

Facilitator for Human Center Designed Project Small Purchase Procurement

Southeast KANSASWORKS are conducting a small purchase procurement from either a public, private, educational or non-profit entity to host a series of focus groups among local employers and jobs seekers utilizing the Customer Centered Design approach. The purpose of the focus groups are to uncover how organizational change in policy might attract potential employees, that otherwise may not participate in the labor force; and how changes in policy might require different methods of providing services or service delivery of on-the-job trainings. The focus groups will include discouraged workers, retired individuals (55 and older), ex-offenders and individuals with disabilities. The second component of this would be to provide coaching/mentoring to job seekers as they navigate the hiring process or obtain employment through work-based learning.

Focus group sessions will be conducted in Emporia.

Submit bids to Irene Brenon at ibrenon@sekworks.org. For questions, please contact Irene by email or phone at 414-403-7021.

Requirements:

- Meet with both local areas to discuss the complete project and expectations.
- Conduct 2 days of Jobseeker and 2 days of Employer Focus Groups for Southeast KANSASWORKS with sessions held in the morning, over lunch and late afternoon/early evening; job seeker sessions will include sessions for retirees, discouraged workers, individuals with disabilities, and ex-offenders.
- Recruit identified attendees (minimum of 6 and maximum of 12) with assistance of Kansas WorkforceOne and Southeast KANSASWORKS
- Responsible for scheduling meeting facilities and required equipment.
- Responsible for scheduling meals/snacks required for meeting.
- Responsible for online registration set-up and monitoring.
- Collecting surveys at end of each session.
- Updating the WIF Program Manager, team members and other partners as required.
- Preparation of reports for each session
- Preparation of final report utilizing the Customer Centered Design approach to include the prototyping, synthesizing and testing of data.
- Provide coaching/mentoring for approximately 60 hours during the project dates.

Timeline for completion of training:

Begin date is March 1, 2019 with all sessions conducted by July 31, 2019. Final report is due no later than August 31, 2019.

Costs Proposal

Cost proposal should include prep time, reporting time, session time, facility costs, food/snacks/refreshments and travel.

Procurement Method

Southeast KANSASWORKS are utilizing the small purchase procurement method as defined in our Fiscal Manual. While price will be the primary factor in decisions, Southeast KANSASWORKS will also consider the experience/knowledge of the vendor when making its choice. For more information and to review policy and procedure manuals go to www.sekworks.org.