

Requests for Proposals

South Central Workforce Development Area - Regional Planning

The South Central Workforce Development Planning Region (Planning Region), on behalf of the two workforce development boards that comprise the region (Lancaster Workforce Development Board and South Central PA Works), is seeking proposal for Consultants or teams of Consultants experienced in workforce development and strategic planning to support the planning, data collection, writing and preparing of the multi-year South Central Workforce Development Regional Plan. In accordance with the requirements stipulated in the Workforce Innovation and Opportunity Act (WIOA), this plan serves as the guiding planning document to support the region's approach to workforce development and coordination among the two local workforce development boards in the South Central Region. The Scope of Service for the work is attached as Exhibit A and provides information regarding the level of effort required, as well as the specific tasks to be accomplished.

Proposals must include the following information:

1. Name of lead firm and any sub-consultants.
2. Point of contact (name, title, phone number, mailing address, and email address)
3. Qualifications and technical competence of consultant/or subconsultants in the type of work required. Include a brief description of experience on similar workforce projects including a list of at least 3 references within the past 5 years, with current contact information.
4. Listing of key project personnel and their qualifications. Include resumes for lead staff.
5. Geographic location of the consultant's office performing the work. Preference will be given to consultants with a physical presence in the South Central PA planning region.
6. A detailed description of the technical approach proposed for accomplishment of the work described in Exhibit A.
7. A proposed schedule and work plan for the accomplishment of the work described in Exhibit A. The work plan should include estimated hours by category for each task identified in Exhibit A.
8. A proposed project budget in the format of Exhibit B to this RFP, including a budget narrative.

The review of written proposals will be scored on the following evaluation criteria, with the relative weights in parentheses:

1. Related experience, qualifications and references of the firm or project team **(30%)**
2. Technical approach **(25%)**
3. Work plan and schedule **(25%)** *Note: This includes the consultants' ability to demonstrate a balanced workload for its staff in order to carry out its responsibilities to*

South Central PA Planning Region in balance with any other contracts the consultant may have.

4. Proposed budget (20%)

The Planning Region reserves the right to request additional information from the proposing firms to clarify information submitted in the proposal.

Additional information should not be required to respond to this RFP. Technical questions should be submitted in writing to Brenda Stone no later than 5:00 p.m. on Friday, February 17, 2017. Written questions should be mailed to the address provided below or submitted by email to bstone@scpaworks.org. All questions received, and responses to those questions, will be posted on the South Central PA Works website by 5:00 p.m. on Monday, February 20, 2017.

South Central PA Works must receive three (3) hard copies and one (1) copy in digital format, either in Microsoft Word or PDF format, ***no later than 5:00 p.m. ET on Tuesday, February 28, 2017.***

Proposals shall not exceed a total of 10 pages (8.5 x 11), inclusive of resumes and firm experience. Covers, end sheets, and an introductory letter will not count against this page maximum. Font size shall be a minimum of 11 point in all cases.

Proposals must be submitted to the following address:

South Central PA Works
4201 Crums Mill Road, Suite 200
Harrisburg, PA 17112
ATTN: Brenda Stone

The Planning Region reserves the right to award this contract based on initial proposals received without formal interviews and to award all, part, or none of this project to one or more firms.

EXHIBIT A - SCOPE OF SERVICES

I. General: The work to be accomplished by the Consultant(s) is in support of the South Central Workforce Development Planning Region.

II. Background and Objectives:

The Consultant shall perform all the necessary services provided under this contract within the South Central Planning Region. This planning region includes two local workforce development areas:

- Lancaster County Workforce Development Board
- South Central PA Works (South Central Workforce Development Board)

The Scope of Work includes the research, development, writing and delivery of two (2) local plans (one for each workforce boards in the region) and one (1) regional plan.

The Workforce Innovation and Opportunity Act (WIOA) provides designated regions and local workforce areas the responsibility and opportunity to develop employment and training systems tailored specifically to regional economies. These systems must meet the needs of the full range of learners and workers, including those with barriers to employment. The system must also address the specific needs of regional employers and the skills they require. WIOA requires the Local Board to submit a local plan to the Governor.

PA Department of Labor & Industry has also outlined regional planning areas for the development and implementation of regional workforce plans. The two local workforce development boards that comprise the South Central Workforce Development Planning Region are the Lancaster County Workforce Development Board and South Central PA Works (South Central Workforce Development Board), minus Juniata County. Thus, the eight-county planning region includes:

- Adams County
- Cumberland County
- Dauphin County
- Franklin County
- Lancaster County
- Lebanon County
- Perry County
- York County

The local and regional plans provide the framework for local areas to define how their workforce development systems will achieve the purposes of WIOA. The regional and local plans serve as 4-year action plans to develop, align, and integrate the region and local area's job driven workforce development systems, and provides the platform to achieve the local area's visions and strategic and operational goals. Since the local plan is only as effective as the partnerships that operationalize it, it must represent a collaborative process among local elected officials, boards, and required other partners (including economic development, education, and private sector partners) to create a shared understanding of the local area's workforce investment

needs, a shared vision of how the workforce investment system can be designed to meet those needs, and agreement on the key strategies to realize this vision.

The Pennsylvania Department of Labor & Industry developed guidance on the creation of local and regional workforce plans. Interested Consultants should familiarize themselves with this guidance and all referenced regulations in order to adequately propose a plan and approach to meet this guidance. Guidance for the local and regional plans may be found here: [http://www.dli.pa.gov/Businesses/Workforce-Development/Documents/Directives/WSG%2005-2015\(C1\).pdf](http://www.dli.pa.gov/Businesses/Workforce-Development/Documents/Directives/WSG%2005-2015(C1).pdf)

Consultants should also familiarize themselves with local and regional planning references in sections of the WIOA and its corresponding regulations.

III. Work Tasks:

Specific deliverables which must be provided are identified, but Consultants may propose additional deliverables that contribute to the successful completion of the project and meet overall project objectives. Consultants must describe in their proposals how they will incorporate user-friendly graphics into all deliverables.

Task 1 – Data Collection, Stakeholder Engagement Plan and Facilitated Discussions

Immediately upon receipt of a notice to proceed, the Consultant(s) will work with the Planning Region to develop a plan for relevant data collection, stakeholder engagement, and facilitated discussions. (Note: The Planning Region has already scheduled a regional, community stakeholder planning session for **March 21**. It is expected that the Consultant(s) will be at the meeting to help facilitate elements of the planning session for the purposes of both the local and regional plans.) The Commonwealth of Pennsylvania is expected to hold a one day training in Harrisburg for all Consultants. It is expected that the selected Consultant attend this mandatory training.

This project management plan should include schedules and deliverables for tasks – including timeframes for review. This project management plan should also include draft outlines for deliverable documents, including data collection strategies, for review and approval.

The project management plan will identify key stakeholders from partner agencies, local governments, citizens, the business community, and advocacy groups to include in the process. Consultant(s) shall identify how they propose to engage and incorporate feedback and input from the required stakeholders and strategic partners. Creative and cost-effective engagement strategies will be required. Consultant(s) must discuss in their proposals recommended engagement strategies to maximize participation from a diverse array of public and private sector stakeholders.

Task 2 – Regional Workforce Analysis and Development of Regional Plan

In addition to delineating specific elements of the regional workforce analysis and local workforce plan, WIOA identified the following eight elements that should be the result of a regional planning process. These items may be addressed in various sections throughout the regional workforce plan document.

The Consultant shall prepare a response to each of the below items based on the results in preparing the regional workforce plan. To gain additional input, the Consultant shall conduct at least one facilitated discussion with the local workforce boards' directors (and designated staff). Additional input may be required; the Consultant shall develop additional strategies as needed to complete input needed to fully answer the below items.

1. the preparation of a regional plan;
2. the establishment of regional service strategies, including use of cooperative service delivery agreements;
3. the development and implementation of sector initiatives for in-demand industry sectors or occupations for the region;
4. the collection and analysis of regional labor market data;
5. the establishment of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region;
6. the coordination of transportation and other supportive services, as appropriate, for the region;
7. the coordination of services with regional economic development services and providers; and
8. the establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures for local areas or the planning region.

The South Central Workforce Development Planning Region will provide the minimum required data tables for items listed in A, B, and C below. Data will primarily be derived from JobsEQ data platform. It is not anticipated that the Consultant will need to purchase additional data sources to complete this section. The data provided by the Planning Region to the Consultant will include limited narrative, but the Consultant is required to provide additional narrative and analysis, along with consistent formatting.

The two individual local workforce development boards will provide initial responses and narrative to items D, E, and F below. The Consultant is required to develop instruments to gather WIOA required information and to facilitate a process among the workforce boards' staff to gather additional input, synthesize the responses, and prepare a regional narrative for these items.

Regional Workforce Analysis Elements:

A. Analysis of the regional economic conditions, including:

- existing and emerging in-demand industry sectors and occupations
- the employment needs of employers in those industry sectors and occupations;

B. Analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;

C. Analysis of the workforce in the region, including:

- current labor force employment (and unemployment) data
- information on labor market trends
- educational and skill levels of the workforce in the region, including individuals with barriers to employment

D. Analysis of the workforce development activities (including education and training) in the region, including:

- an analysis of the strengths and weaknesses of such services
- the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region;

E. Description of Local Board's strategic vision and goals for preparing an educated and skilled workforce, including:

- goals relating to the performance accountability measures based on primary indicators of performance in order to support regional economic growth and economic self-sufficiency

F. Strategy to work with the entities that carry out the core programs to align resources available to the local area in order to achieve the strategic vision and goals

Task 3 – Local Area Workforce Analysis and Development of Local Plans

Required elements of the local workforce plan are detailed in WIOA and are listed below as items 2 through 22. These requirements set the foundation for WIOA principles by fostering strategic alignment, improving service integration, and ensuring that the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers.

The Consultant shall develop instruments to gather WIOA required information and to facilitate a process among the local workforce boards' staff to gather input, synthesize the responses, and prepare a local narrative for the items detailed below. The Consultant will work closely with each local workforce board's staff to ensure each local area plan is complete, highlights the unique programs and priorities of each local area, yet remain internally consistent throughout the document.

Local plan elements (note that plan elements below begin with #2 since the Regional Workforce Analysis in Task 2 above is considered element #1; this numbering is consistent with WIOA):

2. Description of the Workforce Development System and how the local board will work with the entities carrying out core programs and other workforce development programs to support alignment to provide services;
3. Description of how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals;
4. Description of the strategies and services that will be used in the local area:
 - A. In order to—
 - facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;
 - support a local workforce development system that meets the needs of businesses in the local area;
 - better coordinate workforce and economic development programs; and
 - strengthen linkages between the one-stop delivery system and unemployment insurance programs;
 - B. That may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of employers
5. Description of how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the region;
6. Description of the one-stop delivery system in the local area, including:

- A. a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers;
 - B. a description of how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means;
 - C. a description of how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with applicable provisions of the Americans with Disabilities Act of 1990
 - D. a description of the roles and resource contributions of the one-stop partners
7. Description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;
 8. Description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities;
 9. Description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities;
 10. Description of how the local board will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services;
 11. Description of how the local board will coordinate workforce investment activities in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area;
 12. Description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services;
 13. Description of how the local board will coordinate workforce investment activities with the provision of adult education and literacy activities;
 14. Description of the replicated cooperative agreements between the local board or other local entities with respect to efforts that will enhance the provision of services to individuals with disabilities;
 15. Identification of the entity responsible for the disbursement of grant funds as determined by the chief elected official or the Governor;

16. Description of the competitive process to be used to award subgrants and contracts in the local area for activities carried out under this title;

17. Description of the local levels of performance negotiated with the Governor and chief elected officials;

18. Description of the actions the local board will take toward becoming or remaining a high-performing board;

19. Description of how training services will be provided and how the use of such contracts will be coordinated with the use of individual training accounts and how the local board will ensure informed customer choice in the selection of training programs;

20. Description of the process used by the local board to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;

21. Description of how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information;

22. Such other information as the Governor may require.

The Planning Region will also forward to the Consultant(s) any templates or planning documents that the PA Department of Labor & Industry releases in assistance with the development of local and/or regional plans.

Deliverables:

- Instruments for gathering input for each Local Workforce Plan, including data collection and facilitated discussions with community stakeholders.
- Two (2) Local Workforce Plans (draft and final) formatted in one consistent document, one for each WDB in the Planning Region.
- One (1) Regional Plan (draft and final) formatted in one document for the South Central Workforce Development Planning Region

IV. Project Target Dates: The Pennsylvania Department of Labor & Industry (L&I) has given September 1, 2017 as the final deadline for local and regional plan submissions. WDBs are required to publicly post local and regional plans for public comment for 30 days before the submission of the final document. Thus, the timeline below reflect a date of July 15, 2017 as the date of deliverable for the draft regional and local plans, in order to give both WDBs enough time to publicly post the drafts before final submission.

The below project target dates identify key work activities and anticipated timeframes for their completion in order to meet the September 1, 2017 plan submittal. These dates may be amended based on additional guidance from the State for the plan submittal process, and as approved by the Planning region.

March - April 2017	Data collection and facilitation of community meeting(s)
April 2017	Regional workforce analysis
May 2017	Local workforce plan analysis
May - June 2017	Compiling local workforce plans into regional document
July 14, 2017	Draft documents of local and regional plans delivered to SCPa Works and Lancaster WDB
July 21, 2017 - August 21, 2017	Public comment period
August 28, 2017	Public comment edits and final submission to PA Department of Labor & Industry
September 1 - December 31, 2017	Make corrections or other plan changes based on comments received from the State's Review Process.

EXHIBIT B Proposed Project Budget

Please ensure that all costs are within reason and are allowable under 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

TASKS	AMOUNT
Task 1 – Data Collection, Stakeholder Engagement Plan and Facilitated Discussions	
Task 2 – Regional Workforce Analysis and Plan	
Task 3 – Local Area Workforce Analysis and Plans	
<u>TOTAL</u>	

Include a Budget Narrative that briefly describes the costs detailed on each line item of Exhibit B. The budget narrative should not exceed two pages.