

## MEMORANDUM

**TO:** Interested Parties

**FROM:** Workforce Development Council of Seattle-King County

**DATE:** February 2, 2012

**SUBJECT: RFQ #12-01 REQUEST FOR QUALIFICATIONS For Cohort-based Workforce Training for Aerospace and Advanced Manufacturing Sector 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](http://www.seakingwdc.org).

### BACKGROUND

Customers served under this Request for Proposal will be enrolled in the federal Workforce Investment Act (WIA) Adult and Dislocated Worker Program. The WIA 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 funds are intended to assist eligible customers with retraining for a new occupation and finding employment (For more information on the adult and dislocated worker program, please refer to the WDC's Adult and Dislocated Worker Eligibility Policy at [www.seakingwdc.org](http://www.seakingwdc.org)).

Recognizing current and future demand for trained workers in the aerospace and advanced manufacturing industry and the continued need among adults and dislocated workers to enroll in WIA services for training and re-employment, the WDC would like to invest in aerospace and advanced manufacturing training. To this end, the WDC is seeking to fund class-size aerospace and advanced manufacturing training programs at a King County community or technical colleges, 4-year universities, registered apprenticeship programs, and other providers of aerospace and advanced manufacturing sector training programs to be filled by qualified WIA Adult and Dislocated Workers Program participants.

The WDC will award up to \$800,000 to fund multiple training programs. The funds must be expended by **June 30, 2013**. Enrollments must commence by **Fall Quarter of 2012**, with the preferred start of **Summer Quarter 2012**.

### PURPOSE AND TARGET POPULATION

The WDC seeks qualifications from multiple training institutions, such as community or technical colleges, 4-year universities, registered apprenticeship programs, and other providers of aerospace and advanced

manufacturing training programs, which have the expertise and capacity to quickly implement cohort-based training that helps individuals prepare for and attain jobs in the aerospace and advanced manufacturing sectors. Training programs may focus on selected occupations such as, but not limited to, aircraft structure, surfaces, and rigging assemblers, machinists and computer numeric controlled machine tool operators, helpers for installation, maintenance, and repair workers, aircraft mechanics and service technicians, and electrical and electronic assemblers.

The purpose of this solicitation is to increase: (1) training capacity in targeted high-demand aerospace and advanced manufacturing 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, obtaining, and retaining employment in demand occupations directly related to the training program.

Training programs must be able to serve Adult and Dislocated Workers Program participants 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 in the aerospace and advanced manufacturing sector.

The training institutions will work collaboratively with WIA provider(s) for the recruitment and assessment of participants. The training institutions will work with WIA provider(s) for the enrollment of participants into the class-size training program(s). WIA provider(s) will determine the initial program eligibility among the pool of student candidates, from which the training provider(s) will determine which students to enroll. It is the responsibility of the training institutions to be aware of WIA eligibility requirements in order to fully participate with recruitment efforts. Through collaboration with the training institutions, WIA provider(s) will provide wrap around services, including 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, the workforce training program provided must meet the following criteria and elements:

- An aerospace and advance manufacturing training program that is currently developed and in operation at the institution
- An aerospace and advance manufacturing training program that is appropriate for participants to begin right away, i.e. a program with limited or no pre-requisites (academic or otherwise)
- Documentation of near-term employer demand for program graduates
- Ability to customize to the specific needs of a cohort as appropriate, if necessary (state-funded IBEST programs are one example among others)
- A training program that leads to an industry-recognized credential upon completion
- Documented record of results for training completions and job placements
- A training program that can begin during **Summer Quarter 2012 or Fall Quarter 2012** at the latest, but no later than **Fall Quarter 2012**. Training must be completed by **June 30, 2013** (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

- King County training institutions, such as community or technical colleges, 4-year universities, registered apprenticeship programs, and other providers of aerospace and advanced manufacturing sector training programs.
- Proposed programs must be on the Eligible Training Provider and Program List. (For more information on the Eligible Training Provider and Program 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, university, or training institution, address, phone & fax number, email address & web page URL (if applicable), and name/title/contact information of lead representative.
2. Program Design
  - a. Describe the specific training program (curriculum, course work, intended learning outcomes, credential, program length in quarters, start date, end date, the number of students per class size, and any flexibility the program has in terms of schedule and instructional delivery) that meet the intent of this RFQ.
  - b. Describe the track record of each program: number served annually, completion rate, credential rate, job attainment rate, and average wage upon job placement.
  - c. Describe how you have assessed industry demand for your program's graduates in the near term, including a brief description of program advisory committee's involvement and activities.
  - d. Describe the credential(s) or industry recognized certification that will be attained by program graduates.
  - e. Provide documentation that the proposed program is currently on the Eligible Training Provider and Program List.
  - f. Given the limited time available to implement the program, describe any specific challenges to starting a program in **Summer Quarter 2012** and what you would need from the WDC to be successful.
3. Cost Proposal
  - a. For each training program proposed, include a detailed cost proposal/budget 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.
4. Attachments

Attachment 1: Submit the curriculum for each program you are submitting for consideration under this RFQ.

Attachment 2: Submit the cost proposal/budget for each program you are submitting for consideration under this RFQ.

Attachment 3: Submit documentation of Eligible Training Provider and Program List designation for each program you are submitting for consideration under this RFQ.

Please limit your application to no more than four (4) pages single spaced, per proposed program, excluding the cost proposal/budget and other required attachments. Please submit as many programs as you feel are appropriate given the guidelines of this RFQ with separate applications for each. 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 Friday, February 24, 2012**.

The WDC makes no commitment to contract with training providers responding to this solicitation, but will consider utilizing providers whose qualifications are verified through this RFQ for immediate as well as future training needs.

## **SELECTION CRITERIA**

The WDC will use the following criteria to guide training selection:

- Employer demand (within and across segments of the aerospace and advanced manufacturing industry)
- Current supply of training graduates in particular occupations (including supply from regular community and technical college offerings, other training providers, and special initiatives such as foundation, grant, and industry-funded cohorts)
- Fit with the target population in general
- Presence of clear articulations to and from proposed training
- Demonstrated quality and track-record of training, including success of training graduates and employer support for the training
- Cost effectiveness

## **PROPOSAL SUBMISSION**

**Please send two (2) copies of your response in a sealed envelope to arrive no later than 5:00 pm, Friday, February 24, 2012 addressed to:**

Tess Suarez **RFQ #12-01**  
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. Electronic or fax submissions will **not** be accepted. Questions may be emailed to [operations@seakingwdc.org](mailto:operations@seakingwdc.org) through **Friday, February 17, 2011**. **No phone calls please**. Questions will be posted with answers on the WDC website ([www.seakingwdc.org](http://www.seakingwdc.org)) at least weekly between issue date and due date for this solicitation.

The WDC reserves the right to reject any or all proposals, to accept or reject any or all items in a proposal and to award contract(s) in whole or in part as is deemed to be in the best interests of the WDC. The WDC reserves the right to negotiate with any or all bidders on modifications to proposals and/or integration of components across proposals to achieve maximum efficiency. *Award is contingent on available funds.*

**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