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## REQUEST FOR QUOTE (RFQ)

### **DATA ANALYST SERVICES**

**Issue Date: November 17, 2020**

Provide the information requested below:

- ◆ All information should be returned no later than Friday, December 11, 2020 by 3:00 PM.
- ◆ Questions to this RFQ will be accepted in writing only. You may submit questions no later than Tuesday, November 24, 2020 prior to 3:00 PM. Responses will be provided no later than Wednesday, November 25, 2020.
- ◆ Responses must be emailed to the Authorized Contact: Armando Alferez, Contracting & Procurement Specialist Email: [aalferez@wsalamo.org](mailto:aalferez@wsalamo.org)

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

Any subcontracting must be specified in the quote. All subcontracting 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**

The Workforce Innovation and Opportunity Act (WIOA) passed in July 2014 required Boards to set priorities for and oversee the workforce development system in their region. Local Workforce Boards submitted a comprehensive four-year plan (Local Plan) February 28, 2017 to the Texas Workforce Commission (TWC). The Local Plan promotes communication, coordination, and collaboration among employers, economic development organizations, community-based partners, and other service providers that support the economic growth of the local workforce development system while meeting the needs of employers and job seekers. TWC requires Local Boards to submit a Two-Year Plan Modification to reflect changes related to labor market and economic conditions, target occupations and in-demand industries, financing availability to support WIOA Title I and partner-provided services, strategies to meet local performance goals, and other factors affecting the implementation of the Plan.

The Local Plan is a culmination of extensive research including a comprehensive regional labor market analysis, assessment of the delivery of services and partnerships, stakeholder engagement, and community input. Substantial focus was placed on incorporating the new WIOA mandates into the local

program design. The Local Plan serves as a guide for WSA to achieve its mission of strengthening the Alamo Regional economy through connecting talent pipelines to employers.

Consultant will participate in the development of the Local Plan through community survey implementation, data collection, and data analysis. Consultant may also participate in various activities including community focus groups and presentations related to economic and workforce development and training programs across a 13-county region.

- Apply analytical knowledge in real-world setting to solve complex problems
- Access, gather, and analyze data from multiple internal and external sources
- Apply creative problem solving to address data and information needs
- Produce actionable visualizations that identify areas of improvement and displays root cause analysis of problems
- Present findings in a professional manner to leaders in the organization

### **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's personnel shall hold the appropriate current and valid license(s) required. The Consultant shall have additional personnel available to perform services at multiple WSA locations at the same time if 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 of 8:00 a.m. to 5:00 p.m., Monday through Friday with Saturdays being optional.

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: \_\_\_\_\_

Type of Service: Data Analyst Services \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

# of Years in Business: \_\_\_\_\_ # of Staff: \_\_\_\_\_

Insured? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of Insurance \_\_\_\_\_

Licensed? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of License: \_\_\_\_\_

Describe the services your firm provides related to the scope of services in this RFQ (Include resume(s)):

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**Pending Litigation:** Please disclose any criminal, civil litigation or administrative proceedings involving your firm or its employees during the last five years. \_\_\_\_\_

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**Potential Conflicts:** Are there any other lines of business conducted by your firm that could conflict with your provision of consulting services to WSA? Please specify how you would propose to resolve any such conflict.

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**Compensation:** Please describe your proposed fees for the RFQ (attach a spreadsheet).

**References Required (3):** Identify three recent clients that we may contact as references. Provide the following information for each reference: name, title, company address, email and phone number as well as a summary of the services provided.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_