

TO: Interested Parties

FROM: Workforce Development Council of Seattle-King County

DATE: April 6, 2010

SUBJECT: RFP #10-05 REQUEST FOR PROPOSALS for
Commercial Energy Efficiency Curriculum Development

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit corporation whose mission is to support a strong economy and ensure the ability of each person to share in our region's prosperity. The WDC is a nonprofit workforce "think tank" and grant-making organization charged with overseeing a large system of employment and training in Seattle and King County. The WDC's mission is to ensure a strong workforce as well as a path to self-sufficiency for every resident. To learn more about the WDC, please visit the WDC website at www.seekingwdc.org.

Background

The Workforce Development Council of Seattle-King County is the lead contractor for the Northwest Energy Efficiency Opportunities Project (NEWOP) funded by Skill Up Washington. SkillUp Washington seeks to increase the number of low-income individuals in the region who receive postsecondary training or credentials. NEWOP initiatives focus on identifying opportunities in a growing energy efficiency sector; working with industry representatives to understand what employers need; and increasing available training opportunities to allow individuals to begin a career in energy efficiency.

The WDC will award up to \$45,500 for the development of a commercial energy efficiency curriculum that can be replicated at multiple regional community and technical colleges. The curriculum must be available for use by August 31, 2010.

Purpose and Target Populations

The purpose of this solicitation is to fund the development and creation of a training curriculum that will provide a job seeker with the basic knowledge and skills needed to access entry-level employment in the commercial energy efficiency sector.

Job growth is expected in industries focused on energy efficiency for residential, commercial and industrial users. This curriculum should focus on exposing job seekers to instruction that will provide a foundation of commercial energy efficiency knowledge, including the cost benefits of energy efficiency, specific components of a commercial building's energy usage profile and energy efficiency techniques used by commercial facilities managers. The goal is to provide training that would become an entry point to commercial energy efficiency sector employment and connect to opportunities for advancement in the industry.

The target audience for this curriculum would include:

- Individuals with experience and /or training in residential energy efficiency including weatherization who would be seeking to transition to the commercial sector.
- Dislocated or incumbent workers with transferable skills that can be applied to careers in energy efficiency.
- Workers in low-wage, entry-level positions in building maintenance (i.e. janitorial, repair, etc) who have an understanding of building systems but need additional skills and training to advance.
- Individuals interested in entering the field of commercial energy efficiency.

Project Scope and Conditions

The curriculum developed under this solicitation must meet the following criteria and elements:

- Be developed, completed, and available to be delivered by August 31, 2010.
- Be portable and available for delivery at any community or technical college or training provider throughout the region.
- Include basic commercial energy efficiency concepts.
- Include specific training on benchmarking tools for energy analysis including the DOE/EPA Energy Star Portfolio Manager. These tools are part of the required reporting of energy performance to the City of Seattle under its recently adopted Energy Disclosure Ordinance.
- Include training that teaches the major components of commercial audit services.
- Prepare students for the skills needed for an intermediate level audit that builds on a basic audit by collecting detailed information about facility operations and performing a more extensive evaluation of energy conservation measures.
- Include an overview of building systems operations.
- Be modularized to adapt to a variety of courses within the energy sector
- Incorporate student use of technology.
- Include career information for the energy efficiency sector.
- Include an exposure to additional skills such as customer relations and computer skills connected to employer needs within the sector.
- Provide approximately 165 hrs of training.

Eligibility

Eligible applicants include governmental organizations, community and technical colleges, local education agencies, and private for-profit or non-profit nonsectarian organizations.

Application Requirements

Parties interested in submitting a proposal should respond by providing:

Name of person/agency; address; phone and fax number; email address and web page URL (if applicable); and name of representative to contact; if applying as a consortium or partnership, please include this information for each partner and identify a lead organization and contact person.

Program Design

1. Please describe the specific training/classes that will be created to meet the intent of this RFP (curriculum, course work, intended learning outcomes, program length). Also describe any flexibility the curriculum has in terms of schedule and instructional delivery (e.g. use of online components).
2. Describe how the new curriculum will be developed including what industry-recognized criteria will be referenced. Explain how this curriculum is based on consultations with employers in the commercial energy efficiency sector. Describe which job-specific skills will be included.
3. This new curriculum is meant to be free and available for any college or training provider to access and use. Describe your experience with similar projects.
4. Applicants should partner or consult with colleges or training providers that have existing curricula related to energy efficiency and green building, to ensure that the program is not redundant, but rather fills a needed workforce training gap and can be one piece in a continuum of training and advancement opportunities in energy efficiency. We strongly encourage applicants to work directly with these training providers to develop agreements that the curriculum will be recognized as an appropriate prerequisite, as a next building block or otherwise connected and related to existing programs. This may also include links to existing *residential* energy efficiency training. Please describe how you will meet these expectations.
5. This RFP is for curriculum development only. However, we are interested in how proposers would envision it being delivered. If you plan to offer this curriculum, please briefly describe how you hope to deliver the training program with existing or future resources.
6. Using the table below, include a cost proposal/budget describing pertinent costs for curriculum development.

Training Curriculum Developer: _____

Budget Item	Amount
Personnel costs (including benefits if applicable)	
Supplies	
Other (please specify)	
Subcontracts	
Indirect Costs @ XX% (If Applicable)	
Total Budget	

Attachments

Please submit an outline and timeline describing the development of this curriculum and the specific plans to meet the concerns outlined in the project scope and conditions and program design sections of this RFP.

Submission Deadline

Please limit your response to no more than three (3) pages single spaced, excluding the budget table and required outline. If you are interested in being considered as a potential developer of the Commercial Energy Efficiency curriculum described in this RFP, please submit your materials to the WDC by **5:00 pm on Friday, April 30, 2010**.

Proposal Submission

Please send three (3) copies of your response in a sealed envelope to arrive no later than 5:00 pm, Friday, April 30, 2010 addressed to:

Tess Suarez RFP #10-05
Workforce Development Council of Seattle-King County
2003 Western Avenue Suite 250
Seattle, WA 98121-2162

Late responses will not be considered and will be returned unopened. Questions may be emailed to operations@seakingwdc.org through Wednesday, April 21, 2010. Please reference RFP#10-05 in your subject line. No phone calls please.

The WDC makes no commitment to contract with training providers procured through this RFP, but will consider utilizing providers selected through this RFP for future needs on an as-needed basis. The selection process for this RFP will be based upon quality of information provided, expertise in the subject matter, and cost effectiveness. No one area is weighted more than the others.

**The Workforce Development Council of Seattle-King County
is an Equal Opportunity Employer and Provider of Employment And Training Services**

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TDD/Washington Telecommunications Relay Service 1-800-833-6384