



REQUEST FOR PROPOSAL (RFP) NUMBER: RFP-CSET-WF-2015-8
PROGRAM YEAR: 2015-2016
RFP TITLE: Pima County Community Services, Employment and Training (CSET)
Community and Workforce Programs Consultant and Technical Assistant

SOLICITATION: Pima County CSET is soliciting proposals from respondents that are qualified, responsible and willing to provide services in compliance with all specifications and requirements contained in the RFP. Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. Parties interested in doing business with CSET are responsible for checking the CSET website for the most current information. Respondents who download the RFP from the CSET website should notify Anna.Cunes@pima.gov to register in order to receive notice of such addenda, to assure that the RFP incorporates all addenda. Proposals must be submitted in accordance with the RFP. Failure to do so may be cause for the proposal to be rejected as non-responsive.

Any private for-profit business entity, private non-profit corporation (including a faith-based entity), or public entity, may apply for available funds. All submitted information will be considered public record unless the Proposer clearly notes information is proprietary.

RFP ISSUE DATE: Monday, November 30, 2015, 10:00 a.m.,
Mountain Standard Time (MST)

RFP AVAILABLE FOR PICK UP AT: Kino Service Center, 3rd Floor Reception Desk
2797 E. Ajo Way, Tucson, Arizona 85713

AVAILABLE ONLINE: <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

If you download the RFP please contact
Anna.Cunes@pima.gov to register for updates.

RFP QUESTIONS DEADLINE: Monday, December 7, 2015, 3:00 p.m., MST

ANSWERS POSTED ONLINE: December 8 to 20, 2015, 3:00 p.m., MST

PROPOSAL DEADLINE: Friday, December 18, 2015, 3:00 p.m., MST

**PROPOSAL DELIVERY
LOCATION:**

Kino Service Center, 3rd Floor Reception Desk
2797 E. Ajo Way, Tucson, Arizona 85713

Submit proposal in a sealed envelope addressed to:

Pima County Community Services, Employment and Training
Kino Service Center, 3rd Floor
ATTN: Anna M. Cunes
2797 East Ajo Way
Tucson, Arizona 85713

The envelope should be clearly marked on the outside with the RFP Number, RFP Due Date and Time, and Proposers' Contact Name.

OPENING OF PROPOSALS: Friday, December 18, 2015, 3:10 p.m., MST

Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. Parties interested in doing business with Pima County are responsible for visiting the CSET website for the most current information.

PUBLISH DATE: Monday, November 30, 2015
PUBLICATION: Daily Territorial, www.azgrants.com
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

CONTACT: Anna.Cunes@pima.gov or 520-724-6766

INSTRUCTIONS TO PROPOSERS

- I. Proposals should be submitted with a 12 point font and double-spaced.
- II. Provide one (1) Original Proposal and three (3) Copies.
- III. The Proposal should include a cover letter on official letterhead and be signed and dated.
 - A. The letter should note three completed projects in the past along with a reference; and
 - B. Contact information for each reference.
- IV. Using the Sample Scope as a guide, proposer should provide a narrative discussion of experience in community and workforce programs.
 - A. The narrative should demonstrate a knowledge of these programs and their evolution, as well as resources available for research.
 - B. The narrative should provide an example of how a specific topic will be researched and options prepared.
- V. The narrative should include examples of past group training activities, as well as the approach to preparing for and delivering these activities.
- VI. Attach resume(s) for key personnel and not more than two (2) pages for each resume.

COST

_____ Hourly cost for research, analysis, and preparation of options.

_____ Hourly cost for cost for delivered group trainings, workshops and/or focus groups.

_____ Cost for a block of four hours of delivered group trainings, workshops, and/or focus groups.

SELECTION CRITERIA

Selection will be based primarily on the total score on the following rating criteria as determined by a Review Committee represented by CSET staff and One-Stop partners.

- A. Cost (40 points).
- B. Quality and Relevance of Experience to Areas in Scope below (30 points).
- C. Key Personnel (10 points).
- D. Quality of the Discussion as to How Specific Activities will be Approached (20 points).

BACKGROUND

Pima County Community Services, Employment and Training (CSET) is a division of the Pima County Health and Community Services Department. Pima County, through its CSET division, operates several job training programs including the Pima County One-Stop; the Workforce Innovation and Opportunity Act (WIOA) Low Income Adult, Youth and Dislocated Worker Programs; Veteran's Programs; Technical Skills Training grants; Health Profession Opportunities grants; and other job training programs to assist the employers and workers of Pima County.

The One-Stop system is composed of staffing from these grants. The One-Stop also includes staff and training funds from Community-Based Organizations and Pima Community College, some of whom are paid for through County operated grants and some of whom are paid for through other funds. Staffing for the One-Stop also includes staff and training paid for by federally mandated partners, including the State Employment Administration and Trade Adjustment Act.

CSET staff also supports the Workforce Investment Board (WIB) and WIB committees. The WIB is an advisory committee to the Pima County Board of Supervisors on workforce matters. Pima County asked the WIB to provide input into the County's 2015-2017 economic development plan. More recently, the growing importance of workforce was emphasized by the Tucson Regional Economic Opportunities' (TREO) (Sun Corridor Inc. as of August 2015) Blueprint inclusion of "Talent" as one of the critical factors in local economic development.

At the federal level, most direction for the federally funded workforce system comes from the U.S. Department of Labor under the WIOA. This Act includes WIOA Title I Adult, Dislocated Worker, and Youth programs (which is the only portion directly operated by Pima County CSET), Native American Programs, Job Corps, Migrant and Seasonal Farmworker Programs, Title III State Employment Service, Title IV Vocational Rehabilitation Services, Title II Adult Education System under WIOA. CSET's Title I Programs must plan and coordinate with Titles II, III, and IV.

CSET's WIOA funding passes from the federal Department of Labor to the Arizona Department of Economic Security (DES). DES is tasked with administering the program, including allocating money to Counties for youth, adult, and dislocated worker program operations based on formulas. DES also provides some administrative funds to the Arizona Commerce Authority (ACA), which provides support to the state Council, a policy making board that advises the Governor. The ACA initiated a program to have the One-Stop system actively engage industries in "sector partnerships" in order to better assist businesses. ACA has obtained the services of a consultant to help local areas with sector strategies. Pima County's WIB has identified several industry growth sectors to be targeted.

Examples of Consultant and Technical Assistance obtained by CSET in the past.

CSET receives a variety of grants to provide programs through the One-Stop system, Community Action Agency (CAA), the Sullivan Jackson Employment Center, and Pima Vocational High School (a charter school) because of:

- the variety of grants that CSET seeks and obtains;
- specific requirements of grants;
- changing priorities and programs; and
- changing policies and interpretation of policies in these grants.

CSET has determined it to be in the best interests of Pima County to seek qualified, knowledgeable experts for various projects.

Past and present examples of CSET consultant use include:

- Grant writing.
- Guidance and Facilitation of workforce staff and training providers for the purpose of evaluating occupations and developing career pathways and training to meet demand.
- Development of a process to elect required poverty representatives to the CAA Board.
- Charter school accounting and financial reporting.
- Evaluation of reasons businesses in Pima County reduce or close local operations and/or relocate to other communities.
- Valuation of a small business where the owners wanted to retire and "sell" the business to employees.
- Preparation of charter school renewal.
- Development of new models/approaches to train employers in best methods of utilizing interns.
- Facilitation of businesses, workforce, economic development, and education partners from the four border counties in the development of industry sector specific career pathways and new training.
- Preparation of the County-wide Homeless Continuum of Care Plan.
- Technical assistance training or retreat facilitation for any of the three advisory boards supported by CSET (the CAA Board, Pima Vocational High School Board, or WIB), or for the staff that work in various programs, as well as subcontractors and vendors.

SAMPLE SCOPE OF WORK

I. Prior to the initiation of each project, Contractor shall:

- A. Meet with County staff to establish the specific work objectives and funding source of the project.
 - B. Submit a projected schedule and estimated cost and obtain approval from the CSET Director.
- II. Upon CSET request, Contractor shall work with County staff in the area of workforce and community development as follows:
- A. Research best practices and grant opportunities;
 - B. Analyze and prepare reports on best practices;
 - C. Analyze existing programs and prepare options for alternative methods
 - D. Prepare and deliver technical assistance and group training to community advisory groups, management and line staff, and subcontractors;
 - E. Facilitate focus groups;
 - F. Evaluate federal and state policies and make recommendations regarding program implementation; and
 - G. Assist in collaborative efforts between partners, including program partners in other Counties.
- III. Contractor should be prepared to provide technical assistance, as requested by the CSET Director, to assist in the transition from the Workforce Investment Act (WIA) to the WIOA or other successor legislation if impacted by the new legislation. Examples of impacted areas may be:
- A. WIB composition and changes in required committee structures and duties;
 - B. Local One-Stop system service delivery changes;
 - C. Performance Measures;
 - D. Required partnership changes;
 - E. Training provider changes including outcome metrics;
 - F. Shift to out-of-school youth emphasis, including model programs for recruiting out-of-school youth, reengaging them, and transitioning them to work; and
 - G. Other topics requested by the CSET Director.
- IV. By the tenth (10th) working day of each month, Contractor shall provide County staff with a written report of work done by topics(s), including findings, recommendations, hours worked, and partners contacted.

Pima County CSET reserves the right to:

- i Renew contract(s) for up to four additional years without issuing an RFP.
- ii Award monies received by CSET from the City of Tucson, Pima County, State of Arizona or the federal government to a vendor receiving funding under this RFP.
- iii Accept or reject any or all of the proposals received and to cancel in part or in its entirety this request if it is in the best interest of the County to do so.
- iv Make no fund award in any advertised proposal category.
- v Negotiate necessary adjustments in proposed cost and activities.
- vi Utilize other federal, state and local governmental agencies and qualified local educational agencies without a competitive procurement process.