

Northwest Michigan Council of Governments

Solicitation of Training Providers for
Delivery of Hospice Aide Training
July 1, 2010

The Northwest Michigan Council of Governments (NWMCOG), through its Healthcare Regional Skills Alliance of Northwest Michigan, is **seeking a training provider for the delivery of a minimum of 32 hours of hospice aide training for certified nurse aides, home care aides, C.N.A. apprentices, nurses, and other care team members that includes an interactive adult learner theory approach which will provide the tools needed to meet the hospice competencies identified in the C.N.A. Apprentice Hospice Specialty competencies, which align with the federal standards for competencies of hospice aides.**

Funding is available for the following:

- Cost of materials to train up to 40 hospice nurses and aides
- Cost of video, DVD, and other audiovisual training aides

The training provider must be able to offer a viable certification as a prepared trainer of hospice healthcare workers. Below are the guidelines and instructions for bidding.

Proposal Submission Instructions

- Proposals are **due by 5:00 p.m. on Thursday, July 15, 2010** at the Northwest Michigan Council of Governments office, 2194 Dendrinos Dr., P.O. Box 506, Traverse City, Michigan, 49685-0506. If mailing the proposal, please allow enough time to ensure that it will be received by that date/time, and use the post office box address.
- Proposals may be emailed to janiemcnabb@nwm.cog.mi.us, with CC: to jeanpeters@nwm.cog.mi.us by 5:00 p.m. on Thursday, July 15, 2010.
- Each proposal should be no more than 6 typed pages in length (for the narrative, per Sections A.-E. on the Proposal Format), excluding attachments. Do not include letters of support.
- No faxed applications will be accepted.

Eligible Proposers

- Any private or public organization is eligible to bid, as long as it can demonstrate the following:
 - Proof of legal status and licensed in the state of Michigan;
 - Ability to re-pay disallowed costs;
 - Not debarred or suspended from receiving state or federal funds.

- Training provider must be located in the Northwest Michigan region and have a proven record of success with successful testing, employment and training programs.

Requirements and Guidelines

Proposals should be submitted according to the format attached to this solicitation, including the cover sheet and budget page. In addition, the following requirements and guidelines should be addressed in the proposal:

- It is *preferred* that the training provider meet the following criteria:
 - Is a partner in the Healthcare Regional Skills Alliance (www.healthcareRSA.org)
 - Provides robust interactive training with standards in context and time that exceed the federal minimum.
 - Is conducted by the co- instructors who are named in the proposal.
 - Teaches a person-centered planning approach to care with adult learning theory techniques.
- Training provider must award a certificate of completion or competency to each student. Bidder must specify the type of certificate that will be awarded at completion.
- Please indicate how students will be evaluated prior to taking the competency test.
- Please indicate if students will be given reviews prior to test taking.
- Please indicate level of flexibility in customizing time and location of trainings to meet employer needs. Training could be in 4 hour blocks during evenings and weekends.
- Please describe how student grievances will be resolved.
- Please indicate whether the curriculum used during this training is currently open source or if it is proprietary.
- Proposals should specify the following:
 - Names of the co-instructors
 - Ability to coordinate training site with the employer
 - Length of training and the training schedule
 - Training equipment and materials for 40 students
 - Required text, handouts, DVD's, and other instructional material

Contract Information

Proposals will be rated by NWMCOG Administrative staff. Contracts will be awarded to winning bidders based on the quality of the proposal and total evaluation points. The

attached proposal format outlines the sections to be included in the proposal and the total possible points assigned to each section. The contract will reflect a maximum amount of \$9,000 with administrative costs of no more than 10%. The maximum contract amount must include all costs including but not limited to all line items in the attached budget outline.

Funding and Limitations

- Funding for this training will be provided by the President's High Growth Job Training Initiative, as implemented by the U.S. Department of Labor's Employment and Training Administration, and administered by the Northwest Michigan Council of Governments' Healthcare Regional Skills Alliance.
- All activities will be conducted in compliance with the laws, regulations, and policies of the above funding source and the Northwest Michigan Council of Governments, which will be stipulated in the contract.
- All financial and participant records must be kept within the 10-county region and must be open for review and audit by the Northwest Michigan Council of Governments at any time.
- All proposals are subject to negotiation. NWMCOG staff may contact a bidder for amplification or clarification or additional information.
- NWMCOG will reimburse the contractor for allowable expenditures per the contractor's monthly expenditure report(s).
- NWMCOG is not responsible for the preparation costs of any proposal. Proposing entities are solely responsible for the information they provide and the content of their proposals.
- NWMCOG reserves the right to select its training provider(s) based on a combination of factors including, but not limited to: cost, experience, quality, degree of private sector involvement, partnerships with other training organizations, and timing. Evaluation points are shown on the attached proposal outline.
- No bidders' conference will be held. Questions may be directed to Janie McNabb at NWMCOG, (231) 929-5000.

The proposal format documents are attached.

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center callers use 711 or 1-800-649-3777

Proposal Cover Sheet

A. Legal name and full address of proposing entity:

B. Contact person:

Name & title:

Telephone:

Fax:

E-mail:

C. Type(s) of training(s) proposed:

D. Funding & Participants

Class Delivery – Number of sessions	Total funding requested
	\$

E. Certification

The proposing entity certifies by the signature below that it is qualified to receive funding and agrees to the requirements per the guidelines detailed in the preceding instruction sheets. The person whose signature appears below is authorized to sign for the organization, and certifies that the information given in this proposal is true and correct, and certifies that this proposal is a firm offer binding the organization for a period of 60 days, and understands that approved proposals are subject to negotiation.

F. Signature of authorized representative

Typed name

Title

Signature

Date

Received by Northwest Michigan Council of Governments on _____.

Proposal Format

Submit the proposal according to the following outline.

- A. Applicant (5 points)**
Describe the applicant organization, legal status, board of directors, mission, typical activities, total activity levels (in general), and brief history.
- B. Description of training (40 points)**
Include materials, instructional methodologies, student evaluation system, and other information relevant to the actual training program content.
- C. Staff qualifications (20 points)**
Describe the qualifications and experience of the staff that will manage and provide the training.
- D. Organizational experience (20 points)**
Describe the organization's experience and results with similar training programs.
- E. Facilities (10 points)**
Describe the organization's ability to locate, use and pay for training facilities. Describe how the organization will manage delivery of trainings in multiple locations.
- F. Partnerships (10 points)**
Describe any partnerships or collaboration with other public or private sector organizations, and the purpose of those partnerships.
- G. Budget (25 points)**
Please use the budget format on the following page.

Total possible points = 130

Budget

Line Item	Amount
Staff (wages & fringe benefits)	
Facilities	
Materials & supplies	
Equipment	
Other (detail)	
Administration	
Total	