**Please identify whether this Template is being completed for Program Delivery or Curriculum Development**

**RESPONSE:**

**Please identify which Course Category this Template is being completed for:**

**RESPONSE:**

**Bidders please note: Templates for Program Delivery require responses to sections 2.1, 2.2 and 2.4 where indicated below. Templates for Curriculum Development require responses to sections 2.1, 2.2 and 2.6 where indicated below.**

**2.1.** **Mandatory Requirements (Pass/Fail)**

2.1.3. Bidders must provide four (4) references with whom the bidder has provided similar services or performed similar activities within the past three to five years and who can attest to the bidder’s qualifications, by listing the organization name, address, contact person, email address and telephone number. These four (4) references should reflect the desired bidder expertise as indicated in Section 2 of this RFP. Bids will be rejected as non-responsive if references are not provided.

**RESPONSE:**

**Bidders please note:**

**A proposal that passes the Initial Screening Process and meets the Mandatory Requirements will be further evaluated and rated based on:**

**•**The adequacy and extent to which the Technical Proposal fully addresses the requirements;

**•**How detailed, well-organized, well-written, and complete the proposal is;

**•**The qualifications and expertise of key personnel;

**•**The relevant experience and expertise of the bidder’s firm and its ability to provide the services being sought, along with their philosophy and processes congruent with excellence in service and any formal recognition for industry leadership.; and

**•**The bidder’s previous or current experience with other public employers, large, multi-site employers, and unionized employee populations. These qualities are preferred but not required

**2.2.** **Overall Bid Requirements**

2.2.1. Summary of Services being Bid - Bidders should submit a project summary outlining significant features of the proposal, summarizing the bidder’s overall experience, and include a brief description of any related activities currently being provided by the bidder to New York State.

**RESPONSE:**

2.2.2. Bidder Status (Fiscal Stability) - Bidders should provide a brief description of bidder organization including the history, range of services provided, organizational structure, and significant changes likely to occur within the next year, number of employees, and geographical locations. Bidders may be required to provide, a copy of their most recent annual audited financial statement, including the opinion of an independent certified public accountant, and statements that indicate the firm’s financial stability and ability to conduct the proposed project prior to GOER drafting a contract.

**RESPONSE:**

**2.4**. **Bid Requirements for Job Skills Program Delivery.**

2.4.1. Bidder Capability:

2.4.1.1. Describe the bidder’s firm’s ability to deliver half-day (3 hours), one-day (six hour), and multiple-day classroom-based courses, as well as one to one and a half hour webinars, on dates, times, and locations mutually agreed to by the Partnership, selected contractor, and agency worksite. Any geographic limitations to in-person delivery should be fully described here. Please refer to Historical Course Delivery by Region, Attachment 11 for a map of CSEA regions and an average number of classes by Course Category that have been delivered by region over the three-year period, 2017-2019.

**RESPONSE:**

2.4.1.2. Provide a comprehensive description of the bidder’s firm indicating the ability to deliver the training programs for the Course Category being bid.

**RESPONSE:**

2.4.2. Subject Matter Expertise:

2.4.2.1. Include a list of the bidder's proposed staff assigned to Program Delivery.

Provide a comprehensive description of proposed staff’s professional teaching expertise, knowledge and qualifications to teach courses and experience in the Course Category being bid.

**RESPONSE:**

2.4.2.2. Provide a description of relevant additional background and experience of the proposed staff.

**RESPONSE:**

2.4.2.3. List the number of years or months of experience of the proposed staff.

**RESPONSE:**

2.4.2.4. Provide resumes for proposed staff per Section 2.1 Mandatory Requirements for the Course Category being bid. (Attach to Template for Proposal Submission – Attachment 9)

2.4.2.5. Include evidence of experience consistent with excellence in service in teaching for the bidder’s firm. Please include ratings, evaluations, or other evidence of distinction in the training field. Evidence is not a requirement of the bid however, it is preferred. (Can be listed below and/or attached to the Template for Technical Proposal Submission – Attachment 9. If attached, please indicate below).

**RESPONSE:**

2.4.3. Adult Learner Teaching Expertise:

2.4.3.1. Describe each proposed instructor’s experience teaching adult learners in the Course Category in which they are bidding.

**RESPONSE:**

2.4.3.2. Describe each instructor’s knowledge and experience with instructional techniques including, but not limited to, use of case studies, role plays, small group discussion and facilitation, demonstrations, simulations, and direct lecture presentations.

**RESPONSE:**

2.4.3.3. Describe each instructor’s experience using varied learning activities that reinforce content and encourage collaboration and reflection.

**RESPONSE:**

2.4.3.4. Describe each instructor’s experience working with adult learners in an educational environment within the last five years. Include a list of classroom-based and webinar courses delivered, within the last five years, by proposed instructors to adult learners for the Course Category being bid. Include the following specific details for each course:

**•**Title and type of course

**•**Dates program delivery occurred

**•**Location of delivery

**•**Name of client

**•**Method of Delivery

**RESPONSE:**

2.4.3.5. List the proposed instructor’s years or months of relevant experience teaching adult learners for the Course Category being bid.

**RESPONSE:**

2.4.4. Experience with Similar Employers and Employees:

Bidders who have the desirable experience serving clients similar to NYS as outlined below should describe it in full detail. The experience is not required but preferred, however, the bidder should also indicate if they do not have the experience.

2.4.4.1. List and describe educational program delivery experience with New York State government or other public employers within the last five years.

**RESPONSE:**

2.4.4.2. List and describe educational program delivery experience with other large multi-site employers within the last five years.

**RESPONSE:**

2.4.4.3. List and describe educational program delivery experience with other unionized employee populations, within the last five years.

**RESPONSE:**

2.4.4.4. List and describe educational program delivery experience with culturally diverse employee populations within the last five years.

**RESPONSE:**

**2.6. Bid Requirements for Job Skills Curriculum Development**

2.6.1. Bidder Capability:

2.6.1.1. Provide a comprehensive description of the bidder’s firm’s ability to develop and revise courses for the Course Category being bid.

**RESPONSE:**

2.6.1.2. Describe the bidder’s firm’s Curriculum Development experience.

**RESPONSE:**

2.6.1.3. Describe the bidder’s firm’s ability to develop and revise course curricula for classroom-based instruction and webinars.

**RESPONSE:**

2.6.2. Subject Matter Expertise:

2.6.2.1. Include a list of the bidder's proposed staff assigned to Curriculum Development.

Provide a comprehensive description of proposed staff’s knowledge, experience, professional expertise and qualifications to develop courses.

**RESPONSE:**

2.6.2.2. Provide a description of relevant additional background and experience of the proposed staff.

**RESPONSE:**

2.6.2.3. List the number of years or months of experience of the proposed staff.

**RESPONSE:**

2.6.2.4. Include evidence of experience consistent with excellence in service in curriculum development for the bidder’s firm. Please include ratings, evaluations, or other evidence of distinction in the training field. Evidence is not a requirement of the bid however, it is preferred. (Can be listed below and/or attached to the Template for Technical Proposal Submission – Attachment 9. If attached, please indicate below).

**RESPONSE:**

2.6.2.5. Provide resumes for proposed staff per Section 2.1 Mandatory Requirements for the Course Category being bid. (Attach to Template for Technical Proposal Submission – Attachment 9).

2.6.3. Curriculum Development Expertise:

2.6.3.1. Describe each proposed curriculum developer’s experience in designing courses, within the last five years, in each Course Category being bid.

**RESPONSE:**

2.6.3.2. Describe previously completed work that reflects knowledge and experience of the principles of sound curriculum design and development.

**RESPONSE:**

2.6.3.3. Bidders should identify work experience relevant to developing curriculum with the following characteristics:

**•**Designed to be experiential in nature, promoting practice and application of skills over rote memorization of content;

**•**Aligned with specific audience needs and job-relatedness;

**•**Organized into manageable, sequential sections with increasing complexity and appropriate transitions;

**•**Structured to have course and unit-level objectives correspond directly with work-related competencies and tasks, for practice in and beyond the classroom;

**•**Contextualized with job-related, reality-based settings and situations in order to increase transfer of skills to the workplace;

**•**Created to assist with development of critical skills needed to achieve foundational competency in six (6) primary areas: Computer Skills and Technology; Critical Thinking, Problem Solving, and Math; Interpersonal and Customer Relations; Professionalism and Self-Management; Trades, Safety, and Risk Management; and Verbal and Written Communication.

**RESPONSE:**

2.6.3.4. Include a list of classroom-based and webinar courses that were developed by proposed Curriculum Development staff for adult learners within the last five years. Include the following specific details for each course:

**•**Title and type of course

**•**When curriculum development occurred

**•**Location of development

**•**Name of client

**•**Method of Delivery (classroom-based or webinar)

**RESPONSE:**

2.6.4. Adult Learner Expertise:

2.6.4.1. Describe proposed staff’s knowledge and experience with developing high-quality, learner-centered curriculum for adult learner audiences.

**RESPONSE:**

2.6.4.2. Describe relevant course development expertise of proposed staff for classroom education and teaching for adult learners, within the last five years.

**RESPONSE:**

2.6.4.3. Describe relevant experience for proposed staff in developing education and teaching programs for adult learners for delivery via webinar, within the last five years.

**RESPONSE:**

2.6.4.4. Describe each staff’s experience creating varied learning activities that reinforce content and encourage collaboration and reflection.

**RESPONSE:**

2.6.4.5. List the proposed staff’s years or months of relevant experience in developing curricula for adult learners.

**RESPONSE:**

2.6.5. Experience with Similar Employers and Employees:

Bidders who have the desirable experience serving clients similar to NYS as outlined below should describe it in full detail. The experience is not required but preferred; however, the bidder should also indicate if they do not have the experience.

2.6.5.1. List and describe curriculum development experience within New York State government or other public employers, within the last five years.

**RESPONSE:**

2.6.5.2. List and describe curriculum development experience with other large multi-site employers, within the last five years.

**RESPONSE:**

2.6.5.3. List and describe curriculum development experience with other unionized employee populations, within the last five years.

**RESPONSE:**

2.6.5.4. List and describe experience in developing curriculum for culturally diverse employee populations, within the last five years.

**RESPONSE:**