



REQUEST FOR QUOTE
For Employability Skills Training Curriculum Development
And Train the Trainer Sessions

INQUIRIES AND QUOTES SHOULD BE DIRECTED TO:

Kristi Rigelman, Planning Manager
Michigan Works!-Calhoun ISD
17111 G Drive North
Marshall, MI 49068
Phone: 269-789-2488 or
269-789-2451

*THE CISD MICHIGAN WORKS! WORKFORCE DEVELOPMENT PROGRAM IS AN EQUAL OPPORTUNITY
EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE TO INDIVIDUALS WITH
DISABILITIES UPON REQUEST. MICHIGAN RELAY CENTER (800) 649-3777*

A. Purpose

This Request for Quote is for the purpose of entering into a contractual agreement with a developer of curriculum for an Employability Skills curriculum and Train-the-Trainer sessions for the curriculum developed in order for Michigan Works!-Calhoun ISD sub-contract staff to be trained to deliver the Employability Skills training component.

B. Instructions on Quote Submission

1. Closing Submission Date

Quotes must be submitted by **no later than 12:00 p.m., noon, on October 16, 2009.**

2. Inquiries

Inquiries concerning this Request for Quote should be directed to Kristi Rigelman at rigelmak@calhounisd.org or by phone at 269-789-2488 by October 9, 2009.

3. Conditions of Quote

All costs incurred in the preparation of a quote responding to this Request for Quote will be the responsibility of the offeror and will not be reimbursed by Michigan Works!-Calhoun ISD.

4. Instructions for Submitting Quotes

Please submit three (3) copies of the quote in a sealed envelope marked:

Request for Quote

ATTENTION: Kristi Rigelman,
Planning Manager
Michigan Works!-Calhoun ISD
17111 G Drive North
Marshall, MI 49068

Late quotes will not be considered

5. Right to Reject

Michigan Works!-Calhoun ISD reserves the right to reject any and all quotes received in response to this Request for Quote in the event funding becomes unavailable or other unforeseeable circumstances occur.

6. Notification of Award

It is expected that a decision selecting the successful quote will be made within one (1) week of the closing date of the receipt of quotes, i.e. by October 23, 2009. Upon conclusion of final negotiations with the successful offeror, all offerors submitting proposals in response to this Request for Quote will be informed, in writing, of the decision.

C. Quote Specifications

Background:

Based on recommendations from the Council for Labor & Economic Growth (CLEG), the State of Michigan is adopting policy which requires Michigan Works! Agencies to make Employability Skills curriculum available to our customers. ***Requirements for the Employability Skills Training are outlined below.***

A key component of CLEG's recommendation . . . was the establishment of standards for Employability Skills Training. Employability skills are transferable core skills, often referred to as "soft skills," which represent essential functional and enabling knowledge and attitudes required in today's workplace. They include skills such as communicating effectively, teamwork, computer literacy, and critical thinking. Such skills are consistently considered during the hiring process.

Michigan Works!-Calhoun ISD is required to offer Employability Skills Training which align with the 12 Employability Skills Standards outlined below. 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.

Responses to this Request for Quote must include the following:

- Detailed curriculum which includes elements which are behaviorally-based, interactive, provide opportunities for role-playing "real-life" scenarios, and include the 12 curriculum standards outlined below;
- At least two train-the-trainer sessions in order to train the Michigan Works! contract staff who will deliver curriculum content to their customers which will be delivered locally (within Barry, Branch, and Calhoun Counties), including training outline and details;
- Timelines for curriculum availability and training; and
- A detailed line item budget.

Individuals who complete employability skills training that comply with this Michigan Works! Agency and State standards will receive a completion of training certificate in addition to the MI NCRC. **The proposed curriculum design must incorporate all 12 of the standards outlined below, be approved by the Michigan Works!-Calhoun ISD and the Department of Energy, Labor, & Economic Growth's Bureau of Workforce Transformation (DELEG/BWT) in order to meet the contractual obligation born of this Request for Quote.**

EMPLOYABILITY SKILL STANDARDS:

Critical Thinking/Problem Solving

- ✓ Know who to ask or where to go to solve workplace problems.
- ✓ Follow step by step written instructions.

Oral Communication

- ✓ Know how to communicate appropriately with supervisors and coworkers.
- ✓ Use appropriate language and terminology for the workplace.
- ✓ Articulate thoughts and ideas clearly and effectively.

Written Communication

- ✓ Read and process workplace information.
- ✓ Write basic notes, memos, letters, and reports clearly and effectively.

Teamwork/Collaboration

- ✓ Build collaborative relationships with colleagues and customers.
- ✓ Be able to work with diverse teams.
- ✓ Take personal responsibility for influencing and accomplishing group goals.

Managing Conflict/Negotiation Skills

- ✓ Demonstrate objectivity in assessing other viewpoints by considering all sides of an issue.
- ✓ Show respectful behavior during workplace conflicts.
- ✓ Know how to compromise with others.

Information Technology Applications

- ✓ Demonstrate the use of the Internet as an electronic research tool.
- ✓ Select and use appropriate technology to accomplish a given task (printers, copiers, scanners).

Professionalism/Work Ethic

- ✓ Demonstrate personal accountability, effective work habits, e.g. punctuality, working productively with others, appropriate hygiene and dress, and time and workload management.
- ✓ Demonstrate health and safety practices and drug-free behavior in workplace setting.
- ✓ Obtain a reliable transportation option.

Diversity

- ✓ Learn from and work with individuals from diverse cultures, races, gender, religions, lifestyles, and viewpoints.

Creativity/Innovation

- ✓ Look for continuous improvement in the workplace.
- ✓ Communicate new ideas to others.
- ✓ Integrate knowledge across different disciplines.

Lifelong Learning/Self Direction

- ✓ Be prepared to continuously acquire new knowledge and skills.
- ✓ Know where and how to learn new job skills.
- ✓ Be able to learn from one's mistakes.
- ✓ Take initiative in the workplace.

Ethics/Social Responsibility

- ✓ Demonstrate integrity and ethical behavior.
- ✓ Act responsibly with the interests of the larger community in mind.
- ✓ Possess awareness of the importance of workplace policies and procedures.

Customer Service

- ✓ Provide for customers needs and expectations in a helpful and courteous manner.
- ✓ Demonstrate customer service skills in an appropriate setting by listening, suggesting solutions, and communicating the ideas at hand.

In addition to the above curriculum components, the quote should include train-the-trainer sessions for Michigan Works!-Calhoun ISD sub-contract staff who will be delivering curriculum content to Michigan Works! customers throughout Barry, Branch and Calhoun Counties. **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**

D. Delivery Schedule

Michigan Works!-Calhoun ISD must view the proposed curriculum/training plan prior to signing an agreement with successful offeror. The final curriculum is required to be approved by Michigan Works!-Calhoun ISD and DELEG/BWT. Any changes that must be made in order to comply with state guidelines will be the responsibility of the offeror and must be made in order to fulfill contractual obligations. If the offeror fails to make delivery of its products within the time schedule specified herein, Michigan Works!-Calhoun ISD may, by written notice of default to the offeror, terminate the whole or any part of the contract.

E. Payment

Upon determination of the successful offeror, Michigan Works!-Calhoun ISD will negotiate the terms of a reimbursement contract.

F. Nonresponsive Quotes

Quotes may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The quote is not received in a timely manner, in accordance with the terms of this RFQ.
2. The quote does not follow the specified format, i.e. three copies in a sealed envelope addressed to the Planning Manager.
3. The quote is not adequate to form a judgment by the reviewers.

G. Review Process

Michigan Works!-Calhoun ISD reserves the right to make an award without further discussion of the proposals submitted.

Michigan Works!-Calhoun ISD will award the contract to the offeror with the highest total points.

Points will be awarded for the following:

<u>Criteria</u>	<u>Point Range</u>
1. Curriculum content (Does the content meet requirements outlined?)	0-40
2. Train-the-trainer sessions (Including training outlines)	0-20
3. Timelines for curriculum availability and training	0-10
4. Detailed line item budget	0-30
Total possible points:	100

H. Equal Opportunity

Michigan Works!-Calhoun ISD assures and requires that all recipients of financial assistance assure the equitable treatment of all persons in the opportunity for employment as well as their access to, and receipt of, program services without discrimination based upon race, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliations or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity. This policy will affect all employment and training practices including, but not limited to: recruitment, hiring, transfer, promotions, training, compensation, benefits, layoffs, placements, and participation in all Michigan Works!-Calhoun ISD sponsored activities. All personnel will actively promote equal employment opportunity within their respective organizational units. This policy extends to the active recruitment of female and minority-owned in the delivery of services related to employment and training.

In addition, to the above, Michigan Works!-Calhoun ISD requires all agencies to operate within acceptable Equal Opportunity Policy, no less stringent than that of Michigan Works!-Calhoun ISD, to ensure against the discrimination of administrators, staff, and participants.