

NWPA JOB CONNECT BOARD

Request for Quotes (RFQ)

Facilitation Services for Stakeholder Engagement Sessions

RFQ #25-01

Issued: May 19, 2025

Proposals Due: May 30, 2025

Contract Period: July 1, 2025- June 30, 2026

Contact: participate@nwpajobconnect.org

Equal Opportunity Employer Program

Auxiliary aids and services are available upon request to individuals with disabilities.

PA CareerLink® is a proud partner of the American Job Center Network.

Carrie Symes, Equal Opportunity Officer: 1174 Elk Street, PO Box 831 Franklin PA 16323
814-758-0659 or 711

This bid solicitation is supported by the PA Department of Labor and Industry as part of an award totaling \$4,993,899.00 (100%) with \$0 (0%) financed from non-governmental sources.

Who We Are

NWPA Job Connect is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in our six-county region: Clarion, Crawford, Erie, Forest, Venango, and Warren. With a budget of approximately \$5 million in workforce funds, NWPA Job Connect delivers a comprehensive portfolio of programs and initiatives for adults, dislocated workers, and youth to ensure that the current and future needs of employers, job seekers, and underemployed workers are met.

Background

The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards (LWDBs) and chief local elected officials (CLEOs) to nurture an economy with numerous competitive industry clusters and strive to develop a skilled workforce that aligns career goals to employer needs, all while providing services to individuals with employment barriers. Industry credentials and post-secondary education will become more important throughout the next decade, as will a shift to life-long learning along a career pathway.

Purpose of this RFQ

NWPA Job Connect seeks individual(s) or organization(s) to serve as a facilitator for two (2) in-person/hybrid meetings in August 2025 and February 2026 with three (3) community/stakeholder groups listed below. The timeframe may vary for the meetings. This initiative aims to bring together local industry and community stakeholders to help workforce development partners design innovative strategies for supporting both businesses and job seekers.

1. Skilled Workforce of NWPA

- a. This group includes CTE/CTCs, colleges, Registered Apprenticeship (RA) and Pre Registered Apprenticeships (Pre RA) employers, Chambers of Commerce, NWPA Job Connect Board Members/staff and CLEOS.
- b. Feedback should focus on sector strategies, RA and Pre RA, and training needs.

2. Barriers to Workforce in NWPA

- a. This group includes Out of School Youth providers, Health & Human Services (HHS) providers, apprenticeship participant representatives, NWPA Job Connect Board Members/staff and CLEOs.
- b. Feedback should focus on barrier identification/remediation, connecting providers to each other, and connecting people to providers.

3. Grants, PA CareerLink® Critical Industries (CI) and Shortages in Critical Industries

- a. This group includes Chambers of Commerce, Rapid Response staff, NWPA Job Connect Board Members/staff and CLEOS.
- b. Feedback should be on grant priorities for the board, PA CareerLink® continuous improvement, and Critical Industry Shortages.

Scope of Work and Deliverables

The selected individual or organization will assist in the planning and facilitation of the two (2) stakeholder meetings of each group to be scheduled in August and February including:

- Assist in the development of meeting facilitation questions
- Establish meeting agenda and structure, in consultation with NWPA Job Connect
- Facilitate meetings, including ensuring attendees' engagement and participation, as well as note taking/documenting stakeholder feedback
- Analyze stakeholder feedback and provide a summary report on key issues and trends to NWPA Job Connect
- Provide a presentation on the summary report to NWPA Job Connect staff.

The information discussed and the actionable items presented at the stakeholder meetings will be further discussed at the NWPA Job Connect Committee and Board Meetings.

Required Qualifications

- Practical experience working in the economic, community, and/or the public workforce development system.
- Demonstrated prior experience facilitating community and stakeholder groups for non-profit boards.
- Practical understanding of challenges faced by job seekers in seeking and securing jobs.
- Demonstrated understanding of challenges faced by companies in filling open positions.
- References of prior work upon request.

How to Apply

Interested individuals or organizations should submit a quote in the format specified below to participate@nwpajobconnect.org by 12:00 PM EDT on May 30, 2025.

- 1) Cover Sheet: Please complete the cover sheet and submit all required information and documentation required in Appendix A of RFQ.
- 2) Summary (2 pages maximum): A summary of the individual(s) or organization(s) submitting a quote. Summaries must include:
 - a. Contact Information (First/Last Name, Address, Phone Number, and Email Address).
 - b. Brief description of the individual or organization's background and experience relevant to the scope of work and deliverables.
 - c. Resumes (as attachments) of any individuals who will be involved in achieving the scope of work and deliverables. Attached resumes are not included in the 2-page maximum limit for this section.
 - d. Authorization: quote must be signed by an authorized representative to bind the firm or individual.
- 3) Experience
 - a. A narrative describing an understanding of the proposed process

- b. Description of the full scope of services (see Scope of Work section) to be performed, to demonstrate the technical understanding of the work to be completed, and the approach to the project
 - c. Description of relevant experience including specialties, etc.
 - d. List of similar projects completed and years of completion
- 4) Budget (1 page maximum): Quotes must include a brief budget describing all costs associated with meeting the scope of work and deliverables for this RFQ, including staffing, meeting materials, and other costs.
- a. A not-to-exceed quote for completion of the facilitated services
 - b. Breakdown of fees to establish the reasonableness of the overall quote
 - c. Proposed manner of payment based on reimbursable expenses

Selection Criteria

The following criteria will be considered in the review:

- Understanding of work to be performed and approach that will be utilized
- Prior relevant experience
- Qualifications of personnel to be assigned to the project
- Ability to complete the project within the parameters of the RFQ
- Responsiveness to RFQ
- Completeness of Quote
- Cost

Selection Process

NWPA Job Connect will review submitted quotes and may invite individual(s)/organization(s) determined to be the most qualified to participate in conference call interviews occurring during the first or second week in June 2025.

Timeline

May 28, 2025- Deadline for Questions

May 30, 2025- Deadline for RFQ submission

June 2025 Anticipated selection of consultant and board approval

July 1, 2025- Anticipated contract start date

June 30, 2026- Anticipated contract end date.

Submission Requirements

The deadline for submitting quotes is May 30, 2025 at 12:00 PM EST. To be considered for award, all responses to this RFQ must be sent by email to participate@nwpajobconnect.org. The email subject line must include, "RFQ response to Facilitation Services for Stakeholder Engagement Sessions."

Questions

Questions or requests for additional information must be made in writing to participate@nwpajobconnect.org by May 28, 2025. Answers will be posted at

www.nwpajobconnect.org/grants-rfps to ensure a fair and transparent process. Bidders are responsible for checking the website regularly for updates.

NWPA Job Connect reserves the right to reject any or all quotes submitted for this RFQ, if such an election is deemed to be in the best interest of NWPA Job Connect. NWPA Job Connect assumes no obligation, no responsibility, and no liability for costs incurred by the respondents prior to issuance of a contract. NWPA Job Connect reserves the right to make an award without further discussion of the quotes submitted. Therefore, the quote should be submitted initially on the most favorable terms from both a price and technical standpoint. NWPA Job Connect reserves the right to conduct pre-contract negotiations.

Appendix A Request for Quotes Cover Sheet

Lead Applicant:

Contact Information

Organization Name:

Address:

City:

State:

Zip Code:

Principal Contact Person:

Title:

Phone:

Fax:

Email:

Fiscal Contact Person:

Title:

Phone:

Fax:

Email:

Executive Director:

Phone:

Fax:

Email:

Legal Information:

Type of organization: For Profit: ☐ Non Profit: ☐ Government: ☐ Education Institution: ☐

Federal Employer Identification Number (FEIN):

Please provide your current Unique Entity ID:

Please provide your current CAGE Code:

By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made.