

NOTICE OF INTENT TO AWARD SOLE SOURCE

Project Title: Sole Source Procurement for Adult Education Services in Central Virginia Workforce Development Board Service area: City of Lynchburg, Amherst, Appomattox, Campbell and Bedford counties.

Announcement Date: 16 March 2020

Announcement No.: 2020WDB-001

This is **NOT** a request for quotes or proposals.

Description:

Adult and Career Education of Central Virginia (ACE) provides free adult education classes in the region, specializing in English Language Acquisition, Foundational Skills, GED and VPT prep, College and Career Readiness, workforce preparation activities, and Integrated Education Training. Classes are offered in various locations throughout the region and are taught by qualified instructors who meet or exceed the minimum requirements for employment. ACE is also the sole provider of the Plugged In Virginia (PIVA) model in the Workforce Development Area 7 that contextualizes basic learning needs with career pathways.

VCW-Central Virginia and its partners will utilize the PIVA model as its main service delivery mode as a part of the Economic Equity grant. The PIVA model is ideal for addressing the identified skills and training gaps acknowledged by employer feedback and through program analysis. In addition, it will engage employers as central partners, and allow all workforce system partners to contribute based on their own core competencies. Below are the program elements of the PIVA model:

PIVA Program Essential Elements:

1. PluggedInVA Integrated Curriculum
 - Industry-specific contextualized curriculum
 - GED test preparation and basic skills instruction
 - Digital literacy skills
 - Capstone project
2. Co-enrollment at a Postsecondary Institution
3. Industry-recognized Credentials or Certificates
4. Career Essential Skills Certificate (SkillsUSA)
5. Career Coaching/Career Exploration
6. Active Business Participation

Adult and Career Education (ACE) of Central Virginia staff in partnership with the Virginia Career Works Central Region team will lead the development and facilitation of the two PIVA programs in manufacturing and health careers. ACE has had experience with the PIVA programs and will partner with Central Virginia Community College as the skill/credential training provider. The manufacturing program will focus on the Manufacturing Tech Level I and Manufacturing Specialist certifications through the Manufacturing Skills Institute with a specifically identified path into level entry positions in manufacturing. As a result, the contextualized instruction will focus on the math and concepts that have been identified by employers and training providers as a weakness that should be addressed up front.

The health care program will have the same elements; in addition, it will have career exploration. The contextualized instruction provided will be terminology and human anatomy. Participants are then able to do more extensive career exploration and determine their own career pathways. They could then participate in any of the health careers programs offered through CVCC or Centra College of Nursing.

Program participants will pursue the SkillsUSA Career Essentials Certificate for work readiness with facilitation from ACE staff. SkillsUSA is a national organization that specializes in preparing individuals for the demands of employers. The Career essentials program covers three specific skill areas; Personal Skills, Workplace Skills, and Technical Skills. The SkillsUSA framework address seventeen essentials skills required by today's employers. Some of the skills participants will master are; integrity, work ethic, adaptability, communication, decision making, teamwork, leadership, computer and technical literacy and several more. The Career Essentials program will be provided by the PIVA instructor who is a certified facilitator. The Career essentials program will be a new and regionally adopted program allowing continuity in skills acquired and, in the message, communicated to local employers to address the ongoing demand for qualified workers.

ACE will also contextualize the learning geared towards a specific industry/industry cluster and front load students with the vocabulary, math, and any knowledge required to build a firm enough foundation of the subject/technical skills and concepts being taught, This further helps to ensure that participants will be successful in the technical component. ACE's instructor will also provide career readiness skill, tutoring services, and check with the instructors to determine which individuals require specific assistance.

Instruction for adult education will include the following curricula: foundational skills and college and career readiness, which includes GED® curriculum, digital literacy, and Career Essentials contextualized to the cohort specific area of study. Program participants will be co-enrolled with CVCC and adult ed. Adult ed. classes will also be held on the Lynchburg CVCC campus or as assigned by CVCC. Students will have the continued support from the PIVA staff, who will be present and available for assistance as needed. Adult ed. classes will start several weeks prior to MT courses so that program participants will receive foundational skills, front loading (for upcoming classes), and support services.

As the sole provider of the PIVA model, and being determined to be the only source of these services practicably available, the Central Virginia Workforce Development Board intends to provide reimbursement to ACE for assessments and instructional costs not to exceed \$50,000.00 during the implementation of the Foundations for the Future Economic Equity grant. A Memorandum of Understanding (MOU) will be entered into for period of performance for this effort beginning February 1, 2020 and ending June 30, 2021.

Questions or comments to this Notice of Intent should be directed to Workforce Development Board, Ben Bowman, Director, at ben.bowman@vcwcentral.com via e-mail only (no phone calls/voice mail messages regarding questions will not be accepted and will not receive a response). Please indicate in the subject of your email: Notice of Intent Question Submission - **2020WDB-001**.

Future notices and announcements will be placed on the Workforce Board website at: <http://vcwcentralregion.com> so please monitor for updates. Thank you.