



TRI-COUNTY WORKFORCE INVESTMENT BOARD, INC.

REQUEST FOR QUOTE

for

Supervisory and Leadership Training

Proposals must be received no later than 4:00 p.m. EST March 12, 2008

ABSOLUTELY NO EXCEPTIONS

Tri-County Workforce Investment Board, Inc.
Pullman Commerce Center
112 Hollywood Drive, Suite 201
Butler, PA 16001

An Equal Opportunity Employer

The Tri-County Workforce Investment Board reserves the right to change any of the enclosed specifications as required by the United States Department of Labor and the Pennsylvania Department of Labor and Industry without prior notice to bidders. The Tri-County Workforce Investment Board, Inc. also reserves the right to reject or accept any and all proposals in whole or in part.

I. Introduction:

The Tri-County Workforce Investment Board, Inc. (WIB), serving Butler, Armstrong and Indiana Counties, and local employers are aware of the role manufacturing plays in the economy of the local area, the region and the nation. Manufacturing continues to be one of the key drivers of the local economy. As such, the WIB has partnered with the local manufacturing consortium in each of the counties to develop regional and local plans to assist manufacturers in remaining competitive in an ever changing global economy. The members in the partnership share the common focus of fostering more effective collaboration, training, and cost savings for the industry by developing a network to share information and resources to strengthen the manufacturing cluster.

II. Abstract and Goal:

Through the consortia's strategic planning process, the group identified several areas of training to enhance the skill set of incumbent workers. For the intent of this quote, the area of training is that of Supervisory and Leadership Training. Some specific areas within Supervisory and Leadership that have been identified are:

- Leadership
 - Principles of leadership
 - How people lead and influence others
 - Types of power leaders possess
 - Techniques for developing power
- Motivation
 - Principles of motivation
 - Motivation techniques to use with your team
 - Factors affecting motivation
- Relationship Management
 - The concepts and importance of communication
 - Preferred communication channels, methods and styles
 - Breaking down barriers to create effective communications
- Decision Making, Delegation and Problem Solving
 - Making decisions with confidence
 - Delegation Principles
 - Proven problem-solving approaches
 - Decision making elements
- Performance Management
 - Leaders responsibilities for evaluating, reprimanding, and counseling staff
 - Preparing for performance management discussions
 - Evaluating performance expectations objectively

Projected Outcomes:

- Gain greater understanding of a leaders responsibilities.
- Create and maintain an efficient, effective, and motivated team.
- Maximize your team performance by understanding human behavior and focusing on the needs of the individual and the team.
- Improve your ability to communicate with the team and your customers.
- Strengthen your techniques for managing the performance of the team

The ideal quote will address the need to understand Supervisory and Leadership training to the administrators and employees with the related concepts while allowing participants to understand both the theory and practice of the above topics with an emphasis on interactive participation, real-world examples and shared discussions.

The format of the training should be outlined in the quote along with the credential/biographies of the speaker/instructor and all cost related to providing this training. For example, the format can be in a series of seminars and/or traditional classroom instruction. With this being a Tri-County effort, please include the capability of providing this training either on-site or at a central location.

TCWIB and the Manufacturing Consortia of the tri-county area encourage collaboration among partners, agencies, and educational providers. Multiple organizations may partner together to respond to the RFQ.

III. Submission Information:

Successful respondents to these specifications will submit a quote consisting of a combination of narrative explanation and costs. The narrative section of the proposal should give an overview of the plan for facilitating the process and an explanation of results, continuing actions and follow-up. This plan should be no longer than 10 pages and may include narrative descriptions, samples, graphics, proposed agenda, etc.

The budgetary section must include a line item breakdown of costs for the quote. Costs must be all inclusive to include instruction, minimum/maximum class size and/or cost per participant, class materials, facilities, refreshments, course planning, accommodations, and travel arrangements if necessary.

All proposals become the property of TCWIB, Inc.

TCWIB, INC. reserves the right to accept or reject any and/or all proposals and to perform the work in whole or in part.

TCWIB, INC. will maintain a record of all potential respondents who receive a copy of the specifications and of all proposals subsequently received.

Detailed quotes must be received no later than 4:00 p.m. EST **March 12, 2008**. Quotes should include narrative proposal and budget and be emailed to the addresses below:

Lori Harvey, Industry Coordinator
Tri-County Workforce Investment Board, Inc.
112 Hollywood Drive
Butler, PA 16001
(724) 282-9347
lh Harvey@tcwib.net

Mary Salony, Planning and Grant Coordinator
Tri-County Workforce Investment Board, Inc.
Pullman Commerce Center
112 Hollywood Drive, Butler, PA 16001
(724) 282-9341
msalony@tcwib.net

Questions regarding the specifications should be sent in writing to:

Lori Harvey, Industry Coordinator
Tri-County Workforce Investment Board, Inc.
112 Hollywood Drive
Butler, PA 16001
(724) 282-9347
lh Harvey@tcwib.net

IV. Criteria for Selection

Understanding of the criteria	20 points
Soundness of the approach	35 points
Contractor qualifications	15 points
Cost	30 points