

**Workforce Investment Board  
Of  
Southeast Missouri  
Request for Proposals**

**For**

**Consultant Sector Strategies and Workforce Development Planning**

**Services to be Delivered**

**August 1, 2015 – August 1, 2016**

**RFP Issue Date: June 22, 2015**

**Proposal Due Date: July 13, 2015**

**Serving the Fourteen Regions and the Training and Employment  
Administrators of Missouri (TEAM) within the State of Missouri**

**Workforce Investment Board  
760 S. Kingshighway, Suite C,  
Cape Girardeau, Missouri 63703  
Phone: 573-334-0990**

EQUEST FOR PROPOSAL  
FOR  
PERSONAL SERVICE CONTRACT

Consultant Sector Strategies and Workforce Development Planning

**PURPOSE**

The Workforce Investment Board of Southeast seeks the services from qualified individuals and companies to serve as an expert Sector Strategy and Workforce Development consultant to assist Missouri's fourteen Workforce Development Regions in developing their local workforce plans and provide effective strategies and technical expertise developing regional sector partnerships and career pathways to spur growth, advance workers, and address employer skill needs.

To accomplish these tasks, the successful consultant will collaborate with fourteen Local Workforce Investment Boards and twelve community colleges in Missouri's ten Economic Development Regions.

The successful consultant will provide the following services:

**DATA**

1. Review the initial industry analysis in conjunction with Missouri Economic Research & Information Center (MERIC) and recommend any additions and/or deletions of designated state and regional sectors as appropriate;
2. Ensure that the new methodology and analysis are provided to each of the fourteen Local Workforce Development Regions/Areas and the Training and Employment Administrators of Missouri (TEAM) on the use of available tools and resources to conduct the analysis locally on an ongoing basis;
3. Facilitate the identification of three to five statewide target sectors and three to five sectors in each of Missouri's ten Economic Development Regions.

**INDUSTRY ENGAGEMENT**

1. Utilizing the industry analysis, facilitate the development of strategies, including career pathways, for at least one high-growth, in-demand sector in each of Missouri's ten Economic Development Regions;
2. Identify, with the assistance of workforce partners, regional industry champions around the selected sector to participate in an industry-led sector launch meeting to identify industry strengths, challenges and opportunities;
3. Identify a sector intermediary/convener and facilitator to lead ongoing industry-led meetings;
4. Facilitate in person the initial industry-led sector launch meeting in each of the ten Economic Development Regions.

**WORKFORCE DEVELOPMENT PLANNING**

1. Serve as a professional facilitator and lead subject matter expert in workforce development planning;

2. Engage in facilitating workforce development planning aimed at compliance with the Workforce Innovation Opportunity Act (WIOA) for two distinct target groups:
  - Staff involved in the State Strategic Workforce Development Plan; and,
  - Staff at fourteen Local Workforce Development Regions involved in local Strategic Workforce Development Planning;
3. Incorporate information and data collected from sector strategies and career pathways as a fundamental component to guide local Strategic Workforce Development Plans, which will contribute to the State Strategic Workforce Development Plan.
4. Assist staff and/or boards in the fourteen Local Workforce Development Regions in creating Local Workforce Development Plans and provide a working summary of those plans to staff involved in the State Strategic Workforce Development Plan.

### **FACILITATION**

1. Utilize facilitation best practices for all meetings including at a minimum the following components:
  - a. Advice and recommendations about the meeting purpose, its scheduling, its outcomes;
  - b. Advice and recommendations about the meeting agenda and how to present the material;
  - c. Actively implement strategies to present information and obtain innovative, productive feedback from the group;
  - d. Implement methods for summarizing and reviewing the material before dismissal, and generate next action steps from the current discussion;
  - e. Implement methods for providing groups with meeting summaries and abreast of current action strategies aimed for the objectives of the next meeting;
  - f. Calendaring the next ensuing meeting as much as possible within the group prior to dismissal.

### **ADDITIONAL INFORMATION**

Proposals must include an overall estimate for all work in the proposal, as well as hourly and daily rates. It is anticipated that local hosts in the Workforce Development Regions will assist with invitations, registration, and on-site logistical support for “Launch” sessions and focus groups as needed. Proposals will be evaluated based on contractors’ qualifications, expertise, track record, and cost-effectiveness.

### **Phase I: Data Analysis**

- In collaboration with MERIC, analyze industry data and target sectors and recommend any additions and/or deletions of designated state and regional sectors as appropriate;
- Provide industry analysis overview to each of the fourteen Local Workforce Development Regions/Areas, Community Colleges and TEAM.

## **Phase II: Workforce Development Planning**

- Convene and facilitate an initial “Launch” workshop for regional workforce partners and stakeholders (WIB, Economic Development, Community Colleges/Education, Cities/Counties, etc.) to:
  - Review both regional and state data to identify three to five statewide target sectors and three to five regional sectors;
  - Identify regional resources, strengths, challenges, and opportunities around regional target sectors;
  - Establish a regional plan/framework to create and/or broaden sector partnership and career pathways as a fundamental component to guide local Strategic Workforce Development Plans, which will contribute to the State Strategic Workforce Development;
  - Develop a working timeline and strategy to develop at least one high-growth, in-demand sector in each of Missouri’s fourteen Local Workforce Development Regions.
- Compile and summarize information and data collected from the Launch workshop to guide the Strategic Workforce Development Plan in each of the fourteen Local Workforce Development regions.
- Collaborate with Local Workforce Development Regions in developing their local Workforce Development Plan.
- Provide a working summary of those Plans to TEAM and staff involved in the State Strategic Workforce Development Plan.

## **Phase III: Industry Engagement and Launch Meetings**

- Conduct local asset mapping to identify and coordinate resources, interest, and other efforts around the regionally agreed upon sector partnership(s).
- Utilize data compiled from the regional workforce partners and stakeholders Launch workshop to assist workforce partners in identifying regional industry champions and sector intermediary/convener.
- Coordinate, convene and facilitate in person industry-led Launch meetings in each of the ten Economic Development Regions.
- Summarize and document launch meeting outcomes to present regionally and to TEAM. Identify strengths, barriers, and opportunities and outline action strategies.

## **Phase IV: Toolkits and Final Documents**

- Provide a sector strategies best practices toolkit which will include data decision making tools, sector strategies development tools/workbooks, a model for implementing and developing career pathways to accommodate sector strategies, and a framework for conducting future sector partnership meetings;
- Provide recommendations for replicating communication and information tools for business outreach and public information about local workforce development planning and sector strategies;

- A final report summarizing activities/events, challenges, and recommendations moving sectors partnership and career pathways forward.

## **DELIVERABLES**

1. Convene and facilitate an initial “Launch” workshop for regional workforce partners and stakeholders (WIB, Economic Development, Community Colleges/Education, Cities/Counties, etc.);
2. Collaborate with Local Workforce Development Regions in developing their local Workforce Development Plan by December 2015;
3. Provide a working summary of those Plans to staff involved in the State Strategic Workforce Development Plan by December 2015;
4. Conduct local asset mapping to identify and coordinate resources, interest, and other efforts around the regionally agreed upon sector partnership(s);
5. Develop roles and responsibilities of industry intermediary/convener, industry partners, and lead facilitator for sector partnership meetings;
6. Calendar and coordinate sector partnership industry Launch meetings for the agreed upon target sector in each of the ten Economic Development Regions;
7. Convene and facilitate an in person, industry-led sector Launch meeting in each of the fourteen Local Workforce Development Regions;
8. Summarize and document launch meeting outcomes to present regionally and to TEAM. Identify strengths, barriers, and opportunities and outline action strategies.
9. Develop a sector strategies best practices toolkit which will include data decision making tools, sector strategies development tools/workbooks, a model for implementing and developing career pathways to accommodate sector strategies, and a framework for conducting future sector partnership meetings;
10. Provide quarterly progress reports to the Workforce Investment Board of Southeast and TEAM. Additionally, provide quarterly updates regionally in an electronic format suitable for distribution to all project stakeholders and posting on websites;
11. Develop a framework, guidelines and recommended milestones for completing community asset mapping as it relates to sector strategies and workforce planning;
12. Provide final report summarizing activities/events, challenges/barriers, opportunities, and recommendations moving sectors partnership and career pathways forward.
13. Identify national “best practices” and develop recommendations for replicating communication and information tools for business outreach and public information about local workforce development planning and its extension of sector strategies planning.

## **RFP PROVISIONS**

1. This RFP is not in itself an offer of work nor does it commit the Workforce Investment Board of Southeast Missouri to fund any proposals submitted. The Workforce Investment Board of Southeast Missouri is not liable for any costs incurred in the preparation or research of proposals. The Workforce Investment Board of Southeast Missouri reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of Missouri. The Workforce Investment Board of Southeast Missouri reserves the right to: 1) amend or withdraw this RFP at any time, 2) reject any and all proposals and 3) reissue this RFP if needed. The Workforce Investment Board of Southeast Missouri may negotiate the proposal with the successful bidder before final commitment. All commitments made by the Workforce Investment Board of Southeast Missouri are contingent upon the availability of funds.
2. Bidding organizations must assure that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Workforce Investment Board of Southeast Missouri also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above.
3. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
4. The successful bidder also assures that if awarded a contract by the Workforce Investment Board of Southeast Missouri, it will comply with Regional, State and Federal program and financial monitoring requirements. This means that the bidder will make available required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations.
5. Bidding organizations should note that under the requirements of the Chapter 610, RSMo, the contents of your proposal or other information submitted to the Workforce Investment Board of Southeast Missouri is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the Workforce Investment Board of Southeast Missouri. If there is a request from the public under Chapter 610, RSMo, to inspect any part of the proposal so marked, the Workforce Investment Board of Southeast Missouri will advise the bidder and request further justification in support of the "proprietary" marking. If the Workforce Investment Board of Southeast Missouri determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

## **TIME LINE**

To ensure a fair and open process for all interested bidders, the following time table will be used with this RFP:

RFP Issued:	Monday, June 22, 2015
Proposals Due:	Monday, July 13, 2015
Contracts awarded by:	Monday, July 27, 2015
Contractor Begins Delivering Services:	Monday, August 3, 2015

Proposals must be received by NOON Monday, July 13, 2015 in person, email or by mail at the address indicated. Proposals received after that time and date may be rejected. Please note that proposals must be received **not postmarked** by Monday, July 13, 2015. Proposals may be hand delivered, emailed or mailed to the following address:

June O'Dell, Workforce Investment Board  
760 S. Kingshighway, Suite C  
Cape Girardeau, MO 63703  
june@job4you.org

Proposals must include the following:

- Executive Summary no longer than one (1) page.
- Proposal no longer than eight (8) pages double-spaced; single sided, on 8.5 inch x 11 inch pages with one inch margins with text type no smaller than 11 point.
- Budgets must be completed and a one-page budget narrative must be used to support the line item budgets being proposed.
- One copy of the proposal with original signatures clearly labeled "ORIGINAL."
- An electronic copy of the proposal must also be submitted if you use in person or mail, to the attention of June O'Dell, President/COO at june@job4you.org.
- All pages must be numbered
- Proposals that fail to follow instructions and do not include all applicable information will not be considered.

**Attachment A** (Non-Collusion Affidavit) must be signed and submitted.

**Attachment B** (Assurance and Certifications) must be signed and submitted.

**Attachment C** (Confidential User Attestation) must be signed and submitted.

Questions regarding this RFP may be submitted in writing to June O'Dell, President and COO, via email to june@job4you.org.

Bidders have the right to appeal any action or decision related to this RFP. Appeals must be submitted to the Workforce Board of Southeast Missouri and will be reviewed and investigated by the Board. The decision of the Workforce Investment Board of Southeast Missouri in such situations shall be final.

Bidders wishing to make a formal appeal should do so in writing to:

Workforce Investment Board  
Attn: WIB Chairman  
760 S. Kingshighway, Suite C  
Cape Girardeau, MO 63703

## **EVALUATION CRITERIA**

Selection committee will score each proposal based on the following criteria with the corresponding total possible points for each criteria.

Criterion	Points Possible
<b>Firm Experience</b> – proposer’s experience includes similar projects for development of sector strategies and workforce planning	20
<b>Project Manager</b> – the point person assigned to manage the project has experience working with similar clients on similar projects	20
<b>Project Team</b> – staff assigned to the project have experience with similar projects, variety of disciplines required to fulfill scope is represented	15
<b>Innovation/Creativity</b> – Firm, project manager and staff demonstrate creativity and innovation in past experience	10
<b>Project Approach</b> – consultant is responsive to the scope and demonstrates an approach that improves upon the written scope.	20
<b>References</b> – listed references provide positive feedback about their experience with proposer and would use the consultant again	5
<b>Cost</b> – Proposed fee for services is within budget and reasonable for the scope of the project	10

**NON-COLLUSION AFFIDAVIT**

State of Missouri

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Workforce Investment Board of Southeast Missouri whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Signature of Authorized Representative \_\_\_\_\_

Print or Type Name \_\_\_\_\_

Date \_\_\_\_\_

**ASSURANCES AND CERTIFICATIONS**

The respondent assures and certifies to each of the following items:

1. The bidding organization agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act & Workforce Investment Board of Southeast Missouri and any other applicable laws and regulations.
2. The bidding organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federally funded programs.
3. The bidding organization possesses legal authority to offer the attached proposal.
4. A drug free workplace will be maintained in accordance with State of Missouri requirements.
5. By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work if the SE WIB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The SE WIB reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
6. The bidding organization assures that if awarded a contract by the Workforce Investment Board of Southeast Missouri, it will comply with Regional, State and Federal program and financial monitoring requirements. This means the bidder will make available required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations.
7. The bidding organization assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Workforce Investment Board of Southeast Missouri makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

Signature of Authorized Representative \_\_\_\_\_

Print or Type Name \_\_\_\_\_

Date \_\_\_\_\_

**CONFIDENTIAL USER ATTESTATION FORM**

I understand that in the course of my contract with the Workforce Investment Board of Southeast Missouri, I may receive or become aware of information that is sensitive or confidential. This information may be written, electronic, or verbal and come from a variety of sources. I understand that I am not to access sensitive or confidential information unless it is necessary in order for me to complete my job responsibilities. I further understand that the Workforce Investment Board of Southeast Missouri and Missouri Division of Workforce Development policy on Confidentiality and Information Security applies to information I may inadvertently hear or see that does not directly involve me in an official capacity. I acknowledge that I must protect all sensitive or confidential information.

I understand that in the performance of my duties I may be requested to provide sensitive or confidential information to others. I agree to hold in confidence and to not disclose any sensitive or confidential information to any person, including employees of state, federal or local governments, except to those who have an official business reason for the information. Should I have questions regarding the proper handling and disclosure of confidential or sensitive information, I will immediately notify Equal Opportunity Office with the Workforce Investment Board of Southeast Missouri for further clarification and direction prior to releasing the information.

If I willfully and knowingly disclose such information in any manner to any person or agency not entitled to received information, I understand that I may be subject to adverse action, including corrective or disciplinary action, or possibly, civil or criminal personal liability.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date Signed \_\_\_\_\_