

INVITATION TO BID: NEXT GENERATION SECTOR PARTNERSHIP

Section I: Introduction

The Cumberland Workforce Development Board, Inc. (CWDB) is soliciting proposals for a facilitator to coordinate the creation of three Next Generation Sector Partnerships in the target sectors of Manufacturing, Healthcare and Information Technology, within the CWDB's thirteen (13) county service area. Your firm/organization should offer expertise, knowledge, and resources that CWDB can utilize to develop a high performing workforce area.

Be advised this is a short term project with an ambitious timeline due to the nature of the funds; all chargeable work must be billed prior to June 1, 2018. Deadline for submission is March 20, 2018.

Section II: Background

The CWDB approved their Strategic Plan in October of 2017 which includes the following Action Item;

ACTION: Facilitate Next Generation Sector Partnerships

RELATED STRATEGY:

Engage business and industry to identify in-demand skills and credentials to meet current and future workforce needs.

Engage employers to actively use the business services, communicate future demands, and inform service delivery.

Efficiencies are realized when multiple business leaders in target industry sectors can openly discuss their top priorities at a single table. Next Generation Sector

¹Partnerships move the conversation of traditional sector strategies beyond industry training needs. As active listeners during business "round table" discussions, workforce development, economic development, community organizations, locally elected officials, and educational professionals glean valuable insights not only related to in-demand skills, but other pressing needs affecting employer operations and efficacy as well.

Based on stakeholder input and labor market information, potential target sectors for initial focus might include healthcare and/or manufacturing.

Strategic Benefit: When business and industry feel heard and their needs are met, businesses grow and the community prospers. Gathering all relevant parties in one room and addressing the needs of the region can streamline the workforce development "system" and allows all involved to be on the same page, headed in the same direction.

¹ More information is available at <http://www.nextgensectorpartnerships.com>. Image credit Next Generation Sector Partnerships, retrieved August 1, 2017 from <http://www.nextgensectorpartnerships.com/aboutnextgenerationpartnerships/>

Timeline: Mid-term (1 to 3 years)

Responsible Parties: Workforce Director with CWDB Champions and staff support.

Partners: CWDB members; education including K-12, post-secondary and 4-year colleges; economic development and chamber of commerce representatives, locally elected officials, community organizations and support partners (e.g. Veterans, drug and family court); others depending on who is mentioned at first convening.

Potential Obstacles: The competitive nature of businesses can lead to a perception that the largest ones have the loudest voice while smaller firms may feel silenced or intimidated. Some industries and employers may feel left out or forgotten if sector prioritization is not adequately expressed. Ensuring the right people are at the table is critical for initial and continued buy-in and participation.

Consequences of No Action: Lack of information regarding business' workforce needs and advising students and jobseekers to enter fields where there is not a demand. Businesses will continue to have unfilled positions and the Board will be unaware of issues affecting employer growth potential.

Process Milestones:

- ▶ Identify Champion(s) to ensure/monitor success.
- ▶ Identify support partner representatives.
- ▶ Apply for Sector and Career Pathways Fund grant (due by December 31,2017) < \$20,000 Grant awarded.>
- ▶ Identify and prioritize specific sectors; define the criteria for selecting those sectors. <Of the seven sectors identified by the CWDB Manufacturing, Healthcare and Information Technology are targeted for this grant award.>
- ▶ Identify key business leaders and employer representatives to attend.
- ▶ Develop and communicate the message to get key representatives at the table.
- ▶ Host an orientation for support partners to ensure expectations and agendas are set.

- ▶ Host initial Sector Strategy event in highest priority target sector, launched by January 1, 2018.

Resources: Sector and Career Pathways funding; staff time; coordination with Office of Employment and Training.

Measurable Outcomes: Greater collaboration between business and education/ training around skills in target industries

of communications made to businesses related to Sector Strategies

Internal tracking and monitoring

of communications made to partner agencies related to Sector Strategies

of repeat business customers

of Sector Strategy events hosted

Reduction in unfilled skilled positions within target sector(s)

of job postings

of jobs filled

Cumberland Workforce Development Area | 2017-2020 Strategic Plan – Prepared by Thomas P. Miller and Associates

Section III: Response Requirements

Potential facilitators should include in their proposal, at a minimum, the following information:

1. A cover letter providing a brief description of the firm or individual, with contact information.
2. A summary of the facilitator's (and any other key personnel who will be involved in the process) qualifications and relevant experience. A work plan that contains a description of the methodology, tasks, timeline, an estimate of the amount of time that would be spent on the project, and any materials individuals participating in sector events will need.
3. A project budget which includes facilitating costs, travel costs, and any other appropriate costs expected to be incurred during the contract period. The budget

should itemize the cost, as much as possible. Maximum of \$19,500 available is for this bid.

4. Contact information for any organizations for which your firm/organization has provided similar service.
5. Method for delivery of services.
6. The attached completed and signed Conflict of Interest Disclosure Form that discloses any affiliations, previously financed contracted or contributions to any member of either the CWDB or the CWDB Administrator that would present a conflict of interest or the appearance of a conflict of interest.

Section IV: Evaluation and Selection Criteria

Potential facilitators shall be evaluated and scored by a reviewing committee using the following criteria:

1. Qualifications/Relevant Experience.
2. Completeness of work plan that demonstrated knowledge, skills, and experience in developing Next Generation Sector Partnerships.
3. Reasonableness and practicality of proposed budget.
4. Satisfactory performance record conveyed through references and examples submitted.
5. Availability to start immediately upon award notification.
6. Overall completeness and organization of response.

Section V: Administrative Support

Your firm/organization is invited to submit a written proposal. Specific information that must be in your proposal can be found in Section III. Any additional information which you may require for your proposal can be obtained by contacting Alane Mills, Director of Workforce Development at alane@lcadd.org. All questions must be submitted in writing. The Review Committee reserves the right to reject any and all proposals without penalty as well as make award where it appears in the best interest of the Cumberland Workforce Development Board Inc.

CUMBERLANDS WORKFORCE DEVELOPMENT BOARD
2384 LAKEWAY DRIVE
RUSSELL SPRINGS, KY 42642

Whereas, the Cumberlands Workforce Development Board, Inc. desires to have the creation, direction and coordination of Next Generation Sector Partnerships to be created within the Cumberlands Workforce Development Area for the Manufacturing, Healthcare and Information Technology sectors; and

Whereas, the contractor performs such services; and

1. Scope of Work

Coordinate the creation of three targeted Next Generation Sector Partnerships within the Cumberlands Workforce Development Area. Targeted Sectors will include: Manufacturing, Healthcare, and Information Technology.

2. Timeframe

Services are to begin upon award of proposal and conclude all chargeable services by May 31, 2018.

3. Payment

The LCADD (acting as Administrator of Funds) shall pay the contractor based on monthly cost reimbursement. Payment shall be made by check on the last business day of each month. The total expenditure for this contract should not exceed \$19,500.

4. Terms

The CWDB will award this contract for creation, organization and coordination services for the period of March 21, 2018 to June 30, 2018 and/or date of completion. Either party may cancel the same by delivering the other with written notice to that effect at least 10 days prior to discontinuance of service. Any notices which are required shall be sent to the address listed above for CWDB.

In testimony, whereof, the parties have executed and agree to the terms expressed in this Agreement.

Contractor: _____

Authorized Agent: _____

Title: _____

Date: _____

Cumberlands Workforce Development Board

Authorized Agent: _____
Chairman of the Cumberlands Workforce Development Board

Date: _____

STATE OF KENTUCKY

COUNTY OF _____

The foregoing Agreement was acknowledge and sworn before me by _____ as her/him free act and voluntary deed.

Witnessed by my hand this _____ day of _____, 2018

Notary Public: _____ My Commission Expires: _____

STATE OF KENTUCKY

COUNTY OF _____

The foregoing Agreement was acknowledged and sworn to me by the Cumberlands Workforce Development Board, Inc. by and through _____ its Chairman, to be the free act and voluntary deed of the Cumberlands Workforce Development Board, Inc. through her/him and that she/he has full authority from and by the Cumberlands Workforce Development Board, Inc. to execute this instrument on its behalf.

Witnessed by my hand this _____ day of _____, 2018

Notary Public: _____ My Commission Expires: _____

CONFLICT OF INTEREST

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the party's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by being selected as the facilitator for this project. The submitting individual or organization should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Date: _____

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

- I have no conflict of interest to report.
- I have the following conflict of interest or potential conflict of interest to report.

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____