



workforce
SOUTHWEST WASHINGTON

REQUEST FOR PROPOSALS

Workforce Southwest Washington Staff Development & Training

WSW FALL STAFF RETREAT(S): COMMUNICATIONS SKILL-BUILDING

Release Date:

August 16, 2016

Due Date:

Friday, September 2, 2016

4:00 p.m. (Pacific Time)

Any proposals received after that time will not be accepted.

Proposed Contract Period:

October 1, 2016 – October 31, 2016

Staff Retreat Dates (Full Days):

Friday, October 7, 2016

Friday, October 21, 2016

Location of Staff Trainings:

Vancouver, WA

WSW is an equal opportunity employer and provider of employment and training programs.

Auxiliary aids and services are available upon request to persons with disabilities.

Serving businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties.



WSW ORGANIZATIONAL OVERVIEW

WSW functions as the convener of workforce development services in Clark, Cowlitz and Wahkiakum counties in Southwest Washington State. The local workforce development system is shaped by federal and state legislation, county commissioners, its Board of Directors, and local system service providers. This workforce network encompasses local industries, two WorkSource centers, two community colleges, WSU Vancouver, and a full complement of community-based organizations. Central to the creation of this system is compliance with the federal mandates of the Workforce Innovation and Opportunity Act (WIOA), which requires that workforce training and employer service activities be accomplished with the smooth integration of collaborative efforts among mandated partners in the WorkSource (one-stop) centers and maximized community outreach.

PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

Workforce Southwest Washington is seeking a skilled facilitator to provide up to two (2) eight-hour communication skill-building training sessions for up to 15 total staff members in a staff retreat setting during the month of October; specifically, October 7th and October 21st. Each retreat will take place in Vancouver, WA. The selected candidate will use this retreat time with WSW staff to provide concentrated interpersonal communications coaching and training, including instructive and interactive exercises, to successfully establish universal tools used in effective internal and external agency communications. At training completion, attendees should be able to quickly and routinely employ new strategies for effective communication with colleagues and community partners.

At the sole discretion of WSW, the selected facilitator may be granted the option of providing additional paid individualized training/coaching sessions for select staff members at a separate time and place apart from the contracted staff retreat trainings in October.

GOAL OF THE STAFF TRAINING

Given the nature and vital work of our organization, the ability to initiate, facilitate and maintain positive and integrated relationships among staff members and within our community networks is essential. Accordingly, the primary goal of this staff training will be to improve interpersonal and relational communication skills . . .

WITH *each other* FOR *increased productivity and enhanced work environment*

WITH *current subrecipients and contractors* FOR *performance and sustained partnership*

WITH *the WSW Board of Directors* FOR *clear accountability and productive relationships*

WITH *community organizations and government* FOR *sustaining and enlarging our regional impact*

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MEASURABLE OUTCOMES OF THE STAFF TRAINING

At the conclusion of the staff retreat(s), measurable outcomes of the communication skill training should result in:

- Reduced instances of staff conflict
- Earlier evidence of subrecipient and subcontractor performance and over-performance
- Accomplishment, within this fiscal year, of integrated service delivery among our partners
- Creation of new programs and community partnerships
- Successful grant applications as a result of enhanced community relationships
- Increased board member engagement in staff-led committees

SUBMISSION, REQUIREMENTS, EVALUATION, AND SELECTION OF PROPOSAL

1. RFP INQUIRIES, QUESTIONS, AND ANSWERS

The primary mode of communication between WSW and potential bidders will occur on the WSW website: www.workforcesw.org. Beginning August 16, 2016, interested parties may download the Request for Proposals from the website. Any and all questions must be submitted via email to info@workforcesw.org. It is the bidder's responsibility to check the web page frequently to stay connected and to read questions and answers submitted by bidders.

Questions will not be answered over the phone, by email, or in person. Questions received after August 26th at 5:00 p.m. will not be answered.

2. PROPOSAL REQUIREMENTS

Each proposal must contain the following:

- Cover sheet with the proposer's name, the name of the proposer's company (if applicable), and all pertinent proposer contact information including business address, daytime phone number, email address, and company website if one exists
- Completed proposal checklist (see **Attachment A**)
- Proposal summary (narrative)
- Summary of demonstrated experience and past performance (narrative)
- Budget worksheet detailing the costs per hour for the training, and a total expected cost for two full days of training
- Narrative of training curriculum and activities
- Summary of expected outcomes (narrative)
- Letters of reference from previous clients receiving similar training (minimum of three)



3. PROPOSAL REVIEW AND EVALUATION PROCESS

Proposals will be screened for compliance with the specifications of this RFP through the following three-phase process:

Phase I: WSW staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to required criteria. The following minimum criteria will be used to determine which proposals will continue on to **Phase II:**

- The Bidder has established experience providing training in communication skills;
- The Bidder has included all requested information and documentation in the application package; and
- The proposal is submitted in accordance with the requirements of the RFP.

Phase II: Proposals meeting the minimum criteria as stated above will be reviewed and ranked based on evaluation criteria outlined in the **Proposal Evaluation Criterion** below. These rankings will be used as a guide for discussion and determination of recommendations. Note: **WSW retains the right to request additional information or request oral presentations from bidders.** If no response adequately addresses the outcomes requested, the review committee may recommend that no award be made.

Phase III: The recommendation of the review committee will be presented to the WSW Chief Executive Officer for final approval. Any contract award will be considered provisional, pending receipt of any additional documentation regarding qualifications and/or any other areas of concern and the successful completion of contract negotiations.

4. PROPOSAL EVALUATION CRITERION

WSW staff will assess each submitted proposal based on the following criterion:

1. Proposal Cover Sheet Form	Pass/Fail
2. Proposal Checklist	Pass/Fail
3. Baseline Requirements	Pass/Fail
4. Proposal Summary	10 Points
5. Summary of Demonstrated Experience and Past Performance	20 Points
6. Training Costs (Hourly and Total Costs for Both Sessions)	10 Points
7. Narrative of Training Curriculum & Activities	40 Points
8. Summary of Expected Outcomes	20 Points
9. Letters of Reference (Minimum of Three)	Pass/Fail

TOTAL POSSIBLE POINTS	100
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The maximum number of points available is 100. Sections 1 – 3 and 9 will be evaluated on a pass/fail basis. Points will be awarded for responses to Sections 4 – 8. These sections ask the proposer what they will do, how they will do it, how much it will cost, and what qualifies them to successfully carry out the proposal.

All sections must be completed. Failure to complete all of the sections to the satisfaction of WSW will eliminate the proposer from the competition.

RFP RESPONSE INSTRUCTIONS

SUBMISSION REQUIREMENTS

All proposals must be received by WSW by 4:00 p.m. Pacific Daylight Savings Time on **Friday, September 2, 2016**. Proposals not received by this time will be automatically disqualified from competition. *Please electronically submit all application materials to info@workforcesw.org.*

Electronic submissions must include all of the following:

- Include all of the required forms, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition.
- All proposals must be submitted in accordance with the terms, conditions and procedures stated in the RFP.
- Any submitted proposal shall remain a valid proposal for **one year** after the closing date of the RFP.

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ATTACHMENT A

PROPOSAL CHECKLIST

- Cover sheet with the proposer's name, the name of the proposer's company (if applicable), and all pertinent proposer contact information including business address, daytime phone number, email address, and company website if one exists
- Proposal checklist (proposal must include this completed **Attachment A**)
- Proposal summary (narrative)
- Summary of demonstrated experience and pass performance (narrative)
- Budget worksheet detailing the costs per hour for the training, and a total expected cost for two full days (up to 8 hours each day) of training should the contract be granted to the proposer
- Narrative of training curriculum and activities
- Summary of expected outcomes (narrative)
- Three (3) letters of reference from previous clients receiving similar training (minimum of three, preferably not more than five)

I hereby certify that I, _____,

(Print name and title)

submit this proposal on behalf of _____

(Name of company)

to Workforce Southwest Washington in its entirety, including any unintended

errors and/or omissions that may be contained herein.

Signature: _____ Date: _____