



Request for Qualifications

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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 may 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. Administering the federal Workforce Innovation and Opportunity Act (WIOA) for those counties and is a private 501c3 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 designed the [Quality Jobs Initiative](#) which is committed to designing and developing a regional approach with workers, employers, job seekers, community-based organizations, economic developers, and local municipalities to define, support and promote quality jobs.

WSW is committed to equity, civil rights and equal opportunity in the policies, programs, and services it provides.

Auxiliary aids and services are available upon request to persons with disabilities.

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#### Instructions for Responding to the RFQ

Contractor information to be placed on WSW’s Future Project list. Contractor qualifications will remain active until the rate expiration date indicated below. 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).

WSW will maintain a file of qualified contractors and will consider experience, price and references when selecting contractors when specific projects arise. Contractor should resubmit qualifications upon expiration date of the rate or change in hourly rate.

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 quote for a project and will be expected to perform based upon the submitted quote.

**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

### Section 1: Proposer Information

|                                |  |                              |  |
|--------------------------------|--|------------------------------|--|
| <b>Date Submitted:</b>         |  | <b>Contact Name:</b>         |  |
| <b>Organization/ Proposer:</b> |  | <b>Email:</b>                |  |
| <b>Address:</b>                |  | <b>Telephone:</b>            |  |
| <b>EIN or SSN:</b>             |  | <b>Website:</b>              |  |
| <b>Hourly Rate:</b>            |  | <b>Rate Expiration Date:</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
  - i.  Human Resources
  - ii.  Equity Surveys
  - iii.  Specific Employee/Management Trainings – please describe further in Section 4.
- b.  Employment and training strategies for low-income families
- c.  Employment and training strategies for dislocated workers
- d.  Employment and training strategies for opportunity youth
- 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)

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



**III. General and Technical Management**

- a.  Process analysis and quality improvement
- b.  Group facilitation
- c.  Group or individual mediation
- d.  Change management
- e.  Diversity, Equity, Inclusion and Belonging
- f.  Human Resources
- g.  Strategic planning/business plan development
- h.  Event planning and development
- i.  Program development, management and evaluation
- j.  Staff training
- k.  Grant writing
  - i.  Federal
  - ii.  State
  - iii.  Foundations, and/or
  - iv.  Private funds
- l.  Public relations, communications
- m.  Printing, production
- n.  Photography
- o.  Videography/video filming, production
- p.  Graphic Design
- q.  Social Media Outreach (channel development, organic/paid campaigns)
- r.  Brand/communications audit
- s.  Other, please list \_\_\_\_\_

**IV. Industry-Specific Workforce Development Projects**

- a.  Healthcare
- 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)



**workforce**  
SOUTHWEST WASHINGTON

#### **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.*

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