

**Fulton, Montgomery and Schoharie Counties  
Workforce Development Board, Inc.**

**On behalf of the  
Greater Capital Region Workforce Investment Boards**

**REQUEST FOR PROPOSALS 10-01  
Manufacturing Skills Standards Project**

The Fulton, Montgomery, and Schoharie County Workforce Development Board, on behalf of the four Greater Capital Region Workforce Investment Boards (Albany, Schenectady, Rensselaer; Saratoga, Warren, Washington; Columbia-Greene; and, Fulton, Montgomery, Schoharie), requests proposals for an existing Manufacturing Skill Standards Council (MSSC) certified training provider to coordinate and increase the Greater Capital Region's capacity to offer this training.

**BACKGROUND:** In 2008, the Greater Capital Region Workforce Investment Boards (GCR WIBs) received a three-year New York State Department of Labor grant for "Regional Economic and Workforce Transformation Strategies" for the purpose of encouraging the development of a highly skilled and technologically sophisticated workforce that is aligned with the current and future needs of business and industry. In addition to the WIBs, other partners have come together to form the Greater Capital Region Workforce Coalition. These partners include: state, regional and local economic development agencies; educational institutions, such as BOCES, K-12 school districts, Community Colleges, and other post secondary schools; organized labor, chambers of commerce, and private businesses representing high-tech sectors.

The Greater Capital Region Workforce Coalition's goal is to play an integral part in transforming the region into a globally competitive, technology capable economy characterized by a highly skilled workforce, by developing and maintaining linkages between business, education, NYSDOL, organized labor, local WIBs and other workforce partners in this initiative focusing on Advanced Manufacturing.

Recognizing the critical importance of preparing a workforce capable of conducting advanced manufacturing production, this proposal seeks an existing Manufacturing Skill Standards Council (MSSC) certified training provider to coordinate and increase the Greater Capital Region's capacity to offer this training. Through this effort, new training providers in our 11 county area will also be able to provide advanced manufacturing skills training that leads to a certification in manufacturing endorsed by the Manufacturing Skill Standards Council (MSSC) for emerging and existing workers. The 4 WIBS of the Greater Capital Region expect to support tuition costs of up to \$2,500 each for many of these individuals, if they are WIA-eligible, through separate ITA contracts with local workforce areas, during the life of this contract.

This program will be developed in conjunction with the Manufacturing Skill Standards Council (MSSC) which offers a national “Certified Production Technician (CPT) credential. Existing MSSC virtual component training can be incorporated into the project design.

Individuals who possess MSSC certification are hired in all areas of manufacturing, including design, control, fabrication, and assembly. Advanced manufacturing applies cutting edge concepts in electronics, computers, software and automation to improve production. The use of computer systems and software to monitor and control processes in large and small plants has led to increased product quality and productivity.

Some of the key industries to benefit from trained MSSC workers include:

- Aerospace Product and Parts Manufacturing
- Chemical Manufacturing
- Computer and Electronic Product Manufacturing
- Food Manufacturing
- Machinery Manufacturing
- Motor Vehicle and Parts Manufacturing
- Pharmaceutical and Medicine Manufacturing
- Printing
- Steel Manufacturing
- Textile, Textile Product, and Apparel Manufacturing

## **PROJECT OBJECTIVES:**

- **Objective #1:** Establish and coordinate both the structure and a system that has the capacity to conduct training and skill development in advanced manufacturing by:
  - Expanding access to MSSC training by building on the applicant’s existing model training program by conducting train the trainer programs and putting in place up to two additional programs with a regional public sector training facility with certified instructors.
  - Facilitating participation with the national instructor certification program, including paying all tuition and related costs for at least two individuals to become certified instructors.
  - Providing for initial testing and skill assessment for potential candidates.
  - Providing an accessible testing schedule for students at a licensed MSSC Testing Center.
- **Objective #2:** Ensure that a minimum of two, and up to three, training sessions are conducted in existing and evolving training centers with the objective of enabling between 25 and 30 students to obtain MSSC documents during the first year of operation. At least one of the training sessions must be held in an evolving training center. (The 4 WBS of the Greater Capital region expect to support tuition costs of up to \$2,500 each for up to 30 individuals, provided they are WIA-eligible, through separate ITA contracts with local workforce areas, during the life of this contract.)

- **Objective #3:** Seek to provide MSSC training opportunities for additional students through foundation, industry and educational funding streams.
- **Objective #4:** Provide a Summary Report evaluating overall pilot outcomes and provide recommendations for future training initiatives.

**PROJECT PARAMETERS:**

- The Contractor will be required to be available, by phone or in person, during regular business hours (Monday – Friday from 8 am – 5:00 pm) for scheduled meetings.
- The GCR WIBs makes the final decision about when the Project Objectives have been met.
- Payments to the Contractor include all costs incurred in project completion, including but not limited to: supplies and materials, travel costs, and phone costs.
- Contractor will acknowledge and agree that contributions to the development of all proprietary information for the GCR WIBS was done in the course and within the scope of the project and that all work product arising and resulting from project efforts is the property of the GCR WIBS.
- Contractor will acknowledge and agree that all of the work product that is developed, directly or indirectly, as a result of this project with the GCR WIBS, were “works made for hire” as defined in the United States Copyright Act and as such the New York State Department of Labor will be deemed as the “author” of such work product for Copyright Law purposes.

**PROJECT TIMELINE:** The project will begin as soon as a successful bidder is identified and a contract for services is executed, and it will end on June 15, 2011.

**ADDITIONAL INFORMATION:** All questions should be submitted to:

Gail B. Breen, Executive Director  
 Fulton, Montgomery, and Schoharie Counties  
 Workforce Development Board, Inc.  
 Email: [gbreen@fmsworkforcesolutions.org](mailto:gbreen@fmsworkforcesolutions.org)

Questions and answers will be posted at [www.fmsworkforcesolutions.org](http://www.fmsworkforcesolutions.org)

**METHOD OF PAYMENT:** The contract with the Contractor will be with the project’s grant recipient, the Fulton, Montgomery and Schoharie Counties Workforce Development Board. The consultant will be paid based on the satisfactory completion of activities. Activities must be completed to the satisfaction of the GCR WIBS. Payment covers all costs involved in completing project objectives, including supplies, materials and travel expenses.

Total project cost to be negotiated, but not to exceed \$30,000.00.

- 25% upon receipt of a signed contract and conclusion of an initial meeting with the Coalition's Leadership Team.
- 50% upon documentation of completion of Project Objective #1
- 20% on documentation of satisfactory completion of Project Objectives #2 and #3.
- 5% on June 15, 2010 upon satisfactory completion of Project Objective #4.

**SELECTION PROCEDURE:** Organizations interested in responding to this request should submit a letter of intent and summary of qualifications.

- The letter of intent with summary of qualifications should provide previous experience with completing similar activities/projects and information regarding working knowledge of local business and industry, especially Advanced Manufacturing and High Tech industries.
- The summary of qualifications should include a description of other work/project activities the applicant will be responsible for completing during the same timeframe as this project.
- The summary of qualifications should also confirm that the Contractor would be available by phone or in person during regular business hours.
- Proposed Work Plan outlining the steps to be taken and the time frame proposed to reach the objectives.
- Preference will be given to applicants with previous experience in workforce development, economic development, business training and/or human resource management.
- An interview with GCR WIBS staff may be required prior to selection.
- Bidders must demonstrate the ability to provide the required services at a reasonable cost to the FMS WDB. Costs will be evaluated based not only on competitiveness with respect to their bids, but equally important, the value they reflect in light of services proposed and bidder's capability and experience.

**Reservation Clauses:** The FMS WDB, in order to serve the best interests of the FMS Workforce Investment Area and its regional partners, reserves the right to:

- Postpone or cancel this RFP upon notification to all bidders
- Amend the specifications after their release with appropriate notice to all bidders
- Request bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation
- Waive or modify minor irregularities in proposals received after prior notification to the bidder
- Reject any and/or all proposals received in response to this RFP
- Contact bidders' references as a check on qualifications
- Award the contract to other than the lowest bidder
- Negotiate with selected bidder prior to contract award

- Disqualify any bidder who inappropriately acquires information contained in a competitor's proposal and attempts to use that information to influence the award decision

**Contract Cancellation:** The FMS WDB reserves the right to cancel the contract or any part thereof, at any time, upon thirty (30) days written notice. If, in the judgment of the FMS WDB, the Contractor fails to perform the work in accordance with the contract, the FMS WDB may terminate the contract immediately by written notice for cause. The FMS WDB may elect to provide a corrective action period prior to termination.

**SUBMISSIONS:** A letter of intent, with summary of qualifications, should be no longer than 10 pages in length. Three (3) copies of the complete bid package and an electronic copy on CD must be postmarked and received by the Workforce Development Board by 4:00 p.m. on September 22, 2010. Proposals may be hand-delivered or sent by mail to:

Gail B. Breen, Executive Director  
Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.  
2620 Riverfront Center  
Amsterdam, New York 12010  
(518) 842-3676, Ext. 3026  
Email: [gbreen@fmsworkforcesolutions.org](mailto:gbreen@fmsworkforcesolutions.org)

**Faxed copies will not be accepted.** Bids received after 4:00 p.m. on September 22<sup>nd</sup>, 2010 will not be eligible for funding consideration. Use of certified, registered or express mail is suggested for postmark verification.

All bids and accompanying information become the property of the Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc. and will not be returned.