Request for Quote

Services that Support Career Preparation
RFQ Number CPS-8002

QUESTIONS & ANSWERS

1. Does May 1, 2018 commencement date to December 31, 2018 end period include training development/customization, material production and implementation of programs? Is the first action item going to be to provide a project timeline from inception to completion?

   RESPONSE: Yes, the May 1 – December 31 time frame includes the entire scope of the project. A timeline is not required.

2. Does Bilingual Spanish mean that all Career Preparation training materials/collaterals and the delivery of them (Facilitators) will be in both English and Spanish?

   RESPONSE: Yes, all materials should be available in both languages and facilitators should be fluent in both languages as well.

3. Does the provision of course content along with appropriate materials (see language in last sentence of the first paragraph on page 2) include the printing of materials such as workbooks? If so, how many participants do you estimate servicing during the 7-month period based on CSCF's current engagement with individuals displace by the 2017 hurricanes? For ESOL? For Entrepreneurship training? For Work/Culture Readiness training? For Community Orientation?

   RESPONSE: Yes, it is expected that any materials needed would be provided to the participants by the vendor. Vendor can use any method they deem necessary to support their curriculum. It is anticipated that CSCF will serve a total of 500 individuals over the 7 month time frame, however not all will be in need of every Career Preparation Activity. Individuals will be assessed and assigned to activities based on their unique situation.

4. Do training Facilitators require a certain level of education to deliver the courses or can market experience substitute formal education on the subject matter (i.e. Business and Entrepreneurship)?

   RESPONSE: CSCF does not require a specific level of education for facilitators, however they should possess an adequate combination of education and experience to fulfill the scope of work.

5. What type of metrics do you prefer or currently use to evaluate the success of CSCF led programs to date?

   RESPONSE: CSCF is held to federal Workforce Innovation and Opportunity Act performance metrics which include employment, average earnings, measurable skill gain, and credential attainment.

6. Do you welcome multimedia learning formats that include face-to-face and online independent learning tools? If so, is CSCF able to create a dedicated landing page on its website that will host multimedia resources produced for this program?

   RESPONSE: Vendors may submit quotes based on the medium they deem best fits the scope of work. At that this time CSCF does host any vendor materials on our own website.

7. Do we add page numbers to Cover Letter and ATTACHMENTS A, B and C (since they don't have numbers) once we incorporate all other pages we prepare for the quote?

   RESPONSE: Page numbers are not required on Attachments A, B, or C.

8. Will require a formal needs assessment and analysis to identify specific or more prevalent needs?

   RESPONSE: No, a formal needs assessment is not required.

9. What are your expectations in terms on frequency of training sessions and coverage of CSCF locations?

   RESPONSE: Training sessions should be flexible to accommodate changes in frequency and location throughout the period of performance.

10. Can Career Preparation be geared towards earning a GED or specifically a high school credential since it is accepted in over 95% of post-secondary institutions?

    RESPONSE: No, GED and high-school diploma services are not a part of this RFQ.

11. Is course content required to be 100% created from scratch for CSCF or can we repurpose and/or customize copyrighted content that we own?

    RESPONSE: Course content must meet the needs of the scope of work and may be customized or off-the-shelf.

12. How soon after May 1, 2018 will CSCF be able to meet for a project kick-off meeting?

    RESPONSE: An initial meeting is anticipated to occur between May 1-4.

|Denotes Change