

**Workforce Investment Office  
Columbia-Greene Community College**  
**On behalf of the  
Capital Region Workforce Development Boards**

**REQUEST FOR PROPOSALS**

**Career Pathway Product Development  
Advanced Manufacturing & Information Technology  
in the Capital Region**

The Workforce Investment Office at Columbia-Greene Community College, on behalf of the three Capital Region Workforce Development Boards (Albany, Schenectady, Rensselaer; Saratoga, Warren, Washington; and, Columbia-Greene) is seeking an Organization to develop career planning documents that outline the occupational opportunities and career advancement potential for the advanced manufacturing and computer technology fields available in the Capital Region.

**BACKGROUND:** The Capital Region Workforce Development Boards (CR WDBS) have been working together since 2008 for the purpose of encouraging the development of a highly skilled and technologically sophisticated workforce that is aligned with the current and future needs of business and industry. The New York State Department of Labor, through their United States Department of Labor's Sector Partnership National Emergency Grant (SP-NEG), has provided us with funds to continue our regional planning efforts.

In July 2017, the CR WDBS completed a manufacturing sector partnership development project that brought together business, education, labor and workforce partners to develop a region wide sector partnership that helped clarify the issues surrounding the development and availability of a skilled workforce for all local manufacturers. As part of this project a PDF advanced manufacturing production/ technician career pathway product was developed. It is hoped that the career pathway product will become a useful general recruitment tool for businesses, educators, and workforce development professionals. The product attempts to outline available job options, educational requirements and advancement opportunities for manufacturing production and technician jobs in our region. It includes highlights of working conditions and lifestyle impacts.

The goal of this RFP is to find an organization that can expand on the quantity and quality of the material in the Manufacturing Pathway document and to develop a new career pathway product that focuses on occupations in the Information Technology sector.

## PROJECT OBJECTIVES:

1. Enhance the “Career Ladder/Lattice for Advanced Manufacturing” PDF Document that can be found here: [http://www.columbiagreenerworks.org/Advanced%20Manufacturing%20Career%20Pathway%20\(1\).pdf](http://www.columbiagreenerworks.org/Advanced%20Manufacturing%20Career%20Pathway%20(1).pdf) by completing the following:
  - On the career pathway graphic on page 1, the four levels of the pyramid (Industry Competencies, Workplace Competencies, Academic Competencies, and Personal Effectiveness Competencies) need to be enhanced. This can be accomplished by incorporating the information found here: <https://www.careeronestop.org/CompetencyModel/competency-models/building-blocks-model.aspx> or by developing their own links to additional document pages that provides definitions and examples for each category:
    - Personal Effectiveness Competencies – will describe the values and general interests exhibited by people who are successful working in the manufacturing industry
    - Academic Competencies – will describe the high school level courses related to future success in the manufacturing field.
    - Workplace Competencies - will describe the important soft-skills manufacturing employees need to possess in order to be successful at their jobs
    - Industry Competencies – will give short descriptions of a few of the important manufacturing subsectors prevalent in the Capital Region. This could include, semi-conductor, machining, electrical/electronics, drug/food production.
  - On the career pathway graphic on page 1, the arrows that lead from one occupation to the next need to have active links inserted that will bring the reader to the corresponding “Critical Development Experiences” sections of the document.
  - The imbedded links under the headings for “Education” and “Employment Outlook” for each occupation need to be reconfigured so that a new screen window opens up, and the pathway document still remains open on the reader’s computer/device.
2. Develop a new “Career Ladder/Lattice for Information Technology” PDF Document.
  - The new document should follow the same format and contain the same categories of information as the Advanced Manufacturing Ladder/Lattice.
  - The occupations chosen to be represented on the Career Pathway must be occupations that are prevalent or growing in the Capital Region. The “Albany Can Code” organization and regional Community Colleges should be contacted to determine the selection of the jobs to be highlighted in the document.

- The Information Technology Ladder must contain information on computer related jobs that can be performed with an Associate’s Degree, or less. Some options include:
  - Computer User Support Specialist
  - Software Developer
  - Web Developer
  - Computer Systems Analyst
  - Network Administrator
- Additional occupations on the Ladder can contain information on occupations requiring a Bachelor’s Degree, or higher. Based on research completed by the bidder (concerning the most prevalent jobs available in the Capital Region), these occupations may include any of the following:
  - Computer Systems Analysts
  - Information Security Analysts
  - Computer Programmers
  - Software Developers, Applications
  - Software Developers, Systems Software
  - Database Administrators
  - Network and Computer Systems Administrators
  - Computer Network Architects

**PROJECT PARAMETERS:**

- The Bidder will be required to be available, by phone or in person, during regular business hours (Monday – Friday from 8 am – 5:00 pm) for scheduled meetings.
- The CR WDBS makes the final decision about when the Project Objectives have been met.
- The Bidder will acknowledge and agree that contributions to the development of all proprietary information for the CR WDBS 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 CR WDBS, and their funding source, the NYS Department of Labor.
- The Bidder will acknowledge and agree that all of the work product that is developed, directly or indirectly, as a result of this project with the CR WDBS, were “works made for hire” as defined in the United States Copyright Act and as such the New York State Department of Labor will be deemed as the “author” of such work product for Copyright Law purposes and that the use of the materials developed are prohibited without the expressed permission of the Capital Region Workforce Development Boards.

**PROJECT TIMELINE:** All work must be completed by June 15, 2018.

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

Mary-Alane Wiltse, Director  
Workforce Investment Office

Columbia-Greene Community College

Email: [wiltse@sunycgcc.edu](mailto:wiltse@sunycgcc.edu)

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

**PROJECT AMOUNT:** No bid will be accepted that exceeds \$8,000.00.

**METHOD OF PAYMENT:**

The contract with the successful bidder will be with the project's grant recipient, Columbia-Greene Community College. The Bidder will be paid based on the satisfactory completion of the outlined objectives. Negotiation with the Bidder during contract development will determine the amount paid for the completion of each separate objective. Activities must be completed to the satisfaction of the CR WDBS. Payment covers all costs involved in completing project objectives, including supplies, materials and travel expenses.

**SELECTION PROCEDURE:** Persons or organizations interested in responding to this request should submit a letter of intent, summary of qualifications, and a proposed work plan, with associated costs.

- The letter of intent with summary of qualifications should provide previous experience with completing similar activities/projects, and information regarding working knowledge of local business and industry, especially the Information Technology sector.
- The summary of qualifications should also confirm that the Bidder will be available by phone or in person during regular business hours for scheduled meetings during the timeframe of the project.
- The Proposed Work Plan should outline the steps to be taken, the time frame proposed to reach the objectives, the costs associated to reach each objective, and the proposed total cost of the project.
- Preference will be given to applicants with previous experience with market research related to workforce development, economic development, or education, and in creating user friendly, engaging electronic documents, utilizing Adobe software.
- An interview with CR WDBS staff may be required prior to selection.
- Bidders must demonstrate the ability to provide the required services at a reasonable cost to the Workforce Investment Office at Columbia-Greene Community College. 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 Workforce Investment Office at Columbia-Greene Community College, in order to serve the best interests of the Columbia-Greene 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 Workforce Investment Office at Columbia-Greene Community College 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 Workforce Investment Office at Columbia-Greene Community College, the Contractor fails to perform the work in accordance with the contract, the College may terminate the contract immediately by written notice for cause. The College may elect to provide a corrective action period prior to termination.

**SUBMISSIONS:** A letter of intent, summary of qualifications, work samples, and the proposed work plan should be no longer than 10 pages in length. One copy of the complete bid package must be postmarked by February 23, 2018. One electronic copy must be sent to: [wiltse@sunycgcc.edu](mailto:wiltse@sunycgcc.edu). The electronic copy must be received by 5:00 p.m. on February 23, 2018. The hard-copy of the proposal should be sent by mail to:

Mary-Alane Wiltse, Director  
 Workforce Investment Office  
 Columbia-Greene Community College  
 4400 Route 23  
 Hudson, NY 12534  
 (518) 828-4181 ext. 5510

Email: [wiltse@sunycgcc.edu](mailto:wiltse@sunycgcc.edu)

**Faxed copies will not be accepted.** Bids electronically received after 5:00 p.m. on February 23, 2018 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 Workforce Investment Office at Columbia-Greene Community College and will not be returned.