

ATTACHMENTS TO THE REQUEST FOR PROPOSALS

- Attachment A: FY 2010 Procurement Timeline
- Attachment B: Growth Industries and Jobs in Industrial Sectors
- Attachment C: FY 2010 MVWIB Individual Training Account Utilization
- Attachment D: Technical Package Information and Requirements

ATTACHMENT A

**REQUEST FOR PROPOSALS
MERRIMACK VALLEY WORKFORCE INVESTMENT BOARD
2010 ARRA AND WIA GROUP TRAINING PROCUREMENT
RFP TIMELINE**

Legal Notice:	November 1, 2009
Technical Assistance Period:	November 1, 2009 – November 13, 2009
Request for Proposals (RFP) Release:	November 16, 2009
Bidder's Conference:	Friday, November 20, 2009, 1:00 p.m. <i>ValleyWorks Career Center, 439 South Union Street, Building #2, Lawrence, MA</i>
Letter of Intent Due:	December 14, 2009
Proposal Due Date:	January 11, 2010 at 2:00 pm. <i>Due at the Division of Grants Administration, c/o VWCC, 439 South Union Street, Building #2, Lawrence, MA 01843</i>
Review Period:	January 11 – January 29, 2010
Planning Committee Review:	Early February, 2010
Decisions:	February 2010
Contract Negotiations:	February 2010
Contracts Finalized and Generated:	February 2010
Program Starts:	March 2010

The Merrimack Valley Workforce Investment Board reserves the right to extend and/or modify this timeline as necessary.

ATTACHMENT B

Growth Industries and Jobs in Industrial Sectors

Examples of Growth Jobs in Sectors:

Healthcare:

Medical Assistants- Both Lab Techs and Medical and Clinical Assistants

Radiologic Techs

Physical Therapy Assistants

OT Assistants

Respiratory Techs

Cardio Techicians (ultrasound etc)

Home Health Aides

EMTS/Para medics

Diagnostic Medical Sonographers

Mental Health Aides

Surgical Techs

Unit Coordinators

Central Supply staff

Pharmacy Techs

Dental Assistants

Manufacturing:

CNC Machinists

Mechanical Assemblers

Technical Customer Service

Shipping/Receiving

Inventory Control

Machine operators

Punch Press Operators/Press Brake Operators

Machine Maintenance Technicians

Metal Workes

Tool & Die Makers

Drafting

NC Machine Operators (various software)

Fixture Maker

Computer Technicians

Quality Control

Set up machinists

Life Sciences:

Customer Support reps

Quality specialists

Assembly

Repair techs

Manufacturing techs

Soldering

Administrative support

Laboratory Techs

Green Jobs:

Energy efficient building construction and retrofitting

Renewable electric power industry

Biofuel industry'

Reuseable products/recycling etc.

Energy assessment for commercial, residential, industrial sectors

Companies producing sustainable products using environmentally sound practices

Environmental clean up

Renewable energy companies (solar, wind, bio mass; hydroelectric, etc.)

Electronic Medical Records

ATTACHMENT C

FY 2010 MVWIB Individual Training Account Utilization

COURSES FUNDED THROUGH INDIVIDUAL TRAINING ACCOUNTS MERRIMACK VALLEY WORKFORCE INVESTMENT BOARD FISCAL YEAR 2010

A+ & NETWORK+
ACCOUNTING CERTIFICATE
ADVANCED MOS CERTIFICATION
AUTOCAD/ AUTODESK INVENTOR , SOLIDWORKS
BUSINESS TECHNOLOGY PROGRAM
CDL A
CERTIFIED NURSE ASSISTANT
CISCO CCNA CERTIFICATION
CLINICAL MEDICAL ASSISTANT
COMPREHENSIVE AUTOCAD
COMPUTER SUPPORT PROFESSIONAL II
COMPUTER TECHNOLOGY CERTIFICATE
CUSTOMER SUPPORT PROFESSIONAL
ELECTRONIC ASSEMBLY, SOLDERING AND INSPECTION
CERTIFICATION
ENVIRONMENTAL, HEALTH & SAFETY STUDIES
ESL/BASIC ED CERTIFIED MEDICAL ASSISTING
ESL/ELECTRONICS ASSEMBLY QUALITY CONTROL
ESL/MEDICAL ASSISTANT
GED / ELECTRONICS
GED/MEDICAL BILLING, CODING AND OFFICE ASSISTANT
GRAPHICS, INTERNET & WEB DESIGN
LEAN SIX SIGMA BLACK BELT CERT
MCDST A + NETWORK +
MCPD/WEB DEVELOPER WITH SQL SERVER 2005
MCSA - MS CERTIFIED SYSTEM ADMINISTRATOR
MCTS
MCTS SQL 2005 & NET FRAMEWORK
MEDICAL ADMINISTRATIVE ASSISTANT
MEDICAL ASSISTING
MEDICAL BILLING & CODING

MEDICAL BILLING, CODING / OFFICE ASST
MEDICAL OFFICE ASSISTANT
MICROSOFT SPECIALIST PROGRAM
NURSES AIDE TRAINING PROGRAM
NURSING ASSISTANT WITH COMPUTER SKILLS
OFFICE EXPERT WITH BOOKKEEPING BUNDLE
PC NETWORK SUPPORT ENGINEER
PHR / SPHR CERTIFICATION PROGRAM
WEB DEVELOPER WITH SQL 2005
WEB DEVELOPMENT
WEB DEVELOPER

ATTACHMENT D

Technical Package Information and Requirements

The technical proposal package is available separately in order to reduce on paper waste. It is posted on the MVWIB Website and available in hard copy or via email through the Division of Grants Administration. To obtain a technical package, please contact Annemarie Fugge, DGA at (978) 722-7012 or via email, afugge@detma.org

The technical package contains important documents which will be included within the contracting package for approved programs, and/or which are for additional technical information to help providers understand the Workforce Investment Act and the ARRA program.

The technical package contains the following documents:

1) WIA/ARRA Terms and Conditions

These are the contracting terms and conditions to which all vendors are required to adhere.

2) DGA WIA Formal Grievance Complaint Policy and the Equal Opportunity is the Law Policy

These are the procedures and policy related to formal Grievance and Complaints.

3) Mass Workforce Issuance 09-20

We have provided the [Mass Workforce Issuance 09-20](#) related to customer eligibility for WIA/ARRA funds. The DGA has provided only four (4) attachments to the policy as they are relevant to eligibility determination. For the full policy and all attachments, please refer to <http://www.massworkforce.org/Issuances/PolicyIssuance2009.htm>

4) FY 10 ARRA Contracting Package

This provides complete information on the reporting requirements, both programmatic and fiscal, and more full information on the required documentation for a cost reimbursement contract and invoice back-up.

Potential providers are required to certify that they have reviewed and accept these technical requirements, as these are baseline documents for the ARRA/WIA Contracts that will be developed with successful program providers. The certification document is within the RFP response forms.