

**Request for Quotes
Instructional Design Service and Testing
Identification of Post Traumatic Stress Disorder
For Supervisors**

SERVICES REQUESTED

I. Scope of Service Requested

The Tarrant County Local Workforce Development Board, d.b.a. Workforce Solutions for Tarrant County, is requesting quotes for the development of a training curriculum for Supervisory Training in Professional/Talent Development that should also include information on managing individuals with Post Traumatic Stress Disorder (PTSD). This curriculum will be utilized as a “stand alone” 6 hour seminar targeting Human Resource professionals and Front Line Supervisors, and will be disseminated through various professional venues, which could include the Business Assistance Center, the Community College and University continuing education system, and Society for Human Resource Management, and other community based and professional organizations. Proposals should also include a “train the trainer” component.

The desired outcomes of these seminars are to train the above targeted audience in the following areas:

- Concepts of effective methods to recruit talent, which includes utilization of technology such as Linked In and Facebook
- Concepts to effectively develop, motivate, and retain employees
- Establishing effective job descriptions
- Dispel public misconceptions that the targeted audience may have regarding PTSD (Post Traumatic Stress Disorder)
- Appropriate methodologies of relating to employees who display PTSD symptoms
- Develop a list of local organizations as reference points for targeted audience

For this engagement, the Board desires an experienced Instructional Design Service team, which possesses the ability to work cooperatively with Board staff and Board identified content experts in coordinating all aspects of the finished product. The anticipated deadline for this product development is March 30, 2010.

II. Responsibilities of Instructional Design Service

- Develop course syllabus
- Develop training/course materials
- Provide instructor notes – written and practical
- Develop a participant evaluation tool
- Assist in assessing the instructional effectiveness of course materials that are produced

- Provide methods for learning needs analysis to ensure appropriateness of online instructional materials if needed.
- Communicate frequently and effectively with various project collaborators to ensure that goals and objectives are being fulfilled.
- Provide periodic reports on course development projects
- Provide advice and counsel to the Project Director

III. Fund Availability

It is anticipated up to \$25,000 is available for an award for one contract, which will also include a “train the trainer” component.

IV. Available Resources:

Tarrant County Workforce Development Board has identified several resources, which could be utilized in the development of this product. They include subject matter experts that have a history in working with individuals displaying PTSD symptoms, Veteran support groups, and educational partners. The Board’s staff also has printed material on professional and talent development it will share, if needed, for the development of this product.

V. Quote Proposal Guidelines

Proposers are requested to prepare and submit a proposal for Instructional Design Service.

1. Summary of the Proposers qualifications, including resume and references
2. Proposed budget for this engagement, using the provided budget form
3. Statement of the Proposers current employment status and availability to undertake this engagement

VI. Scoring Criteria

Proposals will be scored according to the following criteria:

Qualifications

40 Points

The qualifications and experiences of the organization and individuals that will be producing the product

This includes experience as well as project staff experience in providing the requested services.

Cost Effectiveness

30 Points

The extent to which the proposed budget represents a reasonable cost for the proposed services

Interview

30 Points

The highest-scoring proposers will be invited to interview with Board and industry staff to expand on their proposals.

VII. Selection Timeframes

The following time line has been established to contract with an Instructional Design Specialists. The November 24, 2009 deadline for the submission of quotes is a firm date. No proposals will be accepted after 4:00 p.m. on November 24, 2009. Other dates are approximate and may be subject to adjustment based on Board needs.

November 6, 2009	Request for Quotes Released
November 24, 2009	Quotes Due 4:00 p.m.
December 7, 2009	Interview with proposers
December 21, 2009	Engagement Start Date

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF QUOTATIONS:

I. Questions

Questions related to this Request for Quotes may be submitted to Ann Herrera at ann.herrera@twc.state.tx.us. **Questions will not be answered over phone.**

II. Proposal and Quote Submission

Proposals and quotes must be submitted to:

Workforce Solution for Tarrant County
Attn: Ann Herrera, Investment Management Manager
1320 S. University Dr. Suite 600
Fort Worth, Texas 76107

For consideration, proposals and quotes must be received by 4:00 p.m. Wednesday, November 24, 2009. Please submit one (1) original and five (5) copies in hard copy form. Proposals submitted via fax or e-mail will be declared non-responsive and will not be reviewed. All organizations and entities who submit a proposal will be notified of the outcome.