

September 9, 2009

**Subject: CURRICULUM DEVELOPMENT OPPORTUNITY:
EMPLOYABILITY SKILLS TRAINING CURRICULUM
DEVELOPMENT AND TRAIN THE TRAINER
SESSIONS
Notification of Request for Quote Availability**

Dear Potential Offeror:

The Barry/Branch/Calhoun Workforce Development Board is in the process of procuring quotes for Employability Skills Training Curriculum Development and Train the Trainer Sessions to serve Michigan Works! customers in Barry, Branch, and Calhoun counties. The quoting process will be accomplished via a Request for Quote (RFQ) process. The following RFQ packages will be issued:

1. The Barry/Branch/Calhoun Workforce Development Board will fund one (1) offeror to for the following: ***Employability Skills Training Curriculum Development and Train the Trainer Sessions***. Michigan Works!-Calhoun ISD is required to offer Employability Skills Training which align with the 12 Employability Skills Standards, as outlined by the Council for Labor & Economic Growth (CLEG) as described in the RFQ. The format of the training is negotiable, as long as it aligns with the outlined standards, and includes elements which are behaviorally based, interactive and provide opportunities for role-playing “real-life” scenarios. Briefly, the services to be provided within the scope of the RFQ are curriculum development, no less than two train-the-trainer sessions in order to train Michigan Works! staff who will deliver curriculum content to their customers, timelines for curriculum availability and training, and a detailed line-item budget. Any materials associated with the final curriculum developed as a result of the contract awarded through the Request for Quote will be the property of Michigan Works!-Calhoun ISD.

In order to secure bids for the development of this curriculum and training, "Request for Quote" packages have been developed and will be available beginning on September 11, 2009. The Request for Quote (RFQ) packages will detail the guidelines and procedures for submitting quotes. If your agency is interested in submitting a quote for this service, please request the RFQ Package by either e-mail (rigelmak@calhounisd.org), by Fax ((269)-781-8792) or by telephone (Kristi Rigelman – (269)-789-2488). If you request an electronic version, we will e-mail the RFQ to an e-mail address that you provide when requesting the RFQ.

Inquiries concerning this Request for Quote should be directed to Kristi Rigelman at rigelmak@calhounisd.org or by telephone at (269) 789-2488 by October 9, 2009. The completed proposals are due at the Calhoun ISD by 12:00 Noon on October 16, 2009. Quotes submitted after the established deadline will not be accepted.

Information and/or the RFQ package are available in large type or on tape, upon your request to the Michigan Works! – Calhoun ISD Workforce Development Team at (269-789-2488) or the Michigan Relay Service at 1-800-649-3777 (voice or TTY) within three days of receipt of this letter.

Your interest in participating in the RFQ process is certainly appreciated.

Sincerely,

M.J. Bruns
Workforce Development Director
Michigan Works!-CISD

cc: Lynne Haley, Chair, Workforce Development Board
Terance Lunger, Superintendent, Calhoun Intermediate School District