Workforce Solutions for North Central PA

Manufacturing Industry Partnership
RFQ for Speakers/Presentations
Questions and Answers
March 21, 2025

Below are the questions and answers to the Manufacturing IP RFQ for Speakers/Presentations.

1. One of the requirements states: *"Presentations should be no longer than 1 to 1.5 hours and allow time for questions and answers."* MHFA, when delivered virtually, consists of 2 hours of self-paced coursework followed by 5.5 hours of instructor-led content (not including breaks). Could you clarify whether you are specifically requesting the MHFA course, or if the term is being used to describe a different course that fits within the 1–1.5-hour timeframe?
   Upon reviewing the RFQ requirements, we recognize that the 1-1.5 hour class duration may not align with the typical delivery model of MHFA. To clarify, we are retracting this restriction and will allow providers to deliver the program according to their standard format.

2. The RFQ states that permission is requested to record and distribute any or all presentations. If you are specifically requesting MHFA, please note that all certified MHFA instructors are not permitted to record and distribute due to copyright restrictions. Could you clarify whether you are specifically requesting the MHFA course or a different course that fits within the 1–1.5-hour timeframe?
   We are requesting permission to record and distribute all presentations. If your program does not allow for the recording and/or distribution, it must be noted.

3. How many people is the agency looking to train in MHFA/mental health training?
   The training will be open to our Industry Partnership/region employers. We are not placing a cap for the number of attendees. If your program limits attendees, this must be explained in your quote, question 3a.

4. How many presentations is the agency looking to host during the period of performance?
   We looking to host a total of 5 presentations during the period of performance. Providers may bid on one, two, or more presentations. The length of each presentation may vary, with some completed in one day and others potentially requiring more hours.

5. Are you open to learning about additional topics that can be provided in addition to those listed in the solicitation or are the topics set to those listed?
   Please feel free to include additional training topics.

6. Are the trainings mandatory or voluntary for members to attend?
   Voluntary

7. Is this an existing contract that is up for renewal/rebid?
   No

8. Is there a budget range available for the opportunity?
   Our funding is limited, so we aim to maximize our investment by selecting the best value based on the RFQ evaluation criteria.

9. Do you want an overall proposal if we're going to make a proposal on all five topics or do you wish to have five individual proposals?
   Whether submitting one overall proposal or five individual proposals, a detailed summary and cost breakdown for each topic is required. This will allow us to evaluate the pricing and scope of each topic separately. Please ensure each proposal includes specific costs for the individual topics being proposed.

10. Would it be possible to hire our organization and use and MOA instead of a contract?
    Yes

11. Is there a cap on the amount of facilities and administrative oversight costs that will be allowed on the proposal?
    No. However, our funding is limited, so we aim to maximize our investment by selecting the best value based on the RFQ evaluation criteria.

12. At 1.5 hours, some of these programs will not be full "trainings." For example, Mental Health First Aid is typically a 7.5 hour training. Are you OK with these being speaker programs and introductions to the topics (in some cases)?
    We are limiting each session to a reasonable time with 1.5 hours preferred a day. A 7.5 hour training may be scheduled over 4 days to allow for a complete course.
    For the MHFA course only *- Upon reviewing the RFQ requirements, we recognize that the 1-1.5 hour class duration may not align with the typical delivery model of MHFA. To clarify, we are retracting this restriction and will allow providers to deliver the program according to their standard format.*

    For the remaining courses – We are open to scheduling a multi-day format where the hours may be split across multiple days. Keeping in mind the number of programs (5) to be delivered across a few months. We are not looking for lengthy programs but rather short, focused presentations.

13. Who's (yours or ours) platform and/or what platform will be used to deliver these virtual programs?
    We will use our Zoom account.

14. How do I get on the list to receive these RFQs or are they only available on your web site?
    If you would like to be added to Workforce Solutions Bidders' list, please email dhottel@ncwdb.org with your request to include:
    - *Contact Person / Title / Phone Number*
    - *Name of Business*
    - *Business Address (City, State, Zip)*
    - *Brief description of capabilities*
    - *Web address*

15. **Virtual Platform & Hosting:** Will the presentations be hosted on Zoom, Microsoft Teams or another platform? Who will be responsible for hosting and managing the sessions? Will a dedicated tech support team be provided during the session to assist with connectivity or troubleshooting issues?
    Workforce Solutions will utilize Zoom for the Industry Partnership presentations. Staff will be available for support and troubleshooting issues.

16. **Audience Profile:** Could you provide insight into the professional level of attendees (e.g., frontline workers, supervisors, executives) to help tailor the content appropriately?
    The audience is our Manufacturing Industry Partnership and may include workers at all levels; frontline workers, supervisors, and/or executives.

17. **Participation:** How many participants are expected in the live sessions? Are there any accessibility requirements (e.g., closed captions, screen reader compatibility)?
There is no specific limit on the number of participants per session. However, if your program has a class size limit, please ensure that the maximum number of participants is clearly detailed in Section 3a of your submission.

Regarding accessibility requirements, we expect all sessions to be inclusive and accessible. This includes providing closed captions for live sessions and ensuring compatibility with screen readers to accommodate participants with disabilities.

If there are any specific accessibility features required, please let us know in your proposal, and we will work to ensure the appropriate accommodations are in place.

18. **Expected Deliverables:** Beyond the presentation itself, are there additional required deliverables (e.g., handouts, post-session resources, follow-up materials)?
Beyond the presentation itself, there may or may not be additional deliverables depending on the preferences of each provider. Some providers may choose to include supplementary materials such as handouts, post-session resources, or follow-up materials, while others may not.

If your program includes any additional materials, please specify what will be provided in your proposal. We encourage providers to consider including resources that can enhance the participants' learning experience, but it is not a mandatory requirement.

19. **Multiple Sessions:** Is there an opportunity for multiple sessions per topic, or are you seeking only one presentation per topic?
Yes, we are open to multiple day formats and would encourage multiple days for topics in which the length exceeds the preferred 1.5 hours.

20. **Participant Registration:** Will Workforce Solutions manage participant registration, or should presenters provide a registration system?
Workforce Solutions will manage participant registration as presentations are limited to our Industry Partnership/region employers.

21. **Presentation Template & Branding**: Should the presentation align with Workforce Solutions branding (e.g., logos, colors, slide templates)?
Workforce Solutions does require our logo and specific wording for Equal Opportunity and Funding on all presentations/marketing. This information will be shared at the time of award.

22. **Recording & Distribution:** The RFQ mentions permission to record sessions—will presenters have access to the recordings for reference or future use?
All permitted recordings will be available on Workforce Solutions website - https://www.workforcesolutionspa.com/

23. **Learning Objectives:** Are there any specific learning objectives or performance indicators these sessions should address?
The learning objectives and performance indicators for each session should be defined by the responder based on the specific topic they are submitting.

24. **Evaluation:** What metrics will be used to evaluate the success of the session (e.g., participant engagement, post-session feedback, knowledge retention assessments)? Will there be a post-feedback survey for participants, and if so, will presenters have access to the responses?
The evaluation (post feedback survey) will be negotiated with the provider at the time of award.

Presenters will have access to the responses.

25. Roughly how many manufacturers are expected to attend/participate?
    There is no specific limit on the number of participants per session. However, if your program has a class size limit, please ensure that the maximum number of participants is clearly detailed in Section 3a of your submission.

26. Do you know if the intention is for attendees be at individual devices or is this a virtual presentation to a group-gathered audience (several or all in one room)?
    The intention is for attendees to be at individual devices.

27. For this group of manufacturers, are they new managers, senior managers, HR, etc? Are they from different companies? This will be important context for the Succession session, but also for the Mission/Vision piece.
    The participants in this group will be a mix of management levels, including new managers, senior managers, HR professionals, and other leadership roles.
    Additionally, the participants will be from different companies; the number of staff per company is not limited.

28. Is there an overarching goal or theme for this series?
    Yes, the overarching goal for this series is to address key leadership and organizational development topics that are most relevant to the manufacturing industry. The specific topics were selected based on input from our manufacturing industry partnership, reflecting what they identified as the most important areas for growth and development within the sector.

    Each session is designed to provide valuable insights and practical strategies that can help participants improve their leadership capabilities, foster stronger organizational culture, and enhance overall performance within their respective companies.