

REQUEST FOR QUALIFICATIONS AND QUOTATIONS

RFQQ Title: Equity Capacity Building and Consulting

RFQQ #: Equity Consulting-4-20-2021

Release Date: April 20, 2021

Responses Due: May 4, 2021

WorkForce Central

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procurement@workforce-central.org

EQUAL OPPORTUNITY - EQUAL ACCESS

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711

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A. INTRODUCTION

WorkForce Central, established in 1982, carries out the vision of the Chief Local Elected Officials and the Pierce County Workforce Development Council by coordinating, administering and advancing the workforce development system in Pierce County, known as WorkSource Pierce. WorkForce Central champions a comprehensive, collaborative, system-wide approach and actively pursues investments in workforce development as a vital component of a strong economy. We oversee workforce services for individuals and businesses to ensure they are reliable, high-quality, and exceed customer expectations.

B. REQUEST FOR QUALIFICATIONS AND QUOTATIONS

Through this Request for Qualifications and Quotation (RFQQ), WorkForce Central seeks qualified, local organization(s) or individual(s) to provide equity consulting, facilitated learning, and coaching that is specifically focused on assessed organizational recommendations from the first phase of WorkForce Central's equity and anti-racism work.

Ideal respondents will demonstrate previous success providing equity and anti-racism consulting, a strong plan to provide desired services, and familiarity with the workforce development system.

WorkForce Central may or may not award a contract(s) as a result of this RFQQ, depending on the qualifications and price quotations received and other considerations that may arise.

Estimated Funding: Any contract(s) for services resulting from this RFQQ will be funded to a maximum of \$50,000 for all contracts awarded. WorkForce Central reserves the right at its sole discretion to increase or decrease this amount of funding. Any quotation requesting an amount exceeding \$50,000 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 planned to begin on or near May 17, 2021 and end by June 30, 2022. WorkForce Central reserves the right at its sole discretion to renew this contract annually up to 1 year in accordance with WIOA (Workforce Innovation and Opportunity Act) laws and regulations, and depending on contractor performance, availability of funds, and the Pierce County Workforce Development Council's strategic direction.

Timeline for the RFQQ

| | |
|----------------------------|--------------------------|
| RFQQ Release | April 20, 2021 |
| Responses Due | May 4, 2021, 5:00 PM PDT |
| Evaluation of Responses | May 5 – 7, 2021 |
| Award Notification(s) | On or near May 7, 2021 |
| Contract Negotiation | May 10-14, 2021 |
| Anticipated Contract Start | On or near May 17, 2021 |

Submission Requirements

All responses must be submitted by email as a single PDF document to procurement@workforce-central.org no later than May 4, 2021, 5:00 PM PDT. Please include the RFQQ number in the email subject line. Responses received after 5:00 PM on the due date will not be accepted and will be automatically disqualified from consideration.

The maximum length of responses is 5 pages, including all required items. Responses exceeding the maximum number of pages will not be evaluated.

Responses must include all information listed below to be considered responsive to this RFQQ. Please do not include any additional documents or materials.

1. Respondent Information:
 - a) Organization/individual name
 - b) Street address and mailing address (if different)
 - c) Type of organization (non-profit, for profit, government agency, independent contractor, etc.)
 - d) Contact person name, title, email address and phone number
 - e) Website address
 - f) DUNS # (if applicable)
 - g) Business License # (if applicable)
2. Experience providing the services or type of work described in the RFQQ Scope of Work
3. Plan for providing the services or work described in the RFQQ Scope of Work
4. Knowledge and experience with the local workforce development system
5. Other special knowledge, skills, abilities and/or relevant information
6. Estimated project cost or hourly rate for the proposed services or work
 - a. Total cost
 - b. Deliverables budgeted by line item, conveying clear cost breakdown
7. Please state if WorkForce Central may share your name and contact information with regional partners who are interested in equity and anti-racism work, or if you do not want your information shared.

Inquiries

Please send all inquiries to procurement@workforce-central.org, with the RFQQ number in the email subject line. Information obtained from other sources is not official and should not be relied upon.

C. SCOPE OF WORK

WorkForce Central is seeking qualified, local organization(s) or individual(s) to provide a framework of services for phase two of our organizational equity and anti-racism work, focused on the organizational recommendations assessed through phase one of this work. Specifically, WorkForce Central is seeking one or more providers to consult on, facilitate, and assess the following:

Intercultural Development Inventory (IDI) for up to 30 Pierce County WorkForce Development Council members, staff from partner organizations, and WorkForce Central staff who have not yet participated in the IDI. This will include administering participants' completion of the IDI assessment and providing one hour of 1:1 follow up coaching for each participant.

Facilitated Learning Series for up to 8 cohorts of 6-10 individuals to include WorkForce Central staff, WorkForce Development Council members, and staff from partner organizations. Facilitated learning to be focused on anti-racism, white privilege, institutional and systemic racism, intersectionality, equity, and additional, related areas of expertise as presented by respondents.

Monthly Facilitated Caucus/Affinity Space for WorkForce Central staff and staff from partner organizations focused on multiple identity spaces, as specified by respondents.

Ongoing Consulting with WorkForce Central's 5-member Organizational Strategy Team for up to 4 hours/month related to policy development, equity in human resources, budgeting, continuous improvement practices, community engagement, WorkSource Pierce One-Stop Center design, and additional opportunities for consulting on projects as needed.

Additional Consulting on organizational equity, anti-racism, and anti-oppression as recommended and presented by respondents.

WorkForce Central invites responses for one or more elements of this framework and recognizes there are experts in our local region who will likely recommend additional opportunities for learning and organizational development. We reserve the right to award multiple contracts and will consider all responses through this lens.

D. EVALUATION CRITERIA

| Evaluation Criteria | Possible Points |
|---|------------------------|
| Experience providing equity and anti-racism consulting, facilitated coaching | 30 |
| Plan to provide all or some services in the Scope of Work is clear and detailed | 15 |
| Plan includes timelines, milestones, and measures of success (as applicable) | 10 |
| Amount of experience/familiarity with the local workforce development system | 5 |
| Aligns with organizational need based on scope articulated | 20 |
| Proposed cost of services is reasonable and justified by the line item budget | 20 |
| Total | 100 points |

E. EVALUATION COMMITTEE REVIEW

All responses that meet submission requirements will be reviewed by an Evaluation Committee, who will review responses against the evaluation criteria and make a recommendation to WorkForce Central. Responses that do not meet all submission requirements will not be evaluated.



F. NOTIFICATION TO RESPONDENTS

Respondents who have not been selected for further negotiation or award will be notified by email.

G. PUBLIC RECORDS

All data, material, and documentation originated and prepared by respondents pursuant to the RFQQ shall belong exclusively to the Pierce County Workforce Development Council and WorkForce Central and be subject to public disclosure under the Freedom of Information Act.

H. CONFLICT OF INTEREST

Respondents must disclose any potential or apparent conflict of interest in undertaking this project or services as part of their response. A conflict of interest exists whenever an individual or organization 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

Any contract(s) awarded through this RFQQ will be funded with WIOA (Workforce Innovation and Opportunity Act) funds. Therefore, any changes in WIOA regulations and guidance, funding level or direction may result in a change in this project or services. In such instances, the Pierce County Workforce Development Council and WorkForce Central will not be held liable for content in submitted responses or this RFQQ.

The entire cost for the preparation and delivery of responses or any related communications shall be at the expense of respondents.

The respondent must not be debarred, suspended, proposed for debarment, or declared ineligible for receiving federal funds or participation in this project or services.