

**HIGH DEMAND CAREER INITIATIVE
PROJECT MANAGEMENT
FOR
WORKSOURCE COASTAL**

EVENT NO. 5514

SECTION II

SCOPE OF WORK

2.0 Broad Description of Project

The Workforce Innovation and Opportunity Act (WIOA) is intended to align workforce development programs with economic development priorities, industry workforce needs, and education and training programs in the state and its regions. The goal of the Governor's High Demand Career Initiative (HDCI) is to develop an infrastructure of communication or sector strategy between the public and private sectors in order to identify the in-demand talent needs of business, and align education and training programs to meet those needs.

The Coastal Workforce Development Board (CWDB), WorkSource Coastal (WSC), and its regional partners, are developing and implementing regional sector strategies for the logistics and warehousing, manufacturing, and hospitality industries under the creation of the Coastal Career Initiative (CCI).

The CWDB, as the regional administrator of WIOA funds, is seeking technical colleges strategically located in the region that will serve as the project manager for the CCI.

The CCI, powered by the Governor's HDCI, will develop strong sector partnerships through collaboration with sector partnerships with education, workforce development, economic development, and community organizations that focus on a set of key priority issues. Each sector partnership will be developed by creating an advisory group that will meet periodically and provide direction to a project manager or project team.

Using the criteria of three major factors—total number of jobs, impact on the region, and the predicted growth of the industry/in-demand jobs—the project manager/project team will assist in the development and implementation of the CCI in specific sub-regions and with specific industry partners.

- Logistics and warehousing in Bryan, Chatham, Effingham, and Liberty counties;
- Manufacturing in Bulloch and Screven counties, and would need to coordinate activities in Evans and Emmanuel counties outside of Region 12 and;
- Hospitality in Camden, Glynn, and McIntosh counties.

The project manager/project team will assist in developing sector partnership strategies through the CCI grant, inventory existing industry and education initiatives and programs for future

skills and training needs in selected sectors, and identify and develop occupations with skills and training gaps. In addition, the project manager/project team's services will be used as a focal point for establishing interaction between industry and collaborative partners, to formulate a vision and goals for the CCI, and to assist in aligning industry, education, and training in identifying and supporting the use of career pathways.

Technical colleges are able to submit proposals for an individual sub-region or for all three (3) sub-regions as part of the grant. The proposer must identify the specific sub-region it is requesting to serve in its submitted proposal. If more than one sub-region will be served, then the proposal should clearly define the different sub-regions being served.

- The total amount for the service for Bryan, Chatham, Effingham and Liberty counties is not to exceed \$95,000 for years one (1) and two (2) combined.
- The total amount for the service for Bulloch and Screven counties is not to exceed \$70,000 for years one (1) and two (2) combined.
- The total amount for the service for Camden, Glynn, and McIntosh counties is not to exceed \$70,000 for years one (1) and two (2) combined.

The total amount for Region 12 is not to exceed \$235,000 for years one (1) and two (2) combined.

The period of service may begin as early as the 4th quarter of 2017 and end by October 1, 2019.

Services must be provided in accordance with the Workforce Innovation and Opportunity Act Law (113- 128), 2 CFR Part 200 and 2 CFR Part 2900 applicable federal regulations (20 CFR 652 et al), revisions/amendments to such act and regulations, and state and local manual directives which may be made available for review.

WorkSource Coastal reserves the right to make changes to the RFP stipulations as clarifications in the regulations, state legislation, or other guidance provided by the state or federal agencies regarding the implementation of the Workforce Innovation and Opportunity Act becomes available.

2.1 Scope of Services

The purpose of this service is to assist in the development of an industry led sector partnership for advanced logistics and warehousing, manufacturing, and hospitality so as to:

- Analyze and work to meet these industries' current and future skills and training needs in the local area, and identify occupations with skills and training gaps.
- Develop a plan to close the skills and training gaps in logistics and warehousing, manufacturing, and hospitality.
- Create and track metrics related to project and sector goals and vision.
- Assist in the implementation of the plan by carrying out such activities as:
 1. Identifying common skill standards and promoting industry-recognized credentials;
 2. Building career pathways;
 3. Creating or informing training programs, K-12 curricula, and post-secondary courses; and,

4. Identifying and creating apprenticeship, internship and experiential learning opportunities

- Develop and maintain the overall project milestone schedule, and review and evaluate effectiveness of information being communicated.
- Assist in identifying and/or recruiting an advisory group made up of employers, local Chamber of Commerce, Industrial Authority, Georgia Department of Economic Development, Georgia Department of Labor, and industry experts.
- Serve as primary liaison with advisory group/WSC to ensure grant requirements are fulfilled.
- Coordinate sector partnership strategy development and implementation in partnership with advisory group/WSC.
- Organize, schedule, and document regional sector meetings.
- Develop facilitation plans in partnership with the advisory group.
- Develop and implement regular outreach vehicles for each sector partnership including materials and events for K-12.
- Develop and implement regular communication vehicles for each sector partnership.
- Lead development of semiannual reports and assist fiscal agent in timely submission
- Identify issues and potential solutions to the advisory group.
- Prepare informational materials about the sector partnership strategies, in demand occupations, career pathways and actions for employers, partners, and community agencies.
- Communicate overall regional work and findings at the local level to maximize alignment among various strategies.
- Serve as “learning arm” for CCI learning events (conferences, webinars, etc.) that are of interest to partners and move the initiative forward.
- Comply with all regulatory and funding requirements providing timely updates and reports.
- Participate in a post-project debriefing to gather and share lessons learned and determine next steps.
- Communicate the CCI vision, mission and goals through outreach, social media, and other vehicles.
- Assist with securing a venue for events, meetings, and trainings.
- Coordinate and work with the venue on the details for events, meetings, and trainings.
- Assist with sending out Save-the-Dates/invitations to meetings, events, and/or industry specific information sessions.

2.2 Proposal Format

Note: Proposals shall not exceed a total of ten (10) pages (8.5 inches x 11 inches), inclusive of firm experience for each proposed region. Covers, end sheets, and an introductory letter will not count against this page maximum. Font size shall be a minimum of eleven (11) points in all cases. Proposers shall submit sections A and B below one-time in the proposal response, even if multiple sub-regions are included in the response. Proposals including multiple sub-regions shall have separate responses for each sub-region for sections C and D below.

Proposals must use the following format:

- A. Title Page (Attachment A): Attachment A must be completed, reviewed, signed, and dated and returned as the cover page of the proposal. This attachment does

not count toward the page limitation of ten (10) and only one (1) title page is necessary for one (1) or more sub-regions.

B. Profile of the Proposer

1. Identify the name of the organization and/or person(s) completing the work to be done.
2. Please include resumes and any relevant experience and education for each person who will provide coordination services.
3. Describe recent experience similar to the type of services requested. Include any such contract information that is pertinent. Previous work in the region with industry groups and employers is preferred.

C. Services to be implemented and areas to be served: The area to be served must be identified in the plan as at least one (1) of the sub-regions listed in Section 2.0. The proposer shall describe the proposed design and how it will be implemented. This section is included in the ten (10) page limitation. Address each of the areas as described in 2.1 Scope of Services in which services are being proposed and indicate how services will be delivered.

D. Detailed budget for year one (1) and year two (2) component and projected hours of completion. This budget is included in the ten page limitation.

2.3 Basis of Award

Proposals for each region will be evaluated according to the following criteria and weight: Proposals will be evaluated according to the following criteria and weight:

a. Professional/Organizational Qualifications (30 points)

1. The Project Manager/Project Team should demonstrate the understanding of the system change from supply side (push) methodology of job seeker development to a demand-side pull perspective of workforce development.
2. Project Manager/Project Team will also need to demonstrate the fundamentals of a demand driven workforce development system and must have experience in effectively convening employer groups in the specific sub-region to be served or throughout Region 12.

b. Technical Factors (40 points)

1. The proposal exhibits a clear understanding of the work to be performed and is inclusive of elements.
2. The proposal is reasonable for the components' complexity, the geographical area involved, and the method of delivery.
3. Proposal clearly identifies the sub-regions proposed to serve.
4. Proposal appears to be innovative and will take the industry sector partnership to a higher functioning level and/or proposal will assure development of key elements of a strategic plan with key provisions and requirements of the CCFI for the region.

c. Budget (20 points)

1. The proposal includes a detailed line item budget for year one (1) and year two (2) components.

d. MWBE Participation (10 points)

1. Minority/Woman Business Enterprise Goals: The City of Savannah has established an 18% M/WBE goal for this project. The breakdown is as follows: 15% MBE, 3% WBE.

Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation.

The City also reserves the right to request a best and final offer (BFO), and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

The awarding of a contract under this RFP is contingent upon award date and funding levels.

- 2.4 Copies:** One (1) unbound, printed and signed original, six (6) identical, printed copies of the proposal and supporting documents, and one (1) electronic copy on a flash-drive must be submitted in response to the RFP. The one (1) copy in digital format shall be either in Microsoft Word or PDF.
- 2.5 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.
- 2.6 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.7 Fees:** Proposer shall submit fees based on the detailed listing in Section III of the RFP

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

Date

*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

I have read and understand the requirements of this request for proposal RFP Event #5514 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

HDCI Sector Partnership Project Management

- Bryan/Chatham/Effingham/Liberty \$
Camden/Glynn/McIntosh \$
Bulloch/Screven \$

TOTAL \$

SUBMITTED BY:

PROPOSER:

SIGNED:

NAME (PRINT):

ADDRESS:

CITY/STATE: ZIP

TELEPHONE: () FAX: ()
Area Code Area Code

EMAIL:

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

- NON-MINORITY OWNED
AFRICAN AMERICAN
HISPANIC
WOMAN (non-minority)

- ASIAN AMERICAN
AMERICAN INDIAN
OTHER MINORITY
Describe

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

Any M/WBE listed in this completed form must be certified by the City of Savannah and/or other certifying agency such as USDOT, GDOT, SBA 8(a) or GMSDC prior to the due date of this bid. Proof of M/WBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification or an application for M/WBE certification under review but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process.

Name of Proposer: _____

Event No. 5514

Project Title: _____

NOTE: Unless certified through the City of Savannah's MWBE Program, proof of MWBE certification must be attached to this completed form for all firms listed in the table below.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	City Certified Y or N
					%		
					%		
					%		
					%		
					%		
					%		

MBE Participation Value: _____ %

Women Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

NOTE: The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.



ATTACHMENT A
COASTAL WORKFORCE DEVELOPMENT BOARD CONTRACT INFORMATION SHEET

(COMPLETE AND RETURN AS PAGE 1 OF THE PROPOSAL)

Legal Name of Organization/Agency: _____

Address:

Street City State Zip

Mailing address (if different than above) _____

Sub-regions Proposed [] Chatham [] Camden/Glynn/McIntosh [] Bryan/Liberty/Long [] Bulloch/Effingham/Screven

Has your organization provided services for workforce related services directly or as a consultant in the past?

[] Yes [] No

(If yes, please list below the name, address, and telephone number of the contact person where services occurred.)

Total Cost: \$ _____ for completion of year 1.

Total Cost: \$ _____ for completion of year 2.

DUNS Number: _____

Federal Withholding Tax Identification Number: Georgia Withholding Tax Identification Number: _____

Georgia Unemployment Insurance (U.I.) Tax Number: _____

Legal Status of Organization (check applicable): [] Public Private [] Profit [] Non-Profit [] Local Educational Agency [] Other (Specify: _____)

If proposer is a corporation, a copy of the most current certificate of registration with Secretary of State's Office can be attached*. [] N/A

Federally approved indirect cost rate: _____ [] N/A

Business License Number*: _____ [] N/A

Certifications that U.I. and other taxes are up-to-date attached.*

List of Board of Directors is attached.* [] N/A

Contact Person: _____

Telephone: _____

E-mail Address: _____

Fax: _____

Signature of Legal Signatory: _____ Date: _____ Typed Name and

title of Legal Signatory: _____

*These items must be submitted prior to the execution of a contract, if applicable. Any "No" response, if applicable to the offeror, will mean that the execution of the contract will be contingent upon receipt of the information. These attachments are not part of the 10 page limitation and may be attached.