



MARCELLUS SHALENET
CERTIFIED TRAINING PROVIDERS
REQUEST FOR PROPOSALS
AUGUST 25, 2011

**Marcellus ShaleNET
Request for Proposals
Certified Training Providers**

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Submit Applications to:

Byron Kohut, Director
ShaleNET
Westmoreland County Community College
Youngwood, PA 15697-1898
kohutb@wccc.edu
(724) 696-4593

Please submit the **original** and three (3) paper copies. In addition, please send one electronic copy to the email address listed above.

Section 1 – Grant Summary

Marcellus ShaleNET (ShaleNET) is a three year, \$4.9 million grant from the US Department of Labor, Employment and Training Administration awarded to Westmoreland County Community College (WCCC) and its grant partners, the Pennsylvania College of Technology (PCT), West Virginia Northern Community College, Eastern Gateway Community College in Ohio, and Broome College in New York to create a comprehensive recruitment, training, placement and retention program for high-priority occupations in the natural gas drilling and production industry. Sixty-nine counties including 16 Workforce Investment Boards (WIBs) across Pennsylvania, West Virginia, Ohio and New York are covered by this grant¹. With WCCC serving as the western “hub” and PCT serving as the eastern “hub,” ShaleNET will bring WIBs, their One-Stops, industry, and training providers together to build a Marcellus shale industry-recognized uniform training and certification program, developing, deploying, and disseminating a common curriculum specifically endorsed by the industry and ShaleNET in a focused and systematic way.

The gas industry has clearly stated its preference for a local workforce and is committed to hiring local employees as fast as workers can be identified and trained. Yet, they and their drilling contractors are currently importing workers from other states, as directional drilling is a new phenomenon in the eastern United States. Industry and WIBs agree that the biggest challenge to building a well prepared local workforce for the gas industry rests in recruitment and pre-employment training in the high-priority occupations (HPOs) targeted by this grant which include Derrick Operator, Rotary Drill Operator, Service Unit Operator, Roustabout, Welder/Brazer and Commercial Drivers License candidates.

As a result of input from industry, the Rotary Drill Operator and Derrick Operator HPOs are combined under the Floor Hand HPO as this is the entry point for these career paths. Industry has also recommended that the Service Unit Operator HPO be renamed Production Technician. To fill these jobs, the ShaleNET partners will focus on the unemployed, dislocated, incumbent workers, low-income workers, youth and veterans by developing a comprehensive recruitment, training, placement and retention program. The following request for proposal outlines the steps necessary for interested institutions to become ShaleNET certified to offer the roustabout curriculum.

Section 2 – Request For Proposal - Summary

The purpose of this request for proposal (RFP) is to solicit applications from training providers to deliver short-term training programs with the focus on placing participants into JOBS. The expectation is that graduates of these programs will possess the entry level skills and aptitudes necessary to successfully meet the work requirements of employers in the natural gas industry respective to the occupations identified above. This expectation will be accomplished by ensuring that certified training providers are

¹ New York will be a participant in ShaleNET if and when the hydraulic fracturing moratorium is lifted.

properly equipped, have ShaleNET certified instructors and teach the ShaleNET curriculum.

Interested parties within the geographic region specified in the ShaleNET grant will be invited to submit an application following guidelines as identified in this RFP. Applications will be scored using evaluation criteria included in this RFP. Decisions on awards will be based on evaluation scores, geographic distribution across the Marcellus region and ease of access for target populations – unemployed, dislocated, incumbent workers, low-income workers, youth and veterans. Each application will be reviewed and scored by a panel consisting of ShaleNET employees and shale gas industry representatives. Approved providers must meet criteria regarding site readiness, access to proper equipment and certified instructors, program sustainability plans, and the use of certified curriculum. **Section 5. Specifications** contains more detail on these criteria.

The most important aspect of this agreement will be the obtaining and retaining of jobs for ShaleNET grant participants. The placement of graduates into jobs is the focus of this grant. Training providers will, as part of the agreement with ShaleNET, be required to partner with gas industry companies to actively assist program graduates with attaining employment. ShaleNET's agreement with the U.S. Department of Labor (USDOL) requires employment for 3,000 people and retention of at least 1,850 of these participants for three quarters following job placement. ShaleNET will look to its training providers for assistance in attaining these measures.

Applicant – an applicant is defined as an accredited, not-for-profit postsecondary and/or secondary institution educating adult students with the capability of implementing ShaleNET training and programming onsite. Applicants are advised that reimbursement occurs on a capped actual cost basis for ShaleNET courses.

Section 3 – Application Schedule

RFP Announced	August 29, 2011
Applications Accepted Until	September 29, 2011
Estimated Award Date	October 17, 2011
Estimated Delivery Date of Instruction	December 1, 2011

Section 4 – Selection Criteria

The success with which we can provide natural gas employers with quality candidates relies upon the ability to deliver exceptional training. Every effort will be undertaken to ensure that certified providers are using ShaleNET curriculum to impart knowledge and skills to students through the utilization of competent instructors and the use of appropriate equipment in an environment conducive to learning.

Applications will be evaluated and scored based on responses to the following criteria. In your application, please identify the criteria you are addressing and follow in the order listed below.

Requirements of Successful Training Providers to receive certification are:

1. *Provider can demonstrate a strong commitment to assisting graduates with placement in the natural gas industry.*

Successful applicants will need to show that they have the capacity and resources to assist with placement upon program completion. This will include examples of strong working relationships with the local Workforce Investment Board and One-Stops, and a history of working with employers. Applications with letters of support from the local WIB(s) will receive favorable consideration.

A successful applicant will agree to:

- Identify the top five natural gas companies in your area and any natural gas/natural gas-related companies that you have relationships with or plan to approach as a part of this initiative.
- Establish a close working relationship with local Workforce Investment Board (CareerLink and/or One-Stop) or validate that a solid working relationship exists.
- Assist all interested candidates with registering for both ShaleNET and the workforce data system of record for that respective state
- Describe how the institution's career placement office will assist ShaleNET graduates find employment. Please provide examples of career placement activities in the past that have assisted non-credit students with career placement.

2. *Provider can demonstrate previous experience with offering short-term, industry-based training programs focused primarily on adult learners, underserved populations, and veterans.*

Successful applicants must demonstrate prior experience with offering short-term, industry-based training. Briefly describe an industry partnership/relationship with successful placement of students, list the courses offered, the involvement of industry, what made the partnership successful and how educational needs of the adult learner were accommodated. Direct experience with the natural gas industry and letters of recommendation from previous private sector customers will be favorably looked upon.

Approved training providers must demonstrate how outreach efforts to underserved populations and veterans will occur during the intake process for each class offered. Approved training providers must attempt to enroll military veterans as at least 10 percent of the class.

3. *Provider is able to commence with training within a reasonable timeframe from date of award.*

Successful applicants will describe how they plan to offer courses as soon as is realistically possible. Narrative should include a well-thought out timeline for the acquisition of equipment, attainment of certifications needed by faculty to teach the ShaleNET curriculum and preparation of classroom space. Applicants should also identify areas where they anticipate needing technical assistance.

4. *Provider must demonstrate expertise in sound fiscal management and program oversight, including student registration and record-keeping.*

Successful applicants will demonstrate that they have sufficient experience in fiscal and program management and the ability to quickly implement student registration and record-keeping. A brief, yet thorough, explanation of this management expertise and estimated timeline for implementation should be included. Applicants must identify a point-of-contact who will be responsible for managing all ShaleNET activities.

5. *Provider must demonstrate that strategies are in place to evaluate the effectiveness of training.*

Successful applicants are to have a system in place to evaluate the effectiveness of their instruction utilizing feedback from students, employers, and instructors. A brief, yet thorough, explanation of this process along with an example(s) to illustrate how a training program was improved based on feedback should be included. The feedback from students, employers, and instructors should be electronically sent to ShaleNET at the conclusion of each ShaleNET approved course. All applicants are required to submit Attachment Document D Performance Reporting at the three intervals following completion of the course: upon graduation of the students, at three months following the course, and lastly at six months following the course completion.

6. *Provider must submit a program sustainability plan at the conclusion of the ShaleNET certified course.*

The following items are to be included in the description (In addition to other items the Training Provider believes are appropriate):

- Strategic partnerships with training providers and natural gas employers.
- Recruitment and admissions activities.
- Career placement activities.
- Revenue and expenditure procedures (equipment, space, tuition).
- Continued assessment of industry needs.

Section 5 – Specifications

All applicants must agree to comply with requirements explained in this section in order to become a ShaleNET-certified training provider. Approved training providers are limited to two ShaleNET funded HPO training courses, depending on the amount of ShaleNET training funds remaining, as long as the training provider:

- Adheres to all ShaleNET specifications.
- Is approved by ShaleNET to run a subsequent program different than the training provider's first ShaleNET program, i.e. if Roustabout was the first program, a program other than Roustabout must be selected and confirmed by ShaleNET; for example, Floor hand or Welder's Helper. Appropriate technical expertise remains essential for the award of a second ShaleNET program. All training providers are required to complete a request for additional program approval. A short version application will be forwarded to the training provider at the appropriate time.
- For-profit and/or non-accredited educational institutions are ineligible to receive ShaleNET certification or to be designated as a ShaleNET certified training provider.

Capacity Building, due to the limited amount of funds, approved training providers will only be reimbursed for a total of two training courses based on ShaleNET specifications. Reimbursements are made on a quarterly basis as funds are received from US DOL ETA. Approved training providers are expected to use the ShaleNET program as a method of building sustainable shale related programming.

Workforce Investment Boards, training providers will agree to work with their local workforce investment boards, One-Stop(s) and the training candidate to coordinate a number of assessments including a skills assessment using WorkKeys, a 5-panel drug test, a physical assessment and a criminal background check. Potential students are expected to pay for drug and background screening. **Please see Attachment A for details.**

ShaleNET Curriculum, applicants agree to use the ShaleNET approved curriculum as a training provider of the grant. Substituting a grantee's own curriculum is NOT allowed in accordance with US DOL ETA grant guidelines. Technical assistance will be available to address questions involving curriculum and/or implementation.

Student Participants, the number of students present and registered on the first day of class represents the ShaleNET reimbursement amount for the cost of running the program. Better than 70 percent of the students who begin the class must complete the program. Applicants must have a graduate placement of 70 percent in natural gas or natural gas-related occupations. Failure to meet these requirements will result in an approved applicant's inability to offer a second ShaleNET certified training engagement.

Facilities, applicants must have access to adequate classrooms, labs, and/or equipment where all competencies can be tested and verified. If providers do not possess certain equipment at the time of application, details should be provided on plans to procure equipment, including timelines. Regional Hub Directors will periodically visit certified training sites to ensure that classrooms, labs and equipment are sufficient to imparting the necessary skills and competencies to the student. **Please refer to Attachment B for a listing of classroom and lab equipment needed for instruction.**

Instructors, applicants must have their instructors ShaleNET-certified prior to offering that course. Where necessary, instructors will need to attain national certifications and/or participate in ShaleNET train-the-trainer courses prior to curriculum being released. If providers plan not to have certified instructors on staff, applications should include details on how services of qualified instructors will be procured, including timelines and costs. No third party, non-accredited, for-profit training agencies are eligible to receive ShaleNET funding, curriculum or services. All certified institutions will be required to submit to ShaleNET a list of instructors that will be offering the ShaleNET curriculum onsite.

Federal Reporting, applicants will agree to enter all data needed for federal and state reporting into the student record database provided by ShaleNET. This data will document student progress and completion and is to be entered in a timely fashion. This database will serve as the official document of record for students. Federal and state performance measures will also be taken from this database. In the application, providers must identify the person or department responsible for overseeing this data entry. Training and technical assistance on using the database will be provided. Data reporting for the participants in an approved course must be tracked for 180 days upon completion of the course and all relevant information placed into ShaleNET reporting forms. **All approved ShaleNET training providers are subject to US DOL ETA audit procedures.**

Grant Sponsor: This solicitation is offered through the Community-Based Job Training Grant CFDA #17.269 from the US Department of Labor, Employment and Training Administration as awarded to WCCC and its grant partners. WCCC is the fiscal agent for these funds.

- A. Narrative:** Answer all the questions in **Section 4 – Evaluation Criteria** that apply. If a question does not apply, write “Not Applicable” in the section. Do not change the order of the questions/sections. Spacing in each section may be adjusted to accommodate responses but should be no less than one-half inch at the margins. Submissions may not be in a font size smaller than size 11. Limit the number of pages of the application to 10 pages excluding letters of support and supporting documentation. The Application Narrative will be evaluated using **Attachment C- The Selection Criteria Scoring Sheet**.
- B. ShaleNET Program Selection:** Once an applicant has been approved to offer ShaleNET programs, the training provider must select, with assistance from ShaleNET, the ShaleNET program to be offered.

- C. *Reimbursement:*** Certified training providers will be reimbursed on a capped actual cost basis for ShaleNET course(s) offered. An itemized expense report with proper documentation must be provided to ShaleNET for complete reimbursement. Providers will be responsible to cover all costs associated with the ShaleNET certification processes including any expenses incurred to prepare the site for instruction and certifying instructors.

Reimbursement with grant funds will be up to the maximum amount		
<u>Class</u>	<u># Students</u>	<u>Reimbursement</u>
ShaleNET – Roustabout, Floor Hand, Production Technician	12 to 17	\$25,000
	11	\$22,500
	10	\$20,000
Take max reimbursement and divide by 10 to calculate per student reduction	9 or less	Cancel class or use other funds

Reimbursement with grant funds will be up to the maximum amount		
<u>Class</u>	<u># Students</u>	<u>Reimbursement</u>
ShaleNET – Welder's Helper	12 to 17	\$23,000
	11	\$20,700
	10	\$18,400
Take max reimbursement and divide by 10 to calculate per student reduction	9 or less	Cancel class or use other funds

Reimbursement with grant funds will be up to the maximum amount		
<u>Class</u>	<u># Students</u>	<u>Reimbursement</u>
ShaleNET – CDL	12 to 17	\$49,000
	11	\$44,100
	10	\$39,200
Take max reimbursement and divide by 10 to calculate per student reduction	9 or less	Cancel class or use other funds

- D. *Eligible Applicants:*** All accredited, state licensed post-secondary and secondary institutions with experience in adult continuing education are eligible to apply. Non-accredited and/or for-profit training agencies are NOT eligible to become ShaleNET- certified training providers or receive ShaleNET funding or curriculum. All certified institutions will be required to submit to ShaleNET a list of instructors that will be offering the ShaleNET curriculum onsite.

- E. **Application Deadline:** Applications will be accepted until 5 PM on **Thursday, September 29, 2011**. ShaleNET reserves the right to request additional information and clarification from applicants after the deadline.
- F. **Reporting Requirements:** Certified training providers will be required to submit all financial and student record reports as required by the grant in a timely manner. Additional reporting requirements may be requested based on state and federal performance requirements. Please see **Attachment D** for information regarding reporting.
- G. **ShaleNET reserves the right to deny approval of any application not meeting the criteria and specifications listed in the Marcellus ShaleNET Certified Training Providers Request for Proposal.**

Section 6 – Instructions for Application Submission

Application Submission Instructions: Application packages, including both the electronic and hard copy submissions, are due by 5:00 p.m. EST on **Thursday, September 29, 2011** to Byron Kohut, Director of ShaleNET Western Region Hub, Westmoreland County Community College, Youngwood, PA 15697-1898. All questions should be directed to Byron Kohut (724) 696-4593.

- The electronic submission must be sent to **kohutb@wccc.edu** and received not later than 5:00 p.m. on **Thursday, September 29, 2011**.
- “Application for ShaleNET Certification” must appear on the email subject line.
- With the email submission, applicants are requested to provide MS Word and Excel documents only; please do not submit PDF files.
- The hard copy submission must include one original with “original” marked on the document and three (3) copies and must be postmarked by **Thursday, September 29, 2011**. To meet the deadline the date of the official United States Postal Service postmark must appear on the envelope containing the submission, or a United States Postal Form 3817 (certificate of Mailing) or United States certified mail must be used. (A private postage meter mark will not be accepted as proof of mailing.)

Grant Application Package Components: The following documents make up the required components of the Grant Application Package. Failure to provide any of the documents or materials listed below may result in the disqualification of the proposal. To facilitate application review, please provide the following documents in the order in which they are listed:

- a. **Application Cover Sheet:** Please include a cover sheet (typed, not printed) and attach as the first page of the submission. The cover sheet must contain the name and address of the applicant (please use the physical address and not a PO), phone number, point of contact, an email for the point of contact if available, and date of submission.

- b. **Index.**
- c. **Narrative:** See **Section 5A** for specifics.
- d. Attachments and supporting documentation, if needed.

Applicants awarded ShaleNET training provider status will receive a welcome letter, an award certification letter, additional worksheets outlining budget estimates and actual cost reporting, budget reporting instructions, student evaluations forms, and student retention forms upon final approval.

All applications for ShaleNET certification will be reviewed and approved by a panel consisting of ShaleNET employees including shale gas industry representatives.

ATTACHMENT A – CANDIDATE ASSESSMENT CRITERIA

Physical assessment, candidates are asked to:

- Lift 60 lbs from floor to 48"
- Front carry 60 lbs - 30'
- Repetitive squats - 20 reps
- Overhead work – 5 minutes
- Push 67 lbs - 36"
- Pull 67 lbs - 36"
- Climb a vertical ladder - 20 rungs carrying 25 lbs.
- Sustain a crouch while performing light assembly for 5 minutes
- Balance on top of a vertical ladder for 2 minutes
- Hoist 25 lbs - 20'
- Hoist 50 lbs - 30'
- Grip strength 40 Lbs right and left hand

Criminal – Candidates with misdemeanors are permitted to enroll. Candidates convicted of a felony offense (per Pennsylvania, West Virginia, or Ohio law distinction of a felony) will need to produce a letter from a gas-related company, on company letterhead, that the company will consider this candidate for employment with the felony conviction prior to the start of class. Paid for by potential student.

Drug test - Five panel drug test. Positive result is cause for immediate dismissal from training. Paid for by potential student.

Driving History – Candidates will need to produce a valid driver's license from one of the fifty states. A state police check on a candidate's driver license is required. If the candidate has had a DUI conviction within the last five (5) years, he/she is not permitted to enroll in training.

ATTACHMENT B- EQUIPMENT LIST & INSTRUCTOR REQUIREMENTS

Classroom

Standard classroom furnishings to foster instruction in a comfortable environment conducive to the adult student. Examples - chairs, desks, laptop, computer projector, projector screen, whiteboard, etc.

Lab²

1ea – Integrated Toolcarrier - CAT IT 28 (or equivalent) w/ pipe fork attachment and bucket attachment (both OEM)

1ea – Compact Excavator – Volvo EC 55 (or equivalent) w/ std bucket

1ea – Wheeled Skidsteer – Volvo MC60 (or equivalent) w/ std bucket

1ea – Tracked Skidsteer - 279C Compact Track Loader (or equivalent) w/ std bucket

1ea – 10000# Rough Terrain Extended Reach Fork Lift – JLG G10-43A (or equivalent) w/ outriggers

1ea – 40' Straight-boom Aerial Work Platform w/jib – JLG 400SJ (or equivalent)

10ea – Standard Spade Shovels

100 ton – Loose 2B or 2A Gravel

1ea - Concrete device (2000#-4000#) for lifting

5ea – Standard wooden skids

10ea – Straight digging bars

10ea – Standard picks

² Other lab equipment needed for instruction will be forthcoming as curriculum is developed.

Slings/ shackles/ hooks/ chains as appropriate and in proper working order per manufacturer recommendations and ratings and built in accordance with the applicable standards.

- ☐ American National Standards Institute
- ☐ Web sling and Tie Down Association
- ☐ American Society of Manufacturing Engineers
- ☐ American Petroleum Institute
- ☐ Association of Energy Service Companies
- ☐ Wire Rope Technical Board

Instructor Requirements:

- 1) Minimum five (5) years documented hours in the Heavy Equipment field or a graduate of a recognized Degree granting institution in the area of Heavy Equipment.
- 2) Minimum of three (3) years of documented training experience on Heavy Equipment (not including Powered Industrial Trucks).
- 3) Formal Evaluation from one of the lead instructors for the ShaleNET Hubs to validate equipment competency and pedagogy.

ATTACHMENT C – SCORING SHEET



**SHALENET RFP
CERTIFIED TRAINING
PROVIDERS
SELECTION CRITERIA –
SCORING SHEET**

CRITERIA	POINTS AWARDED	COMMENTS
1. The training provider has clearly demonstrated a strong commitment to assisting graduates with placement in the natural gas industry.	Poss. 10 pts.	
2. The training provider has clearly demonstrated previous experience with offering short-term, industry-based training programs focused primarily on adult learners.	Poss. 10 pts.	
3. The training provider has clearly demonstrated an ability to commence with training within in reasonable timeframe.	Poss. 10 pts.	
4. The training provider has demonstrated expertise in for sound fiscal management and program oversight, including student registration and record-keeping.	Poss. 10 pts.	
5. The training provider has clearly demonstrated that strategies are in place to evaluate the effectiveness of training.	Poss. 10 pts.	
FINAL SCORE	/50	

Attachment D – Performance Reporting Form

A. Training Provider Identifying Information		FORM D	
1. Training Partner Name:		2. Grant Number: CB-20585-10-60-A-42	
3. Program/Project Name: Community-Based Job Training Grants			
4. Training Partner Address:		5. HPO Training:	
State:	City:	6. Report Due Date:	
Zip Code:			
Performance Items			Cumulative Grant-to-Date
B. Training Partner Summary Information			
1. Total Exiters			
2. Total Participants Served			
3. New Participates Served			
Gender	3a. Male		
	3b. Female		
Ethnicity/Race	3c. Hispanci/Latino		
	3d. American Indian or Alaska Native		
	3e. Asian		
	3f. Black or African American		
	3g. Native Hawaiian or Pther Pacific Islander		
	3h. White		
	3i. More Than One Race		
	3j. Hispanic/Latino and More Than One Race		
3k. Eligible Veterans			
3l. Persons With a Disability			
C. Customer Services and Activities			
1. Number Began Education/Job Training Activities			
2. Number Completed Education/Job Training Activities			
2a. Number Received Degree/Certificate			
2b. Number Entered Employment			
2c. Number Entered Training-Related Employment			
D. Capacity Building			
1. The number of instructors who participated in grant-funded capacity building activities			
2. The number of students who participated in grant-funded capacity building activities			
3. The number of other people who participated in grant-funded capacity building activities			
E. GRANT OUTCOMES DATA			
1. Total number of people served through Information Sessions			
2. Total number of participants beginning education/training activities			B.2
3. Total participants completing education/training activities			C.1
4. Total no. of participants that complete ed./training activities that receive a degree/certificate			C.2
5. Total no. of participants that complete ed./training activities placed into unsubsidized employment			C.2a
6. Total no. of parts. that complete ed./training activities placed in training-related unsub. employment			C.2b
7. Total no. of parts. placed in unsub. employment who retain an employed status in the 1st & 2nd quarters following initial placement			C.2c

