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| **ROANE MANAGEMENT GROUP** |
| Response to Pre-Solicitation |
|  **Objective 3: 3,120 hours for Pre-Solicitation SOL-OAA-11-000129** |

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| Roane Management Group10/13/2011 |

1. Summary of Proposal

Roane Management Group is pleased to offer our bid to provide the services listed in Objective 3: 3,120 hours for Pre-Solicitation SOL-OAA-11-000129.

RMG’s key personnel has been providing training services for over 30 combined years and has held an extremely satisfying track record in meeting the needs of our customers. Currently, Roane Management is developing curriculum and training manuals, as well as seminars and workshops for allied health programs in the south east. RMG does have the necessary resources, manpower and system processes in meeting the demand to USAID and meet the needs at the required standards and processes that the contract demands. One of the major advantages that RMG brings to the table is the extensive experience of its key personnel.

1. Overview of Roane Managements Assistance to the FFP with Training Processes
2. Conduct Training Needs Analysis: RMG will initially implement the process of planning, data gathering and analysis
* Confirm the issue and audience
* Establish the planning team
* Establish the goals and objectives
* Characterize the audience
* Conduct information and literature search
* Choose the data collection method
* Gather and report data
* Analyze and manage data
* Synthesize data and create reports

b. Revise existing Food Aid Managers Course

* Course Review
* Staff Performance Review
* Program Re-design
* Curriculum Development
* Course Delivery
* Course Evaluation

c. Developing Standard Performance-Oriented Training Package for FAMC

* Skills Assessment: Clear communication of the skills that are to be mastered.
* Modeling: The facilitator will model the accurate procedures.
* Training should be result based while performing tasks physically.

d. Facilitate FAMC Workshops

* Space, materials and incidentals
* Workshop content development

e. Design and implement New Courses and Training Packages

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| **Design** | **Implementation** |
| * Timing and logistics
 | * Instructional Strategies
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| * Attendee demographics
 | * Inclusive learning environment
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| * Situational constraints
 | * Assess teaching effectiveness
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| * Learning objectives
 | * Assess prior student knowledge
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| * Potential assessments
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| * Instructional strategies
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| * Course content and syllabus
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Learning objectives and instructional strategies will adhere to the performance needs of the staff.

 f. Develop Performance Oriented Field Manual

Objective 3: In support of the Policy and Technical Division, assist FFP to expand its training portfolio through assessing training needs, developing standardized training packages, modifying and/or developing technical training modules, organizing and implementing training sessions related to Title II food aid program implementation, monitoring and evaluation. The contractor will assist in the development and/or revision of FFP’s capacity building strategy as well as the coordination and facilitation of FFP training sessions. This support will include, but is not limited to, the following services:

* 1. Assist FFP to conduct a training needs assessment;
	2. Assist FFP to revise the Food Aid Managers Course (FAMC – to be held three/four times

per year) so that it meets staff performance needs.

* 1. Assist FFP to develop a standard training package for the FAMC that includes a facilitator guide and participant notebook. These materials will be performance –oriented. These training packages will be developed in concert with the field so that regional offices may use them to conduct local FFP training;
	2. Assist FFP to facilitate the FAMC workshop and other courses including arranging space and providing materials and incidentals;
	3. Assist FFP to design, and implement new courses and subsequent training packages that meet the on-going performance needs of FFP staff;
	4. Assist FFP to develop a performance –oriented field manual;
	5. Assist FFP to plan and implement FFP related training workshops and seminars.
	6. Creation of a FFP Process and Procedures Manual.

Key Management Staff

Dr. Levi McIntosh

Dr. Levi H. McIntosh, Jr., is the President and CEO of McIntosh and Associates, LLC and also the Education Consultant for Roane Management Group, where he brings to the organization compelling outcomes in academics and operations, leadership development, organizational and management development, school improvement and cultural diversity.  As a former public school Superintendent; Dr. McIntosh is noted for his ability to bring added visibility, enhanced credibility and soaring organizational effectiveness.

Dr. McIntosh offers the expertise of professionals from fields ranging from fiscal accountability, exceptional student education, psychological services, grant writing, cultural diversity, evaluation and assessment, palliative care, public administration, and school administration.

Education: Doctorate, Education - California State University-Hayward

Dr. Markell Harrison-Jackson

Dr. Harrison-Jackson has Twenty years of experience positively impacting the lives of individuals from diverse backgrounds working in public, private school districts and social welfare agencies.

Business Experience: Experience in educational leadership specifically implementing educational law, programming, polices and procedural safeguards and mechanisms to mitigate students’ external psychosocial risk factors.

Education: Ph. D. - Global Leadership Program & Organizational Corporate Management with a specialization in Educational Leadership & Supervision, Ross School of Education and Human Services, Lynn University, Boca Raton, Florida. Ms.Ed 1999 Special Education Program, Graduate School of Education & Human Services, Canisius College, Buffalo New York.

Dr. Keyonda Smith

Dr. Keyonda Smith is Education Director with Roane Medical Institute. She is also a part time Health Educator with APEL Health. Dr. Smith has extensive history of instructing under represented students as she teaches continuing education and diploma programs. Her experience is beneficial as her instruction is culturally and linguistically appropriate for her students.

Dr. Smith has taught Community Leadership Programs for the City of Jacksonville, as well as seminars in North Carolina, Florida, Washington, D.C., and Virginia. She has broad experience in curriculum content and training manual development.

Education: Doctor of Naturopathy - Trinity School of Natural Health. Bachelor of Science, Health Education -Trident University.