**REQUEST FOR QUALIFICATIONS**

**Consulting Services for Southwest Washington Businesses**

**Working to Improve Job Quality**

Workforce Southwest Washington (WSW) is seeking qualified contractors to provide a variety of consulting services to businesses in Clark, Cowlitz, and Wahkiakum counties that are working to strengthen and improve job quality for their employees. 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.

**Introduction to WSW and the Quality Jobs Initiative:**

Founded in 2002, [Workforce Southwest Washington (WSW)](https://workforcesw.org/) is the Local Workforce Development Board designated by federal Workforce Innovation and Opportunity Act (WIOA) legislation as the policy, planning, and oversight body for the public workforce system in Clark, Cowlitz, and Wahkiakum counties. WSW is a 501(c) 3 nonprofit organization that provides funding to community-based organizations, nonprofits, education, and others to provide employment services and training to youth and adults seeking jobs or skills for career advancement. As an organization, WSW is committed to working with our community to invest in transformative change that breaks down systemic racism and provides equitable access and opportunity for Black, Hispanic, Indigenous, Asian, and other People of Color, those with disabilities, those who are currently navigating poverty, and LGBTQIA+ members of our community. WSW envisions a region where economic prosperity and growth exists for every person.

In mid-2021, WSW and its Columbia-Willamette Workforce Collaborative (CWWC) partners, [Clackamas Workforce Partnership](https://www.clackamasworkforce.org/) and [Worksystems, Inc.](https://worksystems.org/), began the process that led to the development of the [Quality Jobs Framework](https://workforcesw.org/wp-content/uploads/cwwc-quality-jobs-framework.pdf). The Framework is part of

the [Quality Jobs Initiative](https://workforcesw.org/investments/business-investments/quality-jobs-2), a cross sectoral effort that seeks a regional approach to (1) define quality jobs, (2) provide guidance on standards employers can be encouraged or incentivized to adopt, (3) identify resources to help employers implement in accordance with their workplace needs, and (4) develop a roadmap of actions and implementation steps.

As WSW’s Business Services Team works with businesses throughout Clark, Cowlitz, and Wahkiakum counties, WSW is seeking qualified contractors to provide a variety of consulting services and technical assistance to businesses that are working to implement the Quality Jobs Framework and strengthen and improve job quality for their employees.

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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 [**info@workforcesw.org**](mailto:info@workforcesw.org) as a PDF document with “Quality Jobs Initiative Implementation Consultant Qualifications” in the subject line.

Qualifications 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, 2025**. It is not necessary to resubmit qualifications during that time unless your qualifications and/or hourly rate substantially change. In which case, a new response may be submitted following the same format and requirements.

WSW will maintain a file of qualified bidders and will consider qualifications, experience, price, and references when selecting contractors.

NOTE: Hourly rates are being requested so WSW can compare costs between contractors. As specific projects arise, contractors will be asked to prepare detailed bids that align with the work required to complete that specific project.

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

**QUALIFICATIONS FORM**

**Workforce Southwest Washington**

**Quality Jobs Initiative Implementation Consultants**

**Section 1: Proposer Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date submitted:** |  | **Contact name:** |  |
| **Organization/**  **proposer:** |  | **Email:** |  |
| **Address:** |  | **Telephone:** |  |
| **Fax:** |  |
| **EIN or SSN:** |  | **Website:** |  |
| **Hourly rate:** |  | **Rate certified good through date:** |  |

**Section 2: Brief Description of Organization** *(One page maximum. Please be sure to note if your organization is BIPOC/Minority owned, Woman owned, Veteran Owned, and/or LGBTQ+ owned. Official certification is not required.):*

**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.*

1. **Human Resource Related Services:**
   1. 🞎 Conducting pay equity assessments.
   2. 🞎 Calculating the actual cost of employee turnover.
   3. 🞎 Conducting comprehensive reviews of employee benefit programs.
   4. 🞎 Creating or improving employee financial wellness programs.
   5. 🞎 Developing an employee share ownership program.
   6. 🞎 Developing and implementing Employee Assistance Programs.
   7. 🞎 Developing clearly defined career pathways that create and align internal training and advancement opportunities for employees.
   8. 🞎 Developing comprehensive, effective, consistent, and inclusive recruitment and onboarding processes.
   9. 🞎 Developing on-the-job, professional development, and/or incumbent worker training opportunities to support employee advancement and cross training.
   10. 🞎 Developing sustainable compensation plans that align with the company’s talent acquisition and retention strategies and help ensure all employees are making self-sufficiency level wages.
   11. 🞎 Developing tuition assistance programs.
   12. 🞎 Developing internal training and development programs to support the growth and development of employees.
   13. 🞎 Evaluating and updating policies; evaluating and updating employee handbooks.
   14. 🞎 Evaluating and updating position descriptions to ensure they are simple, skill-based and include the essential job functions necessary to perform the job.
2. **Diversity, Equity, Inclusion & Accessibility Related Services**
   1. 🞎 Developing ADA compliant job description text and improving the accessibility of all job application materials.
   2. 🞎 Developing employee engagement and/or workplace climate survey to gather input from workers and inform improved delivery of services.
   3. 🞎 Developing high-quality anti-discrimination, anti-violence, anti-hostility, and anti-harassment trainings.
   4. 🞎 Developing a Recovery Friendly workplace culture and policies.
   5. 🞎 Diversity, Equity, Inclusion, and Accessibility focused training and consulting services.
   6. 🞎 Evaluating and updating hiring practices to remove bias and ensure recruitment efforts reach a larger pool of qualified, diverse applicants.
   7. 🞎 Evaluating and updating personnel policies to support equity and inclusion both in recruitment of new employees and retention of current employees.
3. **Other** 
   1. 🞎 Developing strategies for employers to implement English language skill development opportunities for employees.
   2. 🞎 Other, please list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 4: Description of Knowledge and Experience**

*For each* ***category*** *(e.g., “Human Resource Related Services”) 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.*