

Southcentral PA Next Gen Manufacturing Industry Partnership

English as a Second Language Training Pilot

Request for Training Proposals

DUE: February 19th, 2020 (midnight)

Organization: Southcentral PA Next Gen Manufacturing Industry Partnership
Submit proposals electronically to office@mascpa.org.

Background: The SC PA Next Gen Manufacturing Industry Partnership has identified English as a second language (ESL) as a serious issue facing the manufacturing workforce across the region. In a recent regional industry survey, 92% of manufacturers surveyed report that they have difficulty in hiring workers – both skilled and entry level. With record low unemployment in southcentral PA, employers are also facing an increase in hires in which English is not an employee's first language. Therefore, manufacturers are seeking innovative and effective English as a second language services but have had mixed results in sustaining the training and also in delivering the training.

Project Scope: To pilot an innovative English as a Second Language (ESL) training program(s) specific to the manufacturing sector in southcentral PA. The ability to replicate and customize effective training programs is an important component of the project. The project will include three pilot Projects:

- a short-term ESL training,
- a long-term ESL training, and
- a focused ESL safety training

The goal of the partnership is to create an innovative and successful program structure that can be replicated for manufacturers in the region, which may include the development of instructional materials, instructional tools, video/computer-based training aide or other means that can be used by manufacturers in the region for on-site ongoing training sessions for ESL employees.

Provider Qualifications: providers will be deemed qualified if they provide documentation that demonstrates the organization and instructor qualifications to successfully provide and deliver ESL training programs. Documentation should include demonstrated success in ESL/ELL Training and includes examples/referrals of past training programs especially with the manufacturing sector.

Evaluation: The provider should choose one (or more) of the three pilot trainings requested: short-term training, safety training or long-term ESL Training. The proposal will include a detailed description of the program to be delivered and the training techniques to be used for the pilot with the manufacturer with a focus on innovative ideas. Project proposal should include:

- Description of the innovative ESL training program – include how to gather customer requirements, development of materials (if needed), delivery of training process and any follow up/post training assistance.
- Customized tasks – Describe the process by which the provider of the ESL Programs will customize the company's workplace environment, job description, tasks, responsibilities, and safety standards.
- Please include how or if the following items could be addressed in the pilot:
 - Incentives – should there be employee incentives available to motivate employees to complete ESL on-going training programs? If so, then what?
 - Soft Skills training – what training does the organization recommend or typically provide for the pilot ESL pilot programs.
 - Company Culture - How does organization address company culture and how does the organization determine the purpose or goals of the ESL program fit into the company culture?
 - Sustainability – how does the organization provide ongoing support/resources, and/or what does the organization recommend for employers to sustain ESL training programs?
 - Other innovative ideas not listed in the document will also be considered.
- Describe how the ESL Provider determines success and the metrics proposed to be used to document success of the ESL Training
- Training Delivery Method:
 - On / Off site - The training provider must clarify if the ESL training programs are capable of being offered on-site or off-site or a combination of both.
 - On /Off work shift - The training provider must clarify if the ESL training programs can be delivered on-shift, off-shift or a combination of both.
 - Tools / Delivery – Describe what educational and training tools are available to support this training? Online training, games, videos, etc. to keep the employee engaged.

Format: Proposals are to be submitted electronically to office@mascpa.org and follow the format provided.

- Cover page including organization name, contact and the pilot program chosen
- Narrative description of the proposed training – limited to 8 pages
- Budget Estimate
- Attachments are allowed if they provide support information for the proposal
- If required a call will be provided for applicants to ask questions concerning the request for proposals

Budget/terms: The pilot training program must be completed by June 1st, 2020.

Once the participating employers have selected an ESL provider, the ESL Provider will be expected to work with the employer to design a final workplan for implementation of the training pilot and a final agreed upon budget. If selected a contract will be issued between the Manufacturers' Association and the ESL Provider. For the purposes of this request for proposals the Provider should submit an estimated budget based on 10 employees to be trained for each training option. After negotiation is completed, it is possible additional employees may be added to the training cohort and a final budget would be determined.

Budget format: estimated costs for the pilot program should follow the outline provided below. SCPa Works (the regional Workforce Development Board) is the source of funds and requires certain restrictions on the use of funds as identified below.

- Contracted or tuition - Direct training costs (include hours of training and rate per hour)
- Materials (itemize any training related materials costs needed to conduct the training)
- Curriculum development (include hours of curriculum development required for any new curriculum required)
- Other related program or training costs required to implement the innovative and replicable training program.
- Disallowable Costs
 - Indirect costs;
 - Purchasing equipment;
 - Building construction;
 - Supporting lease or rental cost of a building; and,
 - Procuring lobbying services.
 - Pre-award costs are incurred at the applicant's risk.
(As the source of the grant funds, SCPa Works is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected).

Once an ESL Provider is selected, the Provider should be expected to discuss the following areas to accommodate the employers customized needs for the training:

- Number of individuals to be trained by employer
- Start of training (determine the date of implementation and end dates with employers)
- Schedule of training including: daytime, evening, off site, on site, hours per day, frequency during the week.
- Delivery of training method and logistics

Contact information: The Manufacturers' Association, 717-843-3891, office@mascpa.org,

About: The Southcentral PA Next Gen Manufacturing Industry Partnership is an initiative of regional manufacturing leaders to develop solutions to the most critical issues facing the industry. Manufacturers lead and drive the development and implementation of solutions for the industry with the support and partnership of the regional economic development, workforce development and community development organizations.