



ERDCWERX Request for Proposal – Facilitation Skills Training

ERDCWERX is an innovation hub of DEFENSEWERX, based in Vicksburg, Mississippi, that actively supports innovation and collaboration goals of its government partner, the U.S. Army Engineer Research and Development Center (ERDC).

ERDCWERX operates under a Partnership Intermediary Agreement (PIA) with ERDC that facilitates direct support for ERDC technology transfer and transition as well as T3-related professional development. ERDCWERX seeks a subcontractor to deliver the following:

- Two Facilitation Training Events
 - Maximum of 30 participants in each training event
 - One two-day event to be held in-person at ERDCWERX in Vicksburg, Mississippi
 - One two-day event to be held 100% virtual
 - Each event is comprised of 12-14 hours of training content
 - Includes instruction and skill-development activities
 - A minimum of three monthly virtual check-in sessions (optional for training participants)
- Facilitation Training Manual and other necessary materials
- Facilitation training to include some or all of the following topics:
 - Course objectives
 - Facilitation skills
 - Facilitation techniques
 - Ground rules
 - Virtual and in-person facilitation tips
 - Managing dysfunctional members of the discussion
 - Consensus building
 - Reading your participants
 - Outcome/Implementation plan

Ideal Vendor Qualifications

- Skilled at training delivery and curriculum design/customization
- At least two years of experience in training of facilitation skills
- Availability of multiple trainers for backup, if needed
- Experienced and capable of delivery in-person and virtual training options



Project Timeframe

- ERDCWERX seeks a subcontractor to deliver facilitation training within the period of September through December, 2024.
- Assuming successful delivery of services, ERDCWERX reserves the right to extend, as needed, the initial agreement timeframe and funding.

Assumptions

Strategic input and content development of subcontractor is benefited from the following ERDCWERX resources and support:

- Existing training promotion and registration process
- In-house events/workforce development team at ERDCWERX
 - Upon selection, subcontractor will be hosted for planning discussions and schedule finalization

Evaluation Criteria

- Capabilities and reputation of company
- Relevant experience of company team members
- Availability and applicability of company resources
- Efficiency and effectiveness of proposed approach
- Cost of proposed services
- Degree of satisfaction of current and previous clients

This RFP does not obligate ERDCWERX to award an agreement if circumstances change or received submissions do not satisfy minimum requirements. ERDCWERX may choose to provide feedback to each vendor regarding the contents of their submitted proposal.

Anticipated Steps*

- 29 July 2024 – RFP Announced
- 12 August 2024 - Deadline for proposal submission
- 20 August 2024 – Notify top candidates, request additional detail if needed
- 22-23 August 2024 – Conduct phone interviews with top candidates if needed
- 26 August 2024 – Select preferred candidate, initiate negotiations
- 29 August 2024 – Complete negotiations and finalize vendor agreement
- 03 September 2024 – Vendor commences work, training event dates to be determined

*Dates may shift slightly based on client and vendor candidate availability.



Requested Proposal Format

Please submit content in the order listed below; Maximum four pages, 1" margins, Size 12 Arial font, PDF format, 10MB maximum; Please provide access to portfolio and supplemental materials through web links in proposal document.

- Organization name, street address, years in business (current and previous names), organization structure (LLC, other), small business classification (if any), DUNS number
- Primary Contact name, job title, email address, mobile phone number
- Names, experience, and qualifications of project leader and team members proposed to undertake work
- Unique capabilities and experience of team, relevant to requested deliverables
- Current and recent projects undertaken by company, customers served
- Description of proposed approach (strategies, tactics, technology) for coordination and delivery of requested services
 - Project budget by expense category – please include an estimate of travel expenses associated with the training event at ERDCWERX in Vicksburg, Mississippi
- Five customer references with organization name, contact name, contact email and mobile phone number, nature of work completed for this customer

For additional details regarding ERDCWERX, please visit www.erdowerx.org.

To pursue this opportunity, please utilize the following link to complete contact fields and attach your proposal PDF: <https://erdowerx.wufoo.com/forms/p132vwjc1v8gvli/>

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