



Apprenticeship Guidebook Development

Request for Qualifications

Workforce Southwest Washington

I. INTRODUCTION

Workforce Southwest Washington (WSW), a Washington State 501 (c) (3) nonprofit corporation founded in 2002, is responsible for the administration of approximately \$10 million annually to fund programs that provide training and education, job search, career exploration and job placement services for businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties in Washington State. WSW provides oversight of the region's public workforce development system to ensure the highest quality employment and training services for businesses and job seekers.

II. SERVICES REQUESTED

WSW is seeking quotes from organizations able to assist WSW in developing an online and PDF Apprenticeship Guidebook. This guidebook should be designed to answer two questions: Where can I find an Apprenticeship that serves Southwest Washington (in Clark, Cowlitz, Wahkiakum, Multnomah, Washington, and Clackamas counties)? and How can I start an Apprenticeship or Pre-Apprenticeship program at my business in Washington state?

This guidebook will exist on CareersNW.org and in the hands of Career Counselors, CTE Directors, Teachers, and service providers that serve job seekers. Job seekers should be able to easily access information about how to apply for, enroll in, and reach out to Apprenticeship programs.

Guidebook should include outlines of apprenticeship programs that serve businesses and partners in Construction, Manufacturing, Technology, Healthcare, and Transportation. If there are other major apprenticeship programs in Food Service, Hospitality, Retail, or other industries that serve Southwest Washington, those should be included as well.

WSW will support Bidder by providing preliminary research done by WSW regarding Apprenticeship programs and the Apprenticeship creation process. Bidder will handle all aspects of researching the current Apprenticeship programs, compiling research, and the design of the guidebook.

Graphic Design and web page design experiences is necessary in order to successfully complete this guidebook.

Preference will be given to organizations that are able to both conduct the necessary research and have graphic and web design experience. Contract will begin June 2019 and end July 30, 2019.

III. SUBMISSION REQUIREMENTS

All quotes must be received by WSW by **5 p.m. Pacific Time on Friday, May 10, 2019**. Quotes received after this time will not be accepted.

Submissions must be emailed to mboles@workforcesw.org with "Apprenticeship Guidebook" in the subject line.

The budget for this project is \$10,000.00. Funding amounts are subject to change due to funds availability or

through the contract negotiation process. Quotes should include a proposed payment schedule and hourly rates for proposed services.

WSW reserves the right to request additional data or oral discussion or documentation in support of written offers. Selected bidders may be invited to present their proposal. No costs will be paid to cover the expense of preparing a quote, making a presentation, or procuring a contract for service or supplies.

This RFQ does not commit WSW to award a contract. WSW reserves the right to accept or reject any or all quotes received. Quotes may be kept on file in case future funding becomes available.

RESPONSE PACKAGE

Send the following completed sections

Section 1: Proposer Information

Date Submitted:		Contact Name:	
Respondent Agency:		Email:	
Address:		Telephone:	
		Fax:	
FEIN:		WA UBI:	

Section 2: Brief Description of Organization *(one-page max):*

Section 3: Proposed Design of Apprenticeship Guidebook

Please address in two (2) pages your experience in the following areas:

1. Graphic Design
2. Development of guidebooks or other similar documents
3. Research regarding community programs
4. Additional information proposer would like to add that may benefit WSW

Section 4: Budget

Itemized budget detail for each function listed above.

Section 5: References

List names and contact information (email and telephone) of the three to five most relevant contacts. These contacts will be used as references and by submitting them, you authorize WSW or its agents to contact these individuals and discuss your work.

Workforce Southwest Washington is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711.

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