



METRO NORTH WORKFORCE BOARD

on behalf of



**REQUEST FOR PROPOSALS
FOR ADVANCED MANUFACTURING TRAINING SERVICES
for Calendar Year 2023
January 1, 2023 (estimate) - December 30, 2023
(Contingent upon funding)**

**RESPONSE DUE:
Friday, September 23, 2022, 4:00 p.m. ET**

Please submit all questions to RFP@masshiremetronorth.org

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I. INTRODUCTION AND SCHEDULE

A. Introduction

1. The MassHire Metro North Workforce Board (MNWB), on behalf of the Northeast Advanced Manufacturing Consortium (NAMC), is issuing this request for proposals (RFP) to select qualified providers of advanced manufacturing training services as part of a regional effort to address the workforce needs of the advanced manufacturing industry in Northeast Massachusetts. Applicants may propose to deliver training in one of five areas:
 - (i) Welding
 - (ii) Electromechanical Assembly
 - (iii) CNC Machine Operator
 - (iv) Automated Technology Technician/Robotics
 - (v) Quality Control Inspection
2. Selected applicants will provide the occupational skills training. NAMC Career Center partners will have primary responsibility for recruitment, case management, and job placement, although the selected applicants will need to work in partnership with the Career Centers and other NAMC partners.
3. Applicants may apply for more than one of the above-listed training areas, however, a single applicant may only submit one application per training area. A single applicant cannot submit multiple applications for one training area. Applicants may also apply as a partnership of more than one organization, however, each submitted application must be for one cohort in one training area. A single applicant may not apply for multiple cohorts or multiple training areas in a single application.
4. Applicants also have the option to apply for pre-employment or incumbent worker training. Pre-employment is defined as training for participants who are currently unemployed or working outside the manufacturing sector. Incumbent worker is defined as training for participants who are currently employed in the manufacturing sector at the time the training begins.
5. This RFP is in preparation for future training funding opportunities to be determined. Any contract awarded as part of this RFP is contingent on the MNWB/NAMC receiving funds to support this RFP. It is estimated that contracts for successful applicants will cover the period January 1, 2023 (estimate) through December 30, 2023. Timing of Northeast Advanced Manufacturing Consortium Event contracts will be contingent on the contracting process with NAMC’s funders.

B. Schedule

August 18, 2022	Request for Proposals released
August 30, 2022	Info Session/Q & A on RFP via Zoom by NAMC Team at 1 PM. (Register Here)
September 25, 2022	Deadline for submission of written questions
September 30, 2022	Proposals due by 4:00pm ET
TBD	Notification of Award
TBD	Anticipated Contract start date

II. BACKGROUND

A. *Northeast Advanced Manufacturing Consortium (NAMC)*

1. The Northeast Advanced Manufacturing Consortium (NAMC) started as an initiative among four workforce investment boards to form a partnership among industry, academia, and workforce development to promote sustained support for manufacturing within the Northeast of Massachusetts. The four workforce regions that lead NAMC are North Shore, Greater Lowell, Metro North, and Merrimack Valley. The specific services being procured through this RFP are administered and managed by MassHire Metro North Workforce Board.
2. Northeast manufacturers are world-class companies that are an essential part of the state’s innovation economy. Manufacturing has a legacy in the Northeast of Massachusetts and NAMC seeks to advocate for a thriving advanced manufacturing industry. NAMC has brought together a coalition of private and public entities to leverage funding and develop programming to meet ambitious goals. NAMC also supports youth outreach to create interest in manufacturing careers and the development of training programming.
3. Manufacturing Workforce Development Systems will be deployed regionally, leveraging expertise, resources, and opportunities for collaboration to meet the needs of manufacturers most effectively.
4. NAMC’s goal is to create a fully coordinated manufacturing training system to meet the employment needs of manufacturers across the state.
5. This RFP seeks to select eligible training providers who will provide manufacturing occupational skills training in any of the following areas: (CNC Machine Operator, Welding, Electromechanical Assembly, Robotics, Quality Control Inspection). NAMC Career Center partners will have primary responsibility for recruitment, case management, and job placement of participants, although selected applicants will need to work together with these NAMC partners. Selected applicants of this RFP will become subcontractors to NAMC’s Northeast regional grant program. This grant will be administered by the MassHire Metro North Workforce Board. All funding and contracts included in this RFP is contingent on MNWB/NAMC receiving grant funds.

III. FUNDING AND PERFORMANCE PERIOD

A. *Performance Period*

1. MNWB/NAMC is releasing this RFP in preparation for future training programs prior to receiving funding. It is estimated that contracts awarded as part of this RFP will cover the period January 1 through December 31, 2023 but will be dependent on future funding awards.

B. *Contract Type*

1. Contracts executed as a result of this RFP process will be paid through cost-reimbursement. The selected applicant(s) will be required to have fiscal systems in place to successfully execute a cost-reimbursement contract. Final contracts will also be subject to any changes in legislation, regulations or policies promulgated by the funding sources. The MNWB reserves the right to vary or change the terms of any

contract executed as a result of this RFP, including funding levels, scope of services, performance standards, referral sources and contract term, as it deems necessary.

C. Eligible Respondents

1. The respondent may be a private, for profit or non-profit organization or school with the capability to provide hands-on, occupational skills training. These could include, but are not limited to, non-profit or for-profit training providers, institutions of higher education, and public or private secondary schools.
2. Respondents may apply as a partnership or consortium of two or more partners. A lead applicant must be identified and an MOU among all partners outlining each partner’s role and responsibilities is required. If applying as a partnership or consortium of partners, a single application must be limited to one training cohort in one training area. A single application can not include multiple training cohorts or multiple training areas.
3. Applicants may apply for more than one training area. However, a single applicant is limited to one application per each of the five training areas.

IV. PROPOSAL GUIDELINES

A. General Guidelines

1. Curriculum
 - a) Below are examples of curriculum outlines used in previous NAMC training for each of the five training areas. Applicants are not required to propose a program that copies the curricula exactly, but proposals should generally adhere to the topics listed below. Applicants will need to complete the Curriculum Outline form found in the Attachments.

CNC Machine Operating PROGRAM

	Estimated Hours
Math and Machining Highlights	25
Metrology and Inspection	10
Blueprint Reading and GDT	35
Master CAM overview	5
Machining Lab (2 instructors)	170
OSHA Safety	15
Industry Certification Prep and Testing (MACWIC, NIMS CNC Milling)	30
One class for re-test prep, plus the test	10
TOTAL HOURS	300

AUTOMATED TECHNOLOGY TECHNICIAN AND ROBOTICS PROGRAM

Math Fundamentals	Estimated Hours
Safety and Standard Operating Procedures	Estimated Hours
Programmable Logic Controllers	Estimated Hours
Fluid Systems (Hydraulics and Pneumatics)	Estimated Hours
Sensors	Estimated Hours
Industrial Electrical Systems	Estimated Hours
Mechanical Drives	Estimated Hours
Mechatronics Troubleshooting	Estimated Hours
FANUC Robotics Certification	Estimated Hours
TOTAL HOURS	300

ELECTROMECHANICAL ASSEMBLY PROGRAM

<p>Mechanical Assembly Hand tools, print reading, system assembly, fastener types and applications, measuring, torquing, micrometers, wire harnesses installation and testing, termination types-crimping, lugs, and connectors.</p>	Estimated Hours
<p>Basic Electrical Theory and Lab DC and AC circuit theory, testing and measurements, component ID and applications, continuity testing, electrostatic causes and damage prevention, and electrical safety.</p>	Estimated Hours
<p>Related Technical Instruction Electrical Schematics, Assembly drawings, Manufacturing mathematics, & Bills of Materials, Intro to 5S – organization and housekeeping</p>	Estimated Hours
<p>Basic Soldering Through-hole and surface mount assembly and rework.</p>	Estimated Hours
<p>Hand Tools Measuring equipment, Electrical and mechanical hand tool applications in electromechanical system building and troubleshooting, including standard hand tools, as well as Torque Wrenches, Heat Shrink Guns, Crimping tools, and Tie-wrap guns</p>	Estimated Hours
<p>Inspection Equipment Digital VOMs, Micrometers, Calipers, and Depth Gauges</p>	Estimated Hours
<p>Certifications OSHA 10, and others</p>	Estimated Hours
TOTAL HOURS	250-300 Hours

WELDING PROGRAM

OSHA 10/Hot Works Safety	10
Technical Math/Welding Application	20
Blueprint Reading/Welding Symbols	30
Oxygen Acetylene/Oxygen Fuel Cutting	20
Shielded Metal Arc Welding	20
Gas Tungsten Arc Welding/Gas Metal Arc Welding - DC	50
Advanced Gas Tungsten Arc Welding/Welding Non-Ferrous Metals - AC	30
GTAW-DC Stainless Steel	30
Basic Fabrication Tacking of Structural Alloys	35
Aluminum MIG	20
Alloys & Filler Rods	15
Fabrication/Application JIGS	20
TOTAL	300

QUALITY CONTROL TECHNICIAN PROGRAM

TOPIC	Hours
ISO 9001 Internal Audit Workshop	Estimated Hours
Standard Work Documentation	Estimated Hours
GD&T Basics	Estimated Hours
Blueprint Reading	Estimated Hours
Effective Problem Solving	Estimated Hours
Standards Overview	Estimated Hours
Lean Overview	Estimated Hours
Basic Quality Tools for Process Improvement	Estimated Hours
Value Stream Mapping	Estimated Hours
Cost of Quality	Estimated Hours
Effective Communication	Estimated Hours
Managing Calibration Programs	Estimated Hours
Basic SPC	Estimated Hours
Quality Improvement Fundamentals	Estimated Hours
Introduction to Lean Six Sigma	Estimated Hours
Metrology/Hand Tools	Estimated Hours
Include Any Other Recommended Topics	Estimated Hours
TOTAL HOURS	250 - 300

2. These curricula examples were used for pre-employment training programs. If you are applying for an incumbent worker training program, you may utilize these examples or propose your own curriculum.

B. Narrative Response

Applicants should prepare a proposal not more than five (5) pages in length that responds to each of the questions below:

1. Briefly describe your organization’s experience with providing the training you are proposing in this application. Identify whether you are applying for pre-employment or incumbent worker training. If you are applying as a partnership, describe each partner’s experience. Provide a specific example of a training program you offered similar to the one you are applying for, including funder, timeframe, training topics, and outcomes.
2. Have you provided training for NAMC before? If so, describe what type of training was provided, timeframe, and outcomes.
3. Describe the training program you are proposing to offer with this grant. If applying as a partnership, describe each partner’s role. Please include in your response:
 - a) Type of training
 - b) Industry-recognized certifications if any
 - c) Include all instructors who will be providing the instruction, their qualifications, including years of teaching and history with the school.
 - d) Start and end dates
 - e) **NOTE:** start and end dates should be between January 1, 2023 – December 30, 2023. (Start date will be dependent upon funding date.)
4. Total number of students
 - a) **NOTE:** If the program will be funded through multiple sources, provide the number of students who will be funded through this grant and the number through other sources. NAMC programs have historically had around 12 students per program at around \$3500 per student for training costs.
5. Total number of training hours
 - a) **NOTE:** NAMC’s training programs have historically been around 300 hours or more.
6. In an effort to provide balanced manufacturing training programming throughout the Northeast Region, NAMC will be strategic in awarding funding to training programs and may request providers revise their training dates to ensure the region’s manufacturing training is providing programs throughout the region in a timely, consistent, and manageable schedule.
 - a) Please list all manufacturing programs (Welding, CNC Machine Operator, Robotics, Electromechanical Assembly, Quality Control Inspection) you will be implementing in FY23. (Name, hours, dates, CTI, non-CTI, (Confirmed/Possibly)) (copy paste table your report)

Other Training Programs TBD or Running in FY23				
Manufacturing Program (CNC Machine Operator, Welding, Electromechanical Assembly, Robotics, Quality Control Inspection)	Hours	Start/End Dates	CTI Program Non-CTI Program	Will Run/TBD
				(Press Tab to add lines as needed)

7. Complete the Curriculum Outline Chart in Attachment D and submit with your application. This does not count towards the 5-page response limit.
8. NAMC trainings is conducted utilizing a consortium of partners. Applicants to this RFP will be required to work with other NAMC partners. Included in Attachment E: Training Partner Checklist, is a list of partner expectations that selected applicants will be expected to adhere to. Please confirm your acceptance of these expectations.

C. Budget Instructions

1. The budget should be submitted in Excel format utilizing the provided template.
2. Please remember the following guidelines when developing your budget:
 - a) NAMC's training programs have historically been approximately 300-hour training programs.
 - b) NAMC's training programs have historically been at around \$3500 per student costs per program.
 - c) If the program will be funded by other sources in addition to this grant, the budget must include all other sources of funding supporting the proposed program. Other sources of funding should be included in the "Match" tab of the budget form.
 - d) It is highly recommended that applicants include a student support services line item for items such as tools and work clothing. Applicants will have to document purchases.
3. Proposals will be evaluated based on adherence to these guidelines.

D. General instructions for completing the budget form:

1. "BUDGET SUMMARY" tab- This tab summarizes the figures from the other tabs.
 - a) Fill in organization name in cell B/C/D/E (4).
 - b) Check which courses you are applying for.
 - c) All other fields auto-populate.
2. "BUDGET REQUEST" tab-
 - a) Salary and Fringe- list each individual staff person and their rate of pay and hours budgeted to the project. For fringe, please list the individual components, i.e. 20% healthcare, 5% disability, etc. under the "Description of use of funds" column.
 - b) Other Program Costs- fill in each line item as necessary.
 - c) Contracted Services- list each third-party contractor and the services they will be providing.
 - d) Indirect Costs- indirect costs cannot exceed 10% of Budget Sub-total.

V. SOLICITATION, PROCESS AND TERMS

A. *Period of Solicitation*

1. This RFP is being released on Thursday, August 18, 2022. The deadline to submit a response(s) to the RFP is Friday, September 30, 2022, no later than 4:00 p.m. (ET).

B. *RFP Questions and Answers*

1. The primary mode of communication with potential bidders will occur via <https://masshiremetronorth.org/about/funding-opportunities/>. Questions and Answers and any RFP amendments will be posted on the website. It is the bidder's responsibility to check the website page frequently to stay apprised throughout the process.
2. All questions pertaining to the RFP must be received in writing via email at RFP@masshiremetronorth.org. All questions must be received by Tuesday, September 25, 2022. Questions will not be answered over the phone or in person.
3. NAMC will hold an Info Session on the RFP to answer questions. This meeting is scheduled for Tuesday, August 30, 2022, at 1 PM. Please register to receive the Zoom link. [[REGISTER HERE](#)].

VI. Review and Evaluation Process

A. *Review for Minimum Requirements*

1. Applications will first be reviewed to ensure minimum criteria are met. Proposals that do not meet minimum standards will be considered non-responsive and will not be reviewed. Failure to meet minimum criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs which do not address the services and requirements contained in this RFP.

B. *Team Review of Applications*

1. A review team will then review applications. Proposals will be evaluated based on adherence to the guidelines set forth in Section 4, quality of responses, qualifications of applicants, and availability of funds.

C. *Request for Additional Information*

1. MNWB/NAMC may request additional information in the form of emails, phone calls, or in-person meetings.

VII. SUBMISSION REQUIREMENTS AND INSTRUCTIONS

A. *Submittal Procedure and Format*

1. To be considered for funding, applicants must submit their proposal via email to RFP@masshiremetronorth.org. All applicants will receive an email response verifying receipt of the proposal. Completed RFP responses must be submitted by Friday, September 30, 2022, by 4:00p.m. (ET).
2. **PROPOSALS RECEIVED AFTER THIS DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED.** It is the bidder's responsibility to ensure responses are received by the date and time listed above. "Technical issues" will not be a sufficient reason for late responses.
3. All proposals must be organized and assembled as described in this Section. Copies of forms that are bolded are included in the Attachments to this RFP. Please submit proposal in this order:
 - a) As ONE PDF document:
 - Cover Page
 - Partnership Chart (if a partnership application)
 - Memorandum of Understanding (MOU) with partners outlining roles and responsibilities of partners and signed by the head of each partnering organization (if a partnership application)
 - Narrative Response (No more than five (5) pages)
 - Curriculum Outline (use template provided)
 - Signed Statement of Compliance and Disclaimer
 - Budget and Budget Narrative (Excel template provided) Please submit as a separate EXCEL document.

B. *General Instructions*

1. Applicants must follow these general instructions when preparing and submitting their responses:
 - a) Submit response as a single PDF document, except for Budget and Budget Narrative, which should be submitted on the attached EXCEL template.
 - b) 8 1/2 x 11 letter size paper
 - c) Numbered pages
 - d) One-inch margins
 - e) Single-spaced
 - f) Minimum 11-point font

VIII. LIMITATIONS, DISCLAIMERS, AND ASSURANCES

A. *Limitations*

1. The MNWB shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not in any way obligate the MNWB to award a contract. The MNWB reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP. The MNWB reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. The MNWB may require successful applicants to participate in contract negotiations prior to contract finalization. The MNWB shall reserve the right to withdraw or reduce the amount of an award or to terminate, with or without cause, any contract entered into as a result of this RFP process.

B. *Disclaimers*

1. All contract awards by the MNWB, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the MNWB and the execution of a contract with the MNWB.
2. MNWB also reserves the right to:
 - a) Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
 - b) Increase funding levels for any or all agencies selected pursuant to this RFP, if additional funds become available, based on agency performance, effectiveness and other details;
 - c) Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
 - d) Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

C. *Right to File an Appeal*

1. After the MNWB completes its review of all proposals submitted in response to this RFP, the MNWB will notify all applicants in writing of the status of their proposal and whether or not they have been selected. Parties who submit proposals that are not selected may appeal the decision of the MNWB in accordance with the applicable provisions of this RFP. Appeals may only be based upon a claim that the MNWB has failed in any material respect to follow the selection process outlined in this RFP. As stated in the RFP, the MNWB is not obligated to select a proposal that receives the highest score based upon the application of the proposal review scoring criteria. Applicants may be selected based upon a more comprehensive review and analysis that shall take into account the results of the proposal review scoring criteria, interviews, if conducted, geographic access, and the overall qualifications of the party submitting the proposal. Generalized allegations of impropriety or dissatisfaction with the results of the process are not grounds for appeal.
2. An unsuccessful bidder who wishes to appeal a decision must file an appeal in writing within 10 business days of the date of MNWB's notice to unsuccessful proposers. The appeal statement must fully state in writing the grounds for the appeal in detail and shall be based solely upon the alleged failure of the MNWB to follow in any material

respect the selection process outlined in this RFP. Appeal request statements must be sent by overnight mail or delivered in person. Appeals of the funding decision may be filed with Chris Albrizio-Lee, President and CEO, MassHire Metro North Workforce Board, Spaces Davis Square, 240 Elm Street, 3rd Floor, Somerville, MA 02144. MNWB shall issue a decision to grant an appeal, deny an appeal, or modify an award within 20 business days of receipt of the appeal.

D. *Disallowed Costs and Cancellations*

1. Successful bidders must accept liability for all aspects of programs conducted under contract with the MNWB. Successful bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. The MNWB reserves the right to cancel or alter an award if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.

E. *Contracting*

1. The contract award will not be final until the MNWB and the bidder have executed a mutually satisfactory contractual agreement. No program activity may begin prior to the MNWB approval of the award and execution of an award letter and/or contractual agreement between the successful bidder and the MNWB. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments. The MNWB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

F. *Cost and Negotiations*

1. The MNWB reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other individual for the same services performed by the bidder.

G. Modification of Contracts

1. Any contract awarded pursuant to this RFP may be unilaterally modified by the MNWB upon written notice to the contractor under the following circumstances:
 - a) Contractor fails to meet performance and service expectations set forth in the contract, or
 - b) The federal or state government increases, reduces or withdraws funds allocated to the MNWB, which impact services solicited under this RFP, or
 - c) There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

IX. ATTACHMENTS

- Cover Page
- Partnership Form
- Statement of Compliance and Disclaimer Form
- Curriculum Outline Form
- Training Partner Checklist
- Budget Template

Attachment A

A. Cover Page

NAMC's Training Grant FY23
Metro North Workforce Board

Legal Name of Applicant Agency			
Number of Years in Business			
Address			
FEIN Number			
DUNS Number			
Type of Organization <i>(Check all that apply. If a consortium/partnership application, select based on lead applicant)</i>	<input type="checkbox"/> Institution of higher education	<input type="checkbox"/> Public Secondary School	
	<input type="checkbox"/> Community-based organization	<input type="checkbox"/> Private Secondary School	
	<input type="checkbox"/> ABE/ESOL/Job Training provider	<input type="checkbox"/> Other (please describe):	
Applying For:	<input type="checkbox"/> Pre-employment <input type="checkbox"/> Incumbent Worker		
Training Area:	<input type="checkbox"/> CNC Machine Operator	<input type="checkbox"/> Electromechanical Assembly	<input type="checkbox"/> Quality Control Inspection
	<input type="checkbox"/> Welding	<input type="checkbox"/> Robotics	
Total Training Hours:			
Start and End Dates:	Start Date:	End Date:	
Enrollment Target (Funded 12)			
Total Amount Requested	\$		
Principal of Agency <i>(Superintended/CEO/Executive Director/President)</i>	Name		
	Title		
	Address		
	Email Address		
Programmatic Contact Person	Name		
	Title		
	Email Address		
	Phone		
Fiscal Contact Person	Name		
	Title		
	Email Address		
	Phone		

C. Statement of Compliance and Disclaimer Form

**NAMC's Training Grant FY23
Metro North Workforce Board**

As the authorized signatory official for: _____

I hereby certify:

- That the above-named respondent is legally authorized to submit this application;
- That the above-named respondent does hereby agree to execute all work related to this application in accordance with the requirements of the funder(s), MassHire Metro North Workforce Board (MNWB), and Northeast Advanced Manufacturing Consortium.
- That the above-named respondent will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and
- That the above-named respondent will abide to all limitations, assurances, and disclaimers listed in the RFP; and
- That the contents of the application are truthful and accurate and the above named respondent agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named respondent is in agreement that the MNWB reserves the right to accept or reject any proposal for funding; and that the above-named respondent has not been debarred or suspended from receiving federal or state grants, contracts, or assistance; and that the above-named respondent waives any right to claims against the members and staff of the MNWB.

Typed Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

Attachment E

E. Training Partner Checklist

NAMC's Training Grant FY23 Metro North Workforce Board

Pre-Classroom Planning:

- € Contract terms with Metro North Workforce Board
- € Instructor details and accountability:
 - Availability of team members:
 - leadership role and/or assigned delegation of tasks
 - shop projects & material ordering
 - tool planning (ordering if necessary): measuring sets, end mills, cutters, etc.
 - calendar planning (include career center job-ready time, test prep time, black-out dates, and test dates)
 - course plotting
 - Tooling U seats and monitoring
 - Certification decision (NIMS/MACWIC): process and time allocation
- € Draft Calendar for start and end dates, & flier information. (review above items)
- € Secure appropriate space and communicate with building personnel
- € Career Center needs
 - Training Pro
 - Career Center Career Ready agreement
 - Paperwork: ITA's, attendance, progress reporting, industry certificates, course completion certificates, feedback forms
 - CORI process
 - Communication responsibilities for student concerns
- € Instructor/Industry Meeting if doable (coordinate with NAMC Training Manager (TM)) -

Training Course:

- € Orientation: Final Calendar review with class, Instructor dialogue/Safety/attendance expectations, guest speaker?
- € Attendance emailed daily to Career Centers (CC)
- € Progress Reports mid-point and second last week of class (to Training Manager) and CC's)
- € Customer Issues to be reported immediately to Training Manager & CC Case Manager
- € Industry (OSHA, MACWIC, NIMS, AC-DC-Digital, J-STD) Certification copies to be obtained for CC records
- € Student Feedback forms one week prior to end of class
- € Company guest speaker and tour coordination with Outreach team*
- € Graduation plan and execution

***OUTREACH Team**

- € Partners (MM's, CC BSR, Training Providers, TM) meeting

- Training Provider will identify best date/time for industry guest speaker(s) and tour visits. NAMC staff and the CC BSR will make every effort to accommodate.
- NAMC will assist CC BSR's with outreach for all tours and industry guest speakers unless otherwise directed by the Training Provider.
(agenda discussion on time frames of tours, possibly pre-determined dates/times on calendar)
- TM will email dates/times of Tours and Guest Speaker engagements once solidified.

€ Job Fair –

- Training Providers will have input on company invitation list
- Training Providers usually host Job Fairs.
- Training Providers will have input on Date of Job Fair if hosting.
- BSR teams at the various CC's will plan event to include, identifying location, set up, format, and employer outreach.

Graduation:

€ **Training Providers are responsible for Graduation event planning.**

- Certificates of Completion
- Speakers (Training Provider Admin., Instructor(s), local Company, local WB, Student, etc.)
- Invitation & Program
- Space/Venue, agenda, food, drink, other (slide show etc.)