



**Pima County**

**REQUEST FOR PROPOSAL No.:** RFP-CSET—2014-01

**TITLE:** Technical Assistance

**PROGRAM YEAR:** 2014-2015

**ISSUE DATE:** Tuesday, July 1, 2014 10:00 a.m.  
Mountain Standard Time (MST)

**RFP Available for pick up at** Kino One-Stop Career Center  
3<sup>rd</sup> Floor Reception Desk  
2797 E. Ajo Way, Tucson, AZ 85713

**or on our website:** <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

If you download this proposal please contact [rise.hart@pima.gov](mailto:rise.hart@pima.gov) to register for updates.

**PROPOSAL DEADLINE:** **Monday, July 14, 2014, Noon, MST**

**Submit proposals in a sealed envelope addressed to Risé Hart, Community Services, Employment and Training. The envelope should be clearly marked on the outside with the RFP number, title, due date, time and respondent’s name. Submit the proposal to: Kino Service Center, Community Services, Employment and Training, 3<sup>rd</sup> Floor, 2797 E. Ajo Way, Tucson, AZ 85713.**

**Proposal Drop Off Location:** Kino One-Stop Career Center  
3<sup>rd</sup> Floor Reception Desk  
2797 E. Ajo Way, Tucson, AZ 85713

**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 checking the Community Services web page at <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> for the most current information.**

**PUBLISH:** Daily Territorial,  
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

**Contact Person:** [rise.hart@pima.gov](mailto:rise.hart@pima.gov) or 520-243-6723

**In accordance with Pima County Board of Supervisors Policy D 29.6 (“Selection and Contracting of Professional Services”), Pima County Community Services Employment and Training Department is requesting proposals from qualified professionals and firms to provide technical assistance to the One-Stop system, including related programs. It is expected that the cost to County for this service shall not exceed \$40,000 for the period July 1, 2014 to June 30, 2015. The contract may be amended for up to four additional one year periods at the sole discretion of Pima County.**

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## **INSTRUCTIONS TO PROPOSERS**

Proposals must be written in 12 point type.

One original and three copies must be submitted.

A Proposal should begin with a brief signed and dated cover letter. The letter should note three projects done in the past and provide a reference and contact information for each.

Contractor should provide a narrative discussion of experience in community and workforce programs. The discussion should show knowledge of these programs and their evolution, as well as resources available for research.

The narrative should provide an example of how a specific topic will be researched and options prepared.

The discussion should provide examples of past group training activities, as well as the approach to preparing for and delivering these activities.  
Attach resume(s) for key personnel.

## **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 committee of Community Services, Employment and Training (CSET) staff and 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)

## **Scope**

1. 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 the approval from the Director of Community Services, Employment and Training (CSET).
2. 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.
3. 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 Workforce Innovation and Opportunities Act (WIOA) or other successor legislation impacted by the new legislation. Examples of impacted areas may be:
  - Workforce Investment Board (WIB) composition and changes in required committee structures and duties;
  - Local One-Stop system service delivery changes;
  - Performance Measures;
  - Required partnership changes;
  - Training provider changes including outcome metrics;
  - Shift to out-of-school youth emphasis, including model programs for recruiting out-of school youth, reengaging them, and transitioning them to work; and
  - Other topics requested by the CSET Director.
4. By the tenth working day of each month, Contractor shall provide County with a written report of work done by topics(s), including findings, recommendations, hours worked, and partners contacted.

## **Background**

CSET is part of the Pima County Community and Economic Development Department. Pima County, through its CSET Department, operates several job training programs, including the Pima County One-Stop, WIA Low Income Adult, Youth and Dislocated Worker programs, Veteran's Workforce Investment Program, Technical Skills Training grants, Health Profession Opportunity Grants (HPOG) 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 Service and Trade Adjustment Act.

CSET staff also support the Workforce Investment Board (WIB) and its committees. The WIB is an advisory committee to the Pima County Board of Supervisors on workforce matters. Two years ago Pima County asked its local Workforce Investment Board to provide input into the County's economic development plan. More recently, the growing importance of workforce was emphasized by the Tucson Regional Economic Opportunities' (TREO) 2014 Economic 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 Workforce Investment Act (WIA). This Act includes WIA Title IB Adult, Dislocated Worker, and Youth programs (which is the only portion directly operated by Pima County CSET), Native American Programs, Migrant and Seasonal Farmworker Programs, the State Employment Service, Vocational Rehabilitation Services, Trade Adjustment Assistance, Job Corps, the Adult Education System and Career and Technical Education programs operated by the U.S. Department of Education.

CSET's WIA 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 Workforce Arizona Council (WAC), a policy making board that advises the Governor. The WAC and ACA initiated a program to have the One-Stop system actively engage industries in "sector strategies" 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. At the state level, the WAC set a series of policies in place to facilitate integration between various federally funded workforce programs such as WIA, Job Corps, Employment Service, Adult Education, and Trade Adjustment Assistance.

The Workforce Investment Act was passed in 1998. It replaced the Job Training Partnership Act (JTPA) and codified the One-Stop system. During the past 12 months both the U.S. Senate and the U.S. House of Representatives have introduced bills to

reauthorize the Workforce Investment Act. It appears that WIA will be replaced and a transition to a new Act will begin.

### **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, 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; changing policies and interpretation of policies in these grants; CSET has found it in the best interests of Pima County to seek qualified, knowledgeable experts for various projects.

Past and present examples of CSET's consultant use include:

- Grant writing.
- Guidance and facilitation of workforce staff and training providers for the purpose of evaluating emerging "green" occupations and developing career pathways and training to meet demand.
- Development of a process to elect required poverty representatives to the Community Action Agency Advisory 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 (CAAB, Pima Vocational High School Board, or WIB), or for the staff that work in various programs, as well as subcontractors and vendors.

**Pima County Community Services, Employment and Training reserves the right to:**

1. Renew contract(s) for up to four additional years without issuing an RFP.
2. Award monies received by Community Services, Employment and Training from the City of Tucson, Pima County, State of Arizona or the federal government to a vendor receiving funding under this RFP.
3. 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.
4. Make no fund award in any advertised proposal category.
5. Negotiate necessary adjustments in proposed cost and activities.
6. Utilize other federal, state and local governmental agencies and qualified local educational agencies without a competitive procurement process.