

Request for Quotes Lean Training Outline

Purpose:

The primary goal of this project is to provide training and implementation of Lean principals in an office environment. This training will transform office operations to achieve a strategic competitive advantage.

Training Goals:

- Help employees understand how to operate the most efficient and effective organization possible, with the least cost and zero waste.
- Allow employees to make smart use of their resources, technology, equipment and especially the knowledge and skills of the people.
- Implement Lean principals that ensure we are running an intelligent business, in which everyone from the receptionist to the top management are aware of the organization's capabilities and ensures that they are used appropriately, continually improved and sustained .

Specific Training Elements:

All staff will be trained in techniques such as:

- Lean Office
- 5S
- Identification and elimination of the seven wastes
- Standard Work
- Visual Management
- Value Stream Mapping
- Kanban

Please identify which courses will be provided and the number of hours of training associated with each topic. In addition, instructing all staff on the principles of Kaizen and how to implement Kaizen events will be a major factor for this project.

Timeframe:

Training will be for approximately 100 employees covering 9 counties. Please explain the best method for providing the training in such a way that will still allow for work coverage in offices. Identify what follow-up to training will be provided throughout the remainder of the year. Upon completion of the year, incumbents should be prepared to provide necessary resources to all future employees. Respondents should identify the

earliest date they can start to provide training services. The contract will run through June 2010.

Budget:

Respondents should identify a budget for this project. Total budget should not exceed \$60,000.

Quote specifications:

Respondents should prepare a quote to address the specifications of the project in 5 pages, including a budget.

Email submissions will be accepted. Address emails to donnamartinwork1@aim.com.

Submissions will be accepted by mail or hand delivery. One original should be submitted to:

Donna Martin
WorkOne Southwest
700 E. Walnut
Evansville, IN 47713.

Due:

All submissions, regardless of format, must be received by April 18th by 4pm central time.