Request for Quote: Career Exploration

Section 1 – Introduction and Project Overview

Anne Arundel Workforce Development Corporation's (AAWDC) mission is to develop and deliver an innovative, effective workforce delivery system that is aligned with the economic and educational goals of Anne Arundel County. AAWDC's regional initiatives bring together workforce partners across central Maryland to support the economic and workforce goals of the region.

AAWDC seeks a career exploration assessment, strategy, and training for the new and emerging workforce ages 18-24 to enroll in AAWDC's YouthWorks! Initiative. YouthWorks! includes year-round and summer programs that provide career exploration, job readiness skills, life skills, occupational training, professional certification, and career placement assistance to eligible County youth and young adults.

Section 2 – Submission Information

All quotes must be received by 4:30 pm on January 3, 2017 to sross@aawdc.org. All documents must be in a .pdf, .doc, or .xls file.

Costs for this project will be funded through dollars that AAWDC receives from the Workforce Innovation Opportunity Act grant. AAWDC anticipates making one reward up to $24,500.

Section 3 – Scope of Work and Deliverables

AAWDC's vision for new and emerging workers (young adults (ages 18-24)) is to ensure that they are equipped with the skills, resources, and training necessary to maximize their career potential and be successful participants in the current and future labor market. AAWDC partners with qualified sources to provide services to eligible youth, with a focus on increasing long-term labor force attachment through occupational, educational, and career-related skills development, work experience, and job placement.

AAWDC seeks quotes from firms* to implement unique, technology-based career exploration for clients. Trainings should accommodate up to 20 students per session and be a total of 24 hours of training. Training to be concluded by June 30, 2016. Up to six sessions will be planned.

Career exploration activities should include, but are not limited to:

- Aptitude and values
- Interactive activities, to include online platforms for occupation research, exchange of career information and online mentoring
- Creative ways to explore careers using multimedia and video resources
- Job Readiness workshops and/or training
- Mock interviews

Upon conclusion of the training, the vendor will ensure the following deliverables per trainee:

- Video presentation for each participant
- Written documentation of career assessment results

It is expected that vendors will provide AAWDC with outlines of all workshop and training materials to be used at least two weeks prior to the start and to maintain regular communication with AAWDC representatives on a weekly basis. Providers are expected to provide all educational materials as part of the contract, and should include material costs in their proposed budget. All intellectual property developed under this award will belong to AAWDC.

Section 4 – Quote Requirements

All quotes should include the following:
- Outline of career exploration plan;
- Experience providing similar services;
- List of personnel who will be assigned to work on the project and their qualifications
- A budget with a breakdown of costs
- Contact information of the organization point of contact for proposal and delivery purposes

After written quotes have been reviewed, discussions with prospective partners may or may not be required to clarify portions of the quote.

Section 5 – Evaluation and Anticipated Schedule

The quotes received will be fully reviewed by an evaluation team. AAWDC reserves the right to negotiate with the selected providers on deliverables, scheduling, and budget issues. AAWDC shall not be obligated to accept the lowest quote submitted, but shall make awards in the best interest of the project.

*Eligible firms will be in good standing with the State of Maryland and not be barred from receiving federal funds according to Sam.gov

Submit proposal documents in a .pdf, .doc, or .exl format should be submitted to Wilhelmina Cornish, Director of Workforce Investment Act (WIA) Programs, at wcornish@aawdc.org.

Any questions pertaining to the scope of work should be directed to
Susan Ross, Director of Workforce Innovation and Opportunity Initiatives, sross@aawdc.org

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