

Request for Proposals

Workforce Innovation and Opportunity Act (WIOA)

Local Planning Consultant

Northern Tier Workforce Development Area

Proposal Due Date: May 5, 2017

Introduction:

The Northern Tier is a local area and includes Bradford, Sullivan, Susquehanna, Tioga and Wyoming Counties.

The Northern Tier Workforce Development Board is soliciting proposals for consultant(s) services to support the development of a **Multi-Year Local Plan** within the planning region, a requirement of the Workforce Innovation and Opportunity Act (WIOA). Solicitation via this RFP will ensure that the services and/or activities funded by the Department of Labor and Industry are obtained efficiently and economically and to provide for complete, free, and open competition in the selection of contractor(s.) The consultant(s) will advise the planning region on its related responsibilities under WIOA and applicable policies. This plan must be submitted to the PA Department of Labor & Industry as separate documents by **September 1, 2017**.

Purpose:

WIOA requires LWDBs and chief elected officials to engage in an integrated local workforce planning process to prepare, submit, and obtain approval of a single collaborative plan. A multi-year local plan for each LWDB within a planning region must be developed by the local board and its respective chief elected official(s).

These multi-year plans will be developed as comprehensive expansions of the 1-Year Transitional Regional and Local plans submitted by the Northern Tier to the PA Department of Labor & Industry in June 2016. The Northern Tier's Plan is available at northerntier.org. **Final Multi-Year Regional and Multi-Year Local Plan Templates are forthcoming from the PA Department of Labor & Industry.**

Request for Services:

The Northern Tier planning region requests a consultant(s) to support the development of an individual Multi-Year Local Plan for each LWDA. Proposing contractor(s) must submit a proposal. Proposing contractor(s) must provide a plan of action to achieve requirements of the Multi-Year Plan, along with a line item budget and budget narrative. Below are the requested services:

Multi-Year Local Plans:

The scope of services provided may vary based on the needs of the workforce area. Such services may include but not limited to:

- Conduct research and data collection/analysis on demographic, economic, labor market, and workforce development issues to inform the regional and local planning process.
- Identify and facilitate planning sessions with stakeholders and community partners to gather input and inform the local planning process.
- Facilitate discussions with each LWDB, individually and as a group, to advise and gather necessary input for drafting the local plans.
- Participate in discussions with LWDB Directors and their respective local elected officials to gather input for drafting the local plans.

- Draft a Multi-Year Local Plan to meet the requirements of funding sources, as defined by state and federal policy.
- Prepare and submit a final written draft for review and approval of the respective LWDB, which will address comments and feedback received from the planning region including the 30-day public commenting period.

Criteria:

The Northern Tier planning region seeks proposals from individuals or organizations that demonstrate the following qualifications and experience:

- Background and expertise in the public workforce development system, including the Workforce Innovation and Opportunity Act and its related policies and regulations.
- Experience and ability to conduct research and data collection/analysis to inform the planning process.
- Experience engaging multiple stakeholders and community partners in a strategic or related planning process.
- Capacity to prepare and draft multiple planning documents simultaneously, including a Multi-Year
- Regional Plan and/or its respective Multi-Year Local Plans, ensuring alignment with the regional vision.

Timeline:

- April 21, 2017: Proposal(s) submission deadline
- Review committee selects proposal(s)
- April - June, 2017: Regional and local plans are drafted
- July - August, 2017: Local plan drafts released for 30-day public commenting period
- August, 2017: Final plan drafts submitted to Northeast Pennsylvania Consortium of Boards planning region
- August, 2017: Regional and local plans are presented to LWDBs/LEOs for approval
- September 1, 2017: Deadline for submitting final plans to PA Department of Labor & Industry

How to Apply:

Proposals must be submitted by **May 5, 2017** to thompson@northerntier.org. Emails should have the subject line **“Northern Tier Board Planning Consultant Proposal”**. Proposals should contain the following:

Cover Sheet

- Name of individual or organization
- Primary contact name, address, phone number, and email address
- Project Budget

Background and Experience

- Provide an overview of your organization and its services.

- What knowledge or experience do you have with the public workforce development system and/or the Workforce Innovation and Opportunity Act?
- What is your experience engaging multiple stakeholders and community partners in strategic or related planning processes?
- Do you have any other knowledge or experience as it relates to the services being requested above?
- Provide a listing of projects and references for previous projects completed similar in nature to the scope of work outlined in this RFP.

Project Plan

- Describe how you will complete the requested services within the proposed timeline, including your process for research, data collection/analysis, engaging stakeholders and community partners, facilitating discussions with each LWDB, and drafting the regional and local plan documents.
- What is your proposed timeline and duration for this project?

4. Budget

- Please provide your proposed budget for completing the requested services.

Questions:

Questions regarding this RFP can be submitted to: thompson@northerntier.org