

REQUEST FOR QUALIFICATIONS AND QUOTATIONS (RFQQ)

**WORKFORCE CENTRAL Construction Training Cohort
RFQQ: WFC CTC 01-31-2020**

Issue Date: January 31, 2020

Submission Date: February 21, 2020

Inquiries: procurement@workforce-central.org

EQUAL OPPORTUNITY - EQUAL ACCESS

WorkForce Central is an equal opportunity employer. Free auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service - 711

TABLE OF CONTENTS

- A. INTRODUCTION**
- B. REQUEST FOR QUALIFICATIONS AND QUOTATIONS**
 - **Estimated Funding**
 - **Period of Performance**
 - **Submission Requirements**
 - **Timeline for RFQQ**
 - **Inquiries**
- C. SCOPE OF WORK**
- D. EVALUATION CRITERIA**
- E. REVIEW AND SELECTION OF REVIEW COMMITTEE**
- F. NOTIFICATION TO PROPOSERS**
- G. PUBLIC RECORDS**
- H. CONFLICT OF INTEREST**
- I. LIMITATIONS**

A. INTRODUCTION

WorkForce Central (WFC), established in 1982, carries out the vision of the Chief Local Elected Officials (CLEOs) and the Pierce County Workforce Development Council (WDC) by coordinating, administering and advancing the work of the workforce development system, known as WorkSource Pierce. WFC oversees services for individuals and businesses in Pierce County to ensure that they are reliable, high-quality and exceed customer expectations.

WFC champions a comprehensive approach to workforce development as a vital component to a strong economy. We catalyze system-wide collaboration and work in conjunction with our partners to actively pursue investments in workforce development. WFC ensures that businesses, workers, and jobseekers in Pierce County receive reliable, high quality services and resources.

B. REQUEST FOR QUALIFICATIONS AND QUOTATIONS

In this Request for Qualifications and Quotations, WFC is seeking a qualified individual or organization, with demonstrated expertise and capacity to deliver comprehensive short-term training cohorts that provide industry recognized credentials.

Selected proposer must be one of the following:

- A qualified institution or organization who can provide training programs within the key industry sectors identified.
- A public or private provider of training services that is included in the Washington State Eligible Training Providers list or listed in other state's Eligible Training Providers List.

All providers, and the cohort trainings being proposed for funding, must be included in the Washington Career Bridge's eligible providers of training and both the provider and the program must be maintained on the Eligible Training Provider List: <http://www.careerbridge.wa.gov/>.

Estimated Funding:

A contract for these services will range from \$80,000 - \$200,000 annually depending on the number of cohorts provided. WFC reserves the right to award more than one contract and at its sole discretion to increase or decrease the contract amount. Any quotation submitted in excess of \$200,000.00 for this work will be rejected as non-responsive and will not be evaluated.

Period of Performance:

The period of performance of any contract(s) resulting from this RFQQ is tentatively scheduled to begin on or about April 20, 2020. Any contract resulting from this RFQQ may be renewed annually up to three years in accordance with WIOA law and regulations,

and depending on contractor performance, availability of funds, and WDC strategic direction.

Submission Requirements:

All proposals must be submitted electronically as a single PDF document to Procurement@workforce-central.org no later than February 21, 2020. Proposals received after the due date will not be accepted and will be automatically disqualified from further consideration.

Please respond to the items listed below and complete the attached forms.

Each response must contain the following:

1. Name and contact information of bidder including website and social networking sites, if applicable.
2. Provide narratives on plan methodologies that will allow support and success strategies to cohort students via structured pathways such as Pre-Apprenticeship, Apprenticeships, Post-Secondary Education or Employment. Demonstrate your plan to offer tracking capabilities to establish retention and sustainability of livable wage employment within the industry sector(s).
3. Complete the attached **Section I: Proposal Summary Form** by listing all the programs you are proposing to conduct.
4. For each proposed program, complete **Section II: Program Narrative elements** as described below:
 - **Title of the Program** and the CIP code(s) associated with the program.
 - **General Program Description:** Provide a short but comprehensive description of the program proposed. Include experience in providing this training program, facilities, equipment etc. that will be provided. Include information related to the quality of the program such as State licensing and/or industry accreditation. (600 word maximum)
 - **Industry Sector Alignment, Involvement & Employment:** Identify and describe how this program fits into a trades industry sector and industry employment history for students, as applicable. Be as specific as possible.
 - **Eligible Training Providers List:** Confirmation/verification that the program is currently listed on the Washington State Workforce Training & Education Coordinating Board Career Bridge eligible training provider's list; or provide evidence that you are exempt or in the process of being listed.
 - **Dates and Quarters for Each Cohort:** Please provide the start quarter (fall, winter, spring or summer) and calendar start date as well as the completion quarter and calendar completion date for each cohort being proposed. A table format is suggested.
 - **Student Entry Requirements:** Please explain all minimum criteria requirements for students to be eligible for your training program.
 - **Total Number of Cohorts:** Please provide the number of cohorts you plan to start within the value of the RFQQ's award.

- **Program Completion Elements:** Total program hours and credits, college credentials, industry certifications, and/or industry license(s) that can be earned within the program.
- **Description of Career Pathway(s):** Describe the career pathway that this training provides for student(s). Include options available immediately following the completion of the training, if applicable, for students to continue their education and obtain further credentials and/or opportunities for apprenticeship.
- **Provide Employment Data:** List current employment data and trends including pipeline needs in Tacoma/Pierce County, the surrounding area and State of Washington. Be specific as possible and cite your data source.
- **Entry-Level Wage and/or Wage Data:** List wage data for occupations(s) preferably for Tacoma/Pierce County, the surrounding area, and Washington State and cite your data source.
- **Number of Students:** List the number of students that can be enrolled in the cohort, although the primary responsibility for recruiting qualified students for programs will remain with Tacoma-Pierce County WIOA sub-recipients, please share your strategies for recruitment and outreach.
Example: Including announcement in quarterly course/program publications.
- **Student Support, Retention and Success Strategies:** Describe what strategies will be used to support students with disabilities, encourage student retention and successful completion of program participants.
- **Program/Course Overview:** Attach a program overview that includes a breakdown of each course by hours and credits. If the program is more than one quarter, break the courses and credits into each quarter with totals.
- **Program Budget (Section II: #15 Program Budget Form):** Complete this sheet for each program being proposed. If multiple cohorts are being proposed, complete the form for a single cohort. (The cost for multiple cohorts will be included on Section I: Proposal Summary Form.)

Timeline for the RFQQ:

Date of Issuance:	January 31, 2020
Submission Date:	February 21, 2020; 5:00 PM PST
Evaluation of Proposals:	February 24 – March 3, 2020
Award Date:	March 6, 2020
Contract Negotiation:	March 9 – April 8, 2020
New Contract Start:	April 20, 2020

Inquiries:

All inquiries related to this RFQQ are to be directed in writing, to the email address on the front cover of this RFQQ. Information obtained from any other sources is not official and should not be relied upon.

C. SCOPE OF WORK

WFC is looking for a qualified individual or organization to provide short term training cohorts that deliver industry recognized trade credentials; and prepares Workforce Innovation Opportunity Act (WIOA) registered Pierce County job seekers for In-Demand apprenticeship opportunities and/or livable wage employment within the Trades Sector. The training provider will be skilled in delivering sector industry competencies with proven curriculum that qualifies job seekers for employment within the Trades Sector.

The ideal training provider will be able to demonstrate evidence of their connectivity to employers within the trade sector(s) that establishes a need for a skilled pipeline to meet their labor force shortages.

Key industry sectors within the Trades (Examples):

- Iron Workers
- Plumbing
- General Construction
- Roofing
- Electricians
- Automotive

D. EVALUATION CRITERIA

All submissions will be evaluated based on the following criteria:

	Points:
Years of experience in delivering cohorts in the key industry sectors identified	25
Plan methodologies that will allow support and success strategies to cohort students via structured pathways	25
Number of cohorts to be provided in the key industry sectors within the budget listed in RFQQ	20
Strong evidence of connectivity with employers within the trade sector(s)	20
Description of how provider can assist in the recruitment of qualified program participants	10
Total Possible Points	100

E. REVIEW AND SELECTION OF REVIEW COMMITTEE

All proposals will be reviewed by a Review Committee selected by WFC management. The committee may be composed of internal staff and/or outside independent parties. The Review Committee will review responses against the evaluation criteria. Responses not meeting all submission requirements will not be considered for review.

F. NOTIFICATION TO PROPOSERS

Bidder whose proposal has not been selected for further negotiation or award will be notified by e-mail.

G. PUBLIC RECORDS

All data, material, and documentation originated and prepared by the proposer pursuant to the RFQQ shall belong exclusively to the WDC and WFC and be subject to disclosure under the Freedom of Information Act.

H. CONFLICT OF INTEREST

All bidders should disclose any potential or apparent conflict of interest in undertaking this project. A conflict of interest exists whenever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and includes a perceived conflict of interest where someone might reasonably perceive there to be such benefit and influence.

I. LIMITATIONS

This contract will be funded with Workforce Innovation and Opportunity Act (WIOA) funds. Therefore, any changes in WIOA regulations and guidance, funding level or board direction may result in a change in this project. In such instances, the WDC and WFC will not be held liable for what is in the bidder's proposal or this RFQQ. The entire cost for the preparation and delivery of the proposal or any related communication shall be at the expense of the proposer. Bidder should not be debarred, suspended, proposed for debarment, or declared ineligible from participation in this project.

SECTION II: PROGRAM NARRATIVE ELEMENTS

	Element	Description
1	Title of the Program	
2	General Program Description	
3	Industry Sector Alignment, Involvement & Employment	
4	Eligible Training Provider List	
5	Dates and Quarters for Each Cohort	
6	Student Entry Requirement	
7	Total Number of Cohorts	
8	Program Completion Elements	
9	Description of Career Pathway(s)	
10	Provide Employment Data	
11	Entry-Level Wage and/or Wage Data	
12	Number of Students	
13	Student Support, Retention and Success Strategies	
14	Program/Course Overview	
15	Program Budget (FORM)	Complete Section II: #15 Single Cohort Budget Form

SECTION II: #15 SINGLE COHORT BUDGET FORM

College/Training

Provider: _____

Program/Cohort

Name: _____

Type of Expense	Estimated Amount per Cohort	Detailed Narrative & Breakdown of Costs Required for a Cohort
Salaries and Benefits		
Travel		
Supplies & Materials		
Equipment		
Occupancy		
Indirect Cost		
Subcontract		
Others		
Total Expenses		