



www.michiganworks.org

2500 Kerry Street, Suite 210

Lansing, Michigan 48912

OFFICE (517) 371-1100

(517) 371-1140 FAX

Request for Qualifications

Pre-Qualified Trainers List – Business Solutions Professional Training and Certification Program 2019-2020 Trainings

Due Date: Second Round Closure of November 2, 2018, 5:00 PM (EST)
See details in RFQ.

Note: If you previously submitted in the July 30 due date round, you will not be required to resubmit. Your proposal will be reviewed in this round.

Inquiries and Bid Proposals Should Be Directed To:

Michelle Czolgosz
Director of Programs
programs@michiganworks.org

BACKGROUND INFORMATION

Michigan Works! Association

The Michigan Works! Association is a 501(c)(3) non-profit membership organization that supports Michigan's talent development network: Michigan Works!.

The Association connects members with resources to help them better serve employers and job seekers:

- Michigan Works! Organizations
- Michigan Works! Organization Board Chairs
- Chief Local-Elected Officials
- Associate Members
- Service Providers

Michigan Works! Association provides the following services to its members:

- Advocacy and participation in the legislative process by advancing and defending interests on behalf of the Michigan Works! Network
- Convening meetings as a way for members to network and share best practices
- Events to promote the Michigan Works! Network
- Staff development and technical assistance

The mission of the Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's workforce development network and its customers and professionals.

Michigan Works! Network

The Michigan Works! Network is the first unified workforce development network in the country and an instrumental partner for developing Michigan's economic future.

Local Michigan Works! Organizations are unique, but share several fundamental qualities:

- Locally-responsive and demand-driven
- Governed by a Workforce Development Board comprised of private sector representatives and Local Elected Officials
- Provide access to a full range of core employment-related services to assist businesses find the skilled workers they need, and help job seekers find satisfying careers and employment opportunities.

The Michigan Works! Network contributes to the state's economic vitality through the provision of workforce training and services that meet the needs of targeted business sectors and employers.

STATEMENT OF NEED

The Michigan Works! Association is looking for trainers to deliver its existing Business Solutions Professional (BSP) Training curriculum. The Association typically delivers two to four BSP cohorts per calendar year, utilizing multiple trainers, with additional non-paid guest speakers/subject matter experts. Trainers must be Certified Business Solutions Professionals before teaching the course, and will be required to attend a train-the-trainer session offered through the Association prior to classroom time.

The Association is looking for workforce, economic development and education professionals, and private consultants, who have experience delivering solutions to business customers in Michigan. Potential trainers will be ranked based on the criteria outlined in this RFQ, and added to a pre-qualified BSP trainer list. As BSP training cohorts are scheduled, the Association will reach out to trainers based on their rank and availability. This Association reserves the right to select trainers with differing experience/specialty to complement one another in training delivery for each cohort.

Bidders must meet the following requirements:

- Must be a Certified Business Solutions Professional
- Previous training/public speaking experience and ability
- Knowledge of workforce development, economic development and education in Michigan
- Experience delivering services and explaining government resources to business
- Knowledge of Michigan's statewide, regional and local assets and partners
- Ability to devote full days (8:00 – 5:00) for classroom training of BSP cohorts (up to 6 full days per cohort on an as-needed basis), and time to view/correct homework assignments
- Demonstrated, ongoing professional development in the areas of workforce business services, economic development, training delivery, and/or public speaking

Information is included in Attachment A to describe the BSP training content, learning objectives, and format.

BID PROCESS

The purpose of this RFQ is to identify potential vendors to provide services described in the Statement of Need. Responses can be submitted by individual contractors, or by organizations on behalf of specific trainers.

Respondents will be scored in a two-stage process. The first is to complete this Request for Qualifications. Those respondents who earn a score of at least 55 out of 75 will remain in the trainer pool. The second stage requires attendance at a train-the-trainer session, at which respondents will be evaluated on their grasp of material and competence of training delivery. Respondents will be provided with a full trainer guide for this session.

Individuals who receive a score of at least 75 out of 100 will be placed on a pre-qualified bidders list. Applicants will be ranked by score, which will determine the order in which trainers will be contacted for detailed bids/training budgets and evaluated on cost and availability.

Respondents selected for the pre-qualified bidders list will remain on this list for a period of 3 years, at which time, they will have to resubmit a response to a Bid for Qualifications.

INSTRUCTIONS ON BID SUBMISSION

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Offerors may submit their bids (**Section I, II and III**) electronically or via hardcopy. Responses will be accepted through **Friday, November 2, 2018, 5:00 PM (EDT)** for the initial closure of this RFP. The Association will keep this RFQ process open and review responses semi-annually (August and February) to add potential trainers to the pre-qualified BSP trainer list.

Electronic bids must be submitted in PDF format only to programs@michiganworks.org.

Hardcopy bids may be delivered in person or via mail service delivery and must include one original and one copy of the completed bid. Any differences between the original or copies liability of the bidder:

Michigan Works! Association
Attn: Michelle Czolgosz
2500 Kerry Street, Suite 210
Lansing, Michigan 48912

Inquiries

To ensure the Association maintains an open competition process, inquiries regarding this RFQ must be in writing and sent to programs@michiganworks.org. Inquiries will be accepted through **Wednesday, October 24, 2018, 5:00 pm (EDT)**. Inquiries and responses will be posted at <http://www.michiganworks.org/rfps-rfqs> by **Friday, October 26, 2018, 6:00 pm (EDT)**.

NOTE: Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this RFQ.

Conditions of Bid

All costs incurred in the preparation of a bid will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association. Michigan Works! Association reserves the right to make an award without further discussion of the bids submitted.

General Information/Right to Reject:

This RFQ does not commit the Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to accept or reject any or all proposals received as a result of this request, if it is in the best interest of the Michigan Works! Association. The Association may require the offerors selected to participate in negotiations and to submit such cost, technical, or other revisions of their proposals as a result of negotiations. The Association is not liable for any costs incurred by the bidder prior to the signing of a contract and/or written authorization from the Association to proceed with the service.

The Michigan Works! Association encourages small businesses, minority-owned firms and women-owned business enterprises to submit a proposal, and to indicate as such on the cover sheet.

Administrative Requirements

The selected vendor must sign and return all contracts to Michigan Works! Association within ten

Equal Opportunity Employer/Trainer. Auxiliary aids available upon request to individuals with disabilities.

(10) days of receipt of the contract.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

Disclaimer

Michigan Works! Association assumes no responsibility or liability for costs incurred by the proposer prior to the effective date of any contract resulting from this RFQ. The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

Notification of Addition to Pre-Qualified Trainers List and Training Need Outreach

Bids will be reviewed with notification of acceptance or refusal to the BSP pre-qualified trainer list within four weeks of submission. To the extent possible, outreach for scheduling of BSP trainers will occur at least 8 weeks before the start of a BSP cohort in order to give potential trainers on this list adequate warning and opportunity to accept.

EVALUATION

Bid Evaluation Criteria

All submissions will be reviewed and rated by a Michigan Works! Association review team. Incomplete submissions or submissions that fail to follow the submission guidelines will not be considered for review.

Submissions may be judged non-responsive and removed from further consideration if any of the following occur:

1. The submission is not received timely in accordance with the terms of this RFQ.
2. The submission does not follow the specified format.
3. The submission is not adequate to form a judgment by the reviewers.

Bid should follow the structure outlined in SECTION II – QUALIFICATIONS / COMPONENTS.

Two-Stage Rating Criteria:

Stage 1: Request for Qualifications Response

25 Training Delivery/Public Speaking Experience - Experience with training/public speaking; specific topics delivered; style/philosophy presented; related professional development.

40 Subject Matter Expertise and Practical Experience – Knowledge of and experience in workforce development, economic development and education/training in Michigan; knowledge of Michigan's statewide, regional and local assets and partners; experience delivering services and explaining government resources to business; related professional development

10 Previous experience training or speaking (conferences, etc.) for the Michigan Works! Association or the Michigan Works! Network – Experience, quality, and survey feedback from previous sessions will be reviewed and included in score.

Stage 2: Train-the-Trainer Session

Those who have achieved a score of at least 55 out of 75 in their submission will be invited to attend a train-the-trainer session, during which they will learn to teach the curriculum and be scored on delivering key sections of material.

10 Grasp of BSP Material through Discussion – Trainees will be evaluated based on their grasp of the material in train-the-trainer group discussion.

15 Delivery of Material and Approach – Trainees will be evaluated based on their content delivery of sections of the BSP curriculum; style and comfortability of delivery; leading of group discussion.

100 Points Total*

*A total of at least 75 points is required to be placed on the bidder list. Applicants will be ranked by score, which will determine the order in which trainers will be contacted for detailed bids.

SECTION I – COVER PAGE

Michigan Works! Association

**Pre-Qualified Trainers List – Business Solutions Professional Training and Certification Program
2018-2020 Trainings**

Applicant Organization/Name		Federal ID Number/ SSN
Street Address		
City	State	Zip Code
Printed Name		Title of Applicant Trainer
Telephone Number		Fax Number
E-mail Address		Web site
Small Business	Female -Owned	Minority-Owned
Certification		
I certify that:		
a) I have been authorized to submit and sign this bid on behalf of the submitting organization, or myself;		
b) the information provided in this document about my skills and experience are accurate;		
c) my organization, or myself, will implement the services in compliance with the stipulations and guidelines set forth by Michigan Works! Association; and,		
d) if on behalf of a company, the organization that I represent is an equal opportunity employer/provider.		
_____		_____
Authorized Signature		Date

SECTION II – QUALIFICATIONS / COMPONENTS

Complete the following information and submit electronically (or by mail) with the signed Cover Page (**Section I**). Complete responses are required for each section. Note that all content and materials will be provided by the Association. Services are for delivery of existing curriculum only.

All submissions must include the following:

A. Brief Trainer Background/Biography

Include a biography for the trainer, as well as brief professional history.

B. Training/Public Speaking Experience and Approach

Include a description of any professional training or public speaking experience, including:

- Specific topics for which you have provided training and/or public speaking including audience size;
- Evaluation of your style and approach as a trainer/public speaker;
- Any professional development you have received in the fields of training and/or public speaking skills.

C. Subject Matter Expertise and Practical Experience

Please include a description of your subject matter expertise and practical application of the following areas:

- Workforce development, economic development and education programming, assets and resources available in Michigan.
- Delivery of business solutions through the BSP Philosophy, including experience with individual employers and/or employer collaboratives/councils.
- Explaining government or training/education programs to a business audience.
- Any relevant, ongoing professional development in the above areas.

D. Previous Experience Working for the Michigan Works! Association

Please list any previous experience training for the Association through classroom trainings, webinars, Annual Conference workshops, etc.

E. References

Please attach contact information, including names, organization, emails, and phone numbers, for three (3) references, as described below, that can verify your experience.

- One internal leader in your organization
- One peer or leader from outside your domain (workforce development, economic development, education)
- One business contact to whom you have provided services/solutions

SECTION III - TERMS

If selected, the applicant hereby certifies and assures that it will fully comply with the following terms and federal regulations (if applicable to your organization):

Certification and Other Terms/Conditions

- The signing individual certifies that he/she is authorized to contract on behalf of the organization or individual offering this submission.
- When delivering services under an approved contract, the contractor shall work under the broad supervision of assigned Michigan Works! Association staff.
- The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a response.
- The signing individual certifies that he/she has read and understands all of the information in this Request for Qualifications.
- The signing individual certifies that his/her organization, and/or individual trainers/consultants, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
- The Michigan Works! Association reserves the right to negotiate a best and final offer with bidders selected from the resulting prequalified bidders list for individual BSP cohorts.
- Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the bid budget or approved travel costs. Generally, Michigan Works! Association will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
- All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
- All BSP materials used, accessed, distributed and created previous to, throughout, and following any contracts awarded will remain the property of the Michigan Works! Association and cannot be used in whole, or in part, without the express permission of the Association.
- Any contract awarded under this RFQ shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.

Signature _____

Date _____

(Signed certification/conditions to be returned with the submission)

ATTACHMET A – KEY BSP CURRICULUM ELEMENTS

If selected, the applicant hereby certifies and assures that it will fully comply with the following terms and federal regulations (if applicable to your organization):

Key Tenants of the BSP Philosophy

- Demand-driven. Business-focused.
- Education and workforce development *are* economic development.
- Understanding business demand better informs our network for the sake of developing and employing Michigan job seekers.
- BSP Mantra: “Let no encounter with a business go to waste.”

The 5 Elements of the BSP Approach

- **Asset Knowledge:** Knowing what assets your organization can provide to businesses and what assets can be provided by your partners.
- **Business Relationships:** Creating and maintaining productive business relationships with your customers, and becoming a valued resource to those you serve.
- **Networks:** Developing and maintaining a strong partner network with an adaptive and responsive approach to businesses.
- **Partnerships:** Formulating strong partnerships to provide comprehensive, coordinated solutions that build on the strengths of each organization.
- **Structured Process:** Using a structured, consistent process in your interactions with employers to ensure successful identification challenges and opportunities, and solution of your business customer’s pain points.

The BSP Structured Process

- Entry
- Fact Finding
- Solutions Design
- Implementation
- Follow-up

Training Delivery Methods:

- Cohort model to ensures great partnership and networking building
- Course lecture on the philosophy and current methods/topics of relevance
- Group discussion and projects to promote understanding and best-practice sharing.
- Subject matter expert presentations and panels for up-to-date asset information.
- Significant asset mapping of current resources in workforce development, economic development and education.
- Case studies and role-playing exercises for practical application of the philosophy and structured process.

Examples of Topics Covered:

- Identification of assets, including training and placement programs, funds, etc.
- Addressing talent gaps and other business challenges
- Investigating and identifying the root of problems
- Asking the right questions and listening for key words to indicate referral opportunities
- Interaction between economic development, workforce development, education in delivering solutions
- Talent recruitment and training proposals
- Business solutions tools and resources
- Building a strong partner network

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