

REQUEST FOR QUALIFICATIONS

RFQ#19-RFQ-06-19



REQUEST FOR QUALIFICATIONS

DOL APPRENTICESHIP STANDARDS CONSULTING SERVICES

DATE: June 7, 2019

SUBMIT BIDS TO: Workforce Solutions Cameron
Hazel Quintero
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Brownsville, TX 78520
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SUBMISSION DATE: Qualifications must be received in our office by **3:00 p.m. (CST), June 21, 2019**. Quotes received after this date and time will not be considered. Responses may be submitted via mail, in person, or by email.

BACKGROUND

Workforce Solutions Cameron (WFSC) is a private, non-profit 501c3 corporation that provides policy planning, oversight and evaluation of a consolidated workforce development system in the Cameron County Texas Workforce Development Area. The programs services job seekers and employers and are provided through two one stop full services centers operated by a contractor, Southwest Key Workforce Development, LLC. The services offered through the one stop centers include the Workforce Innovation and Opportunity Act (Adult, Dislocated and Youth), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Act (TAA), Wagner-Peyser Act (ES), Child Care and other smaller state and or federally funded grants.

SERVICES REQUESTED

WFSC seeks to appoint a highly qualified consulting firm as a resource to develop all necessary paperwork and approvals from the Department of Labor (DOL) to qualify a new Plumbing program at Texas Southmost College as a non-union Registered Apprenticeship Program. The successful applicant shall meet or exceed the qualifications stated herein and should be readily accessible to authorized representatives of WFSC, and be exceptionally experienced in the area of apprenticeship development. The ideal candidate shall be committed to rendering sound advice with suitable objectivity and professional detachment. WFSC has set aside a total not to exceed \$5,000.00 for consultant services over a four-month period for a Texas Workforce Commission Apprenticeship III Grant.

SCOPE OF SERVICES

Basic services, for this RFQ, shall include consulting, guidance, and assistance services, including but not limited to the following:

- Act as the confidential advisor to the Board staff and Texas Southmost College officials regarding development of a RA Apprenticeship Program in Plumbing through the Department of Labor Office of Apprenticeship.
- Be responsible for the preparation and review of all documents related to the approval of a DOL RA Program in Plumbing and that program is set up in DOL RAPIDS.

- Coordinate with DOL Office of Apprenticeship to ensure all required paperwork, forms, and National Standards are complete and submitted.
- Ensure all related training instruction/curriculum is compliant with the Department of Labor Office of Apprenticeship.
- Ensure employer support to the Plumber's Apprenticeship Program by signed agreements.
- Engage and coordinate with Texas Workforce Commission Apprenticeship Program Workforce Development Division to ensure registry of a newly established Apprenticeship Program.
- Identify and recommend available funding from Texas Workforce Commission to support a new Plumbing Apprenticeship program.
- Develop evaluation process for apprentices as part of the National Standards.
- Communicate and coordinate with NCCER to ensure curriculum for Plumbers meets the requirements for the National Standards.
- Meet, communicate, and coordinate with Texas Southmost College and Workforce Solutions Cameron on a regular basis for the duration of the apprenticeship program startup.

SUMMARY OF DESIRED QUALIFICATIONS

Experience

Applicant should have direct experience as consultant in apprenticeship matters to a 501c3 entity or other governmental entity. Experience with administering apprenticeship programs under DOL authority is preferred. Applicant must have knowledge and experience working with Registered Apprenticeship Programs, experience in grant writing, and experience in participation with Advisory boards and /or training committees.

Accessibility

The applicant must commit to returning all calls from authorized officials either himself/herself or through a qualified back up within 24 hours of the call.

Billing

The applicant must commit to providing statements for services rendered on a monthly basis. Each statement must disclose, at a minimum, the date of the service, the subject matter reference for the service, a description of the service performed, and the consultant charge for that service/activity.

CONTRACT PERIOD of PERFORMANCE

Based on availability of funds, a contract will be negotiated with the successful bidder based on a cost reimbursement basis. The contract period will be for six months.

WFSC will adhere to the following timeline:

RFQ Response Due Date	June 19, 2019
Review and Selection	June 28, 2019
Contract Negotiation	July 3, 2019
Contract Approval	July 5, 2019

Applicants **MUST** submit the following:

1. Cover letter
2. Attachment – A. Detail of Qualifications

EVALUATION CRITERIA:

Apprenticeship Development Experience	45 points
Other Related Qualifications/ Experience	25 points
Cost Reasonableness	25 points
HUB	5 Points
Total Potential Points	100



Apprenticeship Consulting Services

Attachment A

Name	Address
Title	
Organization Name	Fax
Phone	Email
Discussion of Qualifications	
Apprenticeship Development Experience Discuss specific experience and capabilities relative to the development of Registered Apprenticeship Programs under DOL.	
Related Qualifications Discuss experience and other related qualifications that could impact the successful delivery of the requested DOL RA Apprenticeship Program. Include education and related trainings.	
Cost Reasonableness Describe complete costs to be billed that are associated with the RFQ requirements. Costs can be hourly or flat rate per month for full product delivery.	
References Please provide 3 reference names and contact information.	
HUB (Include Copy of HUB certificate)	