

Ohio Valley Employment Resource Request for Qualifications (RFQ): Employer Outreach & Training

Ohio Valley Employment Resource (OVER) is the workforce investment area for: Monroe, Morgan, Noble, Washington counties. OVER is interested in providing training to support our local employers and is requesting training submissions for review and possible funding.

Training possibilities include:

- Developing and administering successful on boarding of new employees and retention of existing employees.
- Developing a training plan.
- Managing the challenges of having employees that work remotely.
- Internet safety and awareness as well as vulnerability to risks.
- Employer benefits explained and detailed from the COVID legislation.
- Other suggestions to engage human resources and/or management of small business.

To be considered, the following is requested:

1. A one page description of the training. Trainings cannot be longer than 3 hours and each session cannot be longer than an hour.
2. Each chosen session must include 15 minutes for QnA.
3. A link to view a prior similar event from same speaker with both video and audio must be provided of the speaker.
4. Speaker cannot be changed except by mutual (OVER/speaker) consent.
5. Speaker bio – one page limit
6. Specifically identify any handouts that will be provided.
7. If chosen, responsibilities will include a paper version and electronic outreach flier to promo.
8. Price for live event only. If submitting multiple events for consideration, a separate price for each is required.
9. Price, if different for live event and rights to record and post link on our website www.omj15.com.
10. Responder must respond with an original presentation and/or provide written assurance that no copyrighted material is presented without first obtaining any rights necessary.
11. Events to be presented through our Microsoft Teams account.
12. Availability to present proposed content between May 13 – September 1, 2021.

Please submit your complete proposal, qualifications and proposed fee by April 26, 2021 to both:

Rebecca Safko: rebecca@omj15.com and **Michelle Hooper:** michelle@omj15.com

If you have any questions regarding this RFQ, submit in writing to both above emails.

We will be reviewing and notifying all responders (using the email of original submission) of our decision no later than May 3, 2021 to allow for time to plan the training.

Thank you very much.