



**Workforce Solutions for North Central PA/
North Central Workforce Development Board Request
for Quotes (RFQ)**

Workforce Solutions for North Central PA on behalf of the several manufacturing companies in the North Central PA region (concentrated in McKean County) is currently seeking quotes for services to develop a basic electronics and instrumentation training program for job seekers to create a pool of workers able to skillfully build control panels. See attachment A for the required curriculum compiled by industry members.

Questions regarding this RFQ will be accepted until Thursday, April 12, 2018 and should be directed to Pam Streich at pstreich@ncwdb.org or at the address below. No questions will be accepted via telephone call. When submitting questions please enter "Questions regarding RFQ for E and I Training" in the subject line. Responses to all questions will be compiled and sent to all inquirers to this RFQ.

Electronic submissions of the detailed quotes are required and are due by 3:00 pm on Friday, April 27, 2018. Quotes should be submitted to pstreich@ncwdb.org with "RFQ Submission for E and I Training" in the subject line.

Complete contact information for Workforce Solutions follows:

Pam Streich, pstreich@ncwdb.org
Workforce Solutions for North Central Pennsylvania
North Central Workforce Development Board
425 Old Kersey Road
Kersey PA 15846
814-245-1835

Background Information and Goals of Training:

Hiring qualified candidates has been a continuing challenge for manufacturing companies throughout the North Central PA region. Many companies are facing the gradual retirement of baby-boomers, and this will adversely impact maintenance departments. Unfortunately, most of the desired skill sets for these positions are only developed through internal on- the-job-training programs, as there are limited course curriculums to address these needs. This OJT approach, however, has a long learning curve, and doesn't necessarily provide the building blocks necessary to adequately develop a new employee.

Representatives of several manufacturing company along with Workforce Solutions and Economic Development Staff met to discuss these challenges. The result of this discussion is to develop a basic electronics and instrumentation training program for job seekers to create a pool of workers able to skillfully build control panels.

See attachment A for the required curriculum compiled by industry members.

Additional Information:

Response Requirements (minimum requirements)

For ease and efficiency of review, Workforce Solutions has specified the numbering protocol for bidders. Please follow this numbering protocol exactly, and do not re-number, insert numbers, or otherwise modify the sequence.

Responses that do not follow this numbering order will not be considered:

1. Provider Profile

a. Name of the provider, contact person, and contact information: Provide address, telephone, mobile telephone number, fax number, e-mail address, and web address, as applicable.

2. Qualifications

- a. Provide a brief description of your agency, including its founding and history; number of employees, services areas and awards or other forms of recognition.
- b. Provide a description of your work process.
- c. Special consideration: Describe your experience with and knowledge of the North Central PA region.
- d. Special consideration: Describe your experience with the provision of this type of curriculum.

3. Work Plan

- a. Provide a detailed work plan identifying how the training will be developed and implemented.
- b. Describe how you will recruit participants for the training.
- c. Describe your sustainability plan to continue this offering beyond the agreement (if awarded).

4. Experience and ability to perform this work

- a. Provide examples of relevant work and / or case studies.
- b. Provide a minimum of three (3) client references.
- c. Provide a list of personnel who would be assigned to this project, along with their credentials and experience.

5. Pricing

- a. Provide a current fee schedule/budget request.

6. Timeline

- a. Provide a timeline (in chart or narrative format) that outlines the project from start to finish.

7. Evaluation Criteria

CRITERIA	POINTS
Provider Profile	10
Qualifications	25
Work Plan	30
Experience and ability to perform this work	25
Pricing	10

8. Award

Workforce Solutions for North Central PA reserves the right to determine the timing of the start of any work described above, to not process with some or all of the work, and to contract with more than one vendor for services described within this RFQ. Workforce Solutions reserves the right not to award a contract for the RFQ. If awarded, a contractual agreement will be entered into between the qualified provider and Workforce Solutions. Anticipated project dates will be May 2018 through August 2018.