
REQUEST FOR QUOTE (RFQ)

ENGAGEMENT CONSULTANT 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

Workforce Solutions Alamo is a 501(c)(3) organization. We are accepting Quotes to provide Engagement Consultant 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.

Workforce Solutions Alamo's (WSA) Board of Directors, Chief Executive Officer, Directors and staff-initiated processes to address key mandates of the changed Act and to ensure that the local plan aligns with a) The Texas Workforce System Strategic Plan FY 2016-FY 2023, b) The Texas Workforce

Commission 2015-2019 Strategic Plan, c) the Combined State Plan for the Workforce Innovation and Opportunity Act (WIOA) of 2014 PY 2016-PY 2019, and d) the Adult Education and Literacy Strategic Plan for FY 2015-FY 2020. This Plan also fulfills our local partnership agreements and requirements in collaboration with chief elected officials.

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.

This scope of work (“SOW”) establishes the minimum requirements for these services. The Consultant shall provide products and services as described herein. The intent of this project is to develop WSA’s Master Plan by identifying and prioritizing objectives of the WSA board. The Consultant will undertake the process described in the SOW to help WSA achieve the following:

- A. Identify local market growth opportunities and tools
- B. Identify effective outreach and engagement
- C. Increase community participation.

This Scope of Work (SOW) lists the major tasks and subtasks as currently envisioned but does not attempt to be highly detailed or prescriptive. There is room for creativity in reaching the desired goals and the approach to be taken by the Consultant is an integral part of the response to the RFQ.

A preferred project schedule has been included with this RFQ. The Consultant shall review the included preferred schedule with WSA’s proposed deliverables and completion dates. The response shall indicate if the Consultant can complete tasks in the time proposed, or if they will require either more or less time than proposed for any deliverables. Respondents shall specify in their responses any and all requested changes to the schedule.

Task 1: Stakeholder Input Process

The Consultant shall plan and conduct a stakeholder input process in conjunction with WSA staff to establish guiding principles, goals, and objectives of the Master Plan, collecting and incorporating stakeholder feedback in its recommendations. WSA is looking for creative ideas for the stakeholder input process that will achieve the goals of engaging a diverse segment of the counties we serve. We also want the Consultant to provide both online and in-person engagement opportunities.

During the stakeholder input process, the Consultant’s responsibilities shall include:

- A. Developing stakeholder outreach plans in consultation with WSA staff.
- B. Conducting public stakeholder input meetings, including locating and providing industry SMEs to make presentations and respond to questions at such meetings.
- C. Summarizing and documenting stakeholder input; and
- D. Presenting all research findings, analyses, and recommendations to stakeholders for review and comment prior to drafting the updated Master Plan.

- E. Securing locations and handling event logistics for all stakeholder meetings.
- F. Inviting stakeholders and publicizing opportunities for stakeholder input; and
- G. Approving all stakeholder outreach plans.

Task 2: Project Management

At a minimum, the Consultant shall meet the project management requirements listed below and provide biweekly progress updates to the Chief Information Officer by phone or in person.

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: Engagement Consultant 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)):

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

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.

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. _____