after submission of an invoice of services no later than the 10th of each month.

Background

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is a 12 year-old 501(c)(3) non-profit entity in the State of Ohio under contract with Hamilton County and the City of Cincinnati to provide business leadership and oversight of the use of Workforce Innovation and Opportunity Act of 2014 (WIOA) dollars for the development, maintenance and improvement of the public workforce development system. The SWORWIB board is comprised of 50 board members with 51% business representatives and the remaining public, nonprofit community and other partners. There are over ten committees to be managed throughout the year with different meeting schedules. The SWORWIB office activities span the board work, grant applications, marketing, newsletters, special projects, presentations and events, responding to audits and other business required activities for implementing core efforts and maintenance of the IRS tax designation and State of Ohio charitable solicitation requirements. The SWORWIB is funded with federal (WIOA) dollars that are funneled through the State of Ohio to various counties and municipalities that then subcontract through the Local Workforce Area (LWA) that, in this case, is Ohio Area #13, serving the City of Cincinnati and Hamilton County. The SWORWIB is the provider of WIOA programs in this LWA. The local area has a One Stop Employment Center known as the OhioMeansJobs Center-Cincinnati/Hamilton County and located at 1916 Central Parkway. The OMJ Center facility is three full floors, 45,000 square-feet with an adjacent two-story parking structure. The SWORWIB has a lease with Hamilton County as part of a state based Memorandum of Understanding for multi-agency participation in facility costs that the SWORWIB negotiates and manages. The SWORWIB is also funded with private and foundation resources.

APPRENTICESHIP NAVIGATIONAL SERVICES

The SWORWIB has a small team of specialist contractors to minimize public funds dedicated to administrative costs rather than direct service delivery to employers, jobseekers and youth (both in-school and out-of-school). We are also assisting the State of Ohio with the new Kasich initiative known as the Comprehensive Case Management Employment Program (CCMEP) refocusing public support resources on educational completion and employment training.

The SWORWIB is always looking for private and other federal and state funds to provide resources for efforts that we pursue and identified in our WIOA Regional Strategic Plan. In 2017, the SWORWIB partnered with Employ Milwaukee and other members of the Midwest Urban Strategies Consortium to apply for large federal grants. Two of the grants that the SWORWIB partnered on were funded and SWORWIB has access to funds for training and development of career pathways in Information Technology and Manufacturing including apprenticeship programs. Working with specialist contractors has been very successful for the SWORWIB so we are now seeking a specialist to assist us with **Apprenticeship Navigational Services** for those employers that we are partnering with to implement apprenticeship training programs and re-embed in-house manufacturing apprenticeship competencies for workers to achieve journey cards for their related technical instruction and on-the-job training with employers. The SWORWIB is working with Great Oaks and their subcontractors to arrange pre-evaluation through the National Career Readiness Credential and then to deliver the specific Industrial Manufacturing Technician related technical instruction. We are working with the Regional representative from the Ohio Apprenticeship Council (OAC) to provide technical assistance to the employers in developing the required standards for OAC review and approval. We need the support of an individual to provide **Apprenticeship Navigational Services** to coordinate with the training provider, employer, apprentices, and SWORWIB to properly maintain all records, load into the required federal system for individual accomplishment funded by the Department of Labor and instruct the company representative how to maintain records on both Related Technical Instruction (RTI) hours and On-the-Job (OJT) hours and to post these records on the OAC data management system so all employees who complete the apprenticeship are awarded a journeyed professional card that is nationally transportable.

Since we anticipate that our funds will cover less than 100 apprentices over the next 18 months, we expect the **Apprenticeship Navigational Services** Provider (ANS Provider) to work directly with Sherry Kelley Marshall and complete all tasks already outlined that will be further detailed as the SWORWIB is provided access to the data management system for the Midwest Urban Strategies Consortium (MUSC) which will be used by the ANS Provider. Although there is naturally some coordination with the Training Provider and Employer and Apprentices, this is largely administration services in support of the SWORWIB as grant recipient. We expect interested bidders to be able to produce the necessary work products on a less than 5-20 hours a month schedule, much less in the beginning as we start the apprenticeships and more as we have more company participation and apprentices.

Questions can be sent to Sherry Kelley Marshall at smarshall@SWORWIB.org no sooner than 12/4/2017 and no later than 12/15/2017. The SWORWIB assumes that only those experienced with obtaining apprenticeship standards, working in apprenticeship training, and completing data entry for all aspects of apprenticeship registration and confirmation will submit a bid response as the SWORWIB has time to further orient a knowledgeable and experienced navigator; but does not have time available to train the contractor to do the work for which they bid.

See Page 3 for materials that are required as part of this Request for Proposals.

The quote summary on this page 3 and certification on this page 3 must be completed and signed as the front page of your proposal submission.

WE QUOTE YOU AS INDICATED ON THIS ATTACHED RFP QUOTATION FORM

Individual Contractor or Firm Name: _____ Date _____

Signature: _____ Title _____

Quotation Amount: Year 1: _____ 2 _____ Date: _____

CERTIFICATION OF BID QUOTATION AND/OR VENDOR

(Required to submit with Bid)

I certify this bid/quotation is not made in connection with any other bidder submitting a bid for the same commodity(s) and this bid is in all other respects fair and without collusion, fraud or conflict of interest.

I additionally certify, by affixing by signature below and submission of this bid/quotation, or proposal, that neither I nor my principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I hereby certify and verify that the establishment/facility/individual business person making this bid/quotation does not discriminate on the basis of sex, race, color, religion, ancestry, national origin or disability.

Concerning the certifications above, if you are unable to certify to any of the statements in this certification, attached an explanation to your bid/quotation, proposal or vendor application.

Signature: _____

Date: _____

Printed Name and Title:



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

REQUEST FOR QUALIFICATIONS AND QUOTATION

SEND PROPOSALS BY MAIL OR EMAIL TO:

Sherry Kelley Marshall, President/CEO SWORWIB
100 Scarlet Oaks Drive, Building 100, Room 102
Sharonville, OH 45241
513-612-3643
smarshall@SWORWIB.org

Requisitioned Services for Request for Quotation:

The SWORWIB requires Apprenticeship Navigational Services to implement two grants that we have in Information Technology and Manufacturing for no more than 100 individuals within employers who are agreeable to re-embedding apprenticeship training within their operations. Given the workload for the President and other specialists consultants under contract to the SWORWIB, having a single point of contact dedicated to these activities is essential to keeping on top of the progress of the apprentices and program completion as well as reporting to the granting agencies. We are interested in individuals or firms with deep and broad training, coordination and navigational experience with trainees, employers and the systems used by the federal and state governments to maintain records that confirm satisfaction of requirements for earning a journeyed professional card. The SWORWIB requires identification of a single point of contact to manage services to the SWORWIB and is amenable to deployed service providers who may be best able to provide unique and essential services but not interested in more hours than these tasks should and would consume.

We recognize that bidders may have multiple workers who could be involved in delivery of our services, but we expect a Single Point of Contact (SPOC) to manage communications and assignment rather than expect the SWORWIB team to understand and manage the contractor's communications and staffing assignments. In the event of an absence or departure of the SPOC, an alternative contact must be identified and trained to the SWORWIB's specific needs under this service contract. Please review the SWORWIB marketing materials on www.SWORWIB.org for best understanding of our operations, projects, efforts and needs.

The service being requisitioned in this Request for Qualifications and Quotation will result in a standard contract for services to be provided for Apprenticeship Navigational Services similar to what any workforce development nonprofit organization could reasonably expect in routine operations supporting further development of apprenticeships as a critical workforce need in the marketplace and nation. Responders must include all described activities:

- **COORDINATION ACTIVITIES:** Coordination of employer, employee, apprentice, training provider(s) and SWORWIB activities in pursuit of establishment of an Industrial Manufacturing Technician or other apprenticeship program.
- **MANAGEMENT OF EMPLOYER, EMPLOYEE AND APPRENTICE DATA:** Please provide any specific documents that demonstrate that you have knowledge and experience to maintain adequate records on all partners from beginning to end of their apprenticeship.

- **MANAGEMENT OF FEDERAL AND STATE REQUIRED DATA ON EACH COMPANY AND EACH APPRENTICESHIP:** The knowledge and familiarity with state and national apprenticeship standards, practices and data collection.
- **DATA ENTRY AS REQUIRED BY STATE OF OHIO, DEPARTMENT OF LABOR AND MUSC AS THE GRANT MANAGEMENT LEADERSHIP:** The knowledge, familiarity and experience with state and national apprenticeship data collection systems, and/or skill to learn new systems for recording progress and results by each apprenticeship, so as to complete all required data entry as scheduled and deadline specified.
- **MARKETING AND EVENT MANAGEMENT EXPERIENCE:** Please provide any information available that demonstrates your ability to market apprenticeships through articles, photographs and events. Provide such marketing materials to the SWORWIB for purposes of informing our organization, customers and community about the work and results associated with our time and commitment to apprenticeship redevelopment in southwest Ohio.

Required Technical Skills:

Microsoft Office knowledgeable and experienced in Word/Excel/PowerPoint as well as Outlook through 0365 for email management. Must be able to work with Adobe PDF and disk storage systems. Capable of learning new software and data management systems. Able to transport materials and equipment to meeting sites. Able to keep control of critical documents during meetings and return them for conversion to PDF and filing. Well organized to keep records in good and understandable order. Cooperative, helpful and flexible.

Other:

Open to other assignments as time and ability permits that may be unique to a single event or become ongoing as talent and experience provide the opportunity.

Proposal Format

Bid responses will be reviewed as received and considered at submission. All costs related to this request should be included in the quotation. Following the award of the contract and if mutually agreed to by both parties, this contract will be termed for a two year period of December 18, 2017 through December 18, 2019. The price will remain unchanged for the two years of this contract unless additional funds are raised and the number of apprentices increases beyond 100.

The Proposal Format has been prepared to facilitate the submissions. Proposers are required to include the signed Quotation and Certification Form. The following Proposal Content Outline should be used and include all of the following:

- Signed Quotation and Signed Certification Form
- Qualifications of person(s) who will undertake the work identified in this quotation response.
- A short biography or resume of the entity and/or representatives
- Identification of non-profit or small business experience
- Plan of action for undertaking the work identified
- Confirmation of the availability to start immediately after selection if selected
- Examples of two situations wherein the bidder conducted apprenticeship navigational activities and contact who can and will confirm quality and quantity of work.
- Please provide a monthly fee schedule and/or hourly rate to simplify proposal analysis.

The quotation proposal must address all portions of the above and may be amended prior to the negotiated contract with a selected provider. SWORWIB reserves the right to request clarification or correction to proposals, to reject any and all proposals, or to cancel the RFP in its entirety at its sole discretion. Only the selected proposer will be contacted.