

ATTACHMENTS TO THE REQUEST FOR PROPOSALS

- Attachment A: FY 2010 WIA Out of School Youth Procurement Timeline
- Attachment B: Growth Industries and Jobs in Industrial Sectors
- Attachment C: Massachusetts Work-Based Learning Plan
- Attachment D: Technical Package Information and Requirements

ATTACHMENT A

**REQUEST FOR PROPOSALS
MERRIMACK VALLEY WORKFORCE INVESTMENT BOARD
2010 WIA OUT OF SCHOOL YOUTH TRAINING PROCUREMENT
RFP TIMELINE**

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| Legal Notice: | November 22, 2009 and November 29, 2009 |
| Technical Assistance Period: | November 30, 2009 – December 11, 2009 |
| TA Kick-Off Meeting <i>ValleyWorks Career Center, 439 South Union Street, Building #2, Lawrence, MA</i> | December 1, 2009, 2:00 pm |
| Request for Proposals (RFP) Release: | December 14, 2009 |
| Bidder's Conference: <i>ValleyWorks Career Center, 439 South Union Street, Building #2, Lawrence, MA</i> | Friday, December 18, 2009, 2:00 pm |
| Proposal Due Date: <i>Due at the Division of Grants Administration, c/o VWCC, 439 South Union Street, Building #2, Lawrence, MA 01843</i> | February 1, 2010 at 2:00 pm. |
| Review Period: | February 1 – February 10, 2010 |
| Planning Committee Review: | Mid February, 2010 |
| Decisions: | February 2010 |
| Contract Negotiations: | February 2010 |
| Contracts Finalized and Generated: | February - March 2010 |
| Program Starts: | March 2010 |

The MVWIB and DGA reserve the right to extend the above timelines 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

Massachusetts Work-Based Learning Plan

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) FY 10 WIA 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 WIA Contracts that will be developed with successful program providers. The certification document is within the RFP response forms.