



Request for Proposals:

Change Management Consultant - Scope Apprenti's current layout and processes for IT apprenticeships, identify gaps, & recommend solutions

The WTIA Workforce Institute, publically known as Apprenti, was established in 2015 to address the significant information technology talent gap in Washington state and beyond by sponsoring a Registered Apprenticeship program for IT. With initial funding through the U.S. Department of Labor's early apprenticeship expansion initiatives, Apprenti started in Washington state but quickly responded to continuity needs of the industry to reduce stress on business operations by standardizing the system nationally. Apprenti, a lead U.S. DOL contractor, is working to expand the apprenticeship model nationwide under the Apprenticeship USA Single Industry Intermediary Contract. Since its creation, Apprenti has grown to 23 full-time employees. The team is dedicated to addressing the tech industry's workforce and diversity issues, and supporting economic growth and mobility.

Apprenti has convened employers, funders, state and federal agencies, community-based and nonprofit organizations, workforce boards and a wide range of public and private training entities to build the ecosystem needed to implement apprenticeship for the tech sector. Apprenti actively engages with diverse populations including individuals with disabilities, women, veterans, and people of color, with additional focus on covid displaced persons. Over 29,000 applicants have applied to Apprenti from diverse backgrounds.

Apprenti was recently awarded a grant from the U.S. Department of Commerce (Good Jobs Challenge) to scale tech apprenticeships across the aerospace, aviation, and cloud related ecosystems. Over the next 3 years. Apprenti plans to use the proposed funds to place 2,000 apprentices, from mostly underrepresented groups, in aerospace/aviation and cloud related roles including Cybersecurity Analyst, Software Development, and Cloud Operation Specialist.

Apprenti is seeking proposals to help it scope the current layout and processes for IT apprenticeships, identify gaps, and offer solutions.

Scope of Work

Apprenti will be contracting with an individual or firm with expertise and experience in conducting gap analysis, change management, and systems reviews. The scope of work generally includes:

- Facilitate and document work systems needed to support rapid expansion of apprenticeship system across markets, companies, and industry stakeholders;
- Deliver a comprehensive change management process for implementing the work systems and infrastructure changes needed to support deploying Managed Apprenticeship as a Service (MaaS);
- Make recommendations on communication needs, platform development, automation, and systems required;
- Create/recommend communication tools, including but not limited to, web content, landing pages, and an implementation playbook;
- Ongoing tracking and results reporting expertise to third party validate outcomes.

Experience / Qualifications

You or your firm should have significant experience indicating your ability to complete the scope of work. Please describe in **Appendix A** how your, or your firm's, skills and experience align with the required qualifications (listed below) will lead to successfully meeting the Scope of Work. Please ensure you include proven methodologies, resumes for proposed staff and indicate how their skills/experience align to deliver on the Scope of Work.

- Must have a published and research-based methodology for integrating organizational change management and communications;
- Must have at least 10 years of demonstrated corporate experience in change management, organizational readiness, workforce development, stakeholder engagement and business optimization;
- Must have experience working on federal grants and understanding of grant processes, reporting and requirements;
- Must have at least 5 years' experience supporting US registered apprenticeship programs (RAP) and familiarity with apprenticeship policy and practice;
- Must have at least 10 years' experience in delivering programs related to diversity, equity, inclusion and accessibility in order to ensure the Apprenti program approach is inclusive;
- Must demonstrate subject matter expertise in delivering programming that is accessible to all program participants, including people with disabilities; and
- Must have key personnel with a minimum of 10+ years' experience in business process optimization, program evaluation, change management and diversity, equity, inclusion and disability ("DEIA").

Estimated Cost

We have allotted approximately \$400,000 - \$450,000 for this work over three years. The initial scope of work will be due by June 15, 2023, and ongoing review and process improvements will continue through 2025. Your quote must include all information as listed below under Proposal Requirements.

Proposal Requirements

You must submit:

- Cover letter that includes your business’s legal information. Include your Unique Entity ID number, as registration with SAM (System of Award Management) is required for the selected proposer by the time a contract is executed. If not currently registered, you may do so at sam.gov.
- Completion of **Appendix A**, attached.
- Proposed delivery of Scope of Work.
- Resume or statement of qualifications for individual(s) who will be performing the work.
- For transparency purposes, your quote must include, at a minimum, a fee schedule including estimated hours by each individual performing services and their respective hourly rates, tasks to be performed, miscellaneous fees, and other anticipated costs.
- Two to three professional references.
- A copy of your current business license.
- Optional: Examples of previous resorts similar to the Scope of Work.

Your Proposal is limited to the space provided in the table listed in Appendix A (8 pages), excluding supplemental documents, work samples/examples, and resumes.

Evaluation Criteria

Evaluation Criteria	Value
Cover letter with business’ legal information, business license	Yes or No
Proposed delivery of Scope of Work, including technical approach	10
Responses in Appendix A	30
Past experience doing the same work including DEIA and Apprenticeship, examples of work in public and private sectors	40
Fee schedule including hourly rates, miscellaneous fees, and other anticipated expenses	10
Two to three professional references	10
Examples of previous reports similar to Scope of Work - E.g., White Papers, Strategic Plans, Roadmaps, etc.	Yes or No

Timeline

- RFP Issued February 27, 2023
- Proposals Due March 17, 2023
- Possible Finalist Interviews March 20, 2023
- Work Begins Upon execution of contract

Selection Criteria

Proposals will be evaluated to determine the training provider(s) best suited to complete the project's Scope of Work based on the Evaluation Criteria above.

Apprenti may choose to interview one or more proposers but reserves the right to choose or to contract with the proposer(s) that best meets the qualifications without any interviews. Apprenti also reserves the right to reject all proposals.

Submitting a proposal or being chosen as the most qualified proposal does not guarantee a contract will be executed.

Submission Requirements

Proposals are due no later than 4:00pm Pacific Time, March 17, 2023. Late submissions will not be accepted or considered. Apprenti assumes no responsibility for formatting or transmission errors. Proposals must be no longer than five pages in length, excluding work samples and resumes.

Proposals must be submitted in MS Word or PDF format by email to Becky Baumann, Commerce Grant Project Manager, bbaumann@apprenticareers.org. Responses must NOT be mailed.

Questions

Please direct all RFP related questions to Becky Baumann, Commerce Grant Project Manager, bbaumann@apprenticareers.org, with a copy to legal@apprenticareers.org.

General Information

Proposers must also agree to comply, at a minimum, with the following:

General Requirements

The successful candidate must comply with all the terms and conditions of the Award, including, applicable OMB cost principles, and applicable regulations at 2 CFR part 200 and 13 CFR Chapter III.

Discrimination Laws

Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations, and policies. Contractor noncompliance with certain anti-discrimination laws may result in canceling the contract.

Required Disclosures

Contractor shall disclose any potential or actual conflicts of interest, including but not limited to, any recent business dealings that could be perceived as a conflict, any current or recent state employee working on behalf of Contractor. Contractor shall also certify that it has not been debarred from contracting with the Federal government and shall further disclose if there are any legal actions against it.

APPENDIX A
Experience & Qualifications

Experience / Qualifications / Proposed Delivery	Response
<p>Must have a published and research-based methodology for integrating organizational change management and communications including the public and private sectors.</p>	

Experience / Qualifications / Proposed Delivery	Response
<p>Must have at least 10 years of demonstrated corporate experience in change management, organizational readiness, workforce development, stakeholder engagement and business optimization.</p>	

Experience / Qualifications / Proposed Delivery	Response
<p>Must have experience working on federal grants and understanding of grant processes, reporting and requirements.</p>	

Experience / Qualifications / Proposed Delivery	Response
<p>Must have at least 5 years' experience supporting US registered apprenticeship programs (RAP) and familiarity with apprenticeship policy and practice.</p>	

Experience / Qualifications / Proposed Delivery	Response
<p>Must have at least 10 years' experience in delivering programs related to diversity, equity, inclusion and accessibility in order to ensure the Apprenti program approach is inclusive.</p>	

Experience / Qualifications / Proposed Delivery	Response
<p>Must demonstrate subject matter expertise in delivering programming that is accessible to all program participants, including people with disabilities.</p>	

Experience / Qualifications / Proposed Delivery	Response
<p>Must have key personnel with a minimum of 10+ years' experience in business process optimization, program evaluation, change management and diversity, equity, inclusion and disability ("DEIA").</p>	

Experience / Qualifications / Proposed Delivery	Response
What is your proposed delivery of the Scope of Work?	