

Workforce Solutions for North Central Pennsylvania/ North Central Workforce Development Board Request for Quotes for Salary Scale Analysis

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 assistance with a updated and validated salary scale analysis for the 8 positions currently providing staff to our agency.

Questions regarding this RFQ will be accepted until **March 8, 2024** and should be directed to Pam Streich via email at pstreich@ncwdb.org. Responses to all questions will be compiled and sent to all inquirers to this RFQ by 4:00 pm on Monday, March 11, 2024.

Electronic submissions of the detailed quotes are required and are due by **3:00 PM on Friday, March 29, 2024**. Quotes should be submitted to pstreich@ncwdb.org with "RFQ Submission – Salary Scale Analysis" in the subject line.

Summary

With this RFQ, Workforce Solutions seeks to acquire the services of a qualified firm to assist in the development of a validated salary scale analysis. Our current salary scale as well as current position profiles for 8 positions will be provided to the successful vendor.

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.

The anticipated contracting period will be from approximately April 15, 2024 through May 31, 2024.

Background

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 and provides staff to the North Central Workforce Development Board (1 of 23 boards across the Commonwealth). Workforce Solutions is a non-profit, 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.

Workforce Solutions seeks an entity that will assist us with an updated and validated salary scale analysis. The organization currently has eight employees with eight different position profiles. The titles of the positions include the following: Executive Director, Finance Director, Strategic Planning and Project Manager, Workforce System Manager, Business Engagement and Project Manager, Oversight and Project Manager, Project Coordinator and Administrative Assistant.

Additional information regarding the organization can be found on our webpage – <https://workforcesolutionspa.com>.

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.

1. Company Profile

- Name of the business, contact person, and contact information: Provide address, telephone, mobile telephone number, fax number, e-mail address, and web address, as applicable.

2. Qualifications

- Provide a brief description of your firm, including; number of employees, service/expertise areas and any awards or other forms of recognition received.
- Special consideration: Describe your experience with and knowledge of the North Central PA region.
- Special consideration: Describe your professional experience with and knowledge of the workforce system.

3. Work Plan

- Provide a detailed work plan identifying how your agency would perform a salary scale analysis.
- Describe your process of information gathering, and how information will be validated.
- Provide a timeline that outlines the project from start to finish.

4. Experience and Ability to Perform this Work

- Provide examples of relevant work.
- Provide a minimum of three (3) client references.
- Provide a list of personnel who would be assigned to work with Workforce Solutions, along with their credentials and experience.

5. Pricing

- Provide a breakdown of costs.

6. Other Requirements: The agency awarded the work in this RFQ must agree to the Assurances and Certifications in the attached document.

7. Evaluation Criteria

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Company Profile	10
Qualifications	30
Work Plan	20
Experience and ability to perform this work	20
Pricing	20

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. Anticipated project dates will be April 15, 2024 through May 31, 2024.

Equal Opportunity Employment Program
Auxiliary Aids and Services are available to individuals with disabilities

Funded in whole or in part by Federal Funds. Detailed information can be found at: <https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment>