



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
***H. Martin Lancaster, President***

March 17, 2000

**RESPONSE DUE BY: April 28, 2000**

**MEMORANDUM**

TO: Presidents

FROM: Scott Ralls, Vice President  
Economic & Workforce Development Division

SUBJECT: Request For Proposals: Manufacturing Safety Training Specialist Positions

Accompanying this memorandum is a Request For Proposals (RFP) announcing the intent of the State Board of Community Colleges to fund two Manufacturing Safety Training Specialist positions to promote Workplace Safety Training by the Community College System. Initial funding for the positions is projected for the period July 1, 2000 through June 30, 2001. The objectives of the project, the role and responsibilities of the positions, the funding amount for each position, and the application process are included in the attached RFP.

This is a high priority initiative for North Carolina manufacturers and workers. Further, it should create an opportunity for colleges to provide an enhanced level of service to manufacturers in the state. Please direct your questions regarding the RFP to Rick Kimrey (336/386-9062 or [kimreyr@surry.cc.nc.us](mailto:kimreyr@surry.cc.nc.us)) or to me (919/733-7051, extension 407 or [rallss@ncccs.cc.nc.us](mailto:rallss@ncccs.cc.nc.us)).

We look forward to receiving your application by Friday, April 28, 2000.

SR/CB

Attachment

C: H. Martin Lancaster  
Stephen C. Scott  
Kennon D. Briggs  
Senior Continuing Education Administrators

**CC00-074**  
**Paper Copy**

# Request For Proposals (RFP)

## Manufacturing Safety Training Specialists

### March 2000

#### Background

In 1999, under the leadership of Chairman Dennis A. Wicker, the State Board of Community Colleges created a *Workplace Safety Training Task Force* to examine and recommend ways to enhance community college safety training offerings. Several recommendations were made to the Policy Committee of the State Board, which in turn approved the following addendum to the state guidelines for the Focused Industrial Training Program:

*Each year, up to \$250,000 in Focused Industrial Training funds may be used to support a Manufacturing Safety Program. Of those funds, up to \$150,000 may be used to fund two Manufacturing Safety Training Specialists geographically located at colleges in both the western and eastern areas of the State. The role of the Manufacturing Safety Specialist will be to provide safety training assessments for manufacturing companies, conduct customized safety training courses, and develop instructor train-the-trainer programs and curriculum as part of a "Manufacturing Safety Academy." Up to \$100,000 in funds may be used each year to pay registration fees and materials costs for occupational extension or Focused Industrial Training safety courses provided to small manufacturing companies (less than 150 employees). These companies must be determined by college representatives and Regional Training Directors to face challenges in paying the fees, and approval of such expenditures must be made in advance by the Vice President for Economic and Workforce Development.*

#### Objective

The objective of this RFP is to solicit proposals from North Carolina community colleges to sponsor the Regional Manufacturing Safety Training Specialists. Two colleges will be selected to sponsor the Manufacturing Safety Training Specialist at their local college. One sponsoring college will be selected from among the colleges listed in **Area A** and the other from among the colleges listed in **Area B**. Both sponsoring colleges will receive up to \$75,000 each per year through the Focused Industrial Training program to sponsor the positions.

##### Area A

Alamance CC  
Asheville-Buncombe TCC  
Blue Ridge CC  
Caldwell CC & TI

##### Area B

Beaufort County CC  
Bladen CC  
Brunswick CC  
Cape Fear CC

(Lists continued on next page)

### **Area A (cont'd.)**

Catawba Valley CC  
Central Piedmont CC  
Center for Applied Textile Technology  
Cleveland CC  
Davidson County CC  
Forsyth TCC  
Gaston College  
Guilford TCC  
Haywood CC  
Isothermal CC  
Mayland CC  
McDowell TCC  
Mitchell CC  
Montgomery CC  
Randolph CC  
Rockingham CC  
Rowan-Cabarrus CC  
South Piedmont CC  
Southwestern CC  
Stanly CC  
Surry CC  
Tri-County CC  
Western Piedmont CC  
Wilkes CC

### **Area B (cont'd.)**

Carteret CC  
Central Carolina CC  
Coastal Carolina CC  
College of the Albemarle  
Craven CC  
Durham TCC  
Edgecombe CC  
Fayetteville TCC  
Halifax CC  
James Sprunt CC  
Johnston CC  
Lenoir CC  
Martin CC  
Nash CC  
Pamlico CC  
Piedmont CC  
Pitt CC  
Richmond CC  
Roanoke-Chowan CC  
Robeson CC  
Sampson CC  
Sandhills CC  
Southeastern CC  
Vance-Granville CC  
Wake TCC  
Wayne CC  
Wilson TCC

### ***Role and Responsibilities***

The role of a Regional Manufacturing Safety Training Specialist will be to support the community colleges in their designated areas in providing enhanced safety training programs, through efforts to include but not limited to:

- Development of new manufacturing safety training programs to be offered through community colleges and as part of the *Virtual Learning Community*;
- Development of customized industry safety training plans based on specific company needs assessments;
- Development and sponsorship of a *Safety Training Academy* to provide train-the-trainer opportunities for community college instructors;
- Development and delivery of free Safety seminars to be offered through Focused Industrial Training and Small Business Center programs; and
- Assistance with safety training programs for New and Expanding Industry and Focused Industrial Training clients.

The individual in each position will work closely with the Regional Training Directors, and other staff of the Economic & Workforce Development Division, in supporting community colleges in providing manufacturing safety training.

## **Funding**

Each of the two sponsoring colleges is eligible to receive up to \$75,000 per year to sponsor the *Manufacturing Safety Training Specialist* position. Funds should be used to pay salary and benefits, travel, administrative costs, and supplies and materials. To access project funds set aside to pay registration fees and materials costs for Occupational Continuing Education (occupational extension) or Focused Industrial Training safety courses provided to small manufacturing companies, individual colleges should contact their assigned regional training director. Upon approval, funds for these expenses will be disbursed to the requesting college, using standard fiscal procedure.

## **Application Process**

Interested colleges should submit applications under the signature of the President of the college. The applications should be no longer than five pages including a proposed budget. Factors considered favorably in the selection process will be those indicated to provide a strategic advantage in locating the position at the specific institution. These may include, but are not limited to:

- Identification of an individual with strong qualifications who will assume the position;
- Outlined support by the local institution including such things as office space, furniture and equipment, and administrative support;
- Location of the institution that is central to the supported area; and
- Support by the local institution that will enhance the position and safety training effort, such as access to college expertise in the development of Internet or other safety training course materials.

## **Application Deadline**

Colleges submitting applications are required to do so by 5:00 p.m. on Friday, April 28, 2000. Applications should be submitted to:

Dr. Scott Ralls

Vice President, Economic & Workforce Development Division  
North Carolina Community College System

5003 Mail Service Center

Raleigh, NC 27699-5003

Questions regarding this RFP should be addressed to Rick Kimrey, Senior Training Director at (336) 386-9062 or [kimreyr@surry.cc.nc.us](mailto:kimreyr@surry.cc.nc.us), or to Dr. Scott Ralls, Vice President of Economic & Workforce Development Division at (919) 733-7051 or [rallss@ncccs.cc.nc.us](mailto:rallss@ncccs.cc.nc.us).