

# Dynamic Works

## Application to Partner for Technical Assistance

Open Application Due: Last day of any month

Proposal Manager: [bwalters@dwfs.us](mailto:bwalters@dwfs.us)

Application Release Date: 8/6/2025

### **Equal Employment Opportunity Statement**

*Dynamic Workforce Solutions is committed to providing an environment that is free from unlawful discrimination and harassment in any form . It is our policy to comply with all applicable laws that provide equal opportunity in employment for all persons and to prohibit all unlawful discrimination . Services are available upon request to individuals with disabilities . If you need this information interpreted to a language you understand or in a different format, please contact (262) 544 - 4971 . Callers who are deaf or hearing or speech - impaired may reach us at Wisconsin Relay Number 711 .*

*We will not discriminate against employees, applicants for employment or participants on any legally recognized basis ["protected class"] including, but not limited to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniformed service member status, or any other protected class under federal, state, or local law . All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin .*

## Who We Are

For more than twenty-five years, Dynamic Works Institute (DW) has grown to be one of the most successful training and coaching companies in the workforce-development training industry, spanning all 50 states, Puerto Rico, The Virgin Islands and Guam. Our experienced team have diverse backgrounds and expertise in workforce development training and coaching, specializing in delivering advanced online, self-paced and classroom-based training solutions to support and develop individuals through comprehensive training, coaching, apprenticeships, national certification training and testing. For more information see [www.dynamicinstitute.com](http://www.dynamicinstitute.com)

## Details

DW presently provides several technical and training solutions for the Ohio Department of Job and Family Services (ODJFS). We are seeking experienced organizations who are interested in providing technical services in these categories, as the need arises with ODJS.

- **Project Facilitator(s):** Individual(s) responsible for the coordination of staff and efforts to complete a project and to report on results. Technical Proposals must demonstrate that they have at least three (3) years of experience working with diverse groups of individuals on a variety of workforce development projects; and must include at least three (3) examples of experience in the facilitation of workforce development-related projects. Examples must include a description of the audiences, purposes, agendas, processes, summaries, and reporting methods involved, as well as the techniques utilized to engage participants. Types of projects may include focus groups, strategic planning, team building, and continuous improvement.
- **Researcher/Evaluator(s):** Individuals who will gather and analyze data on specific workforce development-related programs and practices both in Ohio and in other states to help determine best practices for service delivery, and who will conduct assessments of workforce development programs and services on either the statewide or local level and submit recommendations on the program/service's significance, worth, or quality. Technical Proposals must demonstrate at least three (3) years of experience in the evaluation of multiple types of programs and services—preferably workforce development or government-related services— and must demonstrate use of multiple data collection methods such as distributing surveys and questionnaires and conducting interviews. Methods utilized to analyze collected data, determine outcomes, rate customer satisfaction, and draw conclusions must also be explained. Technical Proposals must also provide at least three examples of past workforce development research and evaluation projects that include a description of the methods used to determine the appropriate resources in consideration of the purpose and the audience, and how the information was analyzed and presented.

- **Grant Writer(s):** Individual(s) who will draft grant applications and prepare application packets to secure funding from the government or private entities for a specific program or purpose. Technical Proposals must demonstrate that the identified grant writer(s) have at least three (3) years of experience and knowledge in the successful completion of grant applications and must describe the types of grant applications completed, the level of success by listing the number of applications completed, and the number of grants awarded.
- **Trainer(s):** Individual(s) capable of competently and effectively implementing workforce development/employment training programs to diverse groups of state workforce development staff, local workforce development system employees, local partners, and local workforce development board (LWDB) members. Technical Proposals must demonstrate that all identified trainers are familiar with best practices for workforce development programs and trainings on a national level; have at least three (3) years of experience in the delivery of workforce development training services in Ohio; and can deliver trainings in multiple settings—including in-person, via webinar, and via video conference. Technical Proposals must also describe the training topics and types of trainings that have been delivered by each identified trainer and the methods used to organize and present materials and to assess training outcomes. At least two or three examples of training materials, which may include manuals, hand-outs, power point presentations, etc. should also be included.
- **Project Curriculum Developer(s):** Individual(s) who will develop or update Ohio workforce development-related training curricula for workshops, webinars, or videoconferences. Training may be statewide or may be for a particular region or local area. Technical Proposals must demonstrate that the identified curriculum developer(s) have at least three (3) years of experience; have successfully created complex/customized curricula on a variety of workforce development topics; and must include evidence that the curricula was deemed appropriate for the intended audiences and met the purpose for which the curricula was created. Technical Proposals must also demonstrate that the identified curriculum developer(s) have the ability to create curricula in various forms to accommodate the manner in which the curricula will be delivered (in person, via webinar, or via videoconference); must provide at least three (3) examples of workforce development curricula the identified developers have created; and must explain the methods used to develop the curricula in consideration of audience and purpose.
- **Event Planner(s):** Individual(s) who will plan, coordinate, and facilitate workforce development-related conferences, meetings, trainings, or workshops, statewide or on a regional basis. Planner(s) will be responsible for securing the event site, logistics, presenters, registration, agenda, materials, and evaluations. Technical Proposals must demonstrate that the identified planner(s) have at least three (3)

years of experience and must include at least two (2) examples of successful events. Technical Proposals should include details on the event types, scope, audience, size, and the processes utilized to register participants and to evaluate the outcome of each event. Success can be demonstrated by providing evidence of positive feedback or by providing contact information for the agencies or organizations that have enlisted the services of the identified planner(s). Technical Proposals should also explain experience and methods used to prepare and coordinate trainers and/or presenters.

- **Mystery Shopper(s):** Individuals who will visit various OhioMeans jobs, aka “One-Stop” Centers posing as a client in order to evaluate customer service. Technical proposals must demonstrate at least two (2) years of experience in conducting similar types assessments and the ability to objectively rate the level of service received from One-Stop staff and report on the findings.

Additionally, we are seeking entities that have general experience and capabilities as noted on the following checklist.

- ✓ Possess a minimum of four (4) years’ organizational experience in effective planning, delivering and/or coordinating workforce development/employment -related training and technical assistance services in a technical or regulated environment;
- ✓ Demonstrate experience in the development of workforce development/employment -related training curriculum and in the delivery of workforce development/employment -related training services;
- ✓ Demonstrate knowledge of, and experience in Ohio’s workforce development system and the laws and regulations impacting its operations, including the WIOA Final Rules and TANF rules for employment and training programs.
- ✓ Demonstrate experience in the delivery of training to workforce development staff in the areas of WIOA governance, financial management, Rapid Response, WIOA Adult/Dislocated Worker/Youth programs, case management, monitoring, audit resolution, and/or local workforce development or employment agency service delivery within the past 24 months.
- ✓ Demonstrate experience in the planning and/or development of career pathway service delivery systems that combine training and education services that provide participants with the skills needed for placement in local in-demand occupations and industries that will lead to economic self-sufficiency.
- ✓ Demonstrate experience in regional planning focused on employment and workforce development programs and resources;
- ✓ Demonstrate experience in the planning and/or development of strategies used for the formation or expansion of industry workforce alliances and industry/sector partnerships; and,
- ✓ Demonstrate knowledge of strategies used to develop or expand the availability of work experience opportunities (internships, apprenticeships, etc.).

## Payment

Due to the nature of DW's contract with DW, the following hourly rates for staff time are determined and provided for each service category:

GRANT WRITER	\$50.89
CURRICULUM DEVELOPER	\$62.52
TRAINER	\$50.33
RESRESEARCHER/EVALUATOR	\$66.19
PROJECT FACILITATOR	\$38.67
EVENT PLANNER	\$44.00
MYSTERY SHOPPER	\$59.23

When assigned a project, DW will work with you to estimate the number of staff and number of hours needed to complete the project. Additional expenses may be proposed to cover Travel (if needed) and additional expenses.

## How to Apply

Applications must be submitted by the last day of any month at 12:00 PM CST to [bwalters@dwfs.us](mailto:bwalters@dwfs.us). Incomplete applications will not be considered. Emails should have the subject line "[Organization name] DW Proposal." Applications should contain the following information:

- A. Completed Cover Sheet and Organizational Profile – see Appendix A
- B. Description of Technical Support Services – Maximum 2 Pages per category
- C. Provide information about your organization as it relates to the items list on pages 2 and 3 of this RFP. Make sure you provide experiences as requested in the description.
- D. Team Member Experience - Include the resumes, education and pertinent experience of all identified key personnel and specifically list the qualifications and experience of each individual to competently perform the services described in this RFP; and,
- E. Timeline: Please note that the training and application dates are tentative.

Release of RFP: 8/6/25

RFP Due Date: Open Application through June 30, 2016

Written questions may be submitted at any time to [bwalters@dwfs.us](mailto:bwalters@dwfs.us)

Selection of Organization: Within 30 days after the last day of the prior month's submission

## Review and Selection Process

- A. The DW Review Committee will score applications based on responses to the three questions provided in “How to Apply” section.
- B. DWFS will require selected entity to provide all mandatory documents as required though RFP processes in the future.
- C. Final award will be contingent upon:
  - Successful negotiation of a contract, which shall include terms and conditions that are usual and customary as determined by DW its sole discretion.
  - Acceptance by the proposer of the contract terms and conditions.
  - Satisfactory verification of past performance and systems (e.g., financial), where applicable.
  - Availability of funding.
  - Complete and timely submittal of necessary application documents, as requested by DW.

## Submission

For this open procurement, interested bidders may submit one electronic copy of the response to this RFP at any time to Barbara Walters, General Manager, at DW, to the email address above, copy email to [info@dwfs.us](mailto:info@dwfs.us).