



REQUEST FOR PROPOSALS/QUALIFICATIONS FOR PROFESSIONAL CONSULTANT SERVICES AND GRANT MANAGEMENT FOR BAY CONSORTIUM CRITICAL SECTOR JOB QUALITY GRANT

A. PROJECT DESCRIPTION/SCOPE OF SERVICES

The Bay Consortium Workforce Development Board (BCWDB) has received an award of a United States Department of Labor (USDOL) Grant (FOA-ETA-23-13) to fund the Bay Consortium Eastern Shore, Northern Neck, Middle Peninsula Coastal Resiliency Sector Partnership (ESNNMP-CRSP) Project. This project will 1) implement evidence-based sector partnership strategies to understand the landscape of Coastal Resiliency employment and identify barriers to entry and upward mobility, 2) assess employer supports needed to improve job quality, including small business and entrepreneurship supports, and 3) create a plan to implement initiatives to integrate community supports, worker voices, educational on-ramps to skills building, and barrier removal for underserved, low income, rural populations. 4) provide grant implementation and management through March 31, 2025.

The ESNNMP-CRSP will build upon foundational data and strategies identified in Virginia's Coastal Resiliency Master Plan to leverage resources from BCWDB, industry groups representing employers engaged in Coastal Resiliency projects, community-based partners serving workers in low-paying jobs, two local community colleges, and regional planning district commissions. The project will center activities on the Good Jobs Principles of Skills and Career Advancement and Recruitment and Hiring. A Worker Champion group of incumbent sector workers will be trained to facilitate focus groups, roundtables, and surveys to expand access to worker input and strengthen collaboration in other project activities. Employer roundtables and interviews with community-based organizations will increase the scope of inputs to achieve the following outcomes and deliverables.

Specific deliverables of the project include:

- Worker Voice and Community Based activities, including engagement of community serving organizations, workers, and residents will provide key inputs into development of Coastal Resiliency Job Quality career pathways and detailed in a final Coastal Resiliency Job Quality Report
- Training supports for small businesses and entrepreneurs will be integrated, recognizing the mainly rural economy and small business coastal economy.
- A Coastal Resiliency Job Quality Report, as the final deliverable, will identify innovative initiatives addressing barriers to worker entry and upward mobility in the industry and will be disseminated for other climate resiliency sector partnerships.
- A set of 3-5 Coastal Resiliency career pathways will be developed, including curriculum and course improvements.
- New employer-sponsored, short-term credentials at community colleges will be developed.

- 5+ employers will offer new internship programs in coastal resiliency career pathways.
- A worker outreach and awareness plan for Coastal Resiliency pathways will be completed.

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 the Eastern Shore, Northern Neck and Middle Peninsula localities 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 develop Coastal Resiliency career pathways, including curriculum and course improvements in partnership with the local Virginia Community Colleges in the workforce region. 4. Completion of a Coastal Resiliency Job Quality Report. 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 USDOL grant management procedures and requirements.

E. SUBMITTAL

Respondents should submit one (1) copies of the proposal titled Bay Consortium Critical Sector Job Quality Grant to Jackie S. Davis, Executive Director, P.O. Box 1117, 487 Main Street, Warsaw, Virginia 22572 by Thursday, November 30, 2023 at 12:00 pm. 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. For TDD Callers: Virginia Relay, call 711 or 800-828-1120. For TTY Callers: Virginia Relay, call 711 or 800-828-1140. The total cost of the Bay Consortium Eastern Shore, Northern Neck, Middle Peninsula Coastal Resiliency Sector Partnership program is \$495,878.00. \$495,878.00 (100%) is funded through a U.S. Department of Labor–Employment and Training Administration grant.