



**WORKSYSTEMS, INC.
REQUEST FOR PROPOSALS
SUSTAINABILITY TRAINING MODULES**

PROJECT BACKGROUND

Worksystems, Inc. (WSI), part of a consortium of partners including the City of Portland and Multnomah and Washington counties, is creating a series of training modules designed to provide worker skills under the broad umbrella of “sustainability.” These training modules will be targeted for three audiences: pipeline, incumbent workers, and management. The theme of the training will be a focus on the “triple bottom line” or “three P’s” of sustainability: People, Planet, Profit, consistent with Natural Step Network and other philosophies and practices. Topics will include an overview of sustainability, worker innovation, lean processes and resource conservation. The goal will be an improvement in the region’s workforce, achieved through workers who are:

- Educated about the need for sustainable practices and minimizing individual and company carbon footprints
- Aware of current paradigms in efficiency and productivity
- Conscious of the fact that they play a critical role in the success of their organization

At the management level the project will seek to reinforce the idea that a satisfied worker (both in terms of job satisfaction and receiving an economically sustainable family wage) is the key to an agile company that is performing at or near its full potential and thus competitive in the current global marketplace.

GOAL

A motivating goal of the project is to capitalize on the current momentum around the term “green” and “green collar jobs”, and continue to grow Oregon’s reputation as the home of an innovative, nimble and sustainability-savvy workforce. These foundational modules will set the stage for future learning and adaptation to this region’s quickly changing environmental, economic and workforce atmosphere.

OBJECTIVES

1. To augment industry training programs with sustainability curriculum that will enhance the training;
2. Provide a foundational understanding of current sustainability, efficiency and innovation paradigms for pipeline/new/emerging workers and incumbent/current workers in various industries ;
3. Offer additional training for upper management to leverage the training modules. This component is optional to the participating companies and will be self-funded.

SCOPE OF WORK

The successful proposal will reflect access to globally-recognized expertise in the field of sustainable practices and principles and will work with area community colleges to develop the following training curriculum modules that are both stand alone trainings and can be inserted into existing training programs for pipeline and incumbent workers.

- Pipeline/ new worker modules: Modules will cover background and basic concepts around sustainability, including philosophies, practices and current trends, and be designed to be compatible with existing industry pre-employment training programs. Modules should be ready to be integrated into those programs or offered as stand-alone units. Each module should require no more than three hours of instruction to deliver.
- Incumbent workers: A separate, more advanced set of modules will be developed to address topics germane to the current workforce. These will focus less on background and basic concepts and center instead on innovation and adaptation, more advanced lean concepts, efficiency in the workplace and other issues to improve productivity, waste reduction and improve the work environment. These modules will be stand-alone courses. Each module should require no more than 3-4 hours of instruction to deliver.
- Management: The successful bidder will have a strategy in place to offer optional curriculum and/or training that addresses the needs of management. This training will be presented to participating companies that may request it as part of the overall training package in association with the training modules. This training will be highly customized for the individual organizations and the training will be funded by the companies based on their preferences and needs. This component, while not funded as part of the training package, is nevertheless critical to the success of the project to allow companies to better leverage the employee training modules created under this solicitation as part of the organization's overall sustainability strategy.

DELIVERABLES

- 1) The selected contractor will produce, in association with regional community colleges and other current workforce training providers, the training curriculum modules for the pipeline/new worker modules and the incumbent workers modules described above.
- 2) The selected contractor will demonstrate the capability to provide additional training for the management teams of participating organizations to complement the training modules as a separate service outside this solicitation.
- 3) The selected contractor will act as a liaison between WSI and private sector companies involved in this project to promote and support the development of this project. This will entail participating in industry focus groups, presenting a summary of the project to companies and industry groups and other key decision-makers and stakeholders

AVAILABLE FUNDS

Funding for this project is estimated at \$300,000 and will be comprised of a variety of Federal and private resources, including Employer Workforce Training Funds, Workforce Investment Act funds through WSI, and grants awarded to partner organizations and contributed to this project.

PROPOSAL SUBMISSION

Proposal response must be single spaced, on 8-½ inch x 11-inch pages, with font size 12 or larger and submitted both electronically and four unbound paper copies. Proposal responses must include the following:

1. Cover letter identifying the organization, with contact information and indication of legal capacity to do business in the State of Oregon. Describe your experience conducting similar projects, both domestically and, if applicable, internationally, and developing required training curriculum. Include 3 client references (contact name and title, organization name and telephone number). *(20 points - not more than 1 page.)*
2. Work plan describing the strategy for developing the modules as well as a brief outline of key topics within each module. Include an estimated total number of modules for both the pipeline and incumbent worker components, and a summary of each topic that will be addressed by each module. Also describe the bidder's ability to provide optional training and/or curriculum to the management teams of participating companies to support the training modules. *(35 points - not more than 5 pages.)*
3. Timeline showing major milestones and delivery of the specified products. *(15 points - not more than 1 page.)*
4. Individual resume or summary of qualifications for the person or persons to be assigned to this project, addressing their abilities to develop the required curriculum. *(10 points - not more than 1 page for each person.)*
5. Bid amount and budget, including justification of all necessary costs, hours of effort, rates, disbursements, overhead and proposed cost for each module *(20 points - not more than 1 page).*

Proposals are must be received by 4:00 PM on Monday, February 9, 2009. Send proposals via email to Jenny Weller, jweller@worksystems.org and hard copy versions to Worksystems Inc., Sustainability Modules Project, c/o Jenny Weller 111 SW 5th Avenue, Portland, Oregon 97204. Late proposals will not be considered.

Questions should be sent to WSI via email: SustainabilityModules@worksystems.org. Questions must be received by 4:00 PM on Friday, January 30, 2009. Answers will be posted at www.worksystems.org within 48 hours.

PROPOSAL EVALUATION

- Proposals will be evaluated by a committee. The successful proposal will be selected based on the scoring using the criteria and point allocation described above under Proposal Submission. During the evaluation process, the committee may, at its discretion, request any or all respondents to make oral presentations, which may be considered in making the decision.
- Upon receipt of all proposal documents (both electronic and paper), WSI will e-mail bidder confirmation of proposal receipt.
- A decision will be made by Friday, February 27, 2009, and all respondents will be notified of the results by the end of the following week.

RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP. Worksystems reserves the right to reject any or all proposals submitted.

ADDITIONAL INFORMATION

- Costs for developing the proposals are solely the responsibility of respondent. WSI will not provide reimbursement for such costs.
- A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to charkaway@worksystems.org.
- Applicants are advised that most documents in the possession of WSI are considered public records and subject to disclosure under the State Public Records Law (ORS 192.410 - 192.505).
- Bidders who have submitted a proposal have the right to protest the award. WSI's process for addressing protests is available upon request.

***Worksystems, Inc. is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
To place a free relay call in Oregon dial 711.***