



**RFP 6642**  
**Washtenaw County**  
**Professional Development Program**  
**Proposal Recommendations**  
**Instructor/Training**



The PDSC review subcommittee for RFP 6642 has reviewed the 21 vendor proposals received, based on the following criteria: (See sample rating sheet attached, along with grid of reviewer ratings). **Instructor** vendors with a final combined rating of 75% or higher have been accepted into the 2012/2013 vendor pool.

**Evaluation Criteria for instructor-led training and coaching vendors:**

- Ability to incorporate County logo and Business Improvement concepts
- Ability to incorporate real life examples of Washtenaw County work
- Ability to provide learning objectives, class evaluations, pre & post course assessments, certificates of course completion, and attendance verification
- Instructor qualifications and ability to fill specialized training needs
- Prior experience with vendor
- Proposal completeness, with requested documentation/samples, which demonstrates ability to provide requested services
- Proximity to Washtenaw County employees
- Quality of course materials
- Range of courses offered
- Rates/pricing structure – cost effectiveness

After reviewing all 21 proposals submitted for RFP 6642, the Professional Development Standing Committee has the following recommendations.

<b>Vendors recommended for 2012/2013 instructor/training vendor pool YES</b>	<b>Vendors <u>not</u> recommended for 2012/2013 instructor/training vendor pool NO</b>
<ol style="list-style-type: none"> <li>1. CARE’s Worklife Solutions</li> <li>2. Career Growth Associates, Inc.</li> <li>3. Dolan &amp; Associates, LLC</li> <li>4. Elizabeth Ann Noffs (Tech Vendor)</li> <li>5. HR Strategies &amp; Solutions</li> <li>6. KN Corporate Service (Tech Vendor)</li> <li>7. New Horizons – Great Lakes (Includes Tech)</li> <li>8. Penny A. Drain</li> <li>9. PRISM Learning Solutions</li> <li>10. Technical Education Services (Tech Vendor)</li> <li>11. Washtenaw Community College</li> </ol>	<ol style="list-style-type: none"> <li><del>1. Community Development Professionals, LLC</del></li> <li><del>2. Energized Solutions, LLC</del></li> <li><del>3. Eriam Creative</del></li> <li><del>4. Hartfield Resolution Group</del></li> <li><del>5. Human Networks, Inc.</del></li> <li><del>6. Human Resources Consulting Associates</del></li> <li><del>7. Learning Designs, Inc.</del></li> <li><del>8. Rizzo and Associates, LLC</del></li> <li><del>9. Vantagen, LLC</del></li> <li><del>10. Wayne State University</del></li> </ol>

**See attached Reviewer Proposal Rating Sheet**  
**See attached Reviewer Rating Grid**

RFP 6642
Professional Development Vendor Proposal Rating Sheet
Instructor-Led Training

Table with 2 columns: Vendor, Score. Score: Maximum is 100, 90 max if no prior vendor history info

Completeness of Proposal (10 points category total)

Score:

Proposal completeness demonstrating ability to provide requested services. Proposal should be well developed with information easy to locate and all requested attachments provided~

- Ease of navigation
Inclusion of requested attachments
Inclusion of signature
Agreement to Terms/Conditions & Contract Provisions
Inclusion of references

Quality of Instruction (15 points category total)

Score:

Proposal demonstrates that instructors have the knowledge and skills necessary to provide high quality training~

- Instructor qualifications
Quality of course offerings
Availability of back-up Instructor

Quality of Class Materials (20 points category total)

Score:

Sample documentation demonstrates that class materials are of high quality with appropriate content~

- Quality of content
Quality of materials presentation (formatting, packaging)
Ease of use / Ability to serve as future reference/resource

Range of Courses Provided (10 points category total)

Score:

Proposal demonstrates a diversity of course offerings, or provides specialized expertise~

- Specialized expertise that may not be offered elsewhere / Unique skills
Range of course offerings
Tech vendors should provide instruction for all County standards

Ability to Incorporate WC Logo & BIP Concepts (5 points category total)

Score:

Proposal demonstrates that the vendor is able to incorporate BIP concepts and WC work examples into class exercises. Proposal indicates that the vendor is able to incorporate the WC logo into class materials as needed~

- Ability to incorporate WC logo on class materials
Ability to reference BIP concepts
Ability to use real-life work examples

Ability to Provide Course Assessments & Certificates (5 points category total)

Score:

Proposal demonstrates that the vendor is able to provide needed class support materials on the actual day of the course~

- Learning Objectives and Pre/Post Course Assessment
Class Evaluation
Class Certificate
Attendance Verification

**Proximity to Washtenaw County** (5 points category total)

**Score:**

- Is the vendor local – either for site location training or for travel to WC under immediate need situations?
- Will the vendor be able to provide services under normal seasonal conditions?
- Is this a Washtenaw County vendor?

**Pricing Structure** (20 points category total)

**Score:**

Proposal demonstrates that the vendor is able to maintain cost effective instructor/student ratios.  
Proposal demonstrates that the vendor can provide classes at reasonable costs and may offer discounts for classes with less attendance~

- Daily Rate: \_\_\_\_\_
- Half-Day Rate: \_\_\_\_\_
- Hourly Rate (if applicable): \_\_\_\_\_
- Maximum number of students (must be at least 12 for Tech Vendors): \_\_\_\_\_
- Minimum number of students: \_\_\_\_\_
- Discounts available?: \_\_\_\_\_
- One-on-One Executive Training: \_\_\_\_\_
- Customized Curriculum Development: \_\_\_\_\_
- Coaching: \_\_\_\_\_
- Consultation & OD Assistance: \_\_\_\_\_

**History and Experience with Vendor** (10 points category total)

**Score:**

Please consider WC past history with this vendor~

- Ability to provide requested services
- Quality of services provided
- Ease of working with vendor

**\*\*\*Please leave this "history" section blank if you have no past experience - Scoring will be adjusted**

2012/2013 Instructor Vendor Pool  
RFP 6642

		Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4	Reviewer #5	TOTAL	Total Points Possible	FINAL SCORE	RECOMMENDATION
1	CARE's Worklife Solutions	73	76	68	79	62	358	450	80%	Yes
2	Career Growth Associates, Inc.	64	74	57	76	83	354	450	79%	Yes
3	Community Development Professionals, LLC	31	66	81	64	47	289	450	64%	
4	Dolan and Associates, LLC	98	81	78	83	82	422	500	84%	Yes
5	Elizabeth Ann Nofs	68	80	73	87	74	382	480	80%	Yes - Tech
6	Energized Solutions, LLC	39	59	70	70	59	297	450	66%	
7	Eriam Creative	50	57	73	39	48	267	450	59%	
8	Hartfield Resolution Group	68	59	79	59	61	326	450	72%	
9	HR Strategies and Solutions, LLC	89	96	84	91	82	442	490	90%	Yes
10	Human Networks, Inc.	39	66	77	62	60	304	480	63%	
11	Human Resources Consulting Associates	40	51	82	51	44	268	450	60%	
12	KN Corporate Services	80	84	88	92	68	412	460	90%	Yes - Tech
13	Learning Designs, Inc.	56	75	71	72	60	334	460	73%	
14	New Horizons - Great Lakes	91	93	86	95	58	423	490	86%	Yes - Includes Tech
15	Penny A. Drain Consulting	95	90	89	91	73	438	500	88%	Yes
16	PRISM Learning Solutions	69	92	79	74	75	389	460	85%	Yes
17	Rizzo and Associates, LLC	72	66	54	67	63	322	450	72%	
18	Technical Education Services	95	96	98	90	67	446	500	89%	Yes - Tech
19	Vantagen, LLC	43	42	52	35	62	234	450	52%	
20	Washtenaw Community College	93	89	73	83	69	407	500	81%	Yes
21	Wayne State University	62	66	69	62	62	321	450	71%	
	Accept above 75%									