

Date: January 14, 2025

To: All Bidders

Re: Request for Quotation: Workforce Training Intermediary

Quote Submission Due Date: January 24, 2025

Amendment #2

The following constitutes Amendment #2 to the above referenced Request for Quotation:

This Amendment includes:

- Answers to Questions
- Revision/addition to the following RFQ Section(s)

**Request for Quotation
Workforce Data Intermediary
Answers to Questions**

Where applicable, each question references the appropriate RFQ section.

#	Request for Quotation Section Reference	RFQ Page Number	Subject	Question (Bolded) and Answer
1	Section 4.2	Page 7		What are the travel requirements? Statewide travel is required for some meetings with NJDOL and for in-person training delivery. NJDOL anticipates many meetings to be held virtually, however the Contractor should anticipate the flexibility for meetings at the Central office in Trenton NJ, as well as the potential for in-person trainings in different regions of the state. All pricing must include travel per Section 3.14 of the RFQ,
2	Section 4.2.1	Page 7	Project Kick-Off Meeting	Regarding training delivery, is it expected that it will be held virtually or in person? Both virtual and in-person training is required. The number of trainings will depend on the development plan.
3	Section 4.4	Page 8	Deliverables	What is the number of trainings anticipated? Yes, NJDOL will be requesting that the training intermediary sub-contract with other training providers.
4	Section 4.4	Page 8	Deliverables	What would be the estimated number of participants per training? 15-20 hours, but hours may vary from week to week.

#	Request for Quotation Section Reference	RFQ Page Number	Subject	Question (Bolded) and Answer
5	Section 4.4	Page 8	Deliverables	In addition to providing support to training development, does NJDOL also expect the contractor to instruct in these courses? Yes, the contractor must conduct these trainings or subcontract with other individuals or organizations to deliver training depending on the expertise needed.
6	Section 4.5	Page 8	Work Plan	Is it expected for the prime vendor to secure agreements with other training partners or contractors? Or is the prime vendor only identifying and recommending other training partners or contractors? This is a firm, fixed all-inclusive contract which means that the price must include all vendor expenses, such as travel, meals, accommodations etc. The state does not pay for these vendor costs as these costs need to be incorporated into the pricing offered.
7	Section 4.5	Page 8	Work Plan	There is an X in the average hours per week. How many hours are expected per week? 15-20 hours, but hours may vary from week to week.
8	Section 4.5	Page 8	Work Plan	Are any non-labor expenses required other than travel expenses? This is a firm, fixed all-inclusive contract which means that the price must include all vendor expenses, such as travel, meals, accommodations etc. The state does not pay for these vendor costs as these costs need to be incorporated into the pricing offered.

Additions:

Section 3.14 This is a firm-fixed, all-inclusive contract. The Bidder must provide a firm fixed monthly rate and a total cost for all tasks completed on the State Price Sheet.

Revisions:

The RFQ has been updated with the following revisions:

Section 4.1 Overview, third paragraph

The requirements set forth within this RFQ shall require the Consultant “hereinafter referred to as the Contractor” to work with the following:

- A. NJDOL: The Contractor must work with various stakeholders and teams from across NJDOL, particularly within the Workforce Development Division, to develop a comprehensive and coordinated training plan that supports the development and implementation of strategies aligned with WIOA. This will include designing training for individuals working across and within New Jersey’s 23 One Stop Career Centers.

- B. Local Workforce Development Boards (LWDBs): The Contractor must also work with stakeholders from across New Jersey's 17 LWDBs to further support and align training to support the identified needs of our local partners. NJDOL requires that training will help to support and build capacity among staff working in our Local Development Boards to strengthen efforts related to strategy development, procurement, and monitoring.
- C. One Stop Operators and Career Center providers: Additionally, the Contractor must also work with New Jersey's One Stop Operators and competitively procured Career Services and Youth Services providers to further align training plans and support the implementation and evaluation of training efforts and impacts across One Stop Career Center staff.

Section 4.2 Meetings and Communication Requirements have been revised as follows:

In addition, the Contractor must interact and communicate across New Jersey's 17 LWDBs, as well as with other units within NJDOL, and potentially offices in other agencies as NJDOL seeks to build a common workforce training agenda that is inclusive of all of New Jersey's One Stop partners and programs.

Finally, the training intermediary must regularly communicate with other training partners that are identified to develop and provide specific trainings and resources. While the training intermediary may provide some training services directly, NJDOL requires that this role must include identifying additional training providers that can contribute specific content and training experiences.

In addition, the Contractor must:

DELIVERABLES

The Contractor shall work with NJDOL to develop specific deliverables. However, the type of deliverables shall include:

- A. **In-Person and Virtual Training Opportunities:** The Contractor shall support the development of specific training content and modules that are delivered to cohorts as in-person or virtual training sessions. This may include trainings that are part of a multi-week course, as well as training opportunities that lead to specific credentials.
- B. **Online Training Modules and Materials:** The Contractor shall support the development of courses for NJDOL's LMS that include online, self-directed training opportunities for New Jersey's workforce professionals.
- C. **Evaluation Reports:** The Contractor must provide regular reports to NJDOL providing insights on implementation of training activities and strategies, including data on training participation engagement and experiences in training.

WORKPLAN

The Contractor shall develop a detailed workplan within 60 days of the Contract effective date. The Contractor shall ensure that its workplan:

- A. Includes details of the specific training efforts that will be developed and designed
- B. Specifies any work associated with identifying and securing other providers or contractors to support training
- C. Targets timeframes for delivering different training content
- D. Specifies the stakeholders each training is seeking to target, including target levels of participation
- E. Outlines ongoing activities for supporting continuous improvement of training activities, including around collecting data and meeting regularly to communicate with NJDOL and LWDBs

WORK SCHEDULE

The Contractor shall be required to contribute approximately 15-20 hour per week total across personnel on this Contract. However, hours per week may vary depending on the phase of training development and implementation.

The Contractor is advised that there is no guaranteed minimum or maximum number of hours and personnel that will be required to work.

It is the sole responsibility of the Vendor to be knowledgeable of all the additions, deletions, clarifications, and modifications to the Request for Quotation.