

Proposal Response Form

This proposal response form will assess how your level of experience meets the scope of work for this project. To be considered for this award, workforce consultant/s must have five years demonstrated experience in developing and delivering professional workforce training curriculum to public or private sector clients with more than 500 employees.

Please complete this form to demonstrate your experience level within the following areas of work.

Organizational Capacity (20%)

Area of Work	Response
1. Ability to utilize various communication platforms (Teams, Webex) for breakout sessions, polling, videos and interactive discussions.	Describe your proficiency with each platform and function (100 words max)
2. Develop a virtual interactive training on supporting and strengthening a department's workforce. In order to be considered as experience for this RFP, previous trainings must have included the following: A. An overview of building healthy work cultures and environments. B. Bridging a theory to practice gap. C. Post knowledge surveys. <i>The post-knowledge surveys should include an option for anonymous feedback from participants on the training.</i>	Extensive _____ (more than 4 related projects completed) Moderate _____ (3-4 related projects completed) Minimal _____ (1-2 related projects completed) None _____ (0 related projects completed)
3. Deliver a virtual interactive 1.5 hour (90 minute) training 1x/ weekly building on workforce capacity, strategic partnerships, cultural humility, strengthening recruitment and retention efforts, supporting infrastructural needs and best practices.	If applicable, provide a brief summary to describe the trainings provided that are related to these topics (100 words max).

Approach and Timeline (20%)

4. Provide a timeline and approach for how you would complete the development of the training by September 30, 2025.	*No word max
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Evaluation Strategy (10%)

5. Provide a written evaluation of the effectiveness of the training: The evaluation should include summary, data from post knowledge surveys, analysis of data, feedback from participants, and recommendations for follow up training.	Describe your approach to evaluation. How do you evaluate if the training was successful and impactful on the participants? (100 words max).
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Cost (50%)

Estimated total of 460 hours of work including 442 development hours and 18 delivery hours

1. Provide the total number of hours to develop and deliver the training
2. Provide an average of the hourly rate that would be applied for all personnel involved in all production costs and delivery of the training curriculum.

*Please note: the project timeframe is subject to change at conclusion of the contract period.