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SOUTHWEST WASHINGTON

## **Request for Proposals (RFP) Impact Study for Workforce Southwest Washington Recruit, Train, Place**

### **INTRODUCTION**

Workforce Southwest Washington (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 invests in WorkSource, which is a statewide partnership of state, local and nonprofit agencies that provides an array of employment and training services to job seekers and employers in Washington.

WSW is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711.

### **ABOUT RECRUIT, TRAIN, PLACE**

WSW is developing a pilot for a unified Recruitment, Training and Placement (RTP) strategy for eligible WorkSource customers at the Vancouver and Kelso one-stop centers. The aim of the program is to leverage WorkSource and community resources to increase awareness of in-demand, sustainable jobs, while providing robust Essential Skills Training and Social Capital Development that leads to job placement within the region's critical sectors.

RTP will also restructure workshops at the one-stop centers with an enhanced emphasis on Essential Skills Training and Social Capital Development. To assure that the Essential Skills taught in the restructured workshops are reflective of industry demands, WSW is convening a DACUM (Developing a Curriculum) process to assess the most critical essential skills.

WorkSource will hire an Essential Skills Coordinator who will lead a functional team of workshop facilitators, and assure that effective linkage of recruitment efforts, trainings, and placement are reflected in employment outcomes.

### **PURPOSE OF THE REQUEST FOR PROPOSAL**

Workforce Southwest Washington (WSW) is seeking proposals from qualified organizations to conduct an impact study for the Recruit, Train, Place program at WorkSource Vancouver and WorkSource Cowlitz-Wahkiakum in Kelso.

*Serving businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties.*



The contractor will conduct an impact study to evaluate the Recruit, Train, Place initiative and produce a final report describing activities, impact and outcomes. The impact study will assess activities throughout the RTP contract term, beginning October 1, 2018, and ending March 31, 2020. The final report is due no later than May 1, 2020. Staff at WorkSource Vancouver and WorkSource Cowlitz-Wahkiakum will provide access to data, workshop and curriculum materials, and will make staff available for interviews to aid in the collection of necessary materials for the impact study.

The impact study will evaluate the Recruit, Train, Place program and will include each of the items listed below:

- Evaluations and descriptions of best practice approaches for this initiative, which are demonstrated to increase job seeker outcomes.
- A summary of specific lessons learned, key challenges and necessary program considerations.
- A description of successful and generalizable strategies for local implementation in WorkSource centers statewide.
- Analyses of quantitative data describing the comparative impact of Recruit, Train, Place services on the middle-skill employment outcomes of participants.

The final report will describe:

- A narrative of the Recruit, Train, Place model including Essential Skills Training and its implementation, utilization, and the impacts on job seeker outcomes.
- WorkSource's outreach efforts, job posting activities, and job seeker recruitment, and resulting impacts on outcomes.
- Quantitative analysis of the program's effectiveness and outcomes.
- The results of the impact study described above.
- Generalized findings and recommendations regarding statewide implementation.

Please add your suggestions and recommendations for additional activities.

## **SUBMISSION REQUIREMENTS**

All proposals must be received by WSW by **5 p.m. Pacific Time on Tuesday, April 30, 2019**. Proposals received after this time will not be accepted.

Submissions should be emailed to [Bwaterous@workforcesw.org](mailto:Bwaterous@workforcesw.org) with "RTP Impact Study Proposal" in the subject line and read receipt requested.

Proposals should include:

- Information about your company's qualifications for doing this work.
- A description of your company's familiarity with workforce development, employment programs, or adult education, or prior professional experience in these fields.
- Examples of previous reports that demonstrate your company's capacity to draw analysis and conclusions from quantitative and qualitative data, especially if these reports are used to inform system-wide reform and policy change. WSW may request to review publicly-available examples of your previous work.



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- Contact information from at least three previous clients for whom you have developed reports who can speak to your professionalism and capabilities.
- Hourly rates and number of hours you expect to spend on the project.
- Anticipated project budget not to exceed \$10,000.
- A projected timeline for conducting the research and developing the report, culminating in the submission of the final report to WSW no later than May 1, 2020.

Responses should be clear, descriptive of work and contain all elements requested. Proposals will be scored on a scale from 1 to 10 on the following elements: 1 being poor, 5 being good, and 10 being excellent, on the scale of 100 maximum score.

1. Overall Proposal Clarity and Vision.
2. Proposal Completeness.
3. Overall Description of Company Qualifications.
4. Demonstrated Experience in Workforce Development, Employment Programs, or Adult Education.
5. Demonstrated Experience drawing conclusions and analysis from quantitative and qualitative data.
6. Demonstrated Experience writing reports used to inform system-wide reform and policy change.
7. Quality of Previous Work Examples.
8. Positive Professional References.
9. Clarity of Proposed Timeline.
10. Proposed "Not to Exceed" Price and Hourly Rates.

Selected bids may be invited to present their proposal. No costs for these presentations will be covered. Any submitted bid shall remain a valid proposal for one year after the closing date of the RFP.