

Request for Quote

I. Purpose of RFQ: Certifications and Competencies

Argentum, a national trade association serving companies that own, operate, and support professionally managed senior living communities, seeks qualifications for a consultant to support our apprenticeships in senior living and healthcare occupations. Argentum reserves the right to not award work to any consultants as a result of this RFQ process.

Argentum was awarded the Healthcare Apprenticeship Expansion Program (HAEP) on March 1, 2020. HAEP has a goal to create and expand apprenticeships nationwide and will result in more than 7,000 apprentices over the course of the grant.

This project will be 100% funded by a USDOL grant (CFDA#17.268). Federal funds for the Healthcare Apprenticeship Expansion Project will total \$5,991,235 through February 29, 2024.

II. Scope of Work

The selected consultant will support the HAEP project in identifying senior living competencies, evaluating certifications and other credentials, and defining career pathways for leadership positions in senior living. Tasks and deliverables will include:

- Reviewing job descriptions for supervisors, clinical directors, and other relevant occupations
- Synthesizing the job descriptions to capture essential competencies across the industry
- Aligning, as practicable, the competencies into a common framework, based on existing job task analyses and certifications in the senior living industry
- Working with industry professionals and subject matter experts to gain consensus on occupational competencies, on-the-job training, and related technical instruction
- Collaborating with Argentum staff and HAEP partners, including workforce intermediaries and psychometricians, to generate work processes to be included in registered apprenticeships



III. Pricing

Consultants should provide an hourly rate for work to be performed. It is expected that the work may vary by month. Travel and supplies are not anticipated for this work. Any expenses in addition to hourly compensation will require prior written approval.

Irrespective of the hourly rate, Argentum will not pay in excess of \$710 for any single day without prior written approval.

IV. Qualifications

The consultant must have demonstrated expertise and experience in developing training programs within senior living or closely related industries. A deep knowledge in certifications and other credentials in healthcare and senior living is required.

V. RFQ Tentative Timeline

This tentative schedule is provided below but may be subject to change at any time by Argentum.

Event	Date
RFQ Released	11/9/2020
Deadline for Questions / Clarifications	11/13/2020
Deadline for Contractors to Submit Qualifications	11/20/2020
Anticipated Date to Notify Selected Vendor	11/25/2020
Project Start Date	11/30/20

VI. RFQ Questions

Consultants are encouraged to submit questions concerning the RFQ to [Megan Robinson](#), Project Manager of Apprenticeships and Workforce Development, via mrobinson@argentum.org. All questions must be submitted by email.

VII. Qualifications Package Requirements

Each consultant is required to submit to Argentum a completed Qualifications Package in order to be evaluated under this RFQ. Under the current schedule, the period during which a Vendor may submit a completed Qualification Package will end at 11:59 p.m. EDT on November 20, 2020. To submit qualifications, consultants must email their completed Qualification Package to [Megan Robinson](#), Project Manager of Apprenticeships and Workforce Development, via mrobinson@argentum.org by the required deadline.



Qualification Package Format

Cover Letter and Pricing for Services – A cover letter will include an hourly rate for services, as well as an estimated total number of hours to perform the work and general timeline to complete the work.

Technical and Operational Qualifications – Provide a curriculum vitae describing the consultant's qualifications and experience in providing the proposed services. Required skills and experience include a minimum of 10 years in training, organizational development, or workforce development, preferably within the senior living or related healthcare sectors.

Thank you for your interest and we look forward to receiving your qualifications in response to this request.