

State of Minnesota

Minnesota Department of Labor and Industry



Quick Call for Proposals (“Quick Call”)

Minnesota Dual-Training Pipeline ‘Train the Trainer Technical Assistance’

9/8/2021

- Responses must be received not later than 5pm, Central Time, October 4, 2021
- Late responses will not be considered

SPECIAL NOTICE: This Quick Call for Proposals does not obligate the State of Minnesota or the Minnesota Department of Labor and Industry to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

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SECTION 1 – INSTRUCTIONS TO RESPONDERS

**Steps for
Completing Your
Response**

Follow the steps below to complete your response to this Quick Call:

Step 1: Read the solicitation document and ask questions, if any

Step 2: Write your response

Step 3: Sign and submit your response

**Incomplete
Submittals**

A proposal must be submitted along with any required additional documents.
Incomplete proposals that materially deviate from the required format and content may be rejected.

STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

**How to Ask
Questions**

The contact person for questions is:

Dan Solomon, Interim Manager of Minnesota Dual-Training Pipeline

Minnesota Department of Labor and Industry

Dan.Solomon@state.mn.us

Questions must be emailed to the contact by September 27, 2021.

Other personnel are not authorized to answer questions regarding this Quick Call.

STEP 2 – WRITE YOUR RESPONSE

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Proposals**

The Quick Call starts on Section 3. Insert your response to the questions as asked or provide content as requested.

By signing this response, your firm is making a legal, binding offer for a contract to provide services to the State of Minnesota.

STEP 3 – SIGN & SUBMIT YOUR RESPONSE

**Where to Send
Your Response**

E-Mail your response to:

Dan Solomon, Interim Manager of Minnesota Dual-Training Pipeline

Dan.Solomon@state.mn.us

**Response
Submission
Deadline**

Must be received not later than 5pm, Central Time, October 4, 2021, as indicated by a notation made by the individual receiving the response.

SECTION 2 – QUICK CALL PROJECT INFORMATION

A. Description of Project

Minnesota Dual-Training Pipeline exists to support employers in creating or enhancing a competency-based dual-training approach in which workers receive a combination of related instruction strategically paired with on-the-job training. Industries of focus include advanced manufacturing, agriculture, health care services and information technology. One of the main elements of Pipeline is to provide technical assistance to employers to improve their on-the-job-training. The main goal of this 'Train the Trainer' project will be to provide employers with additional information, resources and coaching that will enable and empower their own company's trainers to be more successful at preparing workers through on-the-job-training. As a result of this project, trainers will be better equipped to train their workers to master competencies and become proficient in identified occupations within Pipeline's four industries of focus. The project will likely take place via remote work; however, if the contractor and partner employers prefer to meet in-person at a site of their choosing, that would be acceptable.

This project should begin by approximately October 25, 2021 and be completed by no later than February 11, 2022. The project is not to exceed \$25,000.

B. Sample Tasks

1. Lead at least two, one-hour workshops that can be attended remotely which will provide general information to attendees about on-the-job-training (OJT) best practices with tips and advice for how trainers may achieve OJT success.
2. Provide personalized coaching session(s) focused on improving on-the-job-training for at least twenty different employers who would be identified by Pipeline staff as being interested in participating in this project. Pipeline staff work with a wide variety of employers ranging in size from very small 5-10 employee organizations to some over 1,000 employees.
3. Provide best practices, resources, and recommendations for employers to use when helping to support their trainers who lead OJT. These can be newly developed, existing or customized resources.
4. Provide written progress reports and a final report to DLI outlining how time was spent with employers, what resources were provided and what work was completed. Employers should also be able to participate in survey of their experience and survey results should be shared with DLI upon project completion.

Responders are encouraged to propose additional tasks or activities if they will improve the results of the project. These items should be separated from the required items on the Cost Proposal.

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C. Minimum Qualifications Required

Individual(s) have at least five years' experience providing business consulting to employers on how to improve their overall company culture and/or workforce training development programming.

D. Desired Skills

Individual(s) should also have a college degree and/or completed a registered apprenticeship. Individual(s) with experience working with registered apprenticeship and/or earn-and-learn programming are strongly desired. Individual(s) with experience working with a wide range of industries and of geographically based businesses are strongly desired.

E. Response Evaluation

Responses will first be reviewed to confirm compliance with the minimum qualifications identified above. Responses that meet all the minimum qualifications will be further evaluated in accordance with the following:

Factors	Percentage
Qualifications	15%
Approach to Project	55%
Cost	30%

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SECTION 3 – VENDOR RESPONSE

INSTRUCTIONS: Fill in the information requested below.

1. Vendor Contact Information

Company's Full Legal Name:	
Business Address:	
Contact Person's Name:	
Telephone Number:	
Fax Number	
E-Mail Address	

2. Qualifications

Describe the company background. Detail the experience and qualifications of all personnel proposed to work on the project. Describe any experience you have working with the industries covered by Minnesota Dual-Training Pipeline which are advanced manufacturing, agriculture, health care services and information technology.

[Please no more than three pages]

3. Approach to Project

Describe your overall approach to the work. How will you accomplish the goals of the project? Who will do the work? What are the timelines and final deliverables?

[Please no more than four pages]

4. Alterations or Additions to the State's Quick Call Terms & Conditions

If you wish to take an exception to the State's Quick Call Terms and Conditions (see Section 5), please indicate that below and attach any appropriate documentation.

None

See attached document detailing proposed alterations and/or additions to the State's Quick Call terms and conditions.

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SECTION 4 – COST PROPOSAL

Follow the instructions below when completing your cost proposal.

Deliverables Based

Responder must submit a cost proposal that details a list of all deliverables and a corresponding cost for the performance of each deliverable. Detail the number of hours estimated to complete each deliverable and all hourly rates utilized and calculate the total of each deliverable. Cost cannot exceed \$25,000.

	Deliverables	Hours	Rate	Total
1				
2				
3				
	TOTALS			

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SECTION 5 – RESPONDER CERTIFICATIONS

Responder must check each box to certify to the conditions required under this Quick Call. Please note that some certifications may require the submission of additional information. Sign below to finalize response.

A. Required

- I have read and am aware of the **State’s Quick Call terms and conditions**, which is available at www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf.
- I have read and am aware of the **State’s contract terms and conditions**, which can be found in the sample contract at www.mmd.admin.state.mn.us/pdf/samplecontract.pdf.
- Noncollusion Affirmation.** I certify
 - That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
 - That the proposal submitted in response to the Quick Call has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Quick Call, designed to limit fair and open competition.
 - That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
- That I am fully informed regarding the accuracy of the statements made in the proposal.

If Applicable

- I am a **certified veteran-owned business**, in accordance with Minn. Stat. § 16C.16, subd. 6a and § 16C.19 (d). The eligibility criteria are available at www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf.
- I am a **resident vendor**, in accordance with 2013 Minn. Laws, Chapter 142, Article 3, Sec. 16. The eligibility criteria are available at www.mmd.admin.state.mn.us/pdf/Quick%20Call%20T&C.pdf.

By signing here, I warrant that the information provided in this proposal is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from contract award and may subject me/my company to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Signature

Title

Date