

# Request for Proposals Training Services

OIC Philadelphia is seeking proposals from qualified training service providers to deliver comprehensive training programs for our Phlebotomy program participants. We are looking for a vendor who can provide high-quality, customized training services to meet our specific needs.

## OIC Philadelphia Background

Today, 60 years later, our mission is as vital and as important as ever. OIC Philadelphia stands at the intersection of workforce development, social justice, and economic empowerment by facilitating the connection to future-proof employment sustaining wages with career ladder opportunities for growth. OIC continues to open opportunities for all members of the community, effectively developing and implementing sustainable programs that directly impact participant employment and career advancement.

## Our Request

This request for proposal seeks to engage a contractor who will create and provide classroom instruction for an 8-week Phlebotomy training program conducted Monday through Friday, from 8:00 AM to 3:00 PM designed to prepare OIC Philadelphia program participants to gain employment in this field.

## Scope of work

OIC will be responsible for providing:

- An efficient admissions process.
- A dedicated theory and lab classroom.
- Audio/visual equipment for effective teaching.
- A committed program manager to ensure the program's success.
- Phlebotomy clinical supplies and equipment.
- Uniforms for the participants.
- Assistance with participant job placement.

## Deliverables

The selected vendor will be responsible for:

- Developing curriculum for the Phlebotomy Program, leveraging the infrastructure of OIC Philadelphia's healthcare training programs.

- Delivering interactive and engaging in-person training sessions.
- Providing the necessary training materials and resources for delivering high-quality instruction.
- Ensuring timely completion of all training activities.
- Access for the participants to industry-recognized certification testing.

## Proposal Submission Guidelines

Interested vendors are invited to submit proposals that include the following information:

- Company Overview:** Provide a brief overview of your company, including your experience in providing training services and any relevant certifications or accreditations.
- Proposed Training Approach:** Outline your proposed approach to developing and delivering training programs, including methodologies, techniques, and resources.
- Sample Training Curriculum:** Provide samples of training programs you have developed and delivered in the past.
- Team Qualifications:** Include information about the qualifications and experience of the trainers delivering the training.
- Budget:** Provide a detailed breakdown of costs, including fees for training development, delivery, materials, and any other relevant expenses.
- References:** Provide references from past clients who can speak to the quality and effectiveness of your training services.

## Proposal Submission Deadline

Please submit your proposals no later than **Monday, April 29, 2024, at 4:00** to [hello@philaoic.org](mailto:hello@philaoic.org) with the subject line "Phlebotomy Training Proposal" No submissions will be accepted after the deadline.

1. The RFP Q & A Session will take place on **Friday, April 19, 2024, at 1:00 PM** and can be accessed via the zoom link below:

<https://us02web.zoom.us/j/84610878579?pwd=bUVFSjhqazl1WTdwaXZEWXlGM1NUdz09>

2. The anticipated start date of program is **Monday, May 20, 2024**

3. Evaluation and Feedback: What to expect

- Bidders can expect a fair and transparent evaluation of their submissions.
- Regular weekly updates regarding the status of the evaluation process.
- Proposals will be reviewed to ensure the standards for submission have been met as outlined in this document.
- Proposals that do not meet the minimum requirements for submission may not move forward.
- Proposals that meet submission requirements will be evaluated by an established review team with the final decision to be made by **Friday, May 10, 2024**.

## Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the vendor and training team.

- Quality and relevance of the proposed training approach and curriculum.
  - Cost-effectiveness of the proposed budget.
  - References from past clients.
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Please be aware that all intellectual property developed for usage in the program under this contract becomes the sole property of OIC Philadelphia upon receipt of payment. We look forward to receiving your proposal and exploring the possibility of working together to enhance our employee training programs.

If you have any questions or require further information, please don't hesitate to contact Andrea Mack at 215-236-7700 ext. 345 or [amack@oicphila.org](mailto:amack@oicphila.org).

Thank you for your interest in partnering with OIC Philadelphia.