**REQUEST FOR QUALIFICATIONS**

**EMPLOYEE TRAINING**

**CLASSROOM-BASED MODULES AND/OR E-LEARNING MODULES**

**CONTACT: Charles.White@ocdc.net**

**Responses received under this RFQ that fail to address each of the requested items in this Attachment C, Response Template in sufficient and complete detail, will be deemed non-responsive and will not be considered. Note that the responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.**

Please complete your Response in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format and thoroughly (but concisely) address each section.

1. **EXECUTIVE SUMMARY**

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| **Prime Respondent Information** | | |
| Firm Name: | |  |
| Address (Principal Place of Business): | |  |
| Address of lead office to perform services under this RFQ: | |  |
| Website: | |  |
| **Partner and Subcontractor Information, if applicable** | | |
| Firm Name(s) & Location(s): | |  |
| **RFQ Contact**  Identify the person who will serve as your RFQ contact. This contact will receive e-mail notifications regarding the RFQ process | | |
| Name & Title: |  | |
| Email: |  | |
| Phone: |  | |
| **Qualifications being submitted in consideration for (check those that apply):** | | |
| Classroom-based modules E-learning modules | | |
| **How did you find out about this RFQ opportunity?** | | |
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| **Letter of Introduction and Executive Summary of Response** | |
| Attach a letter of introduction and executive summary of the Response. Include a summary of your proposed partnerships, as applicable. The letter **must be signed by a person authorized by your organization to contractually obligate your organization to perform the commitments contained in the Response.** Submission of the letter will constitute a representation by your organization that your organization is willing and able to perform the commitments contained in the Response. In addition, please acknowledge in the letter, any attachments to the Response Template, if applicable. | Attached?  Yes  No |

1. **QUALIFICATIONS**By checking each appropriate “Yes” below, the prime Respondent certifies that it meets the related qualification:

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| **RFQ Attachments** – It has completed the requirements and submitted the forms described in RFQ Attachments A, B, and C as a part of its RFQ Response, as applicable.  **Yes** |
| **Experience** – It has submitted at least two prior Project Descriptions in accordance with this RFQ Attachment C and demonstrated in those descriptions and attached samples that the Respondent has met the following experience preferences:   * The prime Respondent possesses at least five (5) years of cumulative experience in training development, instructional design, e-learning development, and/or curriculum development. **Yes** * The prime Respondent utilizes best practices of adult learning in the development of classroom-based, e-learning, and/or blended learning modules.  **Yes** * For prior projects described in this attachment, the prime Respondent’s performance occurred within seven (7) years of the date of this RFQ.  **Yes** * The prime Respondent’s lead staff assigned to OCDC’s project, as verified in the Respondent’s Project Staffing Structure and/or Project Staff Qualifications, is the same lead staff that provided comparable services for at least one of the prime Respondent’s prior projects described in this attachment.  **Yes** |
| **Eligibility to Contract** – It meets all administrative requirements to be eligible to contract with OCDC (Attachment B).  **Yes** |

**Prior Project Descriptions**

Using the following template (duplicate as necessary), Respondents must describe at least two, but not more than four, prior projects in accordance with the Qualifications stated above. Client contacts for each project are required, and those contacts will serve as references for the Respondent. OCDC will not inform Respondents when references will be contacted. The Respondent should ensure that client contact information listed in the Response is up-to-date and should notify references that OCDC will be contacting them. See RFQ Attachment A, Section XVIII.  **FAILURE TO PROVIDE THE INFORMATION AS REQUESTED WILL RESULT IN REJECTION OF YOUR RESPONSE.**

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| --- | --- | --- | --- |
| **PRIOR PROJECT DESCRIPTION 1** | | | |
| Project Name: |  | | |
| Client (Business) Name: |  | | |
| Client Contact Name & Title: |  | | |
| Client Contact Phone: |  | | |
| Client Contact E-mail: |  | | |
| Project Length (start / end): |  | | |
| Prime Firm Name: |  | | |
| Prime Project Lead: |  | | |
| Project Budget: |  | | |
| Number of modules developed: |  | Number of hours developed: |  |
| Sample of training titles |  | | |
| **Project Background** Include background information regarding the client and/or project as applicable. | | | |
|  | | | |
| **Project Scope**  What were the project activities your firm completed? What expertise did your firm bring to the project and what expertise came from other sources? Provide sufficient information to give OCDC insight into the size/complexity and scope of the project. | | | |
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| **Project Staffing**  Identify each key staff on the project team, with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project. | | | |
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| **Involvement of Client and/or Stakeholders**  Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc. | | | |
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| **Project Outcomes**  What, if any, measureable service deliverables or outcomes can be attributed to your services? How did you add value for the client? | | | |
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| **PRIOR PROJECT DESCRIPTION 2** | | | |
| Project Name: |  | | |
| Client (Business) Name: |  | | |
| Client Contact Name & Title: |  | | |
| Client Contact Phone: |  | | |
| Client Contact E-mail: |  | | |
| Project Length (start / end): |  | | |
| Prime Firm Name: |  | | |
| Prime Project Lead: |  | | |
| Project Budget: |  | | |
| Number of modules developed: |  | Number of hours developed: |  |
| Sample of training titles |  | | |
| **Project Background** Include background information regarding the client and/or project as applicable. | | | |
|  | | | |
| **Project Scope**  What were the project activities your firm completed? What expertise did your firm bring to the project and what expertise came from other sources? Provide sufficient information to give OCDC insight into the size/complexity and scope of the project. | | | |
|  | | | |
| **Project Staffing**  Identify each key staff on the project team, with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project. | | | |
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| **Involvement of Client and/or Stakeholders**  Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc. | | | |
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| **Project Outcomes**  What, if any, measureable service deliverables or outcomes can be attributed to your services? How did you add value for the client? | | | |
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**Respondent’s Firm History and Organizational Structure**

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| Briefly describe the prime Respondent’ organization and proposed subcontractor partner organizations, including history, number of years in business, organizational structure, ownership structure, staff size and organizational composition by staff level or job classification (e.g. management level, line staff, etc.). |
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| Describe the experience the prime Respondent and any proposed subcontractor partners have in developing training modules for classroom-based, self-paced, e-learning, and/or blended delivery. |
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| Have you developed training for Head Start, early child development, education or social services organizations? If so, please describe. |
|  |
| What is your experience developing training for highly diverse audiences, including individuals with education levels between some high school and Master’s degrees, work experience between entry level and 20 or more years of experience, of multiple generational groups, and with diverse language backgrounds, including English language learners? |
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**Client History**

List all current and past clients for training development, curriculum development, instructional design, and e-learning development services in the past five (5) years for the prime Respondent, and each proposed subcontractor / partners if applicable. Include all requested information. Add tables as necessary.

|  |  |
| --- | --- |
| Client 1 | |
| Client (Business) Name: |  |
| Client Contact Name & Title: |  |
| Client Contact Phone: |  |
| Client Contact E-mail: |  |
| Project Length (start / end): |  |
| Client of (Respondent / Subcontractor): |  |

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| --- | --- |
| Client 2 | |
| Client (Business) Name: |  |
| Client Contact Name & Title: |  |
| Client Contact Phone: |  |
| Client Contact E-mail: |  |
| Project Length (start / end): |  |
| Client of (Respondent / Subcontractor): |  |

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| Client 3 | |
| Client (Business) Name: |  |
| Client Contact Name & Title: |  |
| Client Contact Phone: |  |
| Client Contact E-mail: |  |
| Project Length (start / end): |  |
| Client of (Respondent / Subcontractor): |  |

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| --- | --- |
| Client 4 | |
| Client (Business) Name: |  |
| Client Contact Name & Title: |  |
| Client Contact Phone: |  |
| Client Contact E-mail: |  |
| Project Length (start / end): |  |
| Client of (Respondent / Subcontractor): |  |

**Staffing Structure**

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| Provide an overview of the staffing structure proposed for consideration under this RFQ, including a total number of staff and staff location(s). Provide the name and title of the person who will serve as OCDC’s point of contact. |
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| Include a proposed staff organization chart, including subcontractor partners who should be considered in the evaluation of qualifications. The organization chart should be in graphic format. The organization chart should clearly identify prime versus subcontractor staff and should include sufficient detail on the staff levels to be considered, by specialization and full-time equivalent (FTE). |
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**Staff Qualifications**

Expanding on the proposed staff organization chart information provided above, use the following tables to provide detailed narrative information on the proposed staff roles and responsibilities, qualifications, and educational background of key staff members, including subcontractor staff, if applicable. Include as many tables as needed.

|  |  |
| --- | --- |
| Name & Title: |  |
| Organization: |  |
| Role and Responsibilities: |  |
| Availability over the project term: |  |
| Education and Professional Qualifications: |  |
| Experience in training development, instructional design, e-learning, etc.: |  |

|  |  |
| --- | --- |
| Name & Title: |  |
| Organization: |  |
| Role and Responsibilities: |  |
| Availability over the project term: |  |
| Education and Professional Qualifications: |  |
| Experience in training development, instructional design, e-learning, etc.: |  |

|  |  |
| --- | --- |
| Name & Title: |  |
| Organization: |  |
| Role and Responsibilities: |  |
| Availability over the project term: |  |
| Education and Professional Qualifications: |  |
| Experience in training development, instructional design, e-learning, etc.: |  |

**Prior Project Approach**

Use as much space as needed, but be concise and focused on addressing the questions and issues as stated.

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| Please describe your approach to ensuring that training modules meet the learning needs of the target audiences. |
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| Please describe what learning methods you use in developing training modules and how you ensure that all training incorporates best practices in adult learning. **Please include at least one sample of prior training that demonstrates your approach.** |
|  |
| Please describe how you approach working with subject matter experts who have workloads beyond the development of training modules and materials. Identify methods you have used to overcome challenges and keep projects on-track. Identify how you have used print or other materials to supplement the input of subject matter experts. |
|  |
| What makes your firm’s approach to the services superior to other organizations in your industry? Describe any other asset, expertise, data, or technology that provides your organization with a competitive edge or advantage that will provide a benefit to your clients. Include any lessons learned. |
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