



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## REQUEST FOR QUALIFICATIONS (RFQ)

---

FOR

### **COHORT-BASED WORKFORCE TRAINING IN HIGH DEMAND OCCUPATIONS**

The Spokane Area Workforce Development Council (SAWDC) is the policy and planning body for workforce development activities in Spokane County. The SAWDC oversees the Spokane Area One-Stop Career Development System and provides a portion of the funding necessary to operate the system through the Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth programs. Its oversight responsibility includes designation of the One-Stop Operator, administration of WIA Title I-B program services, certification of the One-Stop centers/affiliates, and setting of local performance standards. The SAWDC is responsible for developing and implementing the regional strategic plan for workforce development. To learn more about the SAWDC, please visit our website at [www.wdcspokane.com](http://www.wdcspokane.com).

#### **BACKGROUND**

The American Recovery and Reinvestment Act (ARRA), signed by President Obama on February 17, 2009, is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. Another guiding principle is the timely spending of funding and implementation of activities contained in the Recovery Act.

States and local areas are expected to move quickly to use the Recovery Act funding, in conjunction with other available funds, to provide career assessments, remedial and occupational training and job search assistance to unemployed workers; help youth access the services they need to pursue education and employment; assist businesses in hiring qualified workers; and other activities that can aid in the recovery of local, regional, and state economies.

The American Recovery and Reinvestment Act of 2009 provides funding to support America's economic recovery by assisting workers who are facing unprecedented challenges to retool their skills and re-establish themselves in viable career paths. These services must be provided in accordance with the Workforce Investment Act of 1998 (WIA), Title I. As guidance on the ARRA is received, it will be posted on WDC's website at [www.wdcspokane.com](http://www.wdcspokane.com).

#### **PURPOSE AND TARGET POPULATION**

The WDC seeks qualifications from multiple institutions of higher education, such as community or technical colleges, 4-year universities, registered apprenticeship programs and/or other providers of training that have the expertise and capacity to quickly implement

cohort-based training that helps individuals attain jobs in high-demand occupations. The purpose of the training will be to increase: (1) enrollments in training that results in an employer-recognized credential; (2) training retentions and completions; and (3) 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 low-income, dislocated and under-skilled adults that have been heavily impacted by the recession and have particular challenges in regaining employment. Strategies will need to include robust approaches to helping these workers access training and employment services that advance them along career pathways in high-growth industries and help them gain access to and remain in the middle class.

Customers served by this project will be enrolled in the federal Workforce Investment Act (WIA) adult and/or dislocated worker programs. (For more information, please refer to the policies posted on the SAWDC website). Please note that customer eligibility will be determined by SAWDC Adult and Dislocated Worker providers – not the training provider. It is the responsibility of the training institutions to be aware of WIA eligibility requirements in order to assist with recruitment efforts. Assessments will be the joint responsibility of the WIA providers and the training institutions. WIA providers will provide case management, career assessment, job readiness training, support services, and job placement services.

### ***PROJECT SCOPE AND CONDITIONS***

---

**Training programs considered through this RFQ must be operational for the totality or part of the time frame of summer quarter 2009 to June 30, 2010. Training should be of a length that students can complete on before June 30, 2010.** The workforce training provided must meet the following criteria and elements to be consistent with the timely spending of Recovery Act funds:

- An occupational skills curriculum/training program that is currently developed and in operation at the institution, available for use by the institution from another source, or developed in response to identified needs in the local labor market
- A curriculum/training program that is currently aligned with key regional industries that are in demand
- A training program that can serve a high number of potential enrollees; training program should be scalable to meet demand
- A training program that can be customized to the specific needs of a cohort as appropriate (State-funded IBEST programs are one example among others)
- A training program that leads to an industry-recognized credential upon completion
- A training program with documented past results for completions and job placements
- A training program that can be in operation for all or part of the time period of summer quarter 2009 through June 30, 2010.

### ***ELIGIBILITY***

---

Spokane County institutions of higher education, such as community or technical colleges, 4 year universities, registered apprenticeship programs and/or other providers of training targeted to high-demand occupations.

## **APPLICATION REQUIREMENTS**

---

Higher education and training institutions interested in this RFQ should respond 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) Please describe the specific training/classes (curriculum, intended learning outcome, credential, course work, program length, and any flexibility the program has in terms of schedule and instructional delivery) that meet the intent of this RFQ. Applicants may describe more than one program that pertains to this RFQ if applicable.
  - (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 describe how you have assessed industry demand for your program's graduates in the near term.
  - (d) Describe the credential(s) that will be attained by program graduates and how it is recognized by employers.
  - (e) 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.
  - (f) For each class, please include a cost proposal describing pertinent costs including instruction, tuition, other student costs, facilities costs, etc. Please also describe the necessary enrollments for the course to qualify for state-funded support of the instructor portion of the training, if applicable.
  
3. Attachments. Please submit the curriculum for each program you are submitting for consideration under this RFQ.

Please limit your application to no more than three (3) pages single spaced, per proposed program excluding the cost proposal and required attachment(s). Please submit as many programs as you feel are appropriate given the guidelines of this RFQ. If you are interested in being considered as a potential provider of the training described in this RFQ, please submit your materials to the SAWDC by the close of business on **Friday, July 17, 2009**.

## **PROPOSAL SUBMISSION**

---

**To receive priority consideration, please send your response via email *no later than 5:00 pm, July 17, addressed to [imeakin@wdcspokane.com](mailto:imeakin@wdcspokane.com)*. Late responses will not receive priority consideration. Questions may be emailed to the address above through Monday, July 13, 2009. No phone calls please.**

**The SAWDC 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 selection process for this RFQ will be based**

upon quality and comprehensiveness of information provided, expertise in the subject matter, and cost effectiveness. No one area is weighted more than the others.

The SAWDC reserves the right to reject any and all proposals received as a result of this RFQ or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the SAWDC.

All awards will be based upon fund availability. The SAWDC reserves the right to terminate or modify any part of this procurement process at any time and for any reason; to award one contract or multiple contracts; to negotiate changes; to make no awards; and to issue new and/or revised policies and clarifications at any time.

All response packages become the SAWDC's property. It is understood and agreed that the proposer claims no proprietary rights to the ideas and written materials contained in or attached to its response package.

The SAWDC reserves the right to negotiate modifications to response packages.

**The Spokane Area Workforce Development Council 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

