



**Request for Qualifications
PY17: July 1, 2017 – June 30, 2018**

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**Consulting Services for  
Workforce Southwest Washington**

Workforce Southwest Washington (WSW) is seeking qualified contractors to provide a variety of consulting services. WSW will select contractors for future projects from among qualified respondents to this Request for Qualifications (RFQ).

Contractors will be selected for future projects based on the competitive qualifications, experience and hourly rate quoted in proposals responding to this RFQ. One or more qualified contractors may be asked to provide further details and price information based on the needs of specific projects.

**About WSW**

WSW is a federally funded local workforce development board that serves three counties in Southwest Washington: Clark, Cowlitz and Wahkiakum. It administers the federal Workforce Innovation and Opportunity Act (WIOA) for those counties and is a private nonprofit organization. The role of the organization is to promote a healthy, sustainable economy by providing leadership and resources to develop a skilled and adaptive workforce, based on the evolving needs of business and communities.

WSW is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.

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**Instructions for Responding to the RFQ**

To be placed on WSW’s bidders list, contractors must complete all sections of the RFQ Form. Incomplete responses will be returned.

Please email your completed RFQ response to:

Consultant Qualifications  
Workforce Southwest Washington  
805 Broadway, Suite 412  
Vancouver, WA 98660  
[info@workforcesw.org](mailto:info@workforcesw.org)

Proposals received by the end of each calendar month will be considered for all related projects that are contracted during the following month and continuing **through June 30, 2018**. It is not necessary to resubmit qualifications during that time unless your qualifications substantially change. In that case, a new response may be submitted following the same format and requirements.



workforce  
SOUTHWEST WASHINGTON

If you have previously submitted your qualifications, you may simply update the prior submission. **If an update is not submitted, the WSW will assume that you no longer wish to be considered for future contracts.**

The WSW will maintain a file of qualified bidders and will consider experience, price and references when selecting contractors when specific projects arise.

ANOTHER NOTE: Hourly rates are being requested so WSW can compare costs between contractors. As specific projects arise, contractors may be requested to prepare an overall price for a project and will be expected to perform based upon the project price.

**PLEASE DO NOT SUBMIT** résumés, brochures, sample projects or other materials that have not been requested above. Further information may be requested as specific project arise.



## QUALIFICATIONS FORM Workforce Southwest Washington

### Section 1: Proposer Information

|                                |  |                      |  |
|--------------------------------|--|----------------------|--|
| <b>Date Submitted:</b>         |  | <b>Contact Name:</b> |  |
| <b>Organization/ Proposer:</b> |  | <b>Email:</b>        |  |
|                                |  | <b>Telephone:</b>    |  |
|                                |  | <b>Fax:</b>          |  |
| <b>EIN or SSN:</b>             |  | <b>Website:</b>      |  |
| <b>Hourly Rate:</b>            |  |                      |  |

### Section 2: Brief Description of Organization *(one page max):*

### Section 3: Category of Services

*Please check the box next to each area for which you would like your qualifications to be considered. If areas overlap, check all the related boxes for which you are qualified.*

#### I. Workforce Innovation and Opportunity (WIOA) Act Systems

- a.  One-Stop center operations, including employer services
- b.  WIOA youth employment and related programs
- c.  WIOA regulations, best practices and administration
- d.  WIOA monitoring and evaluation

#### II. WIOA General Employment and Training

- a.  Employer services and systems
- b.  Employment and training strategies for low-income families
- c.  Employment and training strategies for dislocated workers
- d.  School-to-work programs
- e.  Training program development
- f.  Apprenticeship programs
- g.  Economic development projects (workforce aspects)
- h.  Target industry workforce strategies
- i.  Resource development (grants and fund raising)
- j.  Partnership programs (e.g., workforce/housing or disabilities programs)



### III. General and Technical Management

- a.  Process analysis and quality improvement
- b.  Group facilitation
- c.  Change management
- d.  Strategic planning/business plan development
- e.  Event planning and development
- f.  Program development, management and evaluation
- g.  Staff training
- h.  Grant writing
- i.  Public relations, communications
- j.  Printing, production
- k.  Photography
- l.  Graphic Design
- m.  Other, please list \_\_\_\_\_

### IV. Industry-Specific Workforce Development Projects

- a.  Health care
- b.  Semiconductors and/or high technology
- c.  General manufacturing
- d.  Metals
- e.  Professional services
- f.  Pulp and paper
- g.  Construction
- h.  Alternative Energy
- i.  Transportation and Logistics
- j.  Other (please list)

### Section 4: Description of Knowledge and Experience

For each **category** (e.g., “Workforce Innovation and Opportunity Act Systems”) that you would like your qualifications considered, please prepare a brief summary that describes your knowledge and experience in this area.

### Section 5: Project Experience

List related projects in the last five years, your role, a description of the most relevant three to five projects, and their outcomes.

### Section 6: References

List names and contact information (email and telephone) of the three to five most relevant projects. These contacts will be used as references and by submitting them you authorize WSW or its agents to contact these individuals and discuss your work.