
REQUEST FOR QUOTE (RFQ)

CAREER PATHWAYS PROJECT MANAGEMENT SERVICES

Issue Date: September 8, 2020

Provide the information requested below:

- ◆ All information should be returned no later than Tuesday, September 22, 2020 by 3:00 PM.
- ◆ Questions to this RFQ will be accepted in writing only. You may submit questions no later than Tuesday, September 15, 2020 prior to 5:00 PM. Responses will be provided no later than Wednesday, September 16, 2020.
- ◆ Responses must be emailed to the Authorized Contact:
Cynthia Caruso, Contracting & Procurement Specialist
Email: ccaruso@wsalamo.org
Phone: (210) 272-3260

Workforce Solutions Alamo is a 501(c)(3) organization. We are accepting Quotes to provide Career Pathway Event Project Management Services on an as-needed basis. WSA is a non-profit organization exempted from sales taxes.

Any subconsulting must be specified in the quote. All subconsulting is subject to applicable federal, state and local laws, rules, regulations and policies. If a bidder proposes to subcontract any of the services and activities to be provided, the bidder must indicate which services and activities will be subcontracted and the rationale behind using subconsultants instead of providing the services directly. The bidder must also describe how subconsultants were (or will be) procured and selected, their qualifications, as well as the basis for payments. Subconsultants are subject to the same requirements as the bidder under this bid request and resultant contract.

Scope of Work

WSA is seeking project management services that can support the Career Pathways event. Career Pathways are an integrated collection of programs and services to ensure that students are prepared for success in college and careers in higher wage, in-demand fields. The one-day event will take place during December 2020.

The event will start and conclude with keynote sessions and involves creating virtual workshops that target in-demand industries that will be identified once the planning stages of the event takes place.

The Consultant will be responsible for:

1. Five workshop designs
2. One general session design
3. Event coordination
4. Identifying potential speakers, provide a recommendation, and assist to procure the services
5. Oversee the digital outreach to stakeholders; email campaign, social media
6. Work with the Business Engagement Manager and Marketing team to gather data analytics on the on-line experience of the workshops through surveys
7. Provide guidance on a digital marketing campaign to attract attendees from high schools and community stakeholders that include businesses, community colleges and universities

The Project Manager will meet with the WSA Project Coordinator and the Task Force as required as well as with the rest of the project management team as often as necessary to ensure the success of the Career Pathway event.

The estimated budget for this project is \$30,000.

Consultant Responsibilities

The individuals who perform Services on behalf of the Consultant are hereinafter referred to as "Consultant Personnel" and at all times meet the requirements set forth. The Consultant shall have adequate personnel available to perform services required by WSA.

The Consultant shall provide all labor, materials, miscellaneous parts, equipment, tools, transportation and methods of communication required to perform the work listed in this document. If required, the Consultant shall provide additional miscellaneous services necessary to meet requirements of the specified services throughout the term of the agreement.

The Consultant shall provide a primary point of contact to ensure continuity of services for WSA. The Consultant will be required to be available during normal business hours, 8:00 am to 5:00 pm, Monday through Friday.

Prior to assigning any individual to perform the Services, Consultant shall perform a criminal background check (in accordance with, and subject to any restrictions or limitations imposed by, Texas law) that includes discovery of any conviction of a felony during the last seven (7) years and Consultant shall confirm that the individual's employment complies with relevant immigration law. Consultant shall not assign Consultant Personnel if that employee has in the last seven (7) years been convicted of a felony or does not meet the requirements under the immigration laws.

Date: _____

Company Name: _____

Company Address: _____

City, State, Zip: _____

Email: _____

Name & Title of Officer/Authorized Representative: _____

Contact Person: _____

of Years in Business: _____

of Staff: _____

Insured: Yes _____ No _____ (General/Auto/Worker Comp)

Certified PMP: Yes _____ No _____ (Attach a copy with quote)

Rates:

Attach a rate sheet that outlines the following:

- A. Services/scope of work to be performed
 - 1. Project Management
 - 2. Marketing
 - 3. Event Reporting and Analytics
- B. Number of hours for each service
- C. Cost per hour for those services identified above

Resume:

Please include a resume for the Project Manager.

References: (Include name/address/email/phone#)

1. _____

2. _____

3. _____