



Columbus - Franklin County

Request For Quote (RFQ) Training & Facilitation Services

NOTICE: Central Ohio Workforce Investment Corporation/OhioMeans Jobs Columbus-Franklin County (COWIC/OMJ-CFC), is currently soliciting “Request for Quote”(RFQ) for Training and Facilitation Services. Qualifications include: experienced educators, trainer(s) and/or facilitator(s) for the purpose of “Workforce Development Training Instruction” for our organization. Quotes must be received no later than 12:00 noon, November 9, 2015. The RFQ is available on COWIC’s website at www.cowic.org, under “Contracts”, select “Program & Vendor Opportunities and select “Current Opportunities”. The website will be used as the primary mode of communication between COWIC and potential Vendors. Beginning October 9, 2015 interested parties can download the RFQ, and learn of upcoming events and deadlines.

The Central Ohio Workforce Investment Corporation (COWIC) is the administrative entity for OhioMeansJobs - Columbus Franklin County Job Center. Our mission is to meet the employment needs of businesses and job seekers to support economic development in Central Ohio. Through the OhioMeansJobs – Columbus-Franklin County Center, COWIC/OMJ-CFC addresses the needs of the community by working with employers and educators to remove employment barriers. It is our belief that we are creating a 21st century workforce by bringing the academic and business community together and engaging with them to create solutions. COWIC/OMJ-CFC works with more than 400 small, mid-size and large companies (including minority and female owned firms), assisting them with talent recruitment, hiring events, responding to layoffs and customized training programs.

COWIC is seeking qualified quotes from experienced educators, trainer(s) and/or facilitator(s) with knowledge and experience in workforce development training. The selected candidate(s) will serve as an independent contractor(s) and may facilitate COWIC Work Readiness curriculum(s) and/or workshops for adult, youth and dislocated job seekers. Topics may include:

- Resume How To’s
- Interviewing To Get the Job, how to keep it
- Financial Literacy / Money Management
- Teamwork & Collaboration
- Personal Development
- Entrepreneurial Training
- Basic Computer Skills
- Navigating Online Applications / Employment Websites

All workshops use a standardized curriculum, provided by COWIC. At the request of COWIC trainer(s) and/or facilitator(s) may be requested to develop customized workshops and/or curriculum. The contract will be awarded on a, fee for service basis with a six month term. Contracts are subject to funding availability and performance.

QUALIFICATIONS: COWIC will require the trainer and/or facilitator to have the following qualifications:

- Five (5) or more years of related experience.
- Bachelor’s degree required, Master’s degree preferred.



Columbus -
Franklin County

- Excellent presentation and facilitation skills.
- Experience working with diverse populations to include: adults, youth, dislocated workers, reentry and individuals with disabilities.
- Knowledge and experience with Microsoft office programs for basic office operations.
- Extensive experience working with job readiness content delivery in a training or teaching capacity.
- Skills and availability to draft course curriculum and progress measurement tools.
- Availability to instruct individuals on a variety of soft and hard skill(s) material on an as needed basis.
- Must be willing to travel.

RFQ SCHEDULE:

- October 9, 2015 – Release RFQ.
- October 9, 2015 – Start Q &A questions.
- October 16, 2015 - Last day to submit questions.
- November 9, 2015 – Quotes due to COWIC, 1111 E. Broad Street, Suite 201, Columbus, Ohio 43205, by 12:00 NOON.
- November 16 - 27, 2015 – Presentations if necessary.
- November 30, 2016 – Contract Start Date.

**COWIC reserves the right to modify this schedule.*

SUBMITTAL REQUIREMENTS: Responses to this RFQ must include the following information:

- A cover letter indicating the individual's qualifications to perform these services. Please be sure to provide hours/days of availability (include evening hours if available).
- A summary of experience, resume and workforce development experience and/or certification.
- A description of the individuals experience in Microsoft office.
- Three (3) professional references for like positions held (name, position, dates, email, phone, address).
- Attachment A: Quote for Services.
- Hand delivered quotes are due by November 9th, 2015 to COWIC, 1111 E. Broad Street, Suite 201, Columbus, Ohio 43205, by 12:00 NOON.

PROPRIETARY PROPOSAL MATERIAL: Any proprietary information revealed in the quote should, therefore, be clearly identified as such.

SIGNATURES: RFQ must be signed by the proposed trainer/ facilitator.

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Bid Completeness
- Experience of similar work
- Licenses or certificates qualifying background and experience
- Overall quality of statement of qualifications



Columbus -
Franklin County

- Cost and sustainability
- COWIC may select a limited number of candidates for telephone, face to face interviews, presentations before the selection committee.

QUESTIONS: Questions regarding this RFQ may be directed to Carma Lacy via email at clacy@cowic.org. Unauthorized contact regarding this RFQ with other COWIC employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on COWIC. Any questions will be answered via email and will be submitted to all respondents. It is the responsibility of the individual to check their emails for any amendments or Q & A's to this RFQ. All questions and answers related to this RFQ will be posted on COWIC's website.

REJECTION OF SUBMITTALS: COWIC reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate COWIC to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate COWIC to accept or contract for any expressed or implied services.

EQUAL OPPORTUNITY EMPLOYMENT: The successful trainer and/or facilitator must comply with COWIC's equal opportunity requirements. COWIC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

TITLE VI: It is COWIC's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the trainer(s) and/or facilitator(s) ultimately awarded the RFQ shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. Please note, RFQ respondents may be subject to background check(s), drug screening(s), federal, state and local debarment inquires, etc.



Columbus -
Franklin County

Attachment A.

Quote for Services

Workshop facilitator Quote for Service: \$_____ per hour.

Workshop / Curriculum development Quote for Service: \$_____ per hour.

The contracted rate will be billable for training, preparation time, instructional time with participants.