

MEMORANDUM



TO: Interested Parties

FROM: Workforce Development Council of Seattle-King County

DATE: August 4, 2010

SUBJECT: RFQ #10-10 REQUEST FOR QUALIFICATIONS for Cohort Based Workforce Training In High-Demand Healthcare, Energy Efficiency & Aerospace Occupations

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit corporation whose mission is to support a strong economy and ensure the ability of each person to share in our region's prosperity. The WDC is a nonprofit workforce "think tank" and grant-making organization charged with overseeing a large system of employment and training in Seattle and King County. The WDC's mission is to ensure a strong workforce as well as a path to self-sufficiency for every resident. To learn more about the WDC, please visit the WDC website at www.seakingwdc.org.

BACKGROUND

The WDC recently purchased twelve class-size training programs ("cohorts") to expand the capacity of the region's post-secondary education system in high-demand training programs. The WDC now has a limited opportunity to fund up to five additional class-size training programs under two funding streams – Governor's ARRA 10% Reserve and Reinvesting in Older Workers. A community or technical college may submit proposals for both funding streams described in this RFQ, however each proposal must be limited to one funding stream.

Governor's ARRA 10% Reserve

Customers served by this project will be enrolled in the federal Workforce Investment Act (WIA) Dislocated Worker program or Adult program. Funds for this project are made available by the Governor's American Recovery and Reinvestment Act (ARRA) WIA 10% Reserve Incentive Fund. The Workforce Investment Act provides the framework for a national workforce preparation and employment system designed to meet both the needs of the nation's businesses *and* the needs of job seekers and those who want to further their careers. The WIA Adult and Dislocated Worker programs assist eligible customers with training and finding employment (For more information on the Dislocated Worker and Adult programs and customer eligibility criteria, please refer to the WDC's Adult and Dislocated Worker Eligibility Policy at <http://www.seakingwdc.org/pdf/policies/WIAreg&exitPolicy.pdf>).

Recognizing current and future demand for trained workers in the *health care and aerospace* industries and the continued need among Adult and Dislocated Workers enrolled in WIA services for training and re-employment, the WDC would like to invest in health care and aerospace training utilizing short term (1 – 4 Quarters) certification programs at a King County community or technical college. To this end, the WDC is seeking to fund class-size health care and/or aerospace training programs at a King County community or technical college, to be filled by Adult and Dislocated Workers enrolled in WIA programs.

The WDC will award up to \$250,000 in total to purchase up to three class-size training programs. The funds must be expended by June 30, 2011. Courses must be completed by August 30, 2011.

Reinvesting in Older Workers (ROW)

Job seekers served by this project will be enrolled in this Department of Labor grant. Enrollees must be 55 years or older, and have a disability, be Limited English Proficient (LEP) or be an ex-offender. WIA eligibility is not required for project enrollment, but priority for cohort training service will be given to WIA eligible individuals.

ROW will also focus cohort training programs in two sectors with expected local job growth: *health care and alternative energy/energy efficiency*, utilizing short term (1 – 2 Quarter) certification programs at a King County community or technical college that will prepare ROW enrolled mature workers for employment. Appropriate health care courses include but are not limited to NAC, Medical Office, Phlebotomy, and Instrument Tech/Medical Equipment Preparer. Appropriate energy related courses include but are not limited to energy auditor, weatherization, green construction, energy conservation, bio energy, recycling and building management.

The WDC will award up to \$100,000 in total to purchase up to two class-size training programs for ROW – one in Health Care and one in Alternative Energy/Energy Efficiency. Depending on performance, these two courses could receive repeated funding. These funds must be expended by June 30, 2011. Courses must be completed by August, 30, 2011.

PURPOSE AND TARGET POPULATION

The purpose of this solicitation is to increase: (1) training capacity in targeted high-demand health care, aerospace and alternative energy/energy efficiency training program(s); (2) enrollments in training that results in an employer-recognized credential; (3) training retentions and completions; and (4) the number of individuals qualified for, getting, and retaining employment in demand occupations directly related to the training program.

Training programs must be able to serve students that have been heavily impacted by the recession. Strategies will need to include robust approaches to helping these workers access training and employment services that connect them with competitive employment and potential career pathways in health care, aerospace or alternative energy/energy efficiency that help them gain access to career pathways.

Recruitment and assessment will be the joint responsibility of the WIA and ROW providers and the training institutions. WIA and ROW providers will determine the initial program eligibility among the pool of student candidates, from which the training provider will determine which students to enroll. It is the responsibility of the training institutions to be aware of WIA and ROW eligibility requirements in order to assist with recruitment efforts. WIA and ROW providers will provide case management, career assessment, job readiness assistance, support services, and job placement services.

PROJECT SCOPE AND CONDITIONS

Due to time limitations and other constraints related to the funding available under this solicitation, workforce training provided must meet the following criteria and elements:

- A health care, aerospace or alternative energy/energy efficiency occupational skills training program that is currently developed and in operation at the institution

- A health care, aerospace or alternative energy/energy efficiency training program that is available for immediate enrollment, i.e. a program with limited or no pre-requisites (academic or otherwise)
- A training program with limited capacity to serve student demand
- Documentation of near-term employer demand for program graduates
- Ability to customize to the specific needs of a cohort as appropriate (such as mature workers and LEP adults are two examples among others)
- A training program that leads to an industry-recognized credential upon completion
- Documented past results for completions and job placements
- A training program that can begin during Fall Quarter 2010, or Winter Quarter 2011 at the latest, and be completed by the end of Summer Quarter 2011 (the training schedule does not need to follow start and end dates established on the institution's formal academic calendar, but may do so if that is preferable)

ELIGIBILITY

All public community and technical colleges in King County are eligible to apply for funding under this solicitation. Proposed programs must be on the Eligible Training Provider List or have an application in process (for more information on the Eligible Training Provider List, please refer to <http://www.careerbridge.wa.gov/>).

APPLICATION REQUIREMENTS

Interested parties should respond to this RFQ using the following format:

1. Identifying Information
 - a. Name of college, address, phone & fax number, email address & web page URL (if applicable), and name/title/contact information of lead representative.
2. Program Design
 - a. Please describe the specific training/classes (curriculum, course work, intended learning outcomes, credential, program length, and any flexibility the program has in terms of schedule and instructional delivery) that meet the intent of this RFQ.
 - b. Please describe the track record of each program: number served annually, completion rate, credential rate, job attainment rate, and average wage upon job placement.
 - c. Please document how the training program currently has limited capacity, e.g. number of students on a wait list or other proof of inability to serve all interested, eligible candidates.
 - d. Please describe how you have assessed industry demand for your program's graduates in the near term.
 - e. Describe the credential(s) that will be attained by program graduates and how it is recognized by employers.
 - f. Include a timeline and the planned number of students that can be placed in training programs/classes. Indicate how soon and how many students could be served over the planned period of time for the RFQ.
 - g. For each class, please complete the appropriate budget table (Attachment A) describing pertinent costs including instruction, tuition, other student costs, facilities costs, etc. Please include all related fees such as registration fees, book and supply costs, tutoring costs, certification application and exam fees.

- h. Please confirm that the proposed program(s) is currently on the Eligible Training Provider List or has an application submitted for approval.
 - i. Given the limited time available to implement the program, please describe any specific adjustments to be made for specific student populations and challenges to completing a program in this timeline and what you would need from the WDC to be successful.
3. Attachments. Please submit the curriculum for each program you are submitting for consideration under this RFQ.

The selection process for this RFQ will be based upon quality of information provided, expertise in the subject matter, and cost effectiveness. Specifically, proposals will be rated based on descriptions provided under the previous Program Design categories: a, b, c, d, e, f, and g.

Please limit your application to no more than three (3) pages one-sided, single spaced with font size 12 point. The three page limit excludes the required attachment of a cost proposal. Please submit as many programs as you feel are appropriate given the guidelines of this RFQ *with separate applications for each*. A Community or Technical College may submit proposals for both funding streams described in this RFQ; however each proposal must be limited to one funding stream. If you are interested in being considered as a potential provider of the training described in this RFQ, please submit your materials to the WDC by 5:00 pm on **Wednesday, August 18, 2010**.

PROPOSAL SUBMISSION

Please send three (3) copies of your response in a sealed envelope to arrive no later than 5:00 pm, Wednesday, August 18 addressed to:

Tess Suarez RFQ #10-10
Workforce Development Council of Seattle-King County
2003 Western Avenue Suite 250
Seattle, WA 98121-2162

Late responses will not be considered and will be returned unopened. Questions may be emailed to operations@seakingwdc.org through Thursday, August 12, 2010. No phone calls please.

The WDC makes no commitment to contract with training providers procured through this RFQ, but will consider utilizing providers selected through this RFQ for future needs on an as-needed basis.

**The Workforce Development Council of Seattle-King County
is an Equal Opportunity Employer and Provider of Employment And Training Services**
Auxiliary aids and services are available upon request to individuals with disabilities
TDD/Washington Telecommunications Relay Service 1-800-833-6384

ATTACHMENT A: PROGRAM BUDGETS (GOV. 10% & ROW)

GOVERNOR'S 10% COHORT TRAINING

Training Provider: _____ Course: _____

Budget Item	Amount
Instructor/Staff	
Facilities	
Other Operational (office supplies, communications, etc.)	
Tuition	
Student Books and Supplies (including, uniforms, tools, tutoring, kits, student ID, etc).	
Fees: Lab, Exam, Certification, application etc.	
Indirect Costs @ XX% (If Applicable)	
Total Budget	
Leveraged Costs	

ROW COHORT TRAINING

Training Provider: _____ Course: _____

Budget Item	Amount
Instructor/Staff	
Facilities	
Other Operational (office supplies, communications, etc.)	
Tuition	
Student Books and Supplies (including uniforms, tools, tutoring, kits, student ID, etc).	
Fees: Lab, Exam, Certification, application etc.	
Indirect Costs @ XX% (If Applicable)	
Total Budget	
Leveraged Costs	