



REQUEST FOR QUOTATIONS

- To:** Interested, qualified individuals or entities to develop local/regional plan(s) for the Southcentral Region, including Workforce Development Areas 11 (Franklin County) and 20 (Fairfield, Pickaway, Hocking, Ross, and Vinton Counties)
- From:** Workforce Development Board of Central Ohio for Southcentral Region (Workforce Areas 11 & 20 consisting of Franklin, Fairfield, Pickaway, Hocking, Ross, and Vinton Counties)
- Issued:** November 2, 2022
- Deadline:** November 22, 2022

TIMELINE

Consultant(s) interested in submitting qualifications must make their submission no later than Friday, November 22, 2022 at 1:00 PM EST. Submissions should be made via email to lpattmcdaniel@wdbco.org.

November 1, 2022	Release RFQ
November 22, 2022	Submission Period Closes
December 1, 2022	Results Announced
January 1 – April 1, 2022	Local/Regional Plan Development & Review
April 1 – May 1, 2022	Public Comment Period
May 1 – May 30, 2022	Proposed Revisions/Review and Local Board Approval
June 30, 2023	Submit Plan to State

Workforce Development Board of Central Ohio reserves the right to revise this timeline.

PURPOSE

The Workforce Development Board of Central Ohio (WDBCO) is seeking a qualified individual or firm for the provision of local and regional workforce development plan preparation for the Southcentral Region (Fairfield, Pickaway, Hocking, Ross, and Vinton Counties) under the Workforce Innovation and Opportunity Act (WIOA), including but not limited to: research, analysis, strategy development, SWOT analysis, and plan preparation for two (2) Workforce Development Boards.

Planning regions are two or more local workforce development areas identified by the State to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both individuals and employers. Planning regions are established in order to ensure that training and employment services:

- Support economic growth and related employment opportunities;
- Meet the needs of individuals, including those with barriers to employment;
- Meet the skill competency requirements of the region; and
- Meet the specific needs of regional employers and the skills they require.

The local plans will cover Workforce Development Areas 11 (Franklin County) and 20 (Franklin, Fairfield, Pickaway, Hocking, Ross, and Vinton Counties). The regional plan will reflect the combination of the two local plans into one comprehensive plan.

The individual or firm selected will work as part of a team with WDB employees but will largely be responsible for the majority of duties necessary to create and finalize the plans.

During the contract term, it is anticipated that changes or additions to the project may require contract modifications. The WDBCO will negotiate with the Consultant as necessary to accommodate the changes.

QUALIFICATIONS

Interested parties must have:

- Demonstrated ability and experience in consulting with a Workforce Development Board(s) and with Workforce Development Departments and Initiatives or other related strategic planning consultation projects related to workforce;
- Economic analysis capability, particularly with labor market information;
- Willingness to be flexible in the delivery of consulting services in response to the needs and circumstances of each WDB and its members (e.g., scheduling, location, etc.);
- Proven success in managing large, complex projects such as this, including working with Boards, Elected Officials, Businesses, Labor and Education leaders, and experience with public engagement;
- Experience in writing and publishing documents that include deep analysis in ways that are very reader-friendly and actionable by leaders; and
- Demonstrated ability to communicate complicated concepts and strategies through summaries, power point presentations, etc.

SCOPE OF WORK

A. Regional Plan

1. Designation of Regional Workforce Area for Southcentral Ohio

As required by WIOA, the state of Ohio through the Ohio Department of Job and Family Services (ODJFS), has made a designation of the Southcentral Workforce Region which includes two workforce areas of: 11 and 20 including the counties of: Fairfield, Franklin, Pickaway, Hocking, Ross and Vinton.

2. Plan Deliverables

- i. Inventory and review of existing current research/analysis related to the Southcentral Ohio economy and workforce. This analysis includes all strategic plans which have been developed by pertinent entities within the region such as Workforce Boards, Education Institutions, Columbus Partnership, One Columbus, Chamber of Commerce, etc.
- ii. A plan discussion draft addressing all content no later than March 31, 2023.
- iii. A public comment period between April 1, 2023, and May 1, 2023, which will consist of the plan released to the public and a more thorough plan review with the regional workforce partners. Comments submitted will require the consultant to complete a summary of all comments received with recommendations regarding changes/ additions needed and a revision to the plan for consideration and review by the Workforce Boards and the local Chief Elected Officials.
- iv. The Consultant will facilitate the clearance among two local workforce areas through the Board of Directors, so it can be submitted to the State by June 30, 2023.
- v. The plan identifies the resources required for the plan execution and the requirements for each local area to the plan- “who is responsible for what.”
- vi. A consistent process for engaging the Workforce Development Boards across various counties involved, including the identification of various representative stakeholders and their engagement in the process.

3. Content of the Plan

The plan is required to be prepared for a period commencing immediately upon completion and ending on June 30, 2025. The plan must represent a collaborative effort by the two local Workforce Development Boards and Chief Elected Officials from the six-county area.

4. Economic and Labor Market Analyses

An analysis of the regional economic conditions such as:

- Existing and emerging in-demand industry sectors and occupations; and
- The employment needs of employers in those industry sectors and occupations.

The analysis will clearly identify projected shortfalls in the number of qualified workers for expected job vacancies in order to create workforce development strategies for the region.

An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;

An analysis of the workforce in the region, including current labor force employment and unemployment data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. Such analysis includes sub cluster analysis in both geographic location and industry/occupation;

An analysis of the workforce development activities, including education training in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region; and

A description of the local boards' strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to the performance accountability measures based on primary indications of performance in order to support regional economic growth and economic self-sufficiency. The vision and goals must support the State Combined Plan while addressing regional conditions and capacity.

5. Environmental Scan of Workforce Programs

Taking into account the analyses described above, identify a shared regional strategy to work with the core programs and other partners to align resources to achieve improved outcomes, efficiencies and innovations.

Establish joint regional service strategies, including developing common requirements and policies for work-based training (customized training, incumbent worker training, and on-the-job training) and for training services, through the use of individual training accounts. The plan must also include the region to utilize cooperative service delivery agreement.

Describe the workforce development system in the region by identifying the programs that are included in that system. Including programs of study authorized under the Perkins Act that support the strategy identified in the State Plan.

Describe how local boards, working with the entities carrying out core programs, will expand on access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Address how the local boards will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry recognized certificate or certification, portable, and stackable).

6. Workforce Strategies and Services

Identify workforce strategies and services in order to:

- Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;
- Support a local workforce development system that meets the needs of businesses in the local area;
- Better coordinate workforce development programs and economic development; and
- Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

Describe business service strategies that may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries and other business services and strategies, designed to meet the needs of employers in the region.

7. Coordination with Economic Development

Describe how the local boards will coordinate workforce investment activities with economic development activities carried out in the region, promote entrepreneurial skills training and microenterprise services, as well as economic development in both metro and non-metro counties. This will include identification of emerging industries and how the workforce and economic development systems will coordinate to meet workforce needs. This will also include how the local board will collaborate with JobsOhio.

8. Describe the One Stop Service Delivery Systems

Describe how local boards will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, workers, and job seekers.

A description of how local boards will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means.

A description of how entities within the one-stop delivery system, including one-stop operator and the one-stop partners, will comply with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities;

A description of the roles and resource contributions of the one-stop partners;

A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area; and

A description of how the local boards will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

9. Describe the Workforce Services for Youth

A description and assessment of the type and availability of successful models for youth workforce investment activities in the local areas, including activities for youth who are individuals with disabilities.

Describe how local boards will coordinate workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. Provide strategies to incorporate Comprehensive Case Management and Education Programs for each County into the regional plan.

10. Transportation and Supportive Services

Identify and describe employment and training related transportation issues and any solutions which are being pursued. Describe other supportive services policies of each local workforce area in order to identify opportunities to standardize policies.

11. Wagner-Peyser Act Employment Services

A description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act services provided through the one-stop delivery system, including ways to improve service delivery and avoid duplication of services.

12. Adult Education and Literacy

A description of how workforce investment activities will be coordinated with the provisions of adult education and literacy activities under WIOA Title II, including a description of how the local boards will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II.

13. Coordination with Rehabilitation Act Services

A description of the agreements with entities administering the Rehabilitation Act of 1973 with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

14. Describe the Operations of the One-Stop Systems

Identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i)(III) as determined by the chief elected official(s) or the Governor for each local area.

A description of the competitive process to be used to award the subgrants and contracts in local areas for activities carried out under WIOA;

A description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 116 (c) to be used to measure the performance of the local areas;

A description of the actions the local board will take towards becoming or remaining a high performing board, consistent with the factors developed by the State board pursuant to section 101(d)(6);

A description of how training services will be provided; how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are provided;

A description of how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners; and

A description of how Rapid Response will be implemented on a regional as well as local level, so as to further refine current practices.

15. Describe the Public Comment Process

A description of the process to provide an opportunity for public comment, including comments by representatives of businesses and labor organizations, with input into the development of the local plan, prior to submission of the regional plan.

B. Local Plan

WIOA also requires the preparation of a local plan that addresses the same content areas listed above. However, to the extent that the local plan content requirements are addressed and included in the regional plan, there is no need for them to be addressed in a separate local plan. Therefore, an additional deliverable of this contract will be the preparation of a Local Workforce Plan for the Columbus-Franklin County Workforce Development Board and the Area 20 Workforce Development Board to include any content areas that are not covered in this regional plan relating to Franklin County and/or Area 20. The Local Plan should be based upon the same production, consultation and delivery of the final report schedule as the Southcentral regions plan. The regional plan must also incorporate local plans for each of the local areas in the planning region as an addendum to the regional plan. The Local and Regional Plan must support the strategic framework for the workforce development activities and the goals and the reform principles outlined in Ohio's

Combined State Plan. The goals and reform principles in Ohio's Combined State Plan are found [at http://workforce.ohio.gov/Initiatives/CombinedStatePlan.aspx](http://workforce.ohio.gov/Initiatives/CombinedStatePlan.aspx).

C. Work Schedule

The plan is required to be finalized, approved, and submitted to the State by June 30, 2023. The Contractor will be required to develop a detailed work plan based on the following key milestones per the timeline provided on the cover sheet:

1. Develop a discussion draft of the plan that is suitable for public review and engagement.
2. Create a process of public review of the plan for up to 30 days and provide an analysis of input and comments received. Prepare a revised draft of the plan that will be coordinated with the WDB Executive Directors to ensure final plan be submitted to the state by June 30, 2023.
3. Facilitate approval process for the plan between both workforce areas in time to submit the plan to the state by June 30, 2023. Accept and respond to the state review comments with a plan revision.

The funding period for this RFQ will begin upon completion of the competitive procurement process and end no later than June 30, 2023, with the option to review/extend, per performance results. Funding levels for the requested project are contingent upon the availability of funds. WDBCO reserves the right to modify the scope and length of the program to any extent necessary to ensure compliance with federal, state and/or local laws, regulations, policies, guidelines and/or directives.

REQUIREMENTS

Interested parties must submit a Statement of Qualifications, brief resumes of principal-in-charge and key technical/professional personnel to be assigned to the project, a detailed plan for completing the items listed in the “SCOPE OF WORK” section of this RFQ, and a fee structure for services.

Evaluation of submissions will be scored in accordance with the following evaluation criteria:

- Qualifications and experience
- Quality of plan
- Value of work per cost
- Soundness of methodology
- The financial stability of the respondent

Levels of funding shall not be considered final until all respondent appeals, if any, are decided. Respondents will be notified of an award in writing as soon as the decision is known.

Responses to this R.F.Q. should be sent via email to:

Lisa Patt-McDaniel, Chief Executive Officer
Workforce Development Board of Central Ohio
lpattmcdaniel@wdbco.org

All proposers will be notified of their status. If you have questions or need additional information, submit to the email address listed above.