



## **REQUEST FOR PROPOSAL – BUSINESS ENGAGEMENT Military Corps Career Connect (C3)**

### **Section 1 – Introduction and Project Overview**

Anne Arundel Workforce Development Corporation's (AAWDC) mission is to develop and offer an innovative, effective workforce delivery system that is aligned with the economic and educational goals of Anne Arundel County and the State of Maryland. This initiative brings together workforce partners across Maryland with common economic and workforce goals.

The Military Corps Career Connect (C3) initiative will serve those service members transitioning from active duty, spouses of service members on active duty and veterans who are within 48 months of discharge from active duty. C3 seeks to use a demand-driven approach to create an effective employment and training delivery systems for businesses in all industries and effectively connect those businesses with qualified candidates through:

- (1) direct hire
- (2) train-to-hire & On the Job Training programs
- (3) apprenticeship programs

C3 will serve participants and businesses throughout Maryland but will have a concentrated effort centered on the State's major military installations: Fort Meade, Joint Base Andrews (JBA), Naval Air Station Patuxent River (NAS Pax River) & Aberdeen Proving Grounds (APG). Veterans and spouses discharged from bases in adjacent states who are Maryland residents are eligible.

AAWDC is issuing a Request for Proposal (RFP) which will solicit a contractor to provide assistance including, but not limited to, the following:

- 1) manage/oversee a business advisory board that includes a cross-section of businesses
- 2) identify transferable skills, from active duty to civilian, of participants and assist with outreach to C3 population
- 3) work closely with the C3 Business Engagement Specialist(BES) and the C3 Veteran Navigators (VN) to maintain a streamlined connection to participants and businesses
- 4) assist BES with oversight of the MDVA Operation Hire program and activities including networking events, employer roundtables
- 5) identify in-demand career pathways for C3 participants
- 6) assist with maintaining a database of employers who prefer to hire C3 population
- 7) assist the C3 staff in recruiting businesses for the Chamber fellowship and fast track programs

**AAWDC encourages applicants to include in their proposals, other innovative ways to engage businesses to connect C3 participants to job opportunities.**

## **Section 2 – Submission Information**

All quotes must be received by 4:00 p.m. on April 24, 2017 and submitted to Shauna Donahue, C3 Project Director [sdonahue@aawdc.org](mailto:sdonahue@aawdc.org). All documents must be in a .pdf, .doc, or .xls file.

Costs for this project will be funded through federal dollars that Anne Arundel Workforce Development Corporation receives from a Department of Labor (DOL) grant. All respondents will be required to certify that they are not on DOL's list of debarred contractors and are not in default on any obligations due to the federal government before a contract is issued. AAWDC anticipates making either a single award or multiple awards, dependent upon funds. This agreement will begin as soon as the award is made and will be in effect until September 30, 2018.

## **Section 3 – Scope of Work and Deliverables**

AAWDC seeks quotes from regional industry conveners to facilitate business engagement through strategic and creative methods, such as events, meetings, roundtables, etc. which will increase awareness and initiate discussions surrounding skills gaps (military to civilian); training needs; etc

AAWDC expects the responder to hold at least two events for businesses per year. Quotes may be focused on specific regions, business size, specific talent needs, etc.

AAWDC anticipates successful responders will:

- Coordinate scheduling of events with relevant AAWDC and C3 staff
- Engage the business community by building partnerships between AAWDC and business community specific to supporting the military and veteran community
- Direct the C3 Advisory Board's activities
- Incorporate outreach commitments through mediums such as website, social media, display or promotional materials, mailings, etc.
- Submit periodic written summary of activities

## **Section 4 – Quote Requirements**

All quotes should include the following:

- Identification of strategy to accomplish elements addressed in Section 1
- An outline of approach for convening with an estimated timeline
- A bio of individual assigned to work on the project
- A budget with a breakdown of costs. (Budgets are expected to be proportionate to the level of activity proposed)
- Contact information for the organization's point of contact (for proposal and delivery purposes)

After written quotes have been reviewed, discussions with prospective partners may or may not be required to clarify portions of the quote.

## **Section 5 – Evaluation and Anticipated Schedule**

Quotes received will be fully reviewed by an evaluation team consisting of AAWDC and C3 staff. AAWDC reserves the right to negotiate with the selected responders on deliverables, scheduling & budget issues. AAWDC shall not be obligated to accept the lowest quote submitted, but shall make awards in the best interest of the project.

AAWDC's anticipated schedule for making an award is as follows:

Proposals Due:            April 24, 2017

Notification of Award    May 8, 2017

Any questions pertaining to the scope of work should be directed to  
Shauna Donahue, C3 Project Director at [sdonahue@awdc.org](mailto:sdonahue@awdc.org)