

Scope of Work Maryland Workforce Association

Curriculum and Training Program Development

The Maryland Workforce Association (<https://marylandworkforceassociation.org/>) is made up of the twelve local workforce area directors in Maryland. The association collaborates with the Maryland Department of Labor and other state workforce partners to foster regional and statewide collaboration and share best practices.

The Maryland Workforce Association advocates for and promotes the public workforce system on a local, state, and national level. The advocacy includes building relationships with elected officials at all levels, outreach to businesses within the State, and building partnerships with other agencies and organizations to strengthen the system.

SCOPE OF WORK

MWA is seeking proposals for curriculum development and training program design for business services practitioners within Maryland's public workforce system. Business services staff provide critical services and connections to programs that help Maryland firms grow. They are key providers of labor market information, support for recruiting and hiring events, and can help businesses access programs and services that help them train, hire and retain talent.

- I. **Planning and Communication** – Work with local area leaders to coordinate a scan and documentation of best practices in the delivery of business services in Maryland's workforce system. In alignment with the National Association of Workforce Development Professionals (NAWDP) competencies, create curriculum and training program design for use and replication to train new, mid-level, and advanced level business services staff.
- II. **Reporting Progress** – Provide monthly updates on progress to MWA and seek feedback.
- III. **Deliverable** – Provide a curriculum and training design plan. Final product will become the property of MWA.

Questions

Offerors can submit questions to procurement@tcclesmd.org by Noon on Wednesday, January 15, 2020. Responses to questions will be posted by Monday, January 20, 2020.

Deadline

To submit a bid, provide a price quote and narrative outlining your qualifications and abilities to deliver the services outlines in the scope of work. **Quotes can be submitted to procurement@tcclesmd.org . Deadline to submit a quote is 4:00 PM on Friday, January 24, 2020.**