

Response to Request for Proposal

2021

PREPARED FOR



Procurement Office

One Education Drive

Garden City, New York 11530-6793

PREPARED BY

2UNIQUE COMMUNITY SALVATION FOUNDATION

INSERT COMPANY ADDRESS

(PRIVATE & CONFIDENTIAL)

Insert Company Name

Date: March 02, 2021

Response to RFP #: 031021-0229

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INTRODUCTORY STATEMENT

2Unique Community Salvation Foundation would like to provide professional staffing development to the administrators, teachers, and paraprofessionals as indicated in the Nassau Community College Request for Proposal (031021-0229). Our professional health care and in-demand workforce training services will include the whole group, small group, collaboration, and highly engaging activities. The training will provide explicit instructions regarding different programs including certified nursing assistant, patient care technician, veterinary assistant, and intravenous therapy. Moreover, the program will also include instruction on different skill trades including IT training, plumbing, electrician, and diesel technician.

We have a full understanding of the commitment needed to fulfill the services for training to the development of the administrators, teachers, and paraprofessionals employed by Nassau Community College. We will provide all printed materials, teacher training, and program evaluation to ensure achievement of goals.

Having worked with various private and federal clients in a similar capacity, we believe we can offer the required training services to Nassau County that meets the requirements.

2Unique Community Salvation Foundation was founded in 2005 in Memphis, Tennessee. Our management team is comprised of a team of competent professionals with over 30 years of experience working in higher education providing turn-key training regarding health care, technical, and other fields. Our staffs have experience in recruiting and training instructors for the health care and technical classes. Moreover, our professional staff is also experienced in developing curriculum and book selection for the courses.

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The following will serve as the primary contact for all RFP-related communications, including any requests for clarification or other communication needed between the Nassau Community College staff and 2Unique Community Salvation Foundation.

Name: Roshunda Buchanan

Designation: Founder/CEO

Phone: 901-489-2386

Email: Thisis2unique@gmail.com

The following will serve as the secondary contact for all RFP-related communications, including any requests for clarification or other communication needed between the Nassau Community College staff and {Insert Company Name}.

Name: Derek Henson

Designation: Compliance/Evaluator

Phone: 901-210-4893

Email: drderekhenson@gmail.com

As instructed in the RFP, we have provided technical information and past performance history in this document. The price quotation and certifications are included with the proposal. We make the following certifications and guarantees regarding this proposal:

- 2Unique Community Salvation Foundation will comply with all contract terms and conditions as indicated in the RFP.
- No attempt has been made or will be made by 2Unique Community Salvation Foundation to induce or influence any other person or firm to submit or not submit a proposal.

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- The company does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
- We will employ subcontractor for the provision of services mentioned in the bid proposal after prior acceptance from the Nassau Community College.
- The company guarantees the provision of services as described in the RFP upon award of the contract.
- We accept all terms and conditions related to the RFP.

2Unique Community Salvation Foundation will carry out all responsibilities in a professional manner meeting the needs of our customers. We have built our services to be scalable, flexible, and transparent. We are looking forward to a positive response regarding the proposal.

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Technical Proposal

i. Section A – Qualifications, Experience and References of Organization and Proposed Staff

This proposal is for providing educational workshops for the teaching professionals, administrators, and coordinators as per the details mentioned in the RFP 031021-0229. Our company is thrilled about the opportunity to provide the required services. The planned services will result in enhanced learning skills and aptitude of administrators, teachers, and paraprofessionals and other relevant staff for the Nassau Community College.

Having experience over 15 plus years in the educational field, the founder of the business 2Unique Community Salvation Foundation has the required experience in offering the services mentioned in the proposal. He/she is a degreed and certified Lean Six Sigma Black Belt and Contract Compliance/Workforce & Nonprofit Development professional with a passion to give back and a drive to make a difference in the community.

2Unique Community Salvation Foundation was established with the aim of offering top quality teaching consultancy services for private and federal educational institutes in the US. The references of the organization and proposed staff are added in the Annexure 1.

This RFP presents a 2-year program with optional renewal for 2 plus years dependent on the grant to improve concurrent support to teachers and other administrative staff of Nassau Community College.

ii. Section B – Proposed Approach and Methodology

2Unique Community Salvation Foundation guarantees that our solution will meet or exceed all technical services requirements required for the project. We have witnessed the impressive outcomes of our services and have seen how they positively affect the

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teachers and subsequently the students. We stand ready to deliver reliable, objective, and timely services. A successful partnership with the department will allow us to continue to achieve improved outcomes including cost savings.

The core values of the 2Unique Community Salvation Foundation team include accountability, integrity, innovation, and commitment to the community that aligns with the goals of Nassau Community College. We derive this commitment and dedication from years of experience and knowledge of the founder in imparting knowledge utilizing modern teaching methodologies.

Our Technical Strengths

2Unique Community Salvation Foundation technical strengths make it uniquely positioned to provide the required services.

1. We are an educational consulting service-oriented company with a focus on the effective provision of services that results in optimal learning;
2. A focus on quality monitoring that includes producing management reports, conducting regular reviews, and convening periodic workgroup sessions for all groups involved;
3. We work diligently to maintain and enhance the relationships we have developed with our partners. We always follow proper approvals and produce essential learning and teaching methodologies, rules, and recommendations, so that our students get the best quality teaching services.
4. The founder of the business is a degreed and certified Educational Specialist with over 10 years of experience in the educational field.

In our experience, success is achieved when a clear set of expectations is shared among program administrators, the provider community and beneficiaries. This system of expectations, processes and relationship building will yield tangible benefits for the important stakeholders of the Nassau Community College.

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Our Value Proposition

2Unique Community Salvation Foundation proposes a solution satisfying the following key elements.

- **Price:** Our pricing model is affordable and aligned with industry standards.
- **Professional Educational Consulting Service:** You will find our solution to be professional meeting the stated objectives.
- **Ability to Execute:** We have the implementation of our process down to a science. We understand execution and implementation, along with training, is a key part of a successful client/service provider relationship.
- **Value-Added Services:** You will find our in-depth reporting capabilities, our flexibility to adapt to your needs, and our “human element” approach, all very favorable value-added services.

Below is the detailed technical project management information for communicating the details of the project. The tasks listed below have been broken down into the weekly executable task.

Project Management Schedule

2Unique Community Salvation Foundation’s The Find Your Design Career Track & Leadership program have established a career exploration and pathway “workforce readiness” online development system that connects youth and young adults in a way that helps students identify and tap into their creative talents. Through customized workshops, conferences and master classes, the program addresses the educational, developmental, financial, and survival needs of the participants. Students will learn to connect their passion with purpose driven liberal arts and vocational educational and practical work experience to create gainful, employment opportunities.

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2Unique's Find Your Design year-round customized program. The Find Your Design Program provides:

- Experiential Learning opportunities for student success through paid and non-paid training and internships;
- Job Experience for the Future Workforce;
- Guidance and Counseling;
- Paid Internship Opportunities/Employer Partnerships;
- Project Based Leadership activities;
- Mentor participant throughout the internship; Community & Service Learning.

The desired outcomes of our programs include allowing participants to connect with relevant real-life practicum, internship placements, apprenticeships, college preparation or volunteer work experience to enhance their work skills and increase post-graduation employment rates.

Our current services and activities engage students in experiential learning opportunities for student success through paid training, apprenticeships, and internships, provide career experience with an opportunity for continuing formal education, create jobs and cultivate talent through customized programming, guidance and counseling, paid internship opportunities/employer partnerships, project-based leadership activities and community/service-learning projects.

We have direct referral process for GED/Hi Set attainment with HOPE Works. We have volunteers to assist with tutoring students through the process. In addition, we have established a potential partnership for an apprenticeship program Lewis Mechanical and Boilermakers and Welding Institute. Boilermakers and Welding Institute proposes to establish and lead advanced manufacturing leaders to provide an innovative apprenticeship program designed to enhance and develop currently employed or

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unemployed low skilled workers as well as novice or new students to the vast world of advanced manufacturing opportunities.

Healthcare Readiness Institute has agreed to assist with providing training opportunities for Healthcare workers such as Certified Nursing Assistants and Dialysis Technicians. Unemployed, underemployed, and incumbent workers oftentimes face many life barriers that prevent them from pursuing a successful pathway to gainful employment. Holistic and wrap around services will be provided through our case management program staff. Building on the tenets of WIOA processing, we will utilize Individual employment plans (IEP). We will customize or Learn Dash database program to be able to compile the identified barriers to employment. Case managers should meet monthly with each program participant to ascertain if revealed barriers are being addressed and corrected. Some supportive services will include job readiness preparation such as clothing or workforce attire and resume preparation and other services such as nutritional assistance.

Participant-level data will be customized to report on the 6 WIOA primary indicators of performance: 1) Employment Rate – Second Quarter After Exit – 1a) Education and Employment Rate – Second Quarter after exit (Young Adults) 2) Education and Employment Rate – Fourth Quarter after Exit 2a) Education and Employment Rate after fourth Quarter after Exit; 3) Median Earning – Second Quarter After exit; 4) Credential Attainment- Credential attainment; 5) Measurable Skills Gains; 6) Effectiveness in Serving Employers.

We have also aligned our program with the Greater Memphis Chamber and Shelby County Workforce Development Nonprofit Committee workforce plans. One of their initiatives is to bring 10,000 people back to the workforce, pairing them with job training programs that can get them into higher-paying positions that are already available and keep training them to evolve as jobs evolve. The Chamber has positioned itself to help

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provide potential leads, employment opportunities and training services that will promote upward mobility for marginalized individuals in our region.

Our other partners include Elocin Consulting LLC and Heal the Hood Foundation of Memphis. They have positioned their organizations to help provide potential job leads, employment opportunities and training services that will promote upward mobility of marginalized individuals in our region.

The Find Your Design program is specifically engineered so that it can be a mobile program. We are poised to provide online training to colleges and school districts in other cities.

Project Activities	Milestones
Implement Apprenticeship program for Welding	<ol style="list-style-type: none">1. Recruit workers for apprenticeship or pre-apprenticeship program2. Enroll 100 students for cohort 1
Basic job readiness training – Find Your Design program	<ol style="list-style-type: none">1. Recruit program participants2. Enroll & train 100 participants
Certification, and Degree education options leading to higher-level occupations in healthcare	<ol style="list-style-type: none">1. Recruit program participants2. Enroll & train 100 participants
Implement Mobile Find Your Design Program	<ol style="list-style-type: none">1. Contract Technology Programmers for Learn Dash software to provide training access in multiple areas around the U.S.2. Advertise and promote on-line curriculum/mobile services in Opportunity Zones
Conduct employment placement and business training events monthly	<ol style="list-style-type: none">3. Online
Find Your Design program to develop job readiness skills and job search	<ol style="list-style-type: none">4. Recruit and enroll 100 or more participants to prepare them for

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	<p>entry level jobs and professional development.</p> <ol style="list-style-type: none">5. 100 participants earn completion certificates in job readiness, professional and job search6. 75 or more participants gain improved employment skills7. 75 participants gain employment that helps local workforce with worker shortages thus increasing tax base
Recruit and refer students to Healthcare Readiness Institute	<ol style="list-style-type: none">8. Recruit and enroll 50 or more students in CAN program9. 25 or more students complete CAN training program10. 25 or more students earn a credential that will improve employment opportunities11. Decrease healthcare professional shortage or low level positions in certified nursing program
Elocin Consulting assist with job placement for entry level and professional jobs	<ol style="list-style-type: none">12. Place 30 or more trainees in entry level jobs13. 25 or more trainees will maintain employment 6 months – 1 year after hire14. Increase number of workers with gainful employment above the poverty level.

Quality Control

The 2Unique Community Salvation Foundation has made strong operational and philosophical commitments to a process of internal and external continuous quality improvement programs. The company will continue to apply these standards to all our operations. We will ensure that our educational consulting services continue to meet all performance standards set forth by the department. The company will use quantifiable

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quality standards approved by the department and will automate these to the fullest extent possible. We will provide the department with a correction action plan within ten business days of discovery of a problem found through our quality improvement reviews. Corrective action procedures will be taken to address non-conformances to the contractual agreement.

The company will agree upon timeframes for corrective action plans and will meet all corrective action commitments within the agreed-upon deadlines. The work shall be carried out in accordance with applicable federal, local, and state regulations, publications, manuals, and local policies and procedures but not limited to the following.

Reporting

The 2Unique Community Salvation Foundation understands that it will be required to respond to requests for information as well as requests for assistance within the timeframes specified by the department. We will strive to meet all the requirements within their areas of responsibility. We will deliver accurate, on-time reports according to the report production requirements for their areas of responsibility.

The company uses reporting to monitor the performance of our systems and to assure that we are carrying out all our responsibilities effectively. Reporting allows the department policymakers to evaluate the impact of policy decisions on program operations and closely track expenditures.

We consider administrative reporting to be a critical function of our contractual responsibilities. We will provide a suite of reports to the department, in the agreed-upon format and in an accurate, timely manner according to the report production requirements. We will develop, maintain, and provide access to records required by the department.

The intent of the reports is to afford the department better information regarding our activities. Our staff will adopt strict quality control measures in creating policies by

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aligning its documented procedures and controls with the statewide policies as per the following details.

- **Executive Support** – Executive management will approve documented procedures and controls, and commit necessary resources to their implementation and enforcement.
- **Enabling Policies** – We will document procedures and control by adjusting business processes to provide appropriate services, and by implementing technology where needed.

The 2Unique Community Salvation Foundation will ensure that the requirements of DMV reporting are met. We will provide reports or documentation that is required as deliverable to include the frequency, # of copies, medium/format and who/where it is to be submitted.

Reoccurring		
Submittals	Submittal Name	Description
Monthly	Status Reports	Summary of the transaction of our services. The status report will contain details of the professional development program carried out during each month.

Conclusion

The 2Unique Community Salvation Foundation is an educational consulting company; we focus on doing what it takes to meet our clients' targeted goals. We actively participate in the creation and development of new initiatives designed to maximize efficiency (cost and otherwise), enhance services, and improves client outcomes. We

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have demonstrated our ability to excel within the complex environment from both a systems standpoint and a personal standpoint.

Working in close partnership with the department, we will provide the same level of commitment and service we've delivered to our other clients. We intend to provide high-quality services through our skilled personnel backed by experienced administration and management, up to date technology and customized software.

The 2Unique Community Salvation Foundation has a complete understanding of the importance of the coordination of effort among staff and all contractors. If awarded a contract, the company will carry out the required responsibilities in full coordination and cooperation with all appropriate parties. We recognize that the success to any endeavor is close communication with the client, the ability and willingness to think outside the box and the ability to work together and collaborate with a diverse group of staff, other vendors and interested parties. The company has provided exemplary services in this respect to ensure that lines of communication remain open and accessible.

iii. Section C – Cost Proposal

TRAINING PROGRAM	DELIVERY FORMAT	# OF HOURS OF TRAINING *	COST PER STUDENT (Minimum Enrollment)	COST PER COURSE	COST SHAIRING % (Minimum Enrollment)	ANY COST NOT INCLUDED IN COURSE COST**
The Find Your Design Career Track & Leadership program						

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Certified Nursing Assistants and Dialysis Technicians						
Implement Apprenticeship program for Welding						
Basic job readiness training – Find Your Design program						
Certification, and Degree education options leading to higher-level occupations in healthcare						
Implement Mobile Find Your Design Program						
Conduct employment placement and business training events						
Find Your Design program to develop job						

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Recruit and refer students to Healthcare Readiness Institute						
Elocin Consulting assist with job placement for entry level and professional jobs						
Implement Apprenticeship program for Welding						
Basic job readiness training – Find Your Design						
Certification, and Degree education options leading to higher-level occupations in healthcare						
Implement Mobile Find Your Design Program						
Conduct employment placement and business						

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Find Your Design program to develop job readiness skills and job search						
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iv. Section D – M/WBE

Please add the following details for participation of each Minority-Owned/Women-Owned Business Enterprises (M/WBE) as per the RFP requirements. You need to fill the following information.

o Name of Firm(s)

o Key personnel for each M/WBE firm that will work on this project

o Nature of M/WBE participation that will be utilized, e.g. prime consultant, joint venture partner, or

sub-consultant

o Indicate the proposed percentage of M/WBE participation that will be utilized in connection with this contract

o Copies of M/WBE certifications of the prime consultant and sub-consultants should be attached separately

o The List of Sub-Consultants must be included with the proposal

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4. PROPOSER CERTIFICATION AND QUESTIONNAIRE

PROPOSER CERTIFICATION

Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other Proposers or potential Proposers.

Authorized Signature

Date

Printed Name

Title

Firm's Legal Name

Telephone Number

Street Address

Email Address

City, State & Zip Code

FEDERAL TAXPAYER ID NUMBER

(This number will be in the format of xx-xxxxxxx or xxx-xx-xxxx) meaning that a taxpayer ID number is nine numbers only, no letters, and the format is for an employer ID number or a social security number. Do not list your State tax license number here.)

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QUALIFICATION STATEMENT

Name of Firm: _____

Address: _____

Phone No.: _____ Year Est.: _____

Email: _____

State whether: Corporation _____ Individual _____
Partnership _____

If a corporation or partnership, list name and addresses of officers or members:

President _____

Vice-President _____

Secretary _____

Treasurer _____

Have you filed a Qualification Statement (or Questionnaire) with Nassau Community College? Yes ___No___ If so, when_ How many years has your firm been in business under your present business name?____ Do you presently operate, or have you previously operated, in this line of business under any other name? Yes _____No _____

If so, what name and when? _____

Have you or your firm ever failed to complete any work awarded to you? Yes No

If so, when, where and why?

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In what other line of business are you or your firm financially interested?_ Names, experience and qualifications of staff that would be directly involved in doing business with NCC: (may attach supplements)

Number of full- time employees: _____

If your firm is awarded this contract, who would have personal supervision of the work to be performed? List individual's name and present position:

Names/Titles of two additional account personnel:

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List projects which your firm has under contract or has performed in the past few years that will qualify you for this contract:

<u>Type of</u>	<u>Date</u>	<u>Contract</u>	<u>Firm</u>	<u>Name/Address/Telephone/email</u>
<u>Work</u>	<u>Performed</u>	<u>Value</u>		<u>for Contact</u>

Does your organization have any officers, employees or directors who are also employees, officers, or Board of Trustee members of Nassau Community College?

If you answered "yes", please list the name of all such employees/officers/directors, as well as their title/position with your organization:

Does your firm employ any spouse, child or parent of a Nassau Community College employee of the College Department which is seeking to procure or contract for the goods and/or services which are the subject of the instant bid/proposal/agreement?

Yes _____ No _____

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If you answered “yes”, please list the name of the College employee whose spouse/child/parent is employed by your firm:

Please Note that in the event your firm enters into an agreement for services with the College, you shall have a continuing obligation, as circumstances arise, to update this disclosure throughout the term of the resulting Agreement.

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Annexure 1

References of the organization and the proposed staff.

Case Coach Executive

Case Coach Executive services are offered to the general public, in addition to attorneys, realtors, insurance brokers, lenders, auto dealerships, healthcare providers, banks, mortgage brokers, title companies, and local businesses, college institutions, etc. The company provides the following services.

- Vocational Case Management
- Consulting
- Case Management Support
- Intake & Assessment
- Monitoring, Research & Evaluation
- Data Entry
- A Mobile Notary Public
- Social Security Disability Claims Process

Elocin Consulting, LLC

Elocin Consulting LLC is an established job placement and job development agency and positioned to continue helping qualified participants with funding from program.

Elocin will provide job placement for incumbent and dislocated workers. The company will lead job placement for entry level and professional level jobs and identify potential employers to help place eligible clients. Moreover, the company will assist in filing jobs for entry level to mid-level workers for professional and technology jobs.

Healthcare Readiness Institute

Healthcare Readiness Institute will provide job training in entry level healthcare professions such as certified nursing assistant and dialysis technician.

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Healthcare Readiness Institute will recruit and enroll participants that are interested in the healthcare field. They also assist with job placement for program participants that successfully complete training programs.

Provide credential/certified workers that can fill in-demand healthcare careers.

Healthcare Readiness Institute is approved Tennessee Post Second Institute, and most students are self-pay for the short-term program or have received funding from local Workforce Investment Network/American Job Center.

Heal the Hood Foundation of Memphis

Heal the Hood Foundation of Memphis will recruit and enroll at risk youth aged 16-24. The company will provide referral and job training in specialized areas for at-risk students around the arts and entertainment industry. It will also assist with youth recruitment and counseling for students that need guidance and counseling for career development.

Heal the Hood Foundation of Memphis has established programs working Gang violence and intervention programs in the local school system.

Boilermakers and Welding Institute (BWI)

BWI will lead the apprenticeship training Advance Manufacturing careers. The company will recruit skilled workforce to fill in-demand jobs in Advanced Manufacturing. BWI is approved Tenn. Higher education institute. They have a training provider for local Workforce Investment Network

Memphis Chamber of Commerce

MCC can provide organization with regards to job development, organization job development and connect organization with potential employers for in-demand jobs. The companies also create job leads for in demand jobs that companies are seeking to

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fill. Moreover, it creates well established organization development programs that are not based on external funding sources.