

RochesterWorks, Inc.
Workforce Development Consultants for Platform Delivery
2009 Request for Applications

BACKGROUND

RochesterWorks! is Monroe County's largest employment and training system. The RochesterWorks! system was created as a result of the Workforce Investment Act, which took effect in 2000. The RochesterWorks! system connects 18 different federally funded employment and training programs in Monroe County. Most of the services provided are funded by the Workforce Investment Act.

Rochesterworks, Inc., a not-for-profit corporation, serves as fiscal agent, career center operator and research and development staff for the Monroe County/Rochester Workforce Investment Board (WIB), which oversees millions of dollars in workforce development resources. RochesterWorks, Inc. is located at 255 North Goodman Street.

Employment and training services to thousands of job seekers and businesses are delivered through two career center operations. The career centers are "one-stop" access points for services available through the system. Job Seekers can utilize resource rooms stocked with computers, copiers, faxes, telephones, and job search materials, attend workshops, receive one-to-one job search assistance, career counseling, and access skill development services and training funds. Businesses find qualified employees, post jobs, access training funds to upgrade their workforce skills, and use the career centers to conduct recruitment events, get tax credit information, access transitional services for laid-off employees and get connected to other economic development resources and initiatives. Additional information on programs and services can be found at www.rochesterworks.org.

PURPOSE

As the number of unemployed workers grow, RochesterWorks! seeks to expand the delivery of services through the use of technology and at physical venues throughout the community. This Request for Applications (RFA) seeks to source self-employed workforce development consultants and trainers who have the skills and experience to provide job search preparation workshops on behalf of RochesterWorks! to dislocated workers "virtually" (with the use of technology) and in-person at community-based facilities throughout the County of Monroe and City of Rochester as well as at businesses that may be downsizing.

These workshops could be offered in the evening or weekends as well as during the day and are in addition to those currently being offered at RochesterWorks! Career Centers at 276 Waring Road and 255 North Goodman Street. Workshop facilitators would utilize curriculum and materials developed by RochesterWorks! A list of workshops currently being offered to job seekers can be found at the RochesterWorks! website (http://www.rochesterworks.org/js_workshops.aspx.) Most workshops are 1.5 to 2 hours in length and cover traditional career and job search topics such as career exploration, resume preparation, interviewing skills, job search correspondence, networking, and change management.

Consultants are also encouraged to provide a list and brief summary of additional job search preparation workshops for which they have developed curricula and that could be offered in addition to those workshops currently offered by RochesterWorks! that would address the unique needs or barriers of local dislocated workers.

Consultants used to provide services sign a contractor agreement and are not employees of RochesterWorks, Inc. Contractors may conduct other business activities, including outplacement and career related workshops during the contract period.

APPLICATIONS

Applications will be accepted on an ongoing basis and may be submitted in paper or electronic format. Applications should minimally include the following information:

- 1) Letter of introduction including types of workshops qualified to facilitate and availability (evenings, days, weekends, etc.)
- 2) Curriculum vitae including platform delivery experience
- 3) Delivery method – virtual and/or in-person
- 4) Cost of service (Note: Curriculum development and prep time not billable as separate costs. All costs associated with virtual delivery methods should be included.)
- 5) Description of outcomes associated with past training experience (e.g., customer completion rates, evaluations, customer satisfaction)
- 6) Three letters of recommendation, preferably from customers that can attest to the facilitator's workshop delivery skills and expertise in the proposed subject area

Applications will be evaluated based on training experience, demonstrated expertise in workshop topics, cost reasonableness, outcomes associated with past training, and potential demand for proposed workshops. Successful applicants will be placed on a list for delivery of workshops as needed in the future.

Questions about this RFA should be directed to Connie Felder at (585) 258-3538 or cfelder@rochesterworks.org.

Applications should be sent to:

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