

**Fulton, Montgomery and Schoharie Counties  
Workforce Development Board, Inc.**

**On behalf of the  
Greater Capital Region Workforce Investment Boards**

**REQUEST FOR PROPOSALS 12-02  
Curriculum Development  
Math and Science Anxiety Workshop**

The Fulton, Montgomery, and Schoharie Counties Workforce Development Board, on behalf of the four Greater Capital Region Workforce Investment Boards (Albany, Schenectady, Rensselaer; Saratoga, Warren, Washington; Columbia-Greene; and, Fulton, Montgomery, Schoharie), requests proposals to provide curriculum development for our Steps Up to STEM project, a Workforce Innovation Fund (WIF) program awarded by the United States Department of Labor (USDOL) to our consortium.

**BACKGROUND:** The USDOL Workforce Innovation Fund (WIF) was created to cultivate and test innovative approaches to workforce training and encourage the replication of evidence-based practices in the workforce development field.

In July 2012, the Greater Capital Region Workforce Investment Boards (GCR WIBs) received a three-year United States Department of Labor Workforce Innovation Fund grant for the purpose of addressing the region's STEM skill shortage by increasing the number of disadvantaged youth, low-income adults and dislocated workers who are interested in STEM careers and creating a flexible region-wide STEM talent pipeline system that links the workforce system, employers, educators, and emerging and returning workers through Two-Step Career Plans.

An important component of this project is addressing the hesitation many adult learners and disadvantaged older or out of school youth (ages 18-21) may have about pursuing a STEM career because of their limited background in learning and applying the math and science concepts needed for in-demand STEM career fields. This workshop is intended to address this barrier and give our customers the tools they need to overcome their math and science anxiety so that they will be better prepared to enter STEM education and STEM careers.

**PROJECT OBJECTIVES:** The curriculum developer will be responsible for completing the following activities:

1. Creating a 2-hour interactive workshop that can be delivered by workforce development professionals who are non-educators. The purpose of the workshop will be to help alleviate people's concerns about their ability to learn math and science skills and the concepts necessary to perform mid-level STEM careers. The workshop should offer the following:

- Examples of how we all use math and science concepts in our everyday lives so people can see how these skills become second nature when we apply them to real world situations.
  - Examples that will demonstrate how much easier it is to learn something new when the skill is taught in the context in which it will be used, as opposed to learning an abstract theory.
  - Discussion regarding the benefits of being an adult learner and how life experience enhances the ability to learn in a post-secondary or vocational setting.
  - Participant exercises regarding using math and science concepts that are specific and separately geared to adults and disadvantaged youth.
2. Offer one “dry run” session of the workshop at Career Central, the Albany One-Stop Center located at 175 Central Avenue, Albany, NY to an audience of Workforce Development professionals, and make any appropriate revisions to the curriculum based on contractor feedback.
  3. Provide a finished product that includes learning objectives, exercises, handouts, a power point presentation, an instructor’s manual, and any other developed materials, including a bibliography of any sources used.

**PROJECT PARAMETERS:**

- The Curriculum Developer will be required to be available, by phone or in person, during regular business hours (Monday – Friday from 8 am – 5:00 pm EST) for scheduled meetings.
- Payments to the Curriculum Developer include all costs incurred in project completion, including but not limited to: supplies and materials, travel costs, and phone costs.
- The Curriculum Developer will acknowledge and agree that contributions to the development of all proprietary information for the GCR WIBS was done in the course and within the scope of the project and that all work product arising and resulting from project efforts is the property of the New York GCR WIBS.
- The Curriculum Developer will acknowledge and agree that all of the work product that is developed, directly or indirectly, as a result of this project with the GCR WIBS, were “works made for hire” as defined in the United States Copyright Act and as such the United States Department of Labor will be deemed as the “author” of such work product for Copyright Law purposes.

**GENERAL QUALIFICATIONS:**

- The bidder should demonstrate expertise in curriculum development in a math and/or science field. Experience with remedial education is also desired.
- The bidder should demonstrate familiarity with adult learning theories and contextualized instruction.
- The bidder should demonstrate familiarity with Workforce Investment Act programs and/or the customers they serve: dislocated workers, low-income adults, and disadvantaged older youth (18-21 years of age).

**SELECTION PROCEDURE:** Persons or organizations interested in responding to this request should submit a letter of qualifications, and a resume and / or curriculum vita.

- The letter of qualification or resume should provide previous experience with completing similar activities/projects and include 3 references related to these similar activities/projects.
- The letter of qualifications should include a description of other work/project activities the applicant will be responsible for completing during the same timeframe as this project.
- The letter of qualifications should also confirm that the Consultant would be available during regular business hours and some evening hours for meetings during the timeframe of the project.
- The letter of qualifications should include a proposed Work Plan outlining the time frame proposed to reach each objective.
- Preference will be given to applicants with previous experience in workforce development, education, business training and/or human resource management.
- An interview with the Greater Capital Region WIBs representatives will be required prior to final selection.
- Bidders must demonstrate the ability to provide the required services at a reasonable cost to the FMS WDB. Costs will be evaluated based not only on competitiveness with respect to their bids, but equally important, the value they reflect in light of services proposed and bidder's capability and experience.

**RESERVATION CLAUSES:** The FMS WDB, in order to serve the best interests of the FMS Workforce Investment Area and its regional partners, reserves the right to:

- Postpone or cancel this RFP upon notification to all bidders
- Amend the specifications after their release with appropriate notice to all bidders
- Request bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation
- Waive or modify minor irregularities in proposals received after prior notification to the bidder
- Reject any and/or all proposals received in response to this RFP
- Contact bidders' references as a check on qualifications
- Award the contract to other than the lowest bidder
- Negotiate with selected bidder prior to contract award
- Disqualify any bidder who inappropriately acquires information contained in a competitor's proposal and attempts to use that information to influence the award decision

**CONTRACT CANCELLATION:** The FMS WDB reserves the right to cancel the contract or any part thereof, at any time, upon thirty (30) days written notice. If, in the judgment of the FMS WDB, the Contractor fails to perform the work in accordance with the contract, the FMS WDB may terminate the contract immediately by written notice for cause. The FMS WDB may elect to provide a corrective action period prior to termination.

**PROJECT TIMELINE:** This project will begin as soon as the successful bidder is identified and a contract for services is executed, anticipated as November 15, 2012, and it will end with the submission and acceptance of the final product, no later than January 25, 2013.

**ADDITIONAL INFORMATION:** All questions should be submitted to:

Gail B. Breen, Executive Director  
Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.  
Email: [gbreen@fmsworkforcesolutions.org](mailto:gbreen@fmsworkforcesolutions.org)

Questions and answers will be posted at [www.fmsworkforcesolutions.org](http://www.fmsworkforcesolutions.org)

**METHOD OF PAYMENT:** The contract will be with the project's grant recipient, the Fulton, Montgomery and Schoharie Counties Workforce Development Board. The consultant will be paid based on the completion of activities. Activities must be completed to the satisfaction of the FMS Workforce Development Board. Payment covers all costs involved in completing project objectives, including supplies and materials.

- 10% for start-up activities, Upon receipt of signed contract.
- 35% for completion of Objective 1, January 7, 2013
- 30% for completion of Objective 2, week of January 14 – 18, 2013
- 25% for completion of Objective 3, January 25, 2013

**Total cost to be negotiated, but not to exceed \$7,500.**

**INTENT TO APPLY:** By Wednesday, October 24, 2012 is desirable but not required.

**SUBMISSIONS:** Three (3) copies of the complete bid package must be postmarked and received by the Workforce Development Board by 4:00 p.m. on Wednesday, October 31, 2012. One electronic copy should be sent to: [gbreen@fmsworkforcesolutions.org](mailto:gbreen@fmsworkforcesolutions.org) Proposals may be hand-delivered or sent by mail to:

Gail B. Breen, Executive Director  
Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.  
2620 Riverfront Center  
Amsterdam, New York 12010  
(518) 842-3676, Ext. 3026  
Email: [gbreen@fmsworkforcesolutions.org](mailto:gbreen@fmsworkforcesolutions.org)

**Faxed copies will not be accepted.** Bids received after 4:00 p.m. on Wednesday, October 31, 2012 on will not be eligible for funding consideration. Use of certified, registered or express mail is suggested for postmark verification.

All bids and accompanying information become the property of the Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc. and will not be returned.