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**REQUEST FOR QUALIFICATIONS**

**Consultants-Contractors to Provide Facilitative and Collaborative Management Services for the South-Central Manufacturing Regional Sector Partnership**

Workforce Alliance is issuing this Request for Qualifications to provide facilitation and management services for the South-Central Manufacturing Regional Sector Partnership.

Completed proposals will be accepted until **Friday, February 16, 2024** at which time the proposals will be reviewed and contracts awarded. This RFQ may be downloaded from Workforce Alliances website at [www.Workforcealliance.biz](http://www.Workforcealliance.biz). Multiple contracts may be awarded as a result of this RFQ.

**SECTION 1: OVERVIEW- Workforce Alliance and the South-Central Manufacturing Regional Sector Partnership.**

**Workforce Alliance** Workforce Alliance is a policy and oversight organization responsible for creating a comprehensive, community-wide response to the challenges of building a highly skilled workforce. Through the coordination and administration of a variety of employment and training initiatives, we have prepared thousands of individuals for jobs and have assisted numerous employers with training and employee transition.

Workforce Alliance is the regional workforce development board for the South-Central Connecticut Workforce Investment Area, consisting of the towns of: Bethany, Branford, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Madison, Meriden, Middlefield, Middletown, Milford, New Haven, North Branford, North Haven, Old Saybrook, Orange, Portland, Wallingford, Westbrook, West Haven and Woodbridge.

**The South-Central Manufacturing Regional Sector Partnership** is focused on developing and executing activities that will result in (i) an increased awareness of manufacturing careers in the region, (ii) the creation of a pipeline of young talent emerging from both the comprehensive and technical school systems with an interest in manufacturing-related careers, and (iii) increased access to post-secondary manufacturing training programs with an emphasis on strengthening their relationship with employers.

**SECTION II: APPLICANT ELIGIBILITY REQUIREMENTS**

Qualified applicants will have a minimum of five (5) years’ experience serving government or non-profit entities in the State of Connecticut and a minimum of five (5) years’ experience engaging with businesses in an economic or business development capacity. Applicants must be knowledgeable and demonstrate experience in the following areas:

* Meeting facilitation/Coordination
* Project planning
* Stakeholder engagement
* Needs assessment/analysis
* Evaluation and reporting
* Networking
* Process examination/Efficiency implementation
* Workforce development systems/federal funding
* Negotiation/Collaboration and planning

Applicants should demonstrate how their proficiency in these fields is applicable to the Scope of Services and the performance of this project.

Applicants should, if possible, submit a list of past governmental and on-profit consultation projects for which they have rendered services, a long with a contact and reference for each entity listed.

Applicants must provide resumes of staff and/or partners that will be assigned to the SCM-RSP along with a proposed budget for services.

**SECTION III: SCOPE OF SERVICES**

Applicants shall be tasked with the facilitation and general management of the South-Central Manufacturing Regional Sector Partnership activities and initiatives, including, but not limited to:

* **Meeting facilitation and coordination:** Examples include: schedules and sends out agendas/announcements about upcoming meetings, arranges logistics of in person meetings and engagement events; facilitates meetings with business leaders and key support partners to develop priority-based action plans; distributes meeting invitations, summaries, minutes and communications in a timely manner; remains neutral in conversations and facilitates partnership meetings as a “silent” partner.
* **Project Planning:** Examples of project planning include: collaborates with stakeholders to define project objectives, scopes, and timelines. Develops comprehensive project “action plans”, ongoing project management, and administrative support to partnership. Ensures that action teams are adequately supported by identifying ideal public support partners to collaborate with to implement industry priorities. Monitors progress and implements adjustments as needed. Holds partners accountable for accomplishing tasks within the established timeframe.
* **Stakeholder engagement:** Examples of stakeholder engagement include: Building and maintaining strong relationships with business leaders and industry associations in the South Central region as well as building and maintaining strong relationships with academic institutions, Chambers of Commerce, and other key public support partners. Fosters open communication and consensus building about stakeholders with varying interests in the manufacturing sector.
* **Needs assessment and analysis:** Examples include, conducting thorough needs assessments of regional manufacturing workforce development needs, economic trends, and industry-specific challenges. Utilize data driven insights to inform project strategies and decision-making.
* **Evaluation and Reporting:** Activities include but are not limited to, measuring the impact and effectiveness of the projects, gathering feedback from stakeholders and analyzing outcomes. Prepare reports and presentations to communicate project results to internal and external audiences.
* **Process examination/efficiency implementation:** Identify areas for improvement and innovation in regional sector partnerships practices. Implement best practices and lessons learned from previous projects to enhance future collaborations.
* **Networking and Representation:** Represent the regional sector partnership at industry events, conferences, and community gatherings. Promote the partnership’s mission and achievements to build a positive reputation within the region.
* **Other duties as assigned**

**SECTION IV: GENERAL INFORMATION**

Contract time period is February 20, 2024 to June 30, 2025.

Applicants must describe their experience providing the services identified in the Statement of Work and how they will perform these services for the South-Central Manufacturing Regional Partnership. No attachments allowed.

Applicants will be required to perform these services both within an office environment and remotely, with travel an expected and necessary function of the project. Applicants should possess all technological and transportation capabilities necessary to fulfil the Scope of Services prior to award.

Applicants shall provide an estimate of the costs to provide services and the background and experience of the personnel that would be assigned to this project.

All awards shall be subject to the availability of federal funding throughout the term of the Agreement.

**SECTION V: TERMS AND CONDITIONS**

Proposals must be submitted on or before 4:00 pm on Friday, **February 16**, 2024, **after which date, Workforce Alliance will not accept additional proposals. Proposals must be delivered via email and may not be mailed, or hand delivered.**

Applicants must submit a MS Word and a PDF version of their proposals via email to Jill Watson, Director of Special Grants and Projects: [JWatson@workforcealliance.biz](mailto:JWatson@workforcealliance.biz). The subject line for all submissions should be marked: GJC Consultant-Contract RFQ Response.

This RFQ does not commit Workforce Alliance to award a contract. Workforce Alliance will not pay any costs incurred by the applicant in the preparation of the proposal. Workforce Alliance may accept or reject any or all proposals received as a result of this RFQ or cancel in part, or in its entirety, this RFQ if it is in the best interest of Workforce Alliance to so do.

Workforce Alliance may request additional information or a personal interview in support of written proposals.

Workforce Alliance may award a contract under this RFQ without discussion with the applicants. Therefore, applications should be submitted on the most favorable terms from both the technical and cost standpoint.

Workforce Alliance reserves the right to not fund applicants based solely on either the lowest cost or the highest score on the proposal.

Workforce Alliance may require the selected applicants to participate in negotiations and submit price, technical or other revisions to the proposal as a result of the negotiations.

The contract awards are subject to availability of Federal or State funds and the execution of contract acceptable to both the selected applicants and Workforce Alliance.

Workforce Alliance reserves the right to reject the proposal of any applicant based on any misrepresentation.

All proposals must be signed by the agency principal.

**Selection criteria:**

* Proposals may not be funded at the funding levels requested.
* Workforce Alliance reserves the right, at its sole discretion, to invite applicants to make a presentation. Workforce Alliance also reserves the right, at its discretion, to conduct pre-selection site visits to any organization that is being considered for funding under this RFQ.
* Applications will be reviewed by staff for responsiveness and substance.

**RFQ Timeline:**

* RFQ release date January 29, 2024
* Responses due no later than February 16, 2024, at 4:00 pm.
* Q & A- all questions must be submitted in writing to [JWatson@workforcealliance.biz](mailto:JWatson@workforcealliance.biz) between January 29, 2024, and February 9, 2024. All questions and answers will be posted on our website [www.workforcealliance.biz](http://www.workforcealliance.biz)
* Contract award announcement February 19, 2024
* Contract start date: upon approval from the Office of Workforce Strategy