

WIOA Implementation: Facilitation of Partner Convenings



ANNE ARUNDEL
WORKFORCE DEVELOPMENT
CORPORATION

REQUEST FOR PROPOSALS

Issue Date

December 4th, 2017

Notification of Intent to Apply

December 11th, 2017

Proposal Due Date

December 29th, 2017 at 4:30 p.m.

Any proposal received after that time will not be accepted.

Funding Available

\$4,500

Convenings Schedule

February - March 2018
(Dates To Be Determined)

Issued by

Anne Arundel Workforce Development Corporation (AAWDC)

Scope of Work Contact

Milena Kornyl
Director, Research, Performance and Compliance

mkornyl@aawdc.org

Notification of Intent to Apply

We encourage event Facilitators with demonstrated successful experience in organizing and implementing brainstorming and/or convening sessions to submit proposal for consideration.

Prospective responders are requested to submit a non-binding Notification of Intent to Apply to inform AAWDC of their intent to submit a proposal.

Notifications may be emailed to jroberts@aaawdc.org with **Notification of Intent to Apply** in the Subject Line.

Notifications of Intent to Apply are due no later than 4:30 PM (ET) on Friday, December 11, 2017. While failure to notify AAWDC will not disqualify you from submitting a proposal, this notification is for planning purposes to assist in securing the necessary number of reviewers.

I. Introduction and Project Overview

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA is designed to help both job seekers and businesses. The legislature addresses the needs of jobseekers through establishing a workforce system that helps them access education, training, and supportive services to gain employment and succeed in the labor market. WIOA also addresses business needs by matching them to the skilled workers they need to compete in the global economy.

In order to ensure Maryland's effective implementation of the requirements of the new federal law, the WIOA partners agreed on collaborating in the development and implementation of proven best practices and strategies towards system improvement. Anne Arundel County Workforce Development System is being supported by a number of partners: Maryland Division of Rehabilitation Services (DORS), Department of Labor, Licensing and Regulation (DLLR), Anne Arundel Community College (AACC), JobCorps, Economic Development Corporation (EDC), Community Action Agency, Local Management Board, Public Schools, Senior Community Service Employment Program (SCSEP) and Public Libraries. The Partners developed the Local Workforce Development Plan that outlines the vision, objectives, and strategies for WIOA implementation in the County.

In order to define strategies for further efficient implementation of the Local Plan, AAWDC on behalf of the Local Workforce Development Board is looking to conduct two brainstorming sessions: 1. with key Partner representatives to identify key elements and aspects of implementation; and 2. with Partner staff to educate, train and discuss day-to-day details of each process.

The convenings are to take place at the Anne Arundel Career Center during regular office hours.

II. Submission Information

All proposals must be received by 4:30 p.m. on December 29, 2017 to jroberts@aaawdc.org. All documents must be in a .pdf, .doc, or .xls file.

III. Scope of Work and Deliverables

AAWDC seeks innovative, highly interactive, targeted approach to development and facilitation of brainstorming sessions and staff convening that will help to define strategies and the next steps in Local Plan implementation. A report/white paper based on the results of these sessions is to be developed.

IV. Proposal Requirements

All proposals should include the following:

- Title, Approach Overview, and Action Plan/Timeline for the project implementation
- Facilitator's Biography or Company experience
- Contact information of the organization point of contact for proposal and delivery purposes
- Detailed Budget

After written proposals have been reviewed, discussions with prospective facilitators may or may not be required to clarify portions of the proposal.

V. Scoring Criteria for Evaluation

Proposal Evaluation Criteria - 100 points total

Each proposal received by the Evaluation Committee will be objectively evaluated and scored based on, but not limited to the following weighted criteria:

1. Presentation and feasibility of the approach and plan (30 pts).
2. Clarity, completeness, and reasonableness of the Implementation Plan (35 pts).
3. Demonstration of experience in workgroup facilitations and development of action plans by multiple partners/stakeholders (35 pts).

VI. Evaluation and Anticipated Schedule

1. AAWDC staff will begin the process by reviewing each proposal received by the closing date and time and verify that they are complete and consistent with the guidelines set forth in this RFP before they are passed on to the Evaluation Committee.
2. Proposals that do not meet the closing date and time requirements will not be considered.
3. The Committee will evaluate each proposal based on the above scoring criteria and select proposals for recommendation to AAWDC Executives.
4. AAWDC reserves the right to negotiate with the selected Facilitators on scheduling issues to conduct the events in February/March 2018.

Any questions pertaining to the Scope of Work should be directed to

Milena Kornyl
Director, Research, Compliance and Performance
mkornyl@awdc.org