

APPLICATION TO PROVIDE IDI EVALUATION AND SUPPORT TO THE REGION 2 WORKFORCE BOARD AND ONE-STOP SYSTEM

Project Overview:

Workforce Region 2, which is comprised of the Duluth Workforce Development Board and Northeast Workforce Development Board and all One-Stop Workforce Center management and employees in the region.

Goal:

It is the goal of this project to increase cultural competency of the Workforce Board and Workforce System in northeast Minnesota, and put into place practices to continue to maintain and improve cultural competency in the future. By the completion of this contract, the Region 2 Workforce Boards and System will understand their current IDI scores, have a common language to use to discuss cultural competency, and have supports in place to continue cultural competency discussions in the future.

Required Tasks:

The Region 2 Workforce Development Board requests applications to

- Coordinate, schedule and administer the Intercultural Development Inventory (IDI) in a phased approach to board members (55 individuals) and workforce center staff (110 individuals)
- Coordinate, schedule and facilitate one on one sessions with a qualified assessor in a phased approach to all individuals who take the IDI (165 individuals)
- In consultation with Region 2, provide recommendations for what groups and subgroups would be most effective for advancing the region's cultural competence.
- Coordinate and provide separate group and subgroup facilitations in a phased approach for all groups and subgroups agreed upon in consultation with Region 2.
- Provide recommendations on how group and subgroup progress can be continued and sustained following the end of the contractor's involvement.

Application Deadline

Applications must be received in their entirety by 8/8/2018 to be considered for contract and can be submitted to

Michelle Ufford

NE Minnesota Office of Job Training

820 North 9th Street Ste.240

Virginia, MN 55792

Submission Requirements

Please submit a project proposal which includes the following:

- Summary description of your firm
- List of Project staff members including names, titles and qualifications
- List of similar projects previously completed, including references
- Proposed partners or subcontractor organizations including names, titles, qualifications
- Work Plan describing how the requirements listed in Required Tasks will be satisfied. The work plan should address all of the following components:
 1. Please describe your agencies experience and credentials to provide the above listed services. Describe any large projects IDI or cultural competency projects the agency has addressed in the past. What staffing, with what qualifications would be used for this project?
 2. The proposed population for this IDI assessment includes two boards (Duluth Workforce Board with 33 members and North East Workforce Board with 25 members) and seven Workforce Centers (Duluth with 43 Staff, Virginia with 19 staff, Hibbing with 13 staff , Grand Rapids 10 staff, International Falls 7 staff, Aitkin 5 staff, and Cloquet 10 staff). Please describe what phases you would use to roll the IDI out to this system. Make sure to address the below issues:
 - a. Who would receive IDI assessment and facilitations in each phase?
 - b. How long would each phase require?
 - c. How many groups and subgroups would you predict using to best achieve on going improvements to cultural competence?
 - d. How many hours of group facilitations would be included in each phase, and in what numbers of sessions?
 3. The goal of this project is 100% participation in the individual assessment and one on one sessions. What scheduling system and follow up would be provided to attempt to achieve this?
 4. How would accepting the above model help to promote sustainability of IDI values within the Workforce System? What follow up services will be provided?

This application request does not obligate the Region 2 Workforce Development Board to award a contract.

Prospective applications who have any questions regarding this application may contact:

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Virginia, MN 55792

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Proposal Evaluation

The following will be considered on a pass/fail basis:

- Cost for all proposed services does not exceed \$26,000
- Proposal was received on/before due date and time specified.
- Organization has IDI Qualified Assessors
- Willing to start by 8/13/2018 and accept full payment in advance by 9/30/2018 for all services to be provided?

Other Criteria to be considered:

- Experience on other similar projects
- Design and timeline of the proposed phased approach to administering the IDI and follow-up sessions
- Design and number of sessions proposed for follow-up facilitation and on-going IDI work