

ADDENDUM 2

Request for Proposal: RFP# 2023-11-30-D
**WORKPLACE BUSINESS COMMUNICATIONS AND
FUTURE PROOFING INSTRUCTOR**

Addendum Issue Date: December 13, 2023

RFP Closing Date & Time: December 22, 2023 (17:00 EST)

To All Potential Bidders:

Addendum 2 is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby an official document of the RFP. Please attach this addendum to the original RFP package. As per the RFP, the bidder shall acknowledge receipt of any and all addendums, if any, by listing the Addenda by number(s) and date(s) in their proposal.

Q1. Will the participants have any prior training in communication & soft skills development? If so, what are the topics they were trained in?

Ans. While we may not have information on participants' prior training, our program specifically focuses on communication and soft skills development. In addition to this core focus, participants will receive training in job search techniques, critical thinking and problem-solving, systems thinking, and emotional intelligence.

Q2. How many clients will participate in each cohort?

Ans. A maximum of 30 participants.

Q3. What are the general demographics of the clients?

Ans. The primary demographic of our clients comprises adult learners in their mid-career seeking to reskill or upskill for career advancement in the advanced manufacturing sector.

Q4. What is the budget for this project?

Ans. The budget is confidential.

Q5. Section 2.1 says "This industry-informed program will include technical training, future proofing, mentoring, coaching, personal branding, and employment placement to ensure that program participants complete training and effectively transition into demand driven occupations." Will the topic of personal branding be included in the soft

skills training? It is not included in the current Topics to be Covered (Section 2.2). Based on our experience, the topic of Personal Branding will serve as an important foundation to other soft skills topics, including communication skills etc.

Ans. The ACCES team will address personal branding in the job preparation workshops, specifically focusing on guiding job seekers in how to present themselves to employers. Course instructors have the flexibility to embed personal branding concepts into their workshops, emphasizing the significance of personal branding both before and after employment.

Q6. Section 2.2 says: The training will be offered online over five days, running four times between January 22nd, 2024 and March 31st, 2025. Does this indicate five consecutive days of training with 4 different cohorts? Will this be full-day training for 5 days? What is your preferred length for each session/topic?

Ans. Between January 22, 2024, and March 31, 2025, there will be four cohorts, each spanning 16 weeks. Throughout each 16-week cohort, we plan to offer a five-day Business Communications training component. It's important to note that these five days may not necessarily be consecutive; they will be assigned based on the cohort schedule to ensure flexibility and optimal participation.

Q7. What English language level is anticipated for participants in this training?

Ans. CLB 7 or higher

Q8. Is there a specific knowledge level that is being sought with the content?

Ans. The content is designed to address workplace communication and soft skills pertinent to the advanced manufacturing sector. ACCES is seeking participants with an intermediate understanding of these skills, and the training aims to develop further and refine their capabilities to meet the specific demands of the advanced manufacturing industry.

Q9. Would you be open to having two instructors co-facilitate a session in the case that it is deemed beneficial for the participants (e.g. the cohort size is large)?

Ans. ACCES prefers a single point of contact facilitator to handle the program component and the overall agreement. However, if a vendor wishes to propose a second instructor, ACCES requests that the submission include detailed information for the additional facilitator by providing comprehensive details on the second instructor's qualifications, expertise, and role.

Q10. How many instructional hours are expected per each "day" of the five days of training?

Ans. The proposed five-day training schedule suggests a total of 30 instructional hours, with each day featuring 6 hours of training. Nevertheless, ACCES is flexible and open to accommodating preferences, considering a range between 3 to 6 hours per day and extending the number of days to suit the training needs.

Q11. Can the 3 recent examples and the 3 references be the same clients?

Ans. Proponents can list clients as examples/references, but we advise Proponents to also include other professional references.

Q12. Do you expect the vendor/instructor to have off-the shelf training content that meets most or all of the five desired learning outcomes? Or, is your preference for a mostly custom program tailored to ACCES' needs, and tuned to Careers in Advanced Manufacturing?

Ans. ACCES requests vendors to provide a detailed description of their approach to training development. If off-the-shelf training materials are part of the proposal, we ask that vendors share this information, along with any associated costs for both the material and its delivery.

For vendors planning to develop customized training for the program, please list the price of the development separately. Additionally, include the estimated time required for development and the associated costs for the delivery of the training. Considering the time constraints, we believe a pre-developed training program with minor enhancements would be a more practical option. We kindly ask that vendors provide a detailed breakdown of all costs in the budget section of their proposal.

Q13. In percentage terms, approximately how much customization do you expect the vendor/instructor will provide?

Ans. ACCES anticipates a degree of customization to meet our specific needs and align the training with the nuances of Careers in Advanced Manufacturing. Providing an exact percentage is challenging, as it may vary depending on the nature of the training content.

Q14. Is this workshop a piece amongst many under the "Connecting to Careers in Advanced Manufacturing" upskilling program?

Ans. Yes, this workshop is one integral piece within the comprehensive 'Connecting to Careers in Advanced Manufacturing' upskilling program. The program is designed to encompass various components, and the workshop in question plays a crucial role in achieving specific objectives.

Q15. If Proponents wish to request some revisions to the Standard Agreement, will there be an opportunity to do that at a later time or should it be part of the submission? (i.e. intellectual property clause)

Ans. Any minor revisions to the Services Agreement can be negotiated when the contract is awarded. Proponents can mention in their submission any major revisions they are expecting to include.

Q16. How is pricing being evaluated in this process?

***Ans.** Pricing will be evaluated as per section 4.1. Evaluation Process of the RFP document.*

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