**Workforce Solutions for North Central Pennsylvania/**

**North Central Workforce Development Board**

**Request for Quotes for Salary Scale and Performance Management System**

Workforce Solutions for North Central Pennsylvania (North Central Workforce Development Board) referred to as Workforce Solutions throughout the remainder of this document is currently seeking quotes for assistance with a comprehensive analysis of our organization, the development/refining of our current position profiles, a validated salary scale analysis and a review of our current performance management system.

Questions regarding this RFQ will be accepted until **Tuesday, August 17, 2021** and should be directed to Pam Streich via email. Responses to all questions will be compiled and sent to all inquirers to this RFQ by COB Thursday, August 19, 2021.

Pam Streich, Executive Director – pstreich@ncwdb.org

Workforce Solutions for North Central Pennsylvania

North Central Workforce Development Board

425 Old Kersey Road

Kersey, PA 15846

Electronic submissions of the detailed quotes are required and are due by **3:00 PM on Tuesday, September 7, 2021**. Quotes should be submitted to [pstreich@ncwdb.org](mailto:pstreich@ncwdb.org) with “RFQ Submission – Organization Analysis” in the subject line.

**Summary**

With this RFQ, Workforce Solutions seeks to acquire the services of a qualified firm to assist in the development comprehensive analysis of our organization, the development/refining of our current position profiles, a validated salary scale analysis and a review of our current performance management system.

Bidders must follow exactly, and be responsive to ALL requirements of this RFQ. It is the bidders’ responsibility to provide all specified materials in the required form and format.

The anticipated contracting period will be from approximately October 11th through December 31, 2021.

**Background**

Workforce Solutions is responsible for oversight of the workforce system in the North Central region of PA which includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter and provides staff to the North Central Workforce Development Board (1 of 23 boards across the Commonwealth). Workforce Solutions is a non-profit, workforce intermediary whose **vision statement** reads: Workforce Solutions will be a strategic workforce development leader focused on promoting economic prosperity and self- sufficiency of individuals by creating a workforce that is competitive in the global marketplace. Workforce Solutions **mission statement** reads: Workforce Solutions serves as the premier facilitator of an innovative workforce development system that meets the changing human capital needs of our employers and provides resources for our job seekers that maximizes their career potential and focuses on the customer’s needs.

Workforce Solutions seeks an entity that will assist us with a comprehensive analysis of our organization, the development/refining of our current position profiles, a validated salary scale analysis and a review of our current performance management system.

The organization currently has eight employees with seven different position profiles (one position is currently vacant). The titles of the positions include the following: Executive Director, Director of Strategic Planning and Project Management (vacant), Finance Director, Workforce System Manager, Fiscal Office Assistant, Business Engagement Coordinator, two Career Counselors and one PA CareerLink® Site Administrator.

Additional information regarding the organization can be found on our webpage – <https://workforcesolutionspa.com>. Our local plan for PY2021-24 can be found under the resources tap.

Pennsylvania’s 2020-24 WIOA Combined State Plan can be found at the following link: <https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA.aspx>

**Response Requirements (minimum requirements)**

For ease and efficiency of review, Workforce Solutions has specified the numbering protocol for bidders. Please follow this numbering protocol exactly, and do not re-number, insert numbers, or otherwise modify the sequence.

**1. Company Profile**

a. Name of the business, contact person, and contact information: Provide address, telephone, mobile telephone number, fax number, e-mail address, and web address, as applicable.

**2. Qualifications**

a. Provide a brief description of your firm, including; number of employees, service/expertise areas and any awards or other forms of recognition received.

b. Special consideration: Describe your experience with and knowledge of the North Central PA region.

c. Special consideration: Describe your professional experience with and knowledge of the workforce system.

**3. Work Plan**

a. Provide a detailed work plan identifying how your agency would complete a comprehensive analysis of our organization.

b. Provide a detailed work plan identifying how your agency would complete assist in the development and refining of our current position profiles.

c. Provide a detailed work plan identifying how your agency would perform a salary scale analysis.

d. Provide a detailed work plan for the review of our current performance management system.

e. Describe your process of information gathering, and how information will be validated.

f. Provide a timeline that outlines the project from start to finish.

**4. Experience and Ability to Perform this Work**

a. Provide examples of relevant work and / or case studies.

b. Provide a minimum of three (3) client references.

c. Provide a list of personnel who would be assigned to work with Workforce Solutions, along with their credentials and experience.

**4. Pricing**

a. Provide a breakdown of costs.

**5. Other Requirements:** The agency awarded the work in this RFQ must agree to the Assurances and Certifications in the attached document as well as the following as requirements:

The Subrecipient shall, at Subrecipient’s cost and expense, obtain, maintain and keep in full force and effect during the term of this Agreement:

a. Commercial General Liability Insurance including premises bodily injury, personal injury, death, independent Subrecipients, products and completed operations, broad form contractual liability and broad form property damage coverage in amounts acceptable to Workforce Solutions. The minimum required coverage is $1,000,000;

b. Bonding insurance for the protection against loss in the amount of at least $100,000 as required by WIOA and the PA Department of Labor and Industry.

**6. Evaluation Criteria**

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| --- | --- |
| **CRITERIA** | **POINTS** |
| Company Profile | 10 |
| Qualifications | 30 |
| Work Plan | 20 |
| Experience and ability to perform this work | 20 |
| Pricing | 20 |

**Award**

Workforce Solutions reserves the right to determine the timing of the start of any work described above, to not process with some or all of the work, and to contract with more than one vendor for services described within this RFQ. Workforce Solutions reserves the right not to award a contract for the RFQ, and will not reimburse the cost incurred by bidders who responds to this notice. If awarded, a contractual agreement will be entered into between the qualified provider and Workforce Solutions. Anticipated project dates will be October 2021 through January 2022.