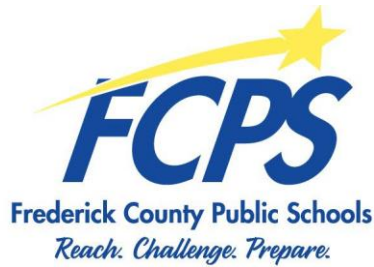


Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5212 phone
301-644-5213 fax



Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,
CPCP, Purchasing Manager
Kim Miskell, CSBO, Assistant Purchasing Manager
Roy McHaffa, CPP, CPDW, Purchasing Agent
David Guzman, Purchasing Agent

MEMORANDUM

TO: Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager
FROM: Roy McHaffa, CPP, CPDW, Purchasing Agent
DATE: May 15, 2024
SUBJECT: Formal Quote 24FQ6, Youth Apprenticeship Program Priorities and CTE Expansion and Awareness

In accordance with purchasing regulation 205-01, formal request for quotation will be issued for costs \$50,000 - \$100,000 and will be awarded by the Purchasing Department. I am requesting your consideration of the above mentioned formal quote.

Attached, please find summary of award for formal quote 24FQ6, Youth Apprenticeship Program Priorities and CTE Expansion and Awareness. There is no renewal option for this contract. The total services to be provided during the contract period are not expected to exceed \$100,000.

Please indicate your approval by signing below.

APPROVED:

Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO, CPCP
Purchasing Manager

rm/sg

Enclosure

RFQ 24FQ6
YOUTH APPRENTICE PROGRAM PRIORITIES AND CTE EXPANSION AND AWARENESS

FACT SHEET

A. **Overview:** This recommendation is to establish a contract with a qualified independent firm to analyze labor market data compared to existing programs to assess priority industries for apprenticeship, Career and Technical Education (CTE) program expansion, and develop a multi-year strategy for Youth Apprentice Programs within CTE. Bids were opened April 25, 2024.

1. **Proposal participation:**

26 proposals downloaded
1 company submitted proposal

2. **Proposals were received from:**

Kinetic West (Seattle, WA)

3. **Other Facts:**

- The term of the contract will be effective from date of award through November 30, 2024 with no renewal options.
- All prices shall remain firm through the initial contract period.
- The contract will be administered by Kristine Pearl, Supervisor, Career and Technical Education.

4. **Source of Funding:** FY24 Approved Operating Budget and contingent upon Board approval of FY25 Operating Budget.

B. **Recommendation:** Staff recommends that RFQ 24FQ6, Youth Apprentice Program Priorities and CTE Expansion and Awareness, be awarded to Kinetic West, per the attached bid tabulation.

C. **Action taken by the Board (Purchasing use only):**

____ Approved	____ Denied	____ Deferred	____ Other	RM/hr
____ Date	____ Date	____ Date	____ Date	BOE Meeting:

**RFQ 24FQ6, YOUTH APPRENTICESHIP PROGRAM PRIORITIES AND CTE EXPANSION AND AWARENESS
BID TABULATION**

	Kinetic West
DELIVERABLES	COST PER PHASE
<u>PHASE 1</u>	
Kick off interviews with staff and labor market tool development	
Data collection of programs within FCPS.	
Labor market analysis and tool development.	
PHASE 1 COST	\$39,000
<u>PHASE 2</u>	
Growth model design for FCPS to reach 45% goal including enrollment by occupational cluster (aligned to Labor Market Information (LMI)) budget and key decisions.	
PHASE 2 COST	\$27,000
<u>PHASE 3</u>	
Finalize growth model design and develop resources to support expanding Youth Apprenticeship Awareness.	
Finalize strategic plan to reach 45% based on feedback including budget and staffing implications.	
PHASE 3 COST	\$26,500
<u>PHASE 4</u>	
Lesson plan materials for staff to use with students and parents to build awareness of Apprenticeship as a post CCR option.	
Build and facilitate training.	
PHASE 4 COST	\$7,500
TOTAL COST PHASES 1 - 4	\$100,000