

**Request for Proposals  
For  
Entry-Level Healthcare  
Professions Training Program**

**Release Date:**

**December 17, 2010**

**Due Date:**

**January 12, 2011  
4:00 PM EST**

**Contract Period:**

**February 1, 2011 to September 16, 2011  
All students must be enrolled before June 30, 2011**

**An Equal Opportunity Employer/Program.  
Auxiliary aids and services are available upon request to individuals with  
disabilities.**

# **PROPOSAL GUIDELINES**

The Regional Center for Workforce Excellence (RCWE), on behalf of the Northwest Pennsylvania Workforce Investment Board, issues this Request for Proposals (RFP) to solicit competitive proposals for the delivery of services under the Workforce Investment Act (WIA) for an Entry-Level Healthcare Professions Training Program for the Northwest PA Workforce Investment Area (Clarion, Crawford, Erie, Forest, Venango and Warren Counties), funded under the American Recovery and Reinvestment Act of 2009.

The Regional Center for Workforce Excellence (RCWE) is a nonprofit corporation whose mission is to connect people with jobs through collaborative workforce development efforts and strong partnerships with the economic development, business, education, and government sectors in the Northwest Pennsylvania region. The RCWE is charged with overseeing a system of employment and training services in Clarion, Crawford, Erie, Forest, Venango and Warren Counties in Northwest Pennsylvania. It is a goal of the RCWE to ensure a highly skilled workforce for regional employers, as well as providing a path to self-sufficiency for Northwest Pennsylvania residents.

The American Recovery and Reinvestment Act (ARRA) signed by President Obama on February 17, 2009 is intended to preserve and create jobs, promote the nation's economic recovery, and assist those most impacted by the recession. The American Recovery and Reinvestment Act of 2009 provides funding to assist workers in retooling their skills and re-establishing themselves in viable career paths, in accordance with the Workforce Investment Act of 1998.

## **I. Services Sought**

The Regional Center for Workforce Excellence (RCWE), on behalf of the Northwest Pennsylvania Workforce Investment Board, issues this Request for Proposals (RFP) looking for a qualified training provider to design and implement an Entry-Level Healthcare Professions Training Program for the Northwest PA Workforce Investment Area (Clarion, Crawford, Erie, Forest, Venango and Warren Counties). This would include the necessary curriculum development that would result in a high-caliber, high-quality Entry-Level Healthcare Professions Training Program. It is our expectation that this program would be developed and implemented in the Northwest region beginning February 1, 2011. This program would be accessible to participants at a location(s) within the six-county region of Clarion, Crawford, Erie, Forest, Venango and Warren Counties. The proposal would recommend a length in program hours that would effectively present the material to help individuals obtain jobs and maintain jobs long enough to advance to a self-sufficient wage and discover the value of work. The main target audience for all training activities includes: unemployed, underemployed, and dislocated workers, individuals on public assistance; at-risk youth; ex-offenders; individuals with disabilities; veterans; and/or individuals with limited English proficiency.

Many individuals may lack the basic competencies needed to obtain, maintain, and advance in a career path related to healthcare professions. Competencies are identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and organizations. The healthcare industry has identified four basic competencies that are essential for an employee to possess, in order to be successful in the workplace. The Entry-Level Healthcare Professions Training Program must

teach these basic competencies to participants, while also maintaining a strong focus on technical entry-level healthcare skills. The four required basic competencies are:

- 1) Applied Mathematics - The skills people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The basic competencies of applied mathematics require the participant to set up and solve these types of problems and do the types of calculations that occur in the workplace.
- 2) Reading for Information - The skills people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience. The basic competencies of reading for information require the participant to be able to interpret these texts and use the knowledge to perform responsibilities that occur in the workplace.
- 3) Locating Information - The skills people use when they work with workplace graphics. The basic competencies of locating information require the participant to find information in a graphic or insert information into a graphic. They also must compare, summarize, and analyze information found in related graphics that occur in the workplace.
- 4) Interpersonal Communication - The skills people use to choose a communication behavior that is both appropriate and effective for a given situation in the workplace. The basic competencies of interpersonal communication require the participant to be able to listen and organize, execute clarity of communication, and get objective information from situations that occur in the workplace.

The goals and expected outcomes of this training are: (1) to increase the number of individuals qualified to obtain and retain employment in demand occupations directly related to the Entry-Level Healthcare Professions Training Program, (2) provide placements for dislocated workers. (3), and to have all participants earn a National Career Readiness Certificate, with a 75% attainment of silver level or higher. Resources for NCRC achievement will be provided at PA CareerLink® locations.

## **II. Specific Information Regarding the Program**

### **1. Project Scope and Conditions**

Customers served by this project will be enrolled in the federal Workforce Investment Act (WIA) Adult and/or Dislocated Worker programs. Customer eligibility will be determined by WIA Adult and Dislocated Worker program providers, who will refer individuals for training. However, it is the responsibility of the training institutions to be aware of WIA eligibility requirements. Funding through the Recovery Act allows local workforce investment boards to award contracts directly to institutions of higher education, such as community colleges, or other eligible training providers, to facilitate the training of multiple individuals in high-demand occupations.

Curriculum activities should focus on adapting existing or creating new curriculum that will result in a short-term increase in training capacity, rather than long-term curriculum development activities. The workforce training provided must meet the following criteria and elements to be consistent with the timely spending of Recovery Act funds:

- A training program that can serve a high number of potential enrollees; training program should be scalable to meet demand;
- A training program that can be customized to the specific needs of a consortium as appropriate;
- A training program that can enroll all participants before June 30, 2011 and complete all training by September 16, 2011.

## **2. Funding**

Funding available for services within the six-county region of Clarion, Crawford, Erie, Forest, Venango and Warren Counties equals up to \$75,000 through the American Recovery and Reinvestment Act to provide an Entry-Level Healthcare Professions Training Program . Bidders should base their proposal budgets up to the \$75,000 funding amount available for this RFP. All awards are contingent upon the availability of funds.

## **3. Region of Services**

The Northwest PA Workforce Investment Area is comprised of Clarion, Crawford, Erie, Forest, Venango and Warren Counties. It is expected that the successful bidder would provide an Entry-Level Healthcare Professions Training Program that is accessible to participants at a location(s) within the six-county region of Clarion, Crawford, Erie, Forest, Venango and Warren Counties.

## **4. Who is Eligible to Bid**

Institutions of higher education, such as community or technical colleges, 4-year universities, proprietary institutions and/or other providers of training targeted to high-demand occupations.

## **5. Program Dates**

Entry-Level Healthcare Professions Training Program services are to be delivered between February 1, 2011 and September 16, 2011. All students must be enrolled in the program before June 30, 2011.

## **III. Submission Requirements and Review of Proposals**

1. Your proposal should be divided into Part A., “Services and Design,” and Part B., “Budget.”. Part A. should not exceed five (5) pages. Part B. should not exceed two (2) pages. The page limits do not include cover sheet, attachments, or budget forms.

2. Your proposal may be submitted on paper, or electronically. On paper, your proposal should be 8 ½ x 11 letter size, printed single-side, single-spaced, with 12 pt. font.
3. All proposals must be **received** by RCWE by January 12, 2011 at 4:00 p.m. All proposals should be labeled “RFP for Entry-Level Healthcare Training Program.” Proposals may be delivered in person, by mail or by email to:

Debra O’Neil  
Quality Assurance Specialist  
Regional Center for Workforce Excellence  
764 Bessemer Street, Suite 102  
Meadville, PA 16335  
Email: [deb@nwpawib.org](mailto:deb@nwpawib.org)

4. Your proposal will be reviewed and evaluated by a review team. Factors to be included in the evaluation shall include: training program design; budget; proposed curriculum; timeline; and prior experience related to this type of programming.

#### **IV. Your Proposal**

Please provide requested information in the following areas:

##### **A. Service and Design (not to exceed 5 pages)**

Please provide a clear and detailed narrative of the specific training/classes (curriculum, intended learning outcome, credential, course work, program length, and any flexibility the program has in terms of schedule and instructional delivery) that meet the intent of this RFP. Include all program descriptions, course descriptions and outlines.

To the extent applicable, your narrative should also address the following:

- What sectors of healthcare is your program’s focus?
- Have you developed any best practices?
- How will you work with PA CareerLink® in recruiting and enrolling participants?
- How will you ensure that the courses provided have been developed with employer involvement?
- Include a timeline and the planned number of students that can be placed in training programs/classes. Indicate how soon and how many students could be served over the planned period of time for the RFP.
- Have you provided previous or current services in healthcare training? If so, what is the track record of each program (number served, completion rate, credential rate)?

- Describe the credential that will be attained by program graduates and how it is recognized by employers. (In addition to any credential attained through the training program, all participants must receive a National Career Readiness Certificate, with a 75% attainment of silver level or higher. Resources for NCRC achievement will be provided at PA CareerLink® locations).
- Upon completion of the training program, what specific skill sets will the participants possess and what types of positions will these skill sets allow the participants to be qualified for?
- How will you identify employment opportunities for graduates after they have completed the program?

**B. Budget (not to exceed 2 pages)**

Please complete an estimated budget using the form attached. Also include a detailed budget narrative explaining rates and/or costs included in each line item. The total funding for this Entry-Level Healthcare Professions Training Program is to be used for costs directly related to the training of the participants only. The budget should only reflect the “per person” training slot costs for individuals from start to completion of the training program, and the total number of participants to be trained for the total allotted funding. The budget should not include costs such as administration or equipment, since such costs unrelated to training, are disallowable.

**V. Information, Questions, and Contract Requirements**

*RCWE Website – Further Information and Questions.*

The RCWE’s website at [www.nwpawib.org](http://www.nwpawib.org) will be used as the primary mode of communication between the RCWE and bidders. A question and answer page on the website will be regularly updated. It is the bidder’s responsibility to check the web page frequently to stay informed throughout the procurement process.

If you do not have the capacity to download the Request for Proposals, please email your request to Debra O’Neil at [deb@nwpawib.org](mailto:deb@nwpawib.org) to receive a hard copy of the Request for Proposals.

Beginning with the release of the Request for Proposals and through January 10, 2011, bidders may submit questions in writing to [deb@nwpawib.org](mailto:deb@nwpawib.org). Questions will not be answered over the phone, in person, or directly to inquiring parties in any form. Questions and answers will be posted on the website on a weekly basis, or more frequently as needed.

*Important Contract Information*

This Request for Proposals (RFP) does not commit the RCWE to award a contract. The RCWE reserves the right to accept or reject any or all proposals, in whole or in part, for any reason

whatsoever. The WIB also reserves the right to not award a contract where a conflict of interest has been determined. All awards are contingent upon the availability of funds.

RCWE is not responsible for any costs incurred by bidders prior to the selection of service providers. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

Respondents are advised that most documents in the possession of the RCWE are considered public records and subject to disclosure under the federal and state public record laws.

WIA programs are required to provide priority of services for veterans and eligible spouses.

RCWE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Officer: Paul Newlin, (814) 333-1286 ext. 105; TTY/TTD (814) 337-7205.

**ENTRY-LEVEL HEALTHCARE PROFESSIONS TRAINING PROGRAM  
PROPOSAL COVER SHEET**

Name of Training Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Page URL (if applicable): \_\_\_\_\_

*By my signature below, I attest that I have read the Request For Proposal (RFP) for the program above, and that to the best of my knowledge and belief, all information in this application is true and correct, that the applicant agrees to and accepts the procedure for selection described therein, that the document has been duly authorized by the governing body of the applicant, and that the applicant will comply with all program guidelines and regulations if funding is awarded.*

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**ENTRY-LEVEL HEALTHCARE PROFESSIONS TRAINING PROGRAM  
BUDGET FORM**

Please complete an estimated program budget below. The total funding for this Entry-Level Healthcare Professions Training Program is to be used for costs directly related to the training of the participants only. The budget should only reflect the “per person” training slot costs for individuals from start to completion of the training program, and the total number of participants to be trained for the total allotted funding of \$75,000. The budget should not include costs such as administration or equipment since such costs, unrelated to training, are disallowable. The budget should not exceed two pages in length.

**I. Budget Costs**

<b>ITEM</b>	<b>Total</b>
<i>Costs Per Training Slot</i>	
<b>Total Number of Training Slots Available for Allotted Funding (\$75,000)</b>	<b>Total</b>

**II. Budget Narrative:** Include a detailed budget narrative explaining rates and/or costs included in each line item.