

**MANAGEMENT, TRAINING AND CONSULTING CORP.
Administrative Entity for
Southern Illinois Workforce Development Board
WIOA Title IB Funds**

November 17, 2020

REQUEST FOR PROPOSAL

SUPPLY CHAIN MANAGEMENT PRINCIPLES TRAINING

Inquiries and Proposals should
be directed to:

Lucinda Phoenix
Grant Coordinator
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lucindaphoenix@mantracon.org

1.1 PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from **qualified entities** to provide short term training in **Supply Chain Management Skills**. The purpose of the contract is to provide training that will allow individuals to receive an industry-recognized certificate in Supply Chain Management.

1.2 BRIEF DESCRIPTION OF THE GRANT SERVICE PROGRAM

Man-Tra-Con is a not-for-profit organization incorporated in 1979 to administer job training programs and other vocational service programs to the unemployed and economically disadvantaged in rural Illinois. Man-Tra-Con was designated as the subgrant recipient of the Workforce Innovation and Opportunity Act (WIOA) funds by the Chief Local Elected Officials. Man-Tra-Con administers the grants from Illinois Department of Commerce and Economic Opportunity (DCEO) with oversight from the Southern Illinois Workforce Development Board (SIWDB). The Local Workforce Investment Area (LWIA) 25 includes the five counties of Franklin, Jackson, Jefferson, Perry, and Williamson.

1.3 SCOPE OF SERVICES REQUIRED

Provide short-term training classes leading to an industry-recognized certificate in Supply Chain Management Skills for up to 25 participants. The program should introduce participants to foundational principles and fundamentals in logistics and transportation, inventory management, and manufacturing operations that are applicable across a number of industries. The training program must provide professional support & mentoring, a certificate of completion, and assistance with job placement for participants seeking employment.

The proposal shall be valid for a one year period and extended if terms are agreed upon by both parties.

1.4 CLOSING SUBMITTAL DATE

Proposals must be submitted no later than Wednesday, December 2, 2020 by 3:00 P.M.

Contract will be awarded and sent out on or before Wednesday, December 9, 2020.

1.5 INQUIRIES

Inquiries concerning this RFP should be directed by email to:

lucindaphoenix@mantracon.org

1.6 COST OF PROPOSAL

All cost(s) incurred in the preparation of a proposal in response to this RFP will be the responsibility of the proposer and will not be reimbursed by Man-Tra-Con.

1.7 RIGHT TO REJECT

Man-Tra-Con expressly reserves the right to accept or reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the WIOA programs.

1.8 SMALL AND/OR MINORITY OWNED BUSINESSES

Positive effort will be made by Man-Tra-Con to utilize small businesses and minority-owned businesses to meet the objectives of this proposal. As described in Section 4.4, whether or not a firm is small, minority, or female owned business is one of the criteria considered by the Chief Executive Officer when determining the final award.

SECTION 2. TRAINING SPECIFICATIONS

2.1 GENERAL REQUIREMENTS

Provide a brief description of the organization and its experience in providing the proposed training. Explain any involvement of employers in development of the training program(s).

A. Strategies and Program Designs

- a. Describe the training program – the format of the program including the total number of hours of instruction and mentoring and length of time required to complete the program;
- b. Describe the curriculum – curriculum must include essential supply chain management principles and all instructional materials.
- c. Describe employer involvement in planning the training program;
- d. Describe the minimum number of participants required per class and cost per participant;
- e. Description of the methods of delivery or presentation of the training program;
- f. Identify the number of individuals who will be provided with the training program;
- g. Describe any items that will be included in the cost of the training program; (i.e. specific equipment, clothing, or instructional materials required to participate in training);
- h. Describe any items that are not included in the cost of the training program but are required by the student to ensure successful completion; (i.e. specific equipment, clothing, or instructional materials required to participate in training);

- i. Description of the mentoring component to be provided including who will provide the mentoring, and how many participants will receive the mentoring;
 - j. Description of what constitutes successful completion of the training program;
 - k. Description of the provisions for termination from the training class (such as for lack of participant attendance);
- B. Performance Outcomes
- a. Describe the expected job placement rate for graduates of the training program;
 - b. Describe any assistance with job placement;
 - c. Describe how the Certificate of Completion will be delivered to participants;
- C. Budget
- a. Budget should identify cost of training program per participant;
 - b. Budget should identify itemized costs of travel for trainers if applicable;
- D. Organization Size, Structure and History
- a. Describe the organization and the qualifications and experiences it possesses in providing the proposed training;
 - b. Training Provider should state qualifications of instructor(s);

2.2 PAYMENT

Payment will be made when Man-Tra-Con's authorized representative has certified successful delivery of each class and upon receipt of itemized billing identifying class participants. Copies of Certificate of Completion issued to all participants must also be provided. Reimbursement for approved travel expenses may be paid prior to fulfillment of contract.

2.3 MAN-TRA-CON'S AUTHORIZED REPRESENTATIVE

Man-Tra-Con's authorized representative, Kathy Lively, Chief Executive Officer, is empowered to accept and approve or reject the services furnished by the Training Provider in compliance with this schedule.

SECTION 3. INSTRUCTIONS FOR SUBMITTING A RESPONSE TO THE RFP

3.1 SUBMISSION OF PROPOSAL

All completed proposals must be submitted to the Management, Training and Consulting Corp. on the closing submission date as identified in Section 1.4. The completed proposal is to be submitted to the following party and include the following:

- a. Proposal must be submitted via email to: lucindaphoenix@mantracon.org

- b. The subject line of the email should state: Response to RFP-Supply Chain Management Skills Training
- c. The proposal should be attached to the email as a .pdf document

3.2 PROPOSAL CONTENT

The information required of the proposals submitted in response to this RFP is as follows:

- A. Title Page -- Name, Address, Telephone, Name of Contact Person, Date
- B. Table of Contents
- C. Letter of Transmittal - include if small, minority, or female owned business. This is one of the criteria considered when determining the final award
- D. Address training specifications as outlined in Section 2
- E. Entity Federal Tax ID number and DUNS number

3.3 LATE PROPOSALS

Proposals and modifications received after the time and date specified in this RFP will not be considered unless they are received before the award is made, and adequate evidence can be presented which clearly shows that the offering firm was not responsible for the late submission. The final determination of responsibility for any late proposal about which such contention is made shall be made by Man-Tra-Con.

SECTION 4. PROPOSAL EVALUATION PROCESS AND CRITERIA

4.1 GENERAL APPROACH

All proposals received in accordance with the time and content requirements identified in this RFP will be evaluated by a team of Man-Tra-Con staff.

4.2 PROPOSAL EVALUATION CRITERIA

The following information describes the evaluation criteria which will be used by Man-Tra-Con reviewers to determine point score.

- A. Training Program
 - Training program & curriculum description;
 - Training program duration
 - Methods of delivery or presentation of the training program;
 - Number of individuals who will be trained
 - Items that will be included in the cost of the training program; (i.e. specific equipment, clothing, or instructional materials required to participate in training)
 - Items that are not included in the cost of the training program but are required by the student to ensure successful completion; (i.e. specific equipment, clothing, or instructional materials required to participate in training)

- Mentoring to be provided
- Criteria of successful completion of the training program
- Process for termination from the training class (such as for lack of participant attendance)

B. Performance Outcomes

- Job placement rate for graduates of the training program;
- Job placement assistance;
- Process for issuing Certificate of Completion;
- Travel budget if applicable

C. Organization Size, Structure and History

- Describe the organization and the qualifications and experiences it possesses in providing the proposed training;
- Training Provider should state qualifications of instructor(s);

4.3 SUMMARY SCORES AND RANKING

After the proposals have been separately evaluated and scored, these scores will be combined into an overall summary score for each proposal. All proposals will then be ranked from highest to lowest based on summary score. The highest ranked proposals will constitute those proposals which will be recommended for final contract consideration.

4.4 CONTRACT AWARD

The Chief Executive Officer of Management, Training and Consulting Corp. will make the final contract award decision. The choice of award will be from the top ranked proposal as described in Section 4.3.