WORKFORCE RESEARCH AND REGIONAL LABOR MARKET ANALYSIS SERVICES

Request for Proposals

August 4, 2015
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I. Non-Profit Agency Information

About CCWI
Coastal Counties Workforce, Inc. (CCWI), is a non-profit 501(c)(3) entity founded to administer and oversee regional (Knox, Lincoln, Waldo, Sagadahoc, Cumberland, and York counties) workforce development programs including the federal Workforce Investment Act (WIA). CCWI is one of four Local Workforce Investment Boards (LWIB) in Maine. CCWI oversees a workforce region comprised of approximately half of both the state's population and its business community.

CCWI is a management/oversight entity. CCWI does not provide customer/client services. Our work primarily involves the execution and oversight of contracts with service providers for workforce development services. The service providers provide the client services. Services are carried out through contracts and agreements through the Maine CareerCenters in six locations throughout our region.

CCWI obtains funding for and implements various workforce development programs and services. This provides for the delivery of training, education, and employment for the unemployed and underemployed in the region by engaging in the following:

- Planning, overseeing, and evaluating local workforce development programs, including the CareerCenter and Workforce Solutions Center networks.

- Deployment of a comprehensive workforce development system that adds value for job seekers, incumbent workers, and employers.

- Promoting strategies to encourage life-long learning, improve workplace skills, and assist in the development of new training programs to benefit the region’s workforce.

- Administration of funds through contractual relationships with entities who provide workforce development and training services.

- Ensuring compliance of regulatory requirements through fiscal and program monitoring.

- Acting as regional convener by establishing workforce and economic development partnerships to identify regional business needs and aligning programs and services to meet those needs.
II. **Project Goals**

Coastal Counties Workforce, Inc. seeks professional services to carry out analysis of the economic conditions in our six coastal county region (Knox, Lincoln, Waldo, Sagadahoc, Cumberland, and York counties) including both the workforce knowledge and skills needs for the region, the existing workforce in the region, and workforce development activities (including education and training) in the region. The analysis will support the development of strategies for our local area or regional workforce plan under the Workforce Innovation and Opportunities Act (WIOA). See Chapter 2, Sec. 108 regarding the “local plan”.  
https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf

The analysis must include:

A) The regional economic conditions:

   (i) existing and emerging in-demand industry sectors and occupations; and  
   (ii) the employment needs of employers in those industry sectors and occupations

B) An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;

C) An analysis of the workforce in the region i.e., labor market information (LMI), including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment;

D) An analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region.

In addition, CCWI will also require an update to take place by or around June 2018. This update does not need to be as comprehensive of an analysis as that conducted in the primary product but, given the nature of economic/LMI data, it should be sufficient to confirm the findings of the initial analysis undertaken.

III. **Budget Length of Engagement**
CCWI has budgeted $20,000 for the entirety of this project. We anticipate a two month engagement will be necessary in order to complete all stated project goals.

Proposal responses should articulate project costs and necessary timeframes.

IV. **Vendor Selection Criteria**

When selecting a vendor for this project, we will be evaluating candidates on the following criteria:

a. Experience with workforce/labor market and economic data analysis. (30pts)
b. Experience working with local workforce investment boards. (5pts)
c. Experience with Maine and, specifically, our LWIB region is preferred. (5pts)
d. Staff assigned to the project and their credentials/experience. Please include staff resumes and their role in the project. (25pts)
e. Timeframe and total cost, i.e., cost structure. (30pts)
f. Plan for analysis update in June of 2018. (5pts)

V. **Timeline & Submittal Instructions**

Proposals are due by the COB (4:30 pm) August 19, 2015. We anticipate rendering a decision by August 25, 2015. We would like to begin this project no later than September 7, 2015, and have it completed by October 31, 2015.

Send your responses to criteria a.-f. (above) and supporting material via email (PDF please) or via regular US mail.

VI. **Contact Information**

Please direct all responses to this RFQ and/or any questions to:

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