

# Northwest Workforce Council

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## Small Purchase Procurement Request for Quotes for Training Services Calendar Year 2017

To Deliver Workforce Innovation and Opportunity Act  
Construction Trades & Pre-Apprenticeship Training Services in  
Northwest Region (Island, San Juan, Skagit & Whatcom Counties)  
to Eligible Out of School Youth

### Release Date

May 10, 2017

### Bidder's Conference

May 18, 2017, 2 p.m.

Call (360) 407-3780; when prompted, enter pin code 703236#

### Submission Deadline\*

June 9, 2017

\*Northwest Workforce Council Reserves the Right to Accept Submissions beyond the Deadline, for Consideration of Additional Awards for Pre-Apprenticeship Services in this Calendar Year. See Additional Information Within, Section II - Award Period.

The Northwest Workforce Council is an Equal Opportunity Employer.  
Auxiliary aids and services are available upon request to persons with disabilities.  
Relay: 7-1-1

## I. Specifics of Funding

The goal of this procurement action is to seek proposals from experienced, qualified, innovative, committed and cost-effective contractors who can demonstrate the capability to provide pre-apprenticeship services to qualified young adults aged 18-24, who may lack a high school credential, and who require job readiness skills and trade readiness experience to gain employment in a construction trade and/or apprenticeship program.

All participants served under this procurement action must be enrolled in the Workforce Innovation and Opportunity Act. These funds are intended to provide skills necessary to move enrolled participants into the labor market and sustainable wage jobs.

It is the intent of the Council to provide an equal and open opportunity in the selection of contractors for the provision of these services. All bids should be consistent with the Northwest Workforce Council's vision, mission, and [service philosophy](#).

This action seeks one or more training cohorts of pre-apprenticeship training preparation in high demand construction occupations offering employer recognized credentials.

The occupation(s) for which the enrolled participants will be qualified upon the completion of training should be listed as Demand on the area's [Demand Decline List](#). Training programs should offer strong links to sustainable employment and apprenticeship programs.

Bidders should have demonstrated experience in pre-apprenticeship training programs as no funds are available for curriculum development. Training programs on the [Eligible Training Provider List/Career Bridge](#) or listed by WA Department of Labor & Industries as recognized by the Washington State Apprenticeship Training Council (WSATC) are preferred. The Council offers public community and technical colleges, private training providers, apprenticeship programs, pre-apprenticeship programs and other qualified providers the opportunity to respond to this Request for Quotes.

The Council is seeking proposals to offer pre-apprenticeship construction trades training programs during the period from Jul 1, 2017 to June 30, 2018. Separate proposals are sought to serve out of school young adults (OSY), age 18-24 who are: 1. residents of Whatcom County; and, 2. residents of Skagit & Island counties. There is a priority to secure one or more pre-apprenticeship construction trades training programs starting in Summer, 2017. Bidders must identify the proposed county location of the training program and proposed start dates for each proposal submitted.

The training cohort may be in one of two formats:

- "Try a trade" model offering exposure to multiple construction trades through on-site engagement and specific training. The training period for this model should be between 4-6 weeks for up to 20 people with no less than six hours a day of training.

- Formal training aimed at a specific construction trade and/or apprenticeship program including on-site exposure, sometimes referred to as a “direct-entry” to a specific apprenticeship program e.g., Ironworkers. The training must be able to accommodate up to 20 participants; the length in this model may vary, depending on the specific requirements of the apprenticeship program targeted.

All class curriculum should include sufficient occupational (trade) applied math to increase student’s basic math skills level, and blueprint reading and relevant safety training, including OSHA 10, and First Aid/CPR. Flagger and Forklift certifications are desirable. Bids which incorporate employment preparation concepts and LEAN manufacturing principles are strongly encouraged.

Visits to employer worksite and classroom visits from hiring employers are preferred elements. Northwest Workforce Council may have funds for short-term paid work experiences or On-the-Job Training following program completion. Actual funding for this will be known at a later date, and if available, the successful bidder(s) will be expected to provide employer referrals for these services.

Overall management concepts to be incorporated into each proposal include:

#### **Recruitment**

Northwest Workforce Council is seeking bidders who will actively engage with WorkSource Staff for identification and recruitment of eligible young adults. Effective recruitment is critical when serving this population, which has proven less likely to respond to standard outreach and marketing efforts. Bids which include a strong recruitment strategy with a greater likelihood of success will be deemed more competitive. The Council is seeking bidders with developed assessment and selection tools to aid in enrollment of those most appropriate for the training course.

Students served will be enrolled in the Federal Workforce Innovations and Opportunities Act (WIOA) Out of School Young Adult (OSY) program. Student eligibility, enrollment paperwork, and follow-up will be provided by NWC staff. Training providers should be aware of the WIOA OSY eligibility guidelines in order to assist with referrals. It is expected that training providers assist the NWC staff with proper documentation of the student activities and progress.

#### **Approved training and curriculum**

Training and curriculum should be based on industry standards, recognized by WSACT, or by registered apprenticeship partners in order to prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s). No funds are available for curriculum development. The Council is also seeking bids which include basic skill development in math as part of the training program.

### **Strategies for long term success**

The submission should include strategies that increase Registered Apprenticeship opportunities for the target population, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s). Such strategies include:

- a. Strong recruitment strategies focused on outreach to populations under-represented in local, state and national Registered Apprenticeship programs.
- b. Exposing participants to local, state and national Registered Apprenticeship programs and providing direct assistance to participants applying to those programs.
- c. Offer an industry recognized credential upon graduation or written guarantee of employment.
- d. Educational services targeting basic skill gain goals in math.

### **Promotes greater use of Registered Apprenticeship to increase future opportunities**

Northwest Workforce Council seeks bidders which will collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals. Bidders with proof of employer connection will be deemed more competitive. The Council encourages bids that address a skills shortage or a high demand within the area.

### **Hands-on Training**

Bidders should offer training in a simulated lab experience or in work experience formats that accurately simulate the industry and occupational conditions of a Registered Apprenticeship program while observing appropriate safety protocols and under adequate supervision.

### **Facilitated entry and/or articulation**

Northwest Workforce Council is seeking and will give a preference to bidders who have developed formalized agreements with Registered Apprenticeship partners that enable participants who have successfully completed the pre-apprenticeship training program to enter directly into a Registered Apprenticeship program.

### **Comprehensive service delivery**

The selected bidder is expected to work collaboratively with the NWC staff on service delivery. This includes coordinated outreach and recruitment, reporting attendance and progress, attending case staffing meetings, coordination of job search services, and immediate referrals for support service needs. Support services and further employment services for enrolled students will be provided by the NWC staff, however, applicants that can assist with employment services during and post-training will be considered more competitive. Support services are dependent upon funding and are never guaranteed. Communication with the NWC assigned staff will be key to ensure that the students' needs during the duration of the training program are met.

## I. **Organizational Profile**

The Northwest Workforce Council is the local workforce development board serving Whatcom, Skagit, Island and San Juan counties. The Council board oversees the governance and operations of the workforce development system including WorkSource operations. The Council is dedicated to addressing the full spectrum of workforce needs through an outcome and customer based model that addresses the needs of both employers and job seekers.

The [NWC Regional Workforce Plan 2016-2020](#) should be considered in the development of responses to this procurement. The Council identifies current and future workforce trends, needs and priorities, and works with stakeholders and constituencies to execute priority initiatives. The Council is the regional advocate for efforts to identify sector-specific strategies that better align education, economic and workforce development initiatives and ensures the local perspective is incorporated in state and national policy forums. The Council is responsible for the oversight of full service WorkSource centers located in Bellingham, Mount Vernon, Oak Harbor and a career center in Friday Harbor.

The Council is focused on meeting the workforce demands of business and industry through business services, resource investment and innovative solutions. Construction, Manufacturing (including advanced manufacturing), and Health Care are the key regional industry sectors for the Council.

## II. **Award Period and Amount Available**

This procurement action will result in one or more contract(s) to the successful bidder(s). The work will be conducted with a start date no sooner than July 1, 2017 and all programs must be completed by June 30, 2018. A cohort is expected to begin in Summer, 2017. The term of the contract will commence upon signature and will continue through completion of the training program and closeout report of student achievements.

Northwest Workforce Council reserves the right to accept additional submissions for Pre-Apprenticeship training from qualified providers beyond the June due date for submission identified here. While the intention is to award one or more contracts under the timeline outlined here, Northwest Workforce Council is committed to Pre-Apprenticeship and Apprenticeship training in the Northwest Region, consisting of Whatcom, Skagit, Island and San Juan Counties, and may choose at its discretion, to award additional contracts for this service to qualified providers at additional times within calendar year 2017.

Award amounts will depend on the duration and intensity of the program offered and numbers served. The maximum reimbursement amount per training class cohort is \$45,000 under this procurement action. A competitive cost per participant rate is a factor in evaluation of proposals.

This RFQ does not require leveraged or matching funds. However, leveraged or matching funds, particularly leveraged or matching funds from employers, will be considered more competitive. Note

that NWC is seeking to purchase required books and tools, fees, and other associated costs for each student through this training contract.

The funding source for this procurement is Workforce Innovation and Opportunity Act (WIOA) Title IB funds.

**III. Submission Guidelines and Timeline**

A bidder’s conference will be held on May 18, 2017, at 2 p.m. via telephone. To participate, call (360) 407-3780; when prompted, enter pin code 703236#. Bidders are strongly encouraged to attend.

Bidders should submit documents electronically to [rdietz@workforcenorthwest.org](mailto:rdietz@workforcenorthwest.org) in one email titled “Bid for Pre-Apprenticeship Services to Out of School Youth” by YOUR AGENCY NAME.” One scanned document with all requirements is preferred. When evaluating a proposal the Board will consider how well the bidder complied with the submission instructions. Bidders are encouraged to submit questions regarding submission process up to May 23, 2017.

Procurement Timeline	
May 10, 2017	Procurement released
May 18, 2017	Bidders Conference
May 23, 2017	Deadline for questions
June 9, 2017	Proposals due
	Evaluation
June 16, 2017	Letter of Intent; announcement of successful bidder(s) on Northwest Workforce Council website
June 30, 2017	Contract(s) executed

For a bid to be considered for rating, the following elements must be included:

- a. Bidder Information Form and Certification
- b. Training Program Description
- c. Executive Summary detailing program design, service strategy and any leveraged resources of no more than **three pages**. This document should include plans for outreach. Describe how participants will meet the entry requirements, gain consideration and be prepared for success in one or more Registered Apprenticeship program(s).
- d. Organizational profile summarizing agency strengths, qualifications, leadership, staffing and any other additional information of no more than **two pages**. Include past performance in providing similar services and outcomes.
- e. Course syllabus and curriculum course map providing a week by week overview of the training. Detail how the curriculum is based on industry standards, supported by employer partners and

will prepare participant with the skills and competencies to enter one or more Registered Apprenticeship program(s) or construction trades.

- f. Letter of employer support from a minimum of one employer. Additional letters are encouraged. No page limit.
- g. Resume or job description of lead staff including all faculty. No page limit but a concise summary of qualifications is appreciated.
- h. Budget and Narrative. Complete the budget workbook. In no more than **two pages** provide a budget narrative including details on cost calculation.
- i. A copy of the most recent audit, including management letters, for each entity under the proposal.
- j. A copy of current liability insurance for all entities requesting funding under this procurement action.

All typed pages should be single spaced, no less than 11 point font and margins no smaller than ½ inch.

#### IV. Evaluation

Bids will be evaluated by a team of Northwest Workforce Council staff members following the small purchase procedures as noted in [NWC WIOA policy #01-23](#).

Factors in evaluation include:

Organizational Capacity – 30%	Bidder is able to complete terms of the contract. Capacity to deliver quality training services. Staff are qualified to perform work. Quality, thoroughness and clarity of responses.
Program Design – 30%	Documented proof of: Approved Training and Curriculum, Strong Recruitment plan, Strategies for Long Term Success, Promotion of Apprenticeships, Hands On Experience, Facilitated Entry, Comprehensive Service Delivery, Documented employer support
Previous Experience – 25%	Prior experience in delivering similar programs. Documented outcomes. Existing relationships with unions and business.
Budget 15%	Costs are allowable, allocable and reasonable. Competitive cost per participant.

## V. Technical Specifications

A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to: [rdietz@workforcenorthwest.org](mailto:rdietz@workforcenorthwest.org).

Costs for the development of proposals are solely the responsibility of the bidder and Northwest Workforce Council will provide no reimbursement for that purpose.

Bid submissions will be used as the basis of contract documents. The contract will be cost reimbursement.

After formal rating of proposals, individual negotiations will be conducted with recommended candidates to finalize program design, budget, and contracting details. Negotiation shall be conducted by the Northwest Workforce Council.

All clarifications or changes to submitted proposals must be in the form of a written addendum and received electronically prior to the proposal due date.

Northwest Workforce Council may seek additional clarification from bidders at the request of the staff. Bidders are expected to be responsive to inquiries.

Applicants are advised that most documents in the possession of Northwest Workforce Council are considered public records and subject to disclosure under the State Public Records Law. Proposals are available to the public at the end of the protest period. A request for a copy of a bidder's proposal must be made in writing to [akosmides@workforcenorthwest.org](mailto:akosmides@workforcenorthwest.org).

Questions may be submitted to [rdietz@workforcenorthwest.org](mailto:rdietz@workforcenorthwest.org) by May 23, 2017, 5 p.m. Questions and responses will be posted the Northwest Workforce Council website, <http://www.nwboard.org/index.html>. Questions must be submitted via email in the interest of public disclosure. Questions must be written; questions posed in person or via telephone, are not permitted and will not be answered. The bidder's conference is the opportunity to pose questions orally.

Sample documents used for final contracting are posted on the Northwest Workforce Council website. <http://www.nwboard.org/index.html>. Interested bidders should review these documents for additional contracting details and requirements. All contracts will include the applicable Federal, state and local regulations for these funds.

All procurement transactions, whether negotiated or advertised, without regard to dollar amounts, shall be conducted in a manner which avoids conflict of interest or the appearance of conflict of interest. No Northwest Workforce Council member, officer, staff or agent shall participate in the selection (including any decision-making capacity), award or administration of a contract if a real, implied or apparent conflict of interest would be involved. Such a conflict would arise when the member, officer, employee or agent, any member of his or her immediate family,

his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

Neither membership on the Council nor the receipt of WIOA funds to provide training and related services shall be construed, by itself, to violate provisions of the WIOA or its regulations.

Entities are **ineligible** if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State department/agency; 2) have existing grants with any State, County or City agency that are suspended or otherwise not in good standing; or 3) are not in compliance with Federal Internal Revenue Service requirements.

The following are the Northwest Workforce Council Workforce Investment Act performance goals for Program Year 2017 for Out of School Young Adults. Bidders will be expected to support these outcomes.

<b>Outcome</b>	<b>Goal</b>
Employed in 2 <sup>nd</sup> Quarter after completion	78%
Employed in 4th Quarter after completion	78%
Median Earnings in 2nd Quarter after completion	\$3727

## VI. Protest Procedures

Bidders who have submitted a proposal may protest the award of the contract. The process for protesting the award is as follows:

- Protests arising from the implementation of the procurement procedures shall be made in writing and mailed to the Chair of the Northwest Workforce Council within five (5) working days of the alleged occurrence.
- Response to filed disputes, claims and protests shall be made in writing within five (5) working days of receipt of protests.
- A hearing shall be convened by the Executive Committee as soon as is practicable and within ten (10) days of the written response, if the Executive Committee determines that a procedural error was made in the selection process or that a violation of Federal law or implementing regulations has occurred.
- Decisions made by the Executive Committee shall be issued in writing within five working days and may be appealed through use of the Council's Complaint and Grievance Procedures.