

Request for Information Competitive Employers

Introduction

The Houston-Galveston Area Council, staff to the Gulf Coast Workforce Board, is requesting information on combined production-related certification and training programs that address core technical competencies required for skilled production occupations in all sectors of manufacturing.

The Gulf Coast Workforce Board

The Gulf Coast Workforce Board and its operating affiliate Workforce Solutions are the public workforce system in the 13-county Houston-Galveston region of Texas. We help employers meet their human resource needs and individuals build careers. During the last year, we helped more than 25,000 employers find skilled and qualified candidates for over 150,000 job openings; and touched more than 325,000 people through our 25 local offices. We helped 234,000 individuals go to work, and using \$136 million in financial aid, helped 47,000 get a job, keep a job, or get a better job.

For more information about the Gulf Coast Workforce Board and Workforce Solutions, visit us online at <http://wrksolutions.com>.

What We Are Looking For

We are concerned about challenges our small and mid-sized manufacturers face in hiring qualified workers for production and production-related jobs.

In March 2014 survey of such employers, we identified an interest – affirmed in follow-up one-on-one conversations – for quicker and more efficient ways to identify workers with the needed skills and to up-skill those with an interest in the production-related occupations.

We are looking for an established and validated industry credential that is portable and stackable to help bridge this skills gap.

Programs must have the following attributes:

- Assess/validate employer-defined core competencies. We prefer programs that are employer-developed.
- Provide an efficient training path for completion of the certification. Programs that provide customized learning paths based on specific skill gaps are of particular interest.
- Appropriate for use with current workers as well as job applicants, convenient for both urban and rural employers, and applicable to businesses of all sizes.
- Can be used in recruitment, screening, hiring, retention, and advancement processes. We are especially interested in programs that have already been used by employers in all these ways.
- Results in a recognized industry certification, endorsed by a nationally or internationally recognized body representing the manufacturing sector.
- Has proven outcomes with employers who can attest to those outcomes.
- Is available through an electronic, online, learning management system type environment.

What to Tell Us

For programs that meet the above criteria, we are interested in knowing the following:

- Mechanics of the certification and training program. Be sure to cover all points noted above.
- Employers involved in the development of the program and their contributions.
- Examples of how employers are currently using the certification and training program, as well as the outcomes and success factors.
- A general description of what would be required to bring the certification and training program to the Gulf Coast.
- A general description of what would be required to more effectively market and gain employer acceptance of an existing Gulf Coast certification and training program.
- A rough budget to certify 1,500; 3,000; and 5,000 people.

There is a five page narrative limit to all responses. The rough budget and any appendices necessary to explain or validate the budget or program specifics are additional and not limited in length.

Submission Requirements

Conditions

1. This is not a Request for Proposals, and H-GAC will not fund contracts from responses to this Request for Information.
2. H-GAC is not obligated to issue a Request for Proposals for this service.
3. Materials submitted to H-GAC are considered public information unless otherwise noted in the response itself as trade secret or proprietary information. H-GAC is not responsible for the return of any part of a response submitted to us.

Deadline

The deadline for receiving responses to this request is **12:00 noon Central Daylight Time on Thursday, August 28, 2014.**

Submitting Documents

Respondents may deliver, mail, or email their responses.

For printed responses: (1) Format using a 12-point font, (2) Staple or bind hard copies in the upper left hand corner, and (3) provide **3 complete copies** of your response.

For responses on computer disc: (1) Use a standard CD-RW disc, (2) Provide your proposal in Microsoft Word or Adobe PDF format (do NOT password protect files). H-GAC is not responsible for unreadable computer discs.

For electronically submitted responses: (1) Do not send materials in zip files—our email server will not accept those files, (2) Provide your response in Microsoft Word or Adobe PDF format. If you plan to submit proprietary information and wish to password protect files, make sure you transmit password(s) to the H-GAC contact. Encryption for emailed responses is acceptable provided a respondent transmits to H-GAC through email, direct mail or hand delivery necessary procedure to access the encrypted files.

- ✓ **Mail** responses to Carol Kimmick, Human Services Department, Houston-Galveston Area Council, Post Office Box 22777, Houston, Texas 77277-2777. Be sure your submission is postmarked by no later than **Monday, August 25, 2014.**
- ✓ **Email** responses to workforceproposals@h-gac.com and carol.kimmick@h-gac.com by no later than **12:00 noon Central Daylight Time on Thursday, August 28, 2014.**

- ✓ **Deliver** responses by hand to H-GAC offices at 3555 Timmons Lane, Suite 120, Houston, Texas from 8:00 AM to 5:00 PM Monday through Friday no later than **12:00 noon Central Daylight Time on Thursday, August 28, 2014**. Address your submission to Carol Kimmick, Human Services Department, Houston-Galveston Area Council.

Houston-Galveston Area Council Contact Information

Carol Kimmick

Houston-Galveston Area Council

PO Box 22777, Houston TX 77227

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<http://wrksolutions.com>

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