



**REQUEST FOR QUALIFICATIONS
EMPLOYEE TRAINING**

CLASSROOM-BASED MODULES AND/OR E-LEARNING MODULES

CONTACT: Charles.White@ocdc.net

1. INTRODUCTION

The Oregon Child Development Coalition (“OCDC”) seeks to create a list of qualified contractors to design and develop employee training modules on a number of topics for classroom training, e-learning, and/or blended learning. OCDC has an established catalog of training modules for new and on-going employees and is looking to expand this catalog with additional topics and additional learning delivery methods.

OCDC is a 501(c)3 non-profit organization, established in 1971, which provides early childhood education, care and advocacy with unique and supportive services to enhance family growth and community success. Headquartered in Wilsonville, Oregon, OCDC has evolved into one of the largest early childhood care and education service providers in Oregon. Each year the Oregon Child Development Coalition serves over 4,000 children and families in 17 Oregon counties.

To support its broad network of service delivery sites, OCDC maintains a central core of content specialists for each of its primary service areas – education, family and health, nutrition, transportation, and recruitment/family engagement. There are also centralized fiscal, human resources, facilities, IT, and other supportive teams. Specialists from these areas serve as the agency’s principal policy advisors, trainers, coaches, and subject matter experts.

2. SCOPE OF SERVICES

OCDC seeks Responses from qualified training developers, instructional designers, e-learning developers, and/or curriculum developers with experience in developing classroom-based, e-learning, and/or blended learning modules to support development of job-specific, technical, and soft skills.

OCDC has made a significant investment since 2011 in developing a catalog of classroom-based modules which can be delivered by service area supervisors or specialists. Built on a strong foundation of adult learning principles, these modules are composed of trainer guides and learner packets, and incorporate a variety of multi-media tools, experiential activities, and performance evaluation activities. As the implementation of these modules has become more practiced, the need for additional modules has been identified, as well as the need to provide more just-in-time training in response to individual employee development needs.

9140 SW Pioneer Court, Suite E, Wilsonville, OR 97070

(503) 570-1110

Samples of topics identified for development of new classroom or blended learning modules, include but are not limited to:

- Prevent, Teach, and Reinforce – Supporting Children’s Behavioral Changes
- Intentional Strategies for Promoting the Components of Language and Literacy
- Developmentally Appropriate Use of Tablets in the Classroom
- Tracking and Helping Families to Navigate Early and Periodic Screening, Diagnostic, and Treatment (EPSDT)
- Learning Emotional Regulation through Yoga for Children

Samples of topics identified for development of e-learning modules include but are not limited to:

- Supporting Civil Rights
- Illness and Injury Procedures
- In-Kind Donations
- Managing Bloodborne Pathogens
- Emergency Management
- Child Development 101
- Positive Behavior Interventions and Supports 101

Target Audience(s)

- Front-line and management staff in service delivery centers and in the central administrative office. Examples of job titles include: Bus Assistants, Bus Drivers, Cooks, Family Advocates, Home Visitors, Infant / Toddler Teachers, Preschool Teachers, Instructional Assistants, Human Resources Administrative Assistants, Fiscal Administrative Assistants, Coordinators, Supervisors, Program Managers, etc..
- Widely dispersed, in communities that otherwise may have few early childhood development resources.
- Inclusive of staff who may work year-round, in programs which run for the length of a school year or in programs which may be put together in temporary locations with employees hired for six weeks at a time.
- New staff who need “pre-service” training (minimum requirements to begin in their positions) and on-going employees who may need 24 or more hours of unduplicated professional development annually.
- With education levels largely ranging from high school completion/GED to Bachelor’s degrees.
- Highly diverse and reflecting a broad range of cultural and linguistic backgrounds, including English language learners.

Selected Contractors will be expected to develop classroom-based, e-learning, and/or blended learning modules to fulfill OCDC’s commitment to quality services and supported employees. All training modules must demonstrate cultural competence and commitment to celebrating OCDC’s diversity and commitment to mutual respect and professionalism.

Selected Contractors may bring subject matter expertise, but will be expected to work closely with OCDC's subject matter experts to assure that training aligns with OCDC's policies and practices. Contractors will provide specialized knowledge and expertise in training and curriculum development, creating scripted materials for classroom-based trainings or creating e-learning, utilizing adult learning principles, and demonstrating an understanding of the learning levels and needs of the targeted audience(s).

All training modules and materials shall become the property of OCDC.

Contractors must be familiar with copyright law, including the use of citations and must obtain written permission from the appropriate publisher, author or distributor before including copyrighted material. Complete citations must be footnoted on handouts, slides, and any other relevant materials.

3. TIMELINE*

Request for Qualifications issued	3/20/2015
RFQ Questions Deadline	4/01/2015 (1:00 p.m. PDT)
RFQ Answers and Clarifications available by email request	4/03/2015
Responses Deadline	4/10/2015 (1:00 p.m. PDT)
Pre-Qualification notification(s)	4/17/2015

*OCDC reserves the right to modify this timeline.

4. RESPONSE SUBMISSION

A complete original Response Package (Attachment C), 4 copies thereof, and a copy in electronic format (Word or PDF) must be received no later than 1:00 p.m. Pacific Daylight Time, April 10, 2015 at the following address:

Charles White, MA
Purchasing Manager
Oregon Child Development Coalition
9140 SW Pioneer Court, Suite E
Wilsonville, OR 97070
Email: Charles.White@ocdc.net
RE: EMPLOYEE TRAINING

OCDC will not accept Responses submitted by telegraph or facsimile. OCDC is not responsible for delays or losses caused by the U.S. Postal Services or any other carrier or delivery service. Responses received after the above specified date and time will not be accepted.

5. CONTRACTOR SELECTION PROCESS

It is OCDC’s intent to select for contract negotiations, pre-qualified Respondent(s) who meet OCDC’s needs. Respondents selected for contract negotiations are not guaranteed a contract. This RFQ does not in any way limit OCDC’s right to solicit contracts for similar or identical services.

OCDC reserves the right to determine, in its sole and absolute discretion, whether any aspect of submittal satisfactorily meets the criteria established in this RFQ.

OCDC reserves the right to request additional information during any phase of this evaluation process. During the evaluation process, OCDC may require the presence of Respondent’s representatives to make presentations and answer specific questions. Notification of any such requirement will be given as necessary.

Evaluation Criteria	Available Points
Firm and Assigned Staff Qualifications	
<ul style="list-style-type: none"> • Similarity of scope and outcomes of prior projects to those requested in this RFQ 	20
<ul style="list-style-type: none"> • Breadth, depth, and clarity of firm history, organizational structure and experience 	10
<ul style="list-style-type: none"> • Adequacy and clarity of staffing structure, staff experience, education, certifications, roles, responsibilities 	20
Prior Project Approach	
<ul style="list-style-type: none"> • Adequacy and clarity of prior project approach to develop training modules that will meet the learning needs of the target audience 	10
<ul style="list-style-type: none"> • Adequacy and clarity of prior project approach to deliver training modules based on best practices in adult learning, for the offered methods 	10
<ul style="list-style-type: none"> • Level of performance in similar projects 	10
<ul style="list-style-type: none"> • Adequacy and clarity of approach to working with subject matter experts to develop training 	10
Quality of Response	
Adequacy and clarity of information presented, including responsiveness, completeness, and organization.	10
TOTAL	100

Respondents must score at or above 70 points of the 100 possible points to be pre-qualified for potential contract negotiations with OCDC on an as-needed basis. There is no numerical limit to the number of Respondents that may be pre-qualified.

Upon OCDC’s conclusion of its Response evaluation process, pre-qualified Respondents will be provided with a Pre-Qualification Notification. OCDC will not contact or notify Respondents which are not pre-qualified.

**RFQ ATTACHMENT A: ACKNOWLEDGMENT OF
RFQ TERMS AND CONDITIONS**

TERMS AND CONDITIONS

By submitting a Response, the Respondent, on behalf of itself and its Partners/Subcontractors acknowledges and agrees that:

- I. Respondent Authorization: The signatories are authorized by the Respondent to make representations for the Respondent and to obligate the Respondent to perform the commitments contained in its Response.
- II. Respondent Selection: Based on Responses received to this Request for Qualifications (RFQ), it is the intent of OCDC to select any number of pre-qualified Respondents for contract negotiations. This RFQ does not in any way limit OCDC's right to solicit contracts for similar or identical services, if in OCDC's sole and absolute discretion, it determines Responses received are inadequate to satisfy its needs.
- III. Economy of Preparation: Proposals should be prepared as simply and economically as possible while providing straight-forward and concise delineation of your capabilities to satisfy the requirements of the RFQ. Fancy binding, promotional materials, etc. are neither necessary nor desired. Emphasis should be on completeness and clarity of content. In order to expedite evaluations, it is essential that specifications and instructions contained in this document be followed as closely as possible.
- IV. Proposal Status: The issuance of this Request for Qualifications (RFQ) constitutes only an invitation to submit Responses to OCDC. It is not to be construed as an official and customary request for bids, but as a means by which OCDC can facilitate the acquisition of information related to the purchase of consultant services. Any Response, as provided herein, constitutes a desire to negotiate and recognition that the Response is not a bid and is not being submitted as part of a bid process.
- V. Contract Negotiations: It is understood that any submittal received by OCDC can be used as a basis for direct negotiation of the cost and terms of a contract between OCDC and a Respondent. OCDC reserves the right to negotiate pertinent contract terms concurrently with any number of firms as it deems in its best interest, whether or not such firm has submitted their qualifications. It is understood by Respondent that OCDC reserves the right to accept or reject any submittal, and waive any irregularities or informalities that OCDC may deem in its best interest.
- VI. No Guarantee of Work or Compensation: There is no guarantee of a minimal amount of work or compensation for any of the Respondents selected for contract negotiations.
- VII. Financial Responsibility for Response Costs: This RFQ does not commit OCDC either to award a contract or pay for any costs incurred in the preparation of a Response. Submission of a Response as provided herein shall not obligate nor entitle a Respondent to enter into an agreement with OCDC.
- VIII. Ownership of Materials: All materials submitted become the property of OCDC and will not be returned.
- IX. Compliance with Laws and Regulations: It must comply with all applicable State, Federal, and local laws. In the event any governmental restrictions may be imposed which would

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necessitate alteration of the material, quality workmanship or performance of the items offered on this Response prior to their delivery, it shall be the responsibility of the successful Respondent(s) to notify OCDC at once, indicating in their letter the specific regulation which required such alterations. OCDC reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or cancel the contract.

- X. Staffing: The key individuals listed and identified in the Response will be performing the work and will not be substituted with other personnel or reassigned to another project by the Respondent/Contractor without OCDC's prior approval or request. OCDC, in its sole discretion, shall have the right to review and approve all staff assigned to provide services throughout the duration of the contracts negotiated under this RFQ. Such approval by OCDC will not be unreasonably withheld. If selected for interviews, the Respondent's key individuals, including partner/subcontractor representatives, will be required to meet with OCDC prior to selection for contract negotiations.
- XI. Lead Role: The selected Respondent(s) will be expected to take the lead role in project management and staff coordination for identified components. This assumption should be factored into Responses.
- XII. OCDC's Terms and Conditions: Respondent is willing and able to meet all of OCDC's terms and conditions as stated in OCDC's standard professional services agreement ("Agreement") template (available by request). The form of the Agreement template is subject to revision by OCDC prior to the award of any contract.
- XIII. Addenda: OCDC reserves the right to add, change, or delete any provision of statement in this RFQ and to request additional materials, oral discussion, or presentation in support of Responses.
- XIV. Right to Withdraw RFQ: OCDC reserves the right to withdraw, cancel and/or amend, in part or entirely, this RFQ for any reason and at any time with no liability to any firm for any costs or expenses incurred in connection with this RFQ or otherwise.
- XV. Performance Standards: If awarded a contract, Respondents warrant and agree to use their best efforts to perform all services in accordance with the contract terms and in accordance with generally accepted professional standards.
- XVI. Competition: Contractor will ensure all transactions are conducted in a manner to provide, to the maximum extent practical, open and free competition.
- XVII. Term of Work Effort Estimate: Submission of a Response signifies that the proposed services are valid for two years from the date that OCDC issues a contract resulting from this RFQ and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.
- XVIII. Release of Liability: The Respondent hereby fully and forever releases, discharges, and covenants not to sue OCDC, Boards, officers, and employees, and any third parties who furnish information concerning Respondent's performance on prior projects, of and for any and all claims, causes of action, damage, and any other liabilities of any kind or description, in law or equity, or otherwise, related to information or comments furnished to OCDC about Respondent's performance on any other project or contract which Respondent relies upon as experience to qualify or compete for this RFQ.

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- XIX. CERTIFICATION: Each Respondent hereby certifies that it has carefully examined this RFQ and documents attached hereto for terms, conditions, specifications, covenants, requirements, services, etc. and the Respondent certifies that it understands the services requested, that the Respondent has knowledge and expertise to provide the services submitted for consideration, and that its Response is based upon the terms, condition, specifications, services, and requirements of this RFQ and attachments. By its signature on the Response to the RFQ, the Respondent certifies that its Response is made without prior understanding, agreement or connection with any corporation, firm or person submitting a Response for the same services, supplies or equipment, and is in all respects, fair and without collusion or fraud, so that all Responses for the services will result from free, open, and competitive proposing among all vendors, in compliance with OCDC’s requirements.
- XX. ACCEPTANCE: Submission of any Response indicates a Respondent’s acceptance of the conditions contained in this RFQ unless clearly and specifically noted otherwise in the Response. OCDC may discontinue its selection, contract negotiations or contract award processes with any Respondent if it is determined that the Respondent has not accepted the RFQ terms and conditions contained herein.

Each Respondent as part of its Response, must submit this Attachment A signed by a representative(s) authorized by the Respondent to make representations for the Respondent and to obligate the Respondent to perform the commitments contained in its Response.

Acknowledged and Agreed:

_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Title	_____ Title
_____ Firm Name	_____ Firm Name
_____ City, State	_____ City, State
_____ Phone Number	_____ Phone Number
_____ Date	_____ Date

RFQ ATTACHMENT B: OCDC's ADMINISTRATIVE REQUIREMENTS

OCDC can only do business with Contractors that have fulfilled OCDC's requirements.

CONTACT

Contact Purchasing@ocdc.net for information and assistance on meeting these requirements.

FORMS AND REQUIREMENTS

Vendor information website: <http://www.ocdc.net/new-vendors/>

- I. IRS Form W-9 – establishes federal and state tax status
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- II. Equal Employment Opportunity – OCDC is an Equal Opportunity Employer / Program. Contractors are required to comply with EEO (41CFR60) requirements and applicable state discrimination laws. These requirements include, but are not limited to the following: Contractors will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- III. Code of Conduct (7CFR3016.36(b)(3)) – All Contractors must abide by OCDC's Code of Conduct. No OCDC employee, officer or agent shall participate in the selection, award or administration of a Contract if a real or apparent conflict of interest may be involved. Such conflict of interest would arise when an OCDC employee, officer or agent or any member of his or her family, his or her partner or an organization which employs or is about to employ, any of the parties indicated herein, has a financial or other interest in the Contractor selected under this Award. OCDC employees, officers, agents shall neither solicit nor accept gratuities, favors or anything of monetary value from the Contractor.
- IV. Insurance – Fulfillment of OCDC's insurance requirements is **not required as part of your Response**; however, fulfillment prior to contract award is required. Contractors may be required to provide evidence of General Liability, Professional Liability, and Auto Liability insurance and may be required to add OCDC as an additional insured to these coverages, if applicable. Where Contractors have employees, Contractors will need to provide evidence of Worker's Compensation coverage.

RFQ ATTACHMENT B: OCDC's ADMINISTRATIVE REQUIREMENTS

- V. Small, Minority, Woman-owned, Labor Surplus Business Area (2CFR200.321) – All Contractors must take affirmative steps to ensure that small, minority, woman-owned, and labor surplus businesses are used when possible in the performance of a Contract.
- VI. Competition (2CFR200.319) – All Contractors will ensure all transactions are conducted in a manner to provide to the maximum extent practical, open and free competition.
- VII. Disbarment and/or Suspension – OCDC is unable to contract with any firm that has been suspended or disbarred or prohibited from doing business with any federal agency.
- VIII. Additional Requirements – Contractors may also be subject to the following federal requirements:
- Energy Policy and Conversation Act (42USC6201)
 - Contract Work Hours and Safety Standards Act (40USC3701 thru 3708) – if Contract is ≥ \$100,000
 - Byrd “Anti-lobbying Act (31USC1352) – if Contract is ≥ \$100,000
 - Federal Water Pollution Control Act as amended (33USC1251 thru 1387) – if Contract is ≥ \$100,000
 - Clean Air Act (42USC7401) – if Contract is ≥ \$150,000