



Request for Proposal for Lean Training Services

Purpose

Michigan Technological University is seeking a qualified consultant(s) to provide Lean training to Michigan Tech staff.

Michigan Tech adopted Lean as a method of Continuous Improvement in 2008 and has received grant funding from the Federal Mediation and Conciliation Service to deepen their Lean knowledge and culture. As a result of Lean training, practice and culture building efforts, Michigan Tech wishes to improve relationships and communication between labor staff and management and expand employee involvement in decisions and improvements made to their work environment.

Training Description

Training is anticipated to begin in May 2012, with monthly consultant visits for approximately seven months. An average of two days should be expected to be spent on campus each month.

Training will be provided for the following groups:

1. A group of at least five managers on topics surrounding the manager's role in building Lean culture.
2. A group of at least 23 staff - trained as Facilitators for Lean improvement events. Thirteen members of this group have already had training as Lean Facilitators, holding a solid foundation for continued learning.
3. The campus community – on topics beginning with basic Lean principles.

The following Learning Outcomes have been established for each training group:

1. Lean Manager Training
 - a. Will have a practiced understanding of what makes a Lean organization, the key concepts of Lean, and the importance of Lean Culture.
 - b. Understand and have hands-on practice in their role as a Lean implementation leader for their area/department.
 - c. Will have a vision and plan to continue a Lean transformation in their area/department.
2. Lean Facilitator Training
 - a. Will have a practiced understanding of what makes a Lean organization, the key concepts of Lean, and the importance of Lean Culture.
 - b. Will have a working knowledge and hands on practice applying Lean problem solving methods (root cause analysis), process mapping exercises and various other tools and concepts.
 - c. Hands-on practice facilitating Lean improvement events.
3. Campus Community
 - a. Will have an understanding of what makes a Lean organization, the key concepts of Lean, and the importance of Lean Culture.

Proposal Submission

Proposals will be accepted through March 16, 2012. Proposals must include the following:

1. Resume or curriculum vitae that outlines the consultant’s related experience and qualifications
2. An outline with descriptions or a narrative of proposed consulting services and training methods that will achieve the learning outcomes and other training objectives specified
3. Proposed consulting schedule
4. Proposed daily consulting rate, excluding travel costs

Proposals can be submitted via postal mail or email (PDF attachment):

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| Michigan Tech University Wendy Davis, 136W Wads 1400 Townsend Drive Houghton, MI 49931 | wmdavis@mtu.edu |
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Evaluation Criteria

1. Cost
2. Capacity to meet the needs of each training group
3. Program design and flexibility
4. Related Experience and Qualifications
5. Experience practicing Lean in Higher Education and/or a service environment is desirable

Timeline

All dates are subject to change.

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| March 16, 2012 | Deadline for Proposals |
| March 19-30, 2012 | Tentative Dates for Conference Interviews |
| March 30, 2012 | Tentative Date for Mailing Award/Denial Letters |

Questions

Any questions can be directed to Wendy Davis, Manager of Process Improvement, at wmdavis@mtu.edu or 906-487-3180.