



425 Old Kersey Road • Kersey PA 15846

Workforce Solutions for North Central Pennsylvania/North Central Workforce Development Board Request for Quotes for the development of Career Pathways Mapping

Workforce Solutions for North Central Pennsylvania (North Central Workforce Development Board) referred to as Workforce Solutions throughout the remainder of this document is currently seeking quotes for the implementation of career mapping to highlight individual employers' career pathways across occupations from all industries in the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. The successful vendor will work with Workforce Solutions staff and PA CareerLink® staff in the North Central Workforce Development Area to assist with the development of 12- 25 career pathway maps from a variety of industries throughout the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. The successful vendor will also assist in training our staff to ensure the project is sustainable beyond June 30, 2024.

Responses to this RFQ are due by 3:00 pm on **Friday, March 1, 2024**.

Questions regarding this RFQ will be accepted until **Friday, February 16, 2024** and should be directed to Donna Hottel via email – dhottel@ncwdb.org. Responses to all questions will be compiled and sent to all inquirers to this RFQ on **Monday, February 19, 2024**.

Electronic submissions of the detailed quotes are required and should be submitted to dhottel@ncwdb.org with "RFQ Submission for Career Mapping Proposal" in the subject line.

Bidders must follow exactly, and be responsive to ALL requirements of this RFQ. It is the bidders' responsibility to provide all specified materials in the required form and format.

Workforce Solutions, in soliciting requests for quotes/proposals, shall not discriminate against any person or organization submitting a response pursuant to this Request for Quote/Proposal because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

Background – WIOA:

WIOA sets parameters from state, regional, and local workforce development systems throughout the country, mandating resource sharing and alignment of priorities across multiple systems, programs, partners, and providers to ensure a skilled workforce today and in the future. As described in the Commonwealth's WIOA Combined State Plan, workforce development systems in Pennsylvania will invest in innovation, employer engagement, accountability structures, and improved data to create a comprehensive workforce development system consistent with the governor's strategic vision.

Workforce Solutions is responsible for oversight of the workforce system in the North Central region of PA which includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. Workforce Solutions is a workforce intermediary whose Vision Statement reads: *Workforce Solutions will be a strategic workforce development leader focused on promoting economic prosperity and self- sufficiency of individuals by creating a workforce that is competitive in the global marketplace.* Workforce Solutions Mission Statement reads: *Workforce Solutions serves as the premier facilitator of an innovative workforce development system that meets the changing human capital needs of our employers and provides resources for our job seekers that maximizes their career potential and focuses on the customer's needs.*

WIOA requires states and local Workforce Development Boards to work with adult education, post-secondary education and other community-based organizations to develop career pathways that will make it easier for all residents to attain the skills and credentials needed for jobs.

Summary:

Career mapping starts with an entry-level job that typically requires less than a 2-year degree and demonstrates the ability to move up the pathway by on-the-job training and work experience or through additional formal education and training. With this RFQ, Workforce Solutions seeks to select a vendor/agency that can work with local employers to identify career pathways within the company and develop a map or maps that demonstrate clear career pathways creating opportunities for workers within that company and within our region. Workforce Solutions will identify the employers from throughout the region and assist in making the connections to them.

Goals:

1. The development of 12-25 completed career maps by the end of the contract award date.
2. Training of our staff and PA CareerLink® staff to sustain the project beyond contract end.

The career maps developed through this project will be highlighted on a progressive website application that is currently being developed. Workforce Solutions staff will work with the selected vendor to develop the format to be utilized.

Collaboration with Workforce Solutions and our PA CareerLink® centers will be required.

What is a Career Map: A Career Map is a guide that provides specific career paths for both potential and current employees, beginning at a starting point in a career, followed by an outline with specific steps to grow or advance into positions that provide new opportunities within the industry and occupational structure. Our intention is to grow the number of employers utilizing career mapping in our region and to ensure that our workers are prepared for growth opportunities as they seek employment or career advancement.

What is a Career Pathway: The career pathways approach to workforce development assists workers to enter an industry, advance to better paying jobs and to learn and earn post-secondary credentials which are in demand. The approach involves articulated steps of education, training and employment within an industry sector combined with other services to support participant success. A Career Pathway (as per the Workforce Innovation and Opportunity (WIOA) Act legislation) means a combination of rigorous and high-quality education, training, and other services that:

- (A) aligns with the skill needs of industries in the economy of the State or regional economy involved;
- (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including registered apprenticeships;
- (C) includes counseling to support an individual in achieving the individual's education and career goals;
- (D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- (G) helps an individual enter or advance within a specific occupation or occupational cluster.

Response Requirements (minimum requirements)

For ease and efficiency of review, Workforce Solutions has specified the numbering protocol for bidders. Please follow this numbering protocol exactly, and do not re-number, insert numbers, or otherwise modify the sequence. Submissions should be a maximum of 5 pages in length. Attachments that support the submission are allowable and will not be counted in the page limit.

1. Agency or Vendor Profile and Qualifications

- a. Name of agency, contact person, and contact information: Provide address, telephone, mobile telephone number, e-mail address, and web address, as applicable.
- b. Provide a brief description of your agency, including; number of employees, service/expertise areas and any awards or other forms of recognition received.
- c. Special consideration: Describe your experience with and knowledge of the North Central Workforce Development Area.
- d. Special consideration: Describe your professional experience with and knowledge of the workforce system and why you are the best choice.

2. Experience and ability to perform this work

- a. Provide your experience with developing career pathways or similar project as well as the qualifications of any key staff that will perform work as part of this RFQ.
- b. Provide examples of relevant work and/or case studies.

3. Career Pathways Project Narrative

- a. Describe in detail the process and timeline you envision to implement 12-25 career maps in the region. Timeline must include benchmarks toward the goal of 12-25 career maps.
- b. Describe in detail and provide examples of potential career mapping tools and resources. (Examples will not be counted in the 5 page maximum).

4. Budget

- a. Provide a budget including the major areas of expense. A maximum award amount has not been identified. We prefer to evaluate based on the cost you have determined. Upon award, an introductory meeting will be held with all appropriate parties including Workforce Solutions and PA CareerLink staff.

5. Timeline

The performance timeline for this funding is from April 1, 2024 through June 30, 2024 with the possibility of an extension.

Evaluation Criteria

CRITERIA	POINTS
Agency Profile and Qualification	10
Experience and ability to perform this work	20
Career Mapping Project	50
Budget	10
Timeline	10

Award

Workforce Solutions reserves the right to determine the timing of the start of any work described above, to not proceed with some or all of the work, and to contract with more than one vendor for services described within this RFQ. Workforce Solutions reserves the right not to award a contract for the RFQ, and will not reimburse the

cost incurred by bidders who respond to this notice. If awarded, a contractual agreement will be entered into between the qualified provider and Workforce Solutions.

Funding Information: <https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment>

Auxiliary Aids and Services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program