



Request for Proposal:

Related Technical Instruction for Registered
Apprenticeship Program

Issue Date: February 24th, 2021

Submission Deadline: March 10th, 2021

BACKGROUND & OVERVIEW

The Pennsylvania AFL-CIO founded the Keystone Development Partnership (KDP) in 2005 as 501(c)(3) non-profit organization with a mission to create labor management and workforce development programs that serve local communities.

Today KDP serves this mission by helping to catalyze training and apprenticeship programs and manage regional partnerships. We bring together employers, unions, training providers, industry associations, community-based organizations and public agencies to collaborate on initiatives that improve labor skills and productivity. Our work helps ensure businesses have the skilled workers they need to thrive and unions have effective training programs for their members.

KDP is the group sponsor of the Registered Apprenticeship Navigator Program, an apprenticeship program that trains individuals on the workforce development frameworks necessary to develop, register, and sustain registered apprenticeship programs. Graduates of the apprenticeship participate in a community of practice called *Keystone Apprenticeship Alliance (KAA)*. The KAA aligns with the PA Apprenticeship & Training Office (ATO) and Local Workforce Development Boards to expand regional RA partnerships for employers, unions, and industry stakeholders. The group also connects industry and community-based organizations with PA CareerLink® to offer job seekers access to Pre-RA or RA programs. The ongoing mission of the KAA is to create a unified network of support for apprenticeship programs that serves all businesses and organizations across the Commonwealth.

SCOPE OF WORK

KDP seeks one or more training providers to support the Related Technical Instruction (RTI) of the Apprenticeship Navigator RA. Areas of instruction required include:

- 1) **Project Management (estimated at 24 hours of training delivery time):**
 - a. Comprehensive course should emphasize competencies such as project processes, knowledge areas, terms, tools, and formulas, as well as soft skills such as communication, conflict management, team development and leadership.
 - b. Curriculum should be customized to the Navigator Apprenticeship program. KDP does not seek a Project Management course intended to prepare students for the PMP certification. Please include details on the training provider's approach to course customization. For more details on the RA Navigator Work Process and RTI: <https://kdpworks.org/navigator-program>
- 2) **Leadership & Organizational Development (estimated at 3 hours each):**
 - a. Resolving Conflict
 - b. Building Work Relationships
 - c. Critical Thinking
 - d. Consultative Sales
 - e. Communicating Effectively

Applicants may submit proposals for training delivery for Project Management, Leadership & Organizational Development or both.

TIMELINE

February 24, 2021: RFP issued

March 3, 2021: Technical Assistance requests due

March 10, 2021: RFP due

March 24, 2021: Selected vendor(s) notified

May/June 2021: Training begins and occurs periodically over 6 months.

ELIGIBLE APPLICANTS

Professional vendors or other agencies with demonstrated experience and capabilities to produce the deliverables within the parameters of the RFP are eligible. Applicants must have prior experience in development and delivery of related training.

PROPOSAL REQUIREMENTS

Proposals should include the following:

1. Proposed Scope of Work

Please outline and describe your proposed deliverables, including training approach and curriculum. Vendor should specify their ability to provide services virtually.

2. Expertise

Describe evidence of demonstrated expertise relevant to the needs outlined in this RFP.

3. Comprehensive Budget

Submit a complete budget including all anticipated costs (instructor training, preparation, curriculum customization, etc.)

SELECTION CRITERIA

The selection committee will evaluate proposals based on the following criteria:

- Quality and approach to proposed deliverables
- Demonstrated experience
- Budget

TECHNICAL ASSISTANCE

Technical assistance will be provided through a written question and answer format. Applicants will be given an opportunity to identify specific questions and submit them in writing to KDP via email only. Questions may be emailed on an on-going basis but must be submitted by 4:00 p.m. on March 3, 2021 to: Tara Toms, Apprenticeship Coordinator at Keystone Development Partnership, ttoms@kdpworks.org

CONTACT

All proposals and any questions should be submitted to Tara Toms, KDP Apprenticeship Coordinator, ttoms@kdpworks.org.

DISCLAIMER

KDP reserves the right to cancel or modify this request for proposal to ensure compliance with state and/or federal guidelines or if available funding is impacted due to the federal and/or state budget appropriations.

KDP may, at its discretion, request presentations by, or meetings with, any or all respondents to clarify or negotiate modifications to the respondent's proposal. However, KDP reserves the right to make an award without further discussion of the proposals submitted.

KDP may decide not to fund part or all of the proposal even though it is found to be in the competitive range if, in the opinion of KDP, the services proposed are not needed, or the costs are higher than KDP finds reasonable in relation to the overall funds available.

KDP reserves the right to accept or reject any or all proposals, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this RFP for whatever reason. A contract for the accepted proposal(s) will be based upon the factors described in this RFP.

KDP reserves the right to determine both the number and funding levels of contracts financially awarded. Such determination will depend upon the overall funding availability and other factors arising during the review process.

KDP is not responsible for any costs incurred by respondents prior to the selection. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

The submission of a proposal to KDP does not assure or imply an award of a contract to the firm submitting the proposal.

This RFP is being solicited based on available funds.