



## **REQUEST FOR PROPOSALS/QUALIFICATIONS FOR PROFESSIONAL CONSULTANT SERVICES FOR BAY CONSORTIUM REGIONAL TALENT PIPELINE INITIATIVE**

### **A. PROJECT DESCRIPTION/SCOPE OF SERVICES**

The Bay Consortium Workforce Development Board has received an offer of a GO VIRGINIA Grant from the Department of Housing and Community Development to fund the Bay Consortium Regional Talent Pipeline Initiative. This initiative is to develop a plan to create robust talent pipelines specific to the region's industry clusters. The planning phase will 1) develop industry coalitions directed by industry leaders and engaging workforce system partners to guide and advise 2) complete a quantitative and qualitative situational analysis of workforce needs in the selected clusters 3) complete a gap analysis related to the jobs needed to help clusters grow 4) identify the skills and training to fill jobs 5) develop an asset map that evaluates the region's capacity and 6) identify strategies and supporting highest impact pathways projects for future implementation.

### **B. PROPOSAL CONTENTS**

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the selection criteria outlined in Section D herein. All information should be submitted succinctly. Proposals shall not include estimates of costs or man-hours to perform desired services.

### **C. SELECTION PROCESS**

A Management Team consisting of representatives from Spotsylvania County, Stafford County, King George County and the Bay Consortium Workforce Development Board will review and evaluate all SOQ's submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Section D herein. The Management Team may ask the top ranked firms to attend a presentation/interview as part of the evaluation process. At the conclusion of the evaluation process the firms will be ranked in priority order with the highest-ranking firm being selected to negotiate a contract with the BCWDB. If a contract satisfactory to both parties cannot be negotiated, the BCWDB will then enter into negotiations with the next highest-ranking firm and so on until an agreement is reached.

#### D. SELECTION CRITERIA

The respondents will be evaluated based on the following criteria: 1. Qualification of firm's staff. 2. Familiarity with workforce development in Virginia. 3. Ability to build an Asset map of all CTE Programs, workforce training, degrees, certifications, etc. available throughout the region. 4. Complete a Situational Analysis to determine gaps of skills between job seekers and employers and the gaps between education and employer needs. 5. Capacity of firm to perform the work within the project time-frame. 6. Quality of performance in past and/or similar projects. 7. Knowledge and familiarity of firm's staff with VDHCD GO VIRGINIA Grant procedures and requirements.

#### E. SUBMITTAL

Respondents should submit five (5) copies of the proposals titled Bay Consortium Regional Talent Pipeline Initiative to Jackie S. Davis, Executive Director, P.O. Box 1117, 487 Main Street, Warsaw, Virginia 22572 by Tuesday, February 28, 2023 at Noon. Minority-owned, and female-owned firms are encouraged to respond.

The Bay Consortium Workforce Development Board is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711 or 800.828.1120. This project was funded in part by GO Virginia, a state-funded initiative administered by the Virginia Department of Housing and Community Development (DHCD) that strengthens and diversifies Virginia's economy and fosters the creation of higher wage jobs in strategic industries.