

# **Request for Qualifications (RFQ)**

Consulting Services for Youth Creative Space Development

Issued by: Workforce Alliance

Date: February 6, 2026

## **1. Introduction**

Workforce Alliance is seeking qualified consulting professionals or firms to support the development of our new Youth Creative Space, an innovative hub designed to engage young people in career pathways within the creative arts, information technology, artificial intelligence, digital media, gaming, podcasting, and film/production industries. The selected consultant(s) will work closely with our administrative team to refine program concepts, identify strategic partners, and develop a comprehensive work plan and program model within 60-90 days that supports youth skill-building, career exposure, and workforce readiness. The consultant's work should result in a clear roadmap that Workforce Alliance can use to guide operations of the Youth Creative Space.

## **2. Scope of Work**

Working with the Workforce Alliance's administrative team, the consultant will provide recommendations for program design, partnership development, and an implementation model.

## **3. Deliverables (within 60-90 days)**

- Program implementation outline
- Partnership development recommendations and Engagement Strategy
- Customer Program Mapping
- Planning Session Summaries
- Recommendations for Online Safeguards
- Credentials, Badges or Certifications to be offered in alignment with the goals of the center
- Final Comprehensive Recommendation Report

## **4. Qualifications Sought and Requirements**

Describe consultant or firm's experience and qualifications, approach and methodology; timeline and availability.

- Experience in youth program development, workforce development, or creative/technology education; work plan experience; youth engagement knowledge; collaborative planning skills. Knowledge of local creative economy and connection to creative partners.
- Describe your experience and qualifications in work similar in size and scope of services outlined in this RFQ; outline the ways in which the services required by

the RFQ are similar to what your organization currently does or has done in the past.

- Provide three references of persons and/or organizations who are familiar with your work, your ability to carry out programmatic, operational and administrative goals. Please provide Name of Organization, Name and Title of Contact Person, Address, Telephone Number and Email Address.
- Provide a workplan outline that summarizes key milestones across the workplan for each objective and general timeline. Provide a brief budget narrative and itemize budget.

## 5. Timeline

RFQ Release Date: February 5, 2026; Q&A Submission Deadline: February 11-18, 2026; Submission Deadline: February 26, 2026 by 4pm; Evaluator's Review: February 27-March 3, 2026; Evaluator Meeting: March 4, 2026; Interviews of Finalists: March 5-10, 2026; Award Letter: Week of March 16<sup>th</sup>; Project Start: Immediately following contract execution for a period of 60-90 days subject to final negotiations.

Interested parties should check the Workforce Alliance website to access the RFQ and revisit regularly for updates at <https://workforcealliance.biz>.

All questions about the RFQ or review process must be submitted in writing. All questions will be responded to in writing and published on <https://workforcealliance.biz>. Bidders may submit their questions between the dates of February 5, 2026 and February 20, 2026, by 4:00pm EDT to [info@workforcealliance.biz](mailto:info@workforcealliance.biz). No questions will be accepted after the time designated above.

## 6. Submission Instructions

Submit proposals via email **no later than 4:00pm pm February 26, 2026** to: Evelyn Brooks-Contracts Management Coordinator, [ebrooks@workforcealliance.biz](mailto:ebrooks@workforcealliance.biz).

Keep quotes as concise as possible. The narrative must not exceed 5 pages. Any quote with a narrative exceeding 5 pages will not be considered for review. Proposals should be written in 12 Font, 1" margins and 1.5 spacing between sentences. **PLEASE DO NOT SEND REPORTS, BROCHURES, OR SIMILAR ATTACHMENTS UNLESS REQUESTED.**

Any proprietary information contained in quotes must be clearly identified as such.

## 7. Evaluation Criteria

Proposals will be evaluated on qualifications, proposed approach, relevant experience, cost, and ability to meet the project timeline.