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Workforce Solutions for North Central Pennsylvania/

North Central Workforce Development Board

Request for Quotes for Workforce Development System Analysis/Plan Assistance

The North Central Workforce Development Board (NCWDB) is a 22-member business-led policy and oversight body that oversees employment and training programs and services in North Central Workforce Development Area (PA Counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter) including those authorized through the Workforce Innovation and Opportunity Act (WIOA). These programs and services help job seekers gain employment and connect businesses with a qualified workforce. The NCWDB is staffed by Workforce Solutions for North Central PA who mobilize leaders from business, economic development, education, labor, community-based organizations, and public agencies to align resources and investments for residents who need assistance with developing skills that help expand access to high-quality jobs and careers offering income mobility.

The Workforce Innovation and Opportunity Act (WIOA) was enacted in July 2014, with the intention of increasing global economic competitiveness by strengthening the workforce development system through a coordinated system, which serves individuals with barriers to employment. WIOA strengthens the alignment of its core programs and other essential programs and reaffirms the role of the America's Job Center, for the delivery of training and career services to jobseekers, aligned to meet the needs of employers. In Pennsylvania, PA CareerLink® centers are the brand for the American Job Center network.

Under guidance from the PA Workforce Development Board and the PA Department of Labor and Industry, the NCWDB sets program policies in alignment with WIOA. The NCWDB also provides administrative oversight of workforce development activities, which includes the oversight of contracted service providers for the PA CareerLink® centers, youth programs and services.

Project Purpose

The NCWDB seeks professional consulting services from individuals and/or organizations to assist Workforce Solutions staff with the WIOA 2021-2024 Local Plan modification, inclusive of the elements required by the PA Department of Labor and Industry.

The selected entity will work closely with Workforce Solutions staff to assist in the modification of their local workforce development plan for the North Central Workforce Development Area which includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. Other stakeholders important to this project include NCWDB members, employers/businesses, economic development agencies, secondary and post-

secondary education and training providers (including career and technical centers), Community Education Centers, community members at large, and others who are supporting related work activities associated with this project. Ideally, the respondents will be familiar with both the WIOA and how local workforce development boards help support networks, programs, and services that help to grow economic opportunity and strengthen the ties between local businesses and residents. Qualified consultants must have excellent communication skills and the ability to work effectively with complex public-private partnerships and ideally will have a track record working effectively on addressing race and equity issues with people from impacted communities.

Available Funding and Timeline of Work

Up to \$25,000 is available for the project. The anticipated start date of the project will be on or around November 20, 2022. The Local Plan Modification must be completed by March 1, 2023 in order to be posted for the required 30-day public comment period. Following the 30-day public comment period all comments received must be added to the plan modification as an addendum in preparation for NCWDB approval on April 5, 2023 for submission to Labor and Industry. Workforce Solutions staff will work with the awarded entity to adjust this timeline as necessary and appropriate.

Scope of Work

Consultant services will include, but not be limited to the following tasks:

1. Be familiar with the current 2021-2024 WIOA Local Plan which can be found at the following link: <https://workforcesolutionspa.com/plans/>;
2. Be familiar with the Local Plan Modification guidance from the PA Department of Labor and Industry which provides guidance and the required format for the modified plan. A link to the guidance can be found at the following link: <https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx>. Once at this link scroll down to the policy titled “WIOA 2021-24 Regional and Local Plan Modification”;
3. Develop the strategic 2021-2024 local workforce development plan requirements and involve all the required partners in collaboration with Workforce Solutions staff;
4. Collaborate and communicate with Workforce Solutions staff to learn about programs, initiatives, partnerships and gather pertinent documents to develop the Local Plan;
5. Facilitate and/or co-facilitate with Workforce Solutions staff, inclusive outreach and community engagement: community forums and/or stakeholder meetings, focus groups, to gain stakeholder input for the local plan modification as well as online surveys. This includes the compilation of partner meetings notes and incorporation into the local plan modification. Sessions can be held virtually as well as in a hybrid format.
6. Analyze and synthesize reading materials, including labor market information, legislation, directives from the PA Department of Labor and Industry and other pertinent documents necessary to develop the Local Plan modification; Workforce Solutions will provide the labor market information required for this project.
7. Modify the Local Plan as necessary, to accommodate recommendations from the public, board members, required partners, as well as changes in contingent legislation, and other required

changes, during a 30-day comment period.

8. Analyze the workforce development delivery system which Workforce Solutions oversees and includes the PA CareerLink® comprehensive and affiliate centers located in the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. This analysis may include recommendations for improving the services to both employers and job seekers to ensure all centers are providing needed by employers as well as job seekers including the method of how services are delivered (i.e. virtual and in person). Workforce Solutions is anticipating the results of a statewide analysis of business services being offered in our PA CareerLink® centers and will provide this for inclusion into the plan modification.

The respondent must also include a detailed budget and narrative explaining the line items for each category proposed.

Schedule for RFQ Submission, Review and Award

Questions regarding this RFQ will be accepted until 3:00 pm on October 14, 2022 and should be directed to Donna Hottel, Strategic Planning and Project Manager at dhottel@ncwdb.org . Questions in advance are not required however having the questions in advance will assist staff in preparation for the bidder's conference to be held on October 18th, 2022 at 11:00 am. All entities responding with interest to the RFQ will receive an invite to the Bidder's Conference. Responses to all questions will be compiled and sent to all inquirers to this RFQ.

The deadline to submit the written response to this RFQ is November 4, 2022 at 3pm EST. Electronic submissions of the detailed quotes are required and should be submitted to Pam Streich, Executive Director at pstreich@ncwdb.org with "RFQ Submission for WDS Analysis/Plan Assistance" in the subject line. See below for the entire schedule for this RFQ process.

Request for Quotes Issue Date	Thursday, October 6, 2022
Questions Regarding RFQ Due Date	Friday, October 14, 2022 @3:00 pm
Bidder's Conference	Tuesday, October 18, 2022 @ 11:00 am
Q&A Available	Thursday, October 20, 2022
Proposal Due Date	Friday, November 4, 2022 @ 3:00 pm
Staff Review and Policy & Performance Committee Review	November 7 - 10, 2022
WDB Board Review and Approval	Thursday, November 10, 2022

Please Note: Dates and times are subject to change

RFQ Submittal Requirements

Respondents must prepare a proposed scope of work, project schedule and budget with budget narrative. Workforce Solutions and the selected consultant will determine the final scope of work

following selection. This is a high- priority project, and as such, an aggressive schedule towards completion is anticipated.

Submissions must not exceed 10 pages and must be in 12-point Times New Roman font with normal or moderate margins. The quotation given must not exceed \$25,000 to deliver the scope of work. Attachments to the quote are allowable and should not exceed 5 pages.

Respondents should use the evaluation criteria found at the end of this RFQ to ensure inclusion of all required information.

Other Requirements:

The agency awarded the work in this RFQ must agree to the Assurances and Certifications in the attached document (Attachment A) as well as the following as requirements:

The Subrecipient shall, at Subrecipient's cost and expense, obtain, maintain and keep in full force and effect during the term of this Agreement:

- a. Commercial General Liability Insurance including premises bodily injury, personal injury, death, independent Subrecipients, products and completed operations, broad form contractual liability and broad form property damage coverage in amounts acceptable to Workforce Solutions. The minimum required coverage is \$1,000,000;
- b. Bonding insurance for the protection against loss in the amount of at least \$100,000 as required by WIOA and the PA Department of Labor and Industry.

Criteria for Selection

The following rubric will be followed in assigning points to the written response to the RFQ. The written response with the highest score will be selected:

Criteria	Assigned Points
Relevant Experience: <ul style="list-style-type: none">• The written response demonstrates familiarity with WIOA and the workforce development system and its stakeholder and includes at least one example of a similar project.• Prior experience and ability to work with workforce development agencies, community groups, and other stakeholders.	25
Approach: <ul style="list-style-type: none">• The written response demonstrates a clear, streamlined and articulate strategy for achieving the scope of work as outlined in this RFQ document.• Understanding of the nature and extent of the services required.• A specific outline of how the work will be performed.• Awareness of potential problems and providing possible solutions.• Special resources offered that are relevant to the successful completion of the project.	30
Community Engagement: <ul style="list-style-type: none">• The written response demonstrates a track record of facilitating community forums, focus groups and/or meetings, to gather feedback from the stakeholders in the development of the Local Plan modification.• The strategy must include an inclusive outreach and engagement approach to be effective with Black, Indigenous, People of Color, and non-English speaking residents.	30
Organization/Qualifications <ul style="list-style-type: none">• The written response demonstrates that the prospective party has the capacity to complete and carry out the scope of work.• Professional background and qualifications of team members and firms comprising the team.• Signed Assurances and Certifications included in the response.• Statement that proof of bonding and commercial general liability insurance is in place or will be secured by project start and provided to staff.• Current workload, available staff and resources.• Capacity and flexibility to meet schedules, including any unexpected work.	15
Total	100