



Questions & Answers

RFP for Development of a Training Curriculum & Training Services

(Issued on April 18, 2018)

The following questions were received during the Pre-Proposal Conference on April 24, 2018 and during the Q&A period of April 24-27, 2018. The responses are noted below. Thank you for your interest and participation in the solicitation for the Development of a Training Curriculum and Training Services.

Question #1: As a clarification, is WFSCB seeking a supplemental curriculum to the current Job Ready Workforce Certification Program Curriculum or do you need a new curriculum?

Response: *WFSCB is seeking a vendor to refresh/update the current Career Ready Workforce Certification Program Curriculum and work with our facilitators to apply the new standards to learning the essential work readiness topics.*

Question #2: Can you give us a brief overview of the current job ready curriculum and how the curriculum is delivered?

Response: *For the last seven years, WFSCB has managed and operated one of the most important and premier components of our service delivery, the Career Ready Workforce Certification Program. In partnership with the local community colleges, WFSCB has been able to offer customers program certification. Customers attending this program gain a deep understanding and appreciation of what it takes to compete and survive in today's job market, as well as the pursuit of a career. The partnership with the local community colleges has provided Continuing Education Units (CEUs), a college transcript and alumni membership for all customers who complete the program. Since its inception in 2011, the Career Ready Skills Program has had the following results: 2,782 customers served; 142 classes; and 6,318 CEUs earned.*

The Career Ready Workforce Certification Program has been widely recognized, receiving State and National Awards for meeting the top demand of employers for a soft skills curriculum that would meet the critical needs of their business. The program has experienced an estimated 98% success rate.

Question #3: Who administers the current Job Ready Workforce Certification Curriculum?

Response: *WFSCB provides Job Ready Workforce Certification Program workshops region wide. The workshops are facilitated by a very dynamic and experienced individual. The facilitator applies the lessons and techniques for motivating and challenging people.*

- Question #4: What are your expectations in terms of the number of workshops required and “Train the Trainer” training session?
Response: WFSCB expectations are that a couple of workshops will be offered with the “Train the Trainer” session to follow. The curriculum must be developed with individual workshop modules approximately 45 minutes to an hour.
- Question #5: In recommending topics related to employability and essential skills, the RFP states that these topics be supported based on empirical evidence. What does this mean?
Response: WFSCB expects that the recommended topics be supported by the actual application and observation of learned experiences documented through testing or experimentation. This requirement can be supported by providing specific documented examples of past or current related experiences that achieved and documented the stated results/outcomes.
- Question #6: Under what circumstances would you choose more than one training provider to provide these services and training?
Response: On occasion, there may be some instances where more than one proposer may specialize in one or more areas. In this case, WFSCB may consider contracting with more than one proposer.
- Question #7: On pages 4 and 5 of the RFP, it states that the “...strategic curriculum training package include customer workbooks, power point presentations, and videos. Does WFSCB expect that all of these resources be provided?
Response: Yes.
- Question #8: Regarding the project timelines, does WFSCB expect the project to be completed in 4 months (by September 30, 2018)?
Response: Yes.
- Question #9: The Q&A period allows potential proposers to submit questions within a 4-day period. If we have any follow-up questions to the responses provided in the Q&A issued or thereafter, are we allowed to ask them?
Response: No. All questions must be submitted within the Q&A period. The Q&A will then be issued on April 30, 2018.
- Question #10: What is meant by the example of computer technology and career technology?
Response: Computer technology is basic word, excel. Customers need assistance navigating the basics to complete on line job applications, register in WorkInTexas, etc. Curriculum, which may include assessment tools, built around career exploration is especially targeted to the youth ages 16–24 to explore their best fit in the job market.
- Question #11: Who is the target audience or participants for train the trainer?
Response: Please refer to page 5 of the RFP. The designated Board professionals will attend the training in order to oversee the contractor to deliver the proposed training to job seekers. The contractor management needs to understand the material to oversee their own staff and the facilitator’s need to attend in order to deliver the training.
- Question #12: Can train the trainer be spread out over two days for two different groups?
Response: Yes, the train the trainer session(s) can be arranged based on content and audience to be effective which may require two sessions for two different groups. Also, refer to Response to Question #4.
- Question #13: Who finalizes the approval curriculum? What is the curriculum approval process?

Response: The Board professional staff will approve the final curriculum. The curriculum approval process will consist of a joint review of the curriculum between the Board and proposer. The review process may include an analysis of the curriculum and materials; a question/response session; and recommended edit/change improvements in the content. Recommendations from contractor management, facilitators, and other field staff may be taken into consideration for curriculum development for the concerned subject/material.

Question #14: What is the likelihood for the renewal or additional work after September 30, 2018? What will determine a renewal or additional work?

Response: The likelihood for renewal or additional work after September 30, 2018, will depend on need, availability of funds, and performance.

Question #15: Must e-learning be a part of the scope of work with video or digital media?

Response: E-learning is an avenue for job seekers to learn the material. It does not have to be a part of the scope of work but will enhance the product.

Question #16: What is your definition of delivered in digital media?

Response: Curriculum can be created, viewed, distributed, modified and preserved on digital electronics devices such as computer software, digital video, and websites, including social media.

Question #17: Are you seeking pre and post-test options for the training as a requirement?

Response: No for the Train the Trainer session. Yes for material developed for the job seeker audience, as appropriate.

Question #18: Do you have a budget in mind? If so, can you disclose a budget range?

Response: We have a budget in mind, but cannot disclose an amount or range. The requested service/materials are been solicited on a competitive basis. Therefore, cost is one factor in the evaluation of the proposals.