



REQUEST FOR QUALIFICATIONS PROPOSAL

BY

**JEFFERSON COUNTY OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
WORKFORCE DEVELOPMENT DIVISION**

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Birmingham, Alabama 35203**

For

WORKFORCE DEVELOPMENT STRATEGIC PLAN

Jefferson County, Alabama

RFQ Release Date: November 07, 2014

Proposal Due Date: December 09, 2014

Proposal Submission Address:

**Jefferson County Office of Workforce Development
3420 3rd Avenue South
Birmingham, Alabama 35222**

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Background

The Jefferson County Workforce Investment Board is a federally funded program that assists job seekers on obtaining employment. It offers services to Adults and Dislocated Workers, as well as comprehensive services to the Youth.

Eligible Adults and Dislocated Workers can receive Core, Intensive and Training Services. Training Services allow eligible participants to receive training in high demand occupations in Jefferson County, as well as receive up to two (2) year degrees from the local community colleges and other eligible training providers.

The JCWIA office works to create and operate a premier workforce development system that fosters economic development by linking employers and job seekers with providers of education and training to meet the employment demands of the public and private sector in Jefferson County.

Project Description

The Jefferson County Workforce Investment Board is seeking to develop a list of qualified contractors for the development of a three (3) to five (5) year Workforce Development Strategic Plan that lays out the vision of how the Workforce Development program should be implemented over the time period mentioned above.

Request for Qualification Timeline

November 07, 2014	RFQ Issued
November 24, 2014	Final date to submit questions pertaining to the RFQ. Questions should be submitted to: hamiltonf@jccal.org and strotherk@jccal.org .
December 09, 2014	Proposal due date. Proposals are due by 5:00pm on the date indicated.
	Proposal review period will begin on December 10, 2014.
December 19, 2014	Contractor selected

Scope of Work

The successful respondent will be required to develop a strategic plan that will be used to guide the efforts of the Jefferson County Workforce Development program as it seeks to successfully implement the goals of the **Workforce Innovation Opportunity Act (WIOA)**. This strategic planning process will revisit and refine the vision, mission, benchmarks, objectives and goals of the Jefferson County Workforce Develop program. It will clearly define the roles of existing and newly identified strategic partners through newly created or revised agreements. Moreover, the Plan will evaluate effective outreach methods to assure the citizens of Jefferson County are completely aware of the services available to job seekers. The plan also should include, but may not be limited to:

1. Development of a Sector Strategy Analysis taking into consideration a comprehensive broad based approach to identifying and addressing skill needs across key industries within Jefferson County, as well as projected jobs to be filled by the company for a four(4) year period.

2. An assessment and improvement plan for workforce development board structure and policies. The WIOA will require a revision to the Jefferson County Workforce Investment Board. In addition, existing policies established by the current Board will need to be revised to assist the program with meeting and exceeding the objectives of the WIOA.
3. An assessment and improvement plan for program structure and implementation. Current core, intensive and training services are designed to meet the objectives of the WIA. The successful respondent will provide consultation to the Workforce Development Board to design a new program structure to fit the goals and objectives of the WIOA (including Adult, Dislocated Worker and Youth Programs; staffing and infrastructure).

Minimum Qualifications

In order for the applicant to be considered responsive to the RFQ, the contractor must possess and address in their response the following minimum qualification:

Possess three (3) to five (5) years of verifiable experience in preparing professional Workforce Development Strategic Plans.

Rating Criteria

The rating system will consist of a 100 point scoring system in the areas mentioned below:

Qualifications	Total Points
1. Qualifications of the individual or firm.	20
2. Applicant’s previous experience with the development of a workforce development strategic plan.	20
3. Demonstrated ability to meet project deadlines. Proposed work schedule. Time frame for delivery of service.	15
4. Demonstrated ability of key personnel to include management experience.	10
5. Similar projects completed within the past 5 years.	10
6. References of past clients.	15
7. Financial responsibility and stability.	10
Total Points	100

Selection Process

The selection process will consist of the Proposal being reviewed and rated by the Program and Providers Committee. The proposal scoring the highest will be invited to make a verbal presentation before the Program and Providers Committee.

After a selection has been made, JCWIA will enter into negotiations with the selected company.

Should JCWIA not be able to reach an agreement with the highest scoring firm, the next highest scoring proposal will be considered.

Content of Response Package

Submission in reply to this RFQ must be in the form of a “response package” containing the response and all required supporting information and documents. Respondents are required to provide all information requested below. In your response, please indicate “NA” if the statement is not applicable to you.

Unexplained omissions in the response package may disqualify the entire submission package for review.

Respondents must submit one (1) original response package and two (2) complete copies for a total of three (3).

All information in the response package must be presented in the following sequence:

1. Response Cover Letter.
2. Provide a statement of respondent’s qualification, experience, education, and other factors relevant to the services described in the RFQ. Be sure to include information about Workforce Development Strategic Plans you have accomplished and related completed projects you have implemented.
3. Provide information pertaining to the respondent’s previous experience developing Workforce Development Strategic Plans.
4. Provide a statement, written solely by the respondent, addressing the respondent’s ability to maintain schedule, meet deadlines and deliver products within budget.
5. Statements indicating related professional ability of key personnel.
6. Provide a statement listing of all contracts or projects (both public and private) relevant to services solicited that have been completed in the last five (5) years. The statement must also list any failures or refusals to complete a contract, including details and dates.
7. List containing at least three (3) professional references who can verify the respondent’s previous experience and outcomes.

The list should include at a minimum: Name of reference, title, company, phone number, address, and email address as well as relationship to the project.

8. Demonstrate agency’s financial responsibility and stability.