



Bedford County Technical Center

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REQUEST FOR QUOTATION (RFQ)

Request for Quotation Service:	Program Demand and Feasibility Study
Date Issued:	Wednesday, June 28, 2023
Quotation Due Date:	Friday, July 14, 2023
Send Quotation to:	Mike O'Dellick, Executive Director Bedford County Technical Center 195 Pennknoll Road, Everett, PA 15537 Email: modellick@bedfordctc.org

The Bedford County Technical Center (BCTC) is seeking a quotation from a consulting firm to conduct a 9-month program demand and feasibility study.

Project Overview:

BCTC has recognized the growth of existing and new employers in the Bedford County area has created the need and demand for new training and educational opportunities. In order to most effectively address the needs of Bedford County and the Region's employers, the BCTC's program offerings must provide students and community members with skills that match open positions. The Program Demand and Feasibility Study must accomplish the following goals:

1. Determine what industries and occupations are leading employment growth in Bedford County, and whether the skills are being taught by educational institutions throughout the region
2. How the BCTC can implement program offerings to address the need for in-demand skill training and education
3. Develop a strategy to fund and implement new and improved programing
4. Provide recommendations and a comprehensive feasibility report outlining the findings.

To accomplish these goals, the Program Demand and Development Feasibility Study must be comprised of the following four (4) components.

1. Program Demand Analysis
2. Private Partnership Evaluation
3. Development Feasibility
4. Briefing with Elected Officials

Scope of Work:

The scope of work for the feasibility study should include, but not be limited to, the following tasks:

1. Program Demand Analysis

- Identify which occupations in the region are growing based upon demographic/socioeconomic trends, industry location quotients, designated High Priority Occupations, etc.
- Identify training availability within the region and compare it to training completions to determine where training gaps exist
- Analysis of data regarding job openings, completions, competing educational institutions, etc.

2. Private Partnership Evaluation

- Undertake interviews with leaders in local industry to determine their concerns, needs, and ideas for effective training.
- Distribute surveys to obtain insight from a wide-range of public and private-sector stakeholders

3. Development Feasibility

- Identify what new and/or modified training and educational programs are feasible based upon the program demand analysis and private partnership evaluation
- Estimate of the spatial needs of new and/or revised programs through industry benchmarking
- Estimate programming and construction costs, including a detailed cash flow model and source & use table
- Identification of public funding sources to assist with implementation activities
- Creation of a phased and detailed action plan for implementation

4. Briefing with Elected Officials

- Briefing with elected officials to inform them of the findings and how they can be of assistance with future public funding requests

Submission Requirements:

Please provide us with the following information as part of your quotation:

- Consulting firm profile, including a brief overview of your experience and expertise in conducting feasibility studies.
- Proposed project approach and methodology, outlining the key steps you will undertake to complete the study.
- Proposed timeline, including the start and end dates of the feasibility study.
- Cost estimate for the entire project, including any additional expenses or deliverables not explicitly mentioned in the scope of work.
- Any relevant references or case studies from similar feasibility studies you have conducted.
- List of 3 or more references.

Important Dates:

RFQ Issuance Date: June 28, 2023

Deadline for Submission of Quotations: July 14, 2023

Evaluation and Selection of Vendor: July 19, 2023

Project Commencement Date: August 9, 2023

Project Completion Date: May 15, 2024

Please note that this RFQ does not guarantee a contract with our organization. We reserve the right to reject any or all proposals received, or to terminate the selection process at any time without prior notice or liability.

We kindly request that you submit your quotation in a sealed envelope or via email to the contact details listed below no later than the deadline specified above:

Michael O'Dellick
Executive Director
modellick@bedfordctc.org
814-623-2760

If you have any questions or require further clarification regarding this RFQ, please do not hesitate to contact us at the above-mentioned contact details.