



Prince George's County Economic Development Corporation – Workforce Services Division on behalf of the Prince George's County Local Workforce Development Board

REQUEST FOR QUALIFICATIONS (RFQ)
FY 2018: STATE OF THE WORKFORCE RESEARCH PROVIDER

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

RFQ#: WDB 022-09/17

Important Dates

| | |
|--|---|
| RFQ Release Date: | Monday, November 6, 2017 |
| Pre-Proposal Bidder's Conference: | The Issuing Office <i>will not</i> hold a Pre-Proposal Bidders Conference for this RFQ. |
| Deadline to Submit Questions: | Monday, November 20, 2017 by 5:30 PM EST |
| Proposal Due Date: | Wednesday, December 6, 2017 Deadline to submit sealed Proposal must be received by the Issuing Office: Prince George's County Local Workforce Development Board Attn: Lisa M. Barber 1801 McCormick Drive, Suite 400 Largo, Maryland 20774 |

Award Announcement (s)

PROPOSALS DELIVERED AFTER 5:00 PM EASTERN STANDARD TIME (EST) ON WEDNESDAY, DECEMBER 6, 2017 WILL NOT BE ACCEPTED. The Board is not responsible for any errors of omission or otherwise on the part of the U.S. Postal Service or other carrier regarding proof of mailing. No fax or emailed proposal(s) will be accepted.

Prince George's County Local Workforce Development Board (LWDB) does not discriminate against faith-based organizations or against any Bidder or Bidders because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**REQUEST FOR QUALIFICATIONS
WORKFORCE INNOVATION AND OPPORTUNITY ACT
FY 2018: STATE OF THE WORKFORCE REPORT**

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**REQUEST FOR QUALIFICATIONS
WORKFORCE INNOVATION AND OPPORTUNITY ACT
FY 2018: State of the Workforce Report - Prince George’s County**

1 SECTION A: INTRODUCTION AND STATEMENT OF INTENT

1.1 LOCAL WORKFORCE DEVELOPMENT BOARD ORGANIZATIONAL BACKGROUND

The Prince George’s County Economic Development Corporation-Workforce Services Division (PGCEDC-WSD) is the non-profit administrative agent of the Prince George’s County Local Workforce Development Board (PGCLWDB). PGCLWDB provides a variety of workforce and economic development services and support to Prince George’s County businesses and residents. These services include a broad range of activities, which offer Prince George’s County residents the skills and knowledge to succeed in a growing and robust economy.

PGCLWDB seeks to meet the local economic need for trained and qualified workers; increase the quality and comprehensive of the Prince George’s County Resident; promote greater corporate competitiveness in the local and global market; and improve regional prosperity workforce. PGCEDC-WSD has the opportunity to bring greater alignment among federal, state, and local service delivery, allowing the system to build on its previous successes and overcome remaining obstacles.

The PGCLWDB is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the workforce delivery system in Prince George’s County. Our mission is to be a Local Workforce Development Board that drives the innovation, integration, continuity, productivity, and efficiency of a workforce system that produces a robust, qualified, and skilled workforce that meets the needs of the business community.

The membership of the PGCLWDB is represented by:

- Business Sector
- Community Based Organizations
- Higher Education
- Vocational Rehabilitation
- State Employment Services
- Labor Organizations
- Adult Education/Literacy
- Economic /Community Development
- Department of Health and Human Services
- Workforce Development Agency

The PGCLWDB provides guidance and oversight of the local workforce investment system and ensures that businesses have the skilled workers and resources needed to remain competitive and prosper. Through access to this system job seekers can acquire the training and knowledge necessary to achieve long-term careers and begin to build prosperity. Youth will also have access to opportunities in education, career exploration, and work experience with which to build career pathways.

1.2 STATEMENT OF INTENT

The PGCLWDB is seeking the services of a proven {researcher} to develop a comprehensive State of the Workforce Report for Prince George’s County, Maryland to broadly include analysis of local labor force, the emerging workforce, labor demand and employment trends as further detailed in this Request for Qualifications (RFQ) and the attached recommended Statement of Work (SOW). The State of the Workforce Report is needed to evaluate and improve the PGCLWDB strategy to efficiently and accurately serve the workforce within the county. **This contractual assignment will begin on or before December 30, 2017.**

The PGCLWDB needs a clear picture of the local and regional workforce needs, especially the anticipated supply and demand of industry specific jobs. The primary deliverable will be a formal study, analysis and potential recommendations that can be utilized by economic and workforce entity to identify available labor supply to meet current and future employment and economic growth. **The desired project completion date resulting from this solicitation will be no later than March 31, 2018.**

The goal is to produce a clear assessment of local: demographics, education and skill sets for the existing and emerging labor force; industry and occupational employment trends; industry and occupational skills requirements; and an analysis of how sufficiently workforce quantity and quality meets existing and future employer needs. The selected contractor’s report should highlight favorable and unfavorable trends. Specific data requirements are further spelled out in the attached recommended SOW.

Primary audiences for this report include:

- Business Industry
- Economic Development Entities
- Institutions of Higher Education
- Foundation/Grant Makers
- Local and State Policy Makers
- Workforce Development Boards
- Workforce Related Non- Profit Organizations
- Local and State Government

It is the goal of the PGCLWDB to publish a comprehensive State of the Workforce Report every four years. Included in the study, PGCLWDB would like feedback on how the analysis might be sustained and expanded in a subsequent study or phase.

1.3 COMMUNICATION AND CLARIFICATION PROCEDURES

From the issue date of this RFQ until the PGCLWDB selects a proposal for award, the Contracting Officer is the sole point of contact concerning this RFQ. The primary mode of communication between the Issuing Office and potential bidders will occur on the PGCEDC-WSD website: www.princegeorgesworkforce.org.

Interested parties can download the RFQ and additional documents from this website beginning **Monday, November 6, 2017**. This RFQ is being made available electronically. If a Bidder electronically accepts the RFQ, the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the RFQ. In the event of a conflict between a version of the RFQ in the Bidder’s possession and the Issuing Office’s version of the RFQ, the Issuing Office’s version shall govern.

1.4 EX PARTE COMMUNICATION/CONFLICT OF INTEREST

Each Bidder shall ensure that no improper, unethical or illegal relationships or conflicts of interest whether actual or apparent exist between or among the Bidder, the PGCLWDB, and any other parties to this RFQ. The Bidder is responsible for disclosing at the point of proposal submission or as soon as the situation arises of any such relationships. This includes interests that they may have with any individual or entity doing business with, or proposing to do business with PGCLWDB or EDC.

An employee or official may not be employed by or have a financial interest in: any entity subject to their authority or of the Prince George’s County agency, board or commission of which they are affiliated; or entity that is negotiating or has a contract with that agency, board or commission; or hold other position that may impair their judgment or impartiality.

The PGCLWDB reserves the right to determine the pertinence of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder’s disqualifications and/or cancellation shall be at no fault or liability whatsoever to the PGCLWDB. The PGCLWDB’s determination regarding any question of conflict of interest will be final.

All PGCLWDB members, PGCEDC Board members, officers, committees, and staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process outside the confines of the Pre-Proposal Bidders’ Conference. Potential bidders are asked to respect these conditions by not making personal requests for assistance, except at the conference.

1.5 ELIGIBILITY STATEMENT

We acknowledge that the PGCLWDB acts in compliance with the PGCLWDB approved policy *1.400.100.002 Conflict of Interest Policy for Local Workforce Development Board, Workforce Innovation and Opportunity Act (WIOA)* and *2 CFR 200.112 Regulations Regarding Disclosure of Financial Conflict of Interest*.

Now therefore, in consideration of the mutual covenants contained herein, the following parties are precluded from submitting proposals or performing work as subcontractors for Prince George’s County Local Workforce Development Board Request for Qualifications issued by Prince George County Economic Development Corporation- Workforce Service Division.

- Prince George’s County Economic Development Corporation Employees;
- Prince George’s County Economic Development Corporation Board Members;
- Prince George’s County Economic Development Corporation Committee and Subcommittee Members;
- Prince George’s County Economic Development Corporation Employees serving as staff for the Prince George’s County Local Workforce Development Board

1.6 CONTRACT TYPE

The issuing office will enter into a firm fixed price contract *without* incentive fees such as fringe benefits, health insurance and medical insurance unemployment, Federal, State, and local income tax deductions, retirement plans, and other personnel deductions as a result of this RFQ. PGCLWDB will award an approved contract to the responsible Bidder whose qualifications, conforming to the solicitation, will be the *most advantageous* to the County, cost or price and other factors considered.

PGCLWDB will procure for its requirement on the basis of the best value to Prince George’s County.

1.7 QUESTIONS AND ANSWERS

If Bidders have any questions regarding the RFQ, they are strongly encouraged to submit the questions by email to Lisa M. Barber, MSM. at adminandcontracts@co.pg.md.us (with the subject line “**RFQ # WDB 022-09/17 Questions**”). Questions from the Offerors are due by **Monday, November 20, 2017 by 5:30 pm**. The Issuing Officer shall post the answers to the questions on the PGCEDC-WSD’s website by **Monday, November 27, 2017** and will not be official until the PGCLWDB has published them in writing as an addendum to the RFQ. Each Bidder is responsible for monitoring the PGCEDC-WSD’s website for new or revised RFQ information. The Issuing Office shall not be bound by any written information that is not either contained with the RFQ or formally issued as an addendum by the Issuing Office. **The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.**

1.8 DISADVANTAGED BUSINESS INFORMATION

This procurement 0% set aside for Disadvantaged Businesses.

1.9 SCHEDULE FOR PROPOSAL SUBMISSION, REVIEW AND AWARDS

With the exception of proposal submission deadline, the PGCLWDB reserves the right to make changes to the timeline below. Each Bidder responding to this RFQ must supply all the required documentation by volume

according to this RFQ. Failure to comply with this RFQ will result in the disqualification of the Bidder's proposal. Delivery of submission depicting *an official postmark* prior to **Wednesday, December 6, 2017** will be sufficient to satisfy the submission deadline date. Emailed or faxed proposals will not be accepted.

| ACTIVITY | RESPONSIBILITY | DATE |
|--|-------------------|---|
| RFQ Published | Potential Bidders | November 6, 2017 |
| Deadline to submit Technical Questions and Non-Technical Questions via email to Lisa M. Barber, MSM at adminandcontracts@co.pg.md.us (with the subject line “ RFQ # WDB 022-09/17 Questions ”) | Potential Bidders | November 20, 2017 5:30 PM EST <i>*No questions will be accepted after the close for questions</i> |
| Answers to Potential Bidders questions posted to the PGCEDC-WSD website www.princegeorgesworkforce.org no later than this date. | Issuing Office | November 27, 2017 5:00 PM EST <i>* All questions and responses posted on the PGCEDC-WSD website are considered an addendum to, and part of, this RFQ in accordance with section 1.9</i> |
| Please monitor the PGCEDC-WSD website for all communications regarding the RFQ and awards from this date: www.princegeorgesworkforce.org | Potential Bidders | November 6, 2017 |
| Deadline to submit sealed Proposal must be received by the Issuing Office: PGCLWDB Attn: Lisa M. Barber 1801 McCormick Drive, Suite 400 Largo, Maryland 20774 | Potential Bidders | December 6, 2017 5:00 PM EST |
| Selection of Successful Bidder on or around | Issuing Office | December 20, 2017 |
| Research to begin NO LATER THAN Submission | Successful Bidder | December 30, 2017 |

2 SECTION B: TECHNICAL REQUIREMENTS (VOLUME I: TECHNICAL)

A Comprehensive State of the Workforce Report for Prince George’s County, Maryland to be utilized to produce a clear assessment of regional: demographics and education and skills for the existing and emerging workforces; industry and occupational employment trends; industry and occupational skills requirements; and an analysis of how sufficiently workforce quantity and quality meets existing and future employer needs.

2.1 TECHNICAL UNDERSTANDING

This procurement of services is for a proven research firm or university for a comprehensive State of the Workforce report to broadly include analysis of local labor force, the emerging workforce, labor demand and employment trends as further detailed in this RFQ and the attached recommended Statement of Work (SOW).

The primary deliverable will be a formal study, analysis and potential recommendations that can be utilized by economic and workforce planners to identify the available labor supply to meet current and future employment and economic growth.

2.2 RESEARCH OBJECTIVES FOR THE STATE OF THE WORKFORCE REPORT

The goal of this research is to:

- a. Identify demographics, educational, and skills needed for the existing and future labor forces; and needs of businesses;
- b. Identify industry and occupational employment trends;
- c. Identify industries with the greatest growth potential in the region.
- d. Identify occupations within those industries with the greatest growth potential/workforce needs.
- e. Identify economic and labor force assets, advantages, and opportunities;
- f. Identify industry and occupational skills requirements; and
- g. Analyze how sufficiently the labor force quantity has and quality meets existing and future business needs including their capacity to provide needed workforce for companies considering locations within the local or regional area.
- h. Identify supply, demand and gap analysis identifying current and future composition (number of staff and demographics) and competency (knowledge, skills and abilities) workforce needs.
- i. Identify skill sets and training availability for the top industry sectors with growth potential
- j. Analysis of why workforce gaps exist in the areas of recruitment, retention, professional development, knowledge transfer, succession planning, and/or other.
- k. Assess the literacy rates and educational attainment of Prince George’s County job seekers.
- l. Compare demographics of Prince George’s County to the demographics to other jurisdictions in the Maryland workforce region and jurisdictions in the metropolitan region.
- m. Identify methodology for engaging individuals and/or division/program areas to provide input on current and future workforce challenges.
- n. Identify areas of Prince George’s County most in need of workforce development services and the areas that have the highest unemployment rate.
- o. Deliver of a formal study, analysis and potential recommendations that can be utilized by economic and workforce planners to identify the available labor supply to meet current and future employment and economic growth.
- p. Analyze the labor force by local and major jurisdiction.
- q. Identify the competitiveness of the Prince George’s County and Public Schools education

2.3 STUDY REGIONS

The localities listed below are the study region for this RFQ. Data should be reported for the local and combined regional as outlined in the Scope of Work. Metropolitan Statistical Area (MSA) data or zip code data may be substituted but only when locality data are unavailable, would compromise privacy or would yield a less accurate analysis.

Berwyn Heights, Bladensburg, Bowie, Brentwood, Capitol Heights, Cheverly, College Park, Colmar Manor, Cottage City, District Heights, Eagle Harbor, Edmonston, Fairmount Heights, Forest Heights, Glenarden, Greenbelt, Hyattsville, Landover Hills, Langley Park, Laurel, Morningside, Mount Rainier, New Carrollton, North Brentwood, Riverdale Park, Seat Pleasant, Suitland, University Park, and Upper Marlboro.

Target Population Demographics requested include:

Gender

Female, Male or N/A

Age

17 and Under, 18 to 24, 25 to 54, 55 and Older

Race/Ethnicity

White, African American/Black, American Indian/Alaskan Native, Asian, Hawaiian/Other Pacific Islander, and Hispanic

Educational Status

In-School, High School or less,
In-School, Alternative School,
In-School, Post-H.S.,

Not attending school, H.S. Dropout, and
Not attending school, H.S. Graduate
Bachelor’s Degree
Master’s Degree

UC Status

Eligible claimant referred by WPRS, Eligible claimant not referred by WPRS, Exhaustee and Neither claimant or exhaustee.

Veteran

All Veterans

Campaign Veteran, Disabled Veteran, Transitioning Service Member and Recently Separated Veteran.

Existing Military

Exiting military by occupation

Barriers

Individuals with Disability, Displaced Homemaker, Underemployed, Dislocation Event, Within 2 Years of Exhausting TANF, Hawaiian Native, Single Parent, Facing Substantial Cultural Barriers, Eligible Migrant and Seasonal Farmworker, Meets Governors Special Barrier, English Language Learner, Basic Skills Deficient, Offender, Homeless, Runaway Youth, Foster Care (All) (In Foster Care or Aged Out of Foster Care), Pregnant or Parenting Youth, Out of Home Placement, Eligible Under Section 477, and Youth Requires Additional Assistance, Public Assistance, Temporary Assistance for Needed Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), General Assistance, Living in the High Poverty Area, and Free or Reduced Lunch

2.4 STATE OF THE WORKFORCE REPORT: DELIVERABLES

The State of the Workforce Report will be prepared and delivered for: professional printing, copier printing, and digital reading in ADA compliant formats. As long as the report is suitable for reproduction in all three formats, separate versions are not required. Underlying data tables shall provide in spreadsheet format for client use.

Primary audiences for this report include:

- Business Sector
- Community Based Organizations
- Higher Education
- Vocational Rehabilitation
- State Employment Services
- Labor Organizations
- Adult Education/Literacy
- Economic /Community Development
- Department of Health and Human Services
- Workforce Development Agency

The report should highlight favorable or unfavorable trends. Specific data requirements are further spelled out in the attached SOW. Funds shall be used to produce the three (3) deliverables specified in this Attachment A. The deliverables include the production of industry and occupational employment projections, and workforce information products and services required to support the PGCEDC-WSD local and regional workforce investment strategic planning.

The selected Contractor is required to produce all three (3) deliverables. PGCEDC-WSD and other stakeholder organizations must be consulted for input into the development of the deliverables.

The Contractor shall produce and report on the following:

1. Produce and disseminate industry and occupational employment projections. The primary activity for PY 2017 will be the production of local and regional short-term and long-term projections. Long-term projections are to be developed for the 2017 to 2027 period and short-term projections for the 2017 to 2019 period.
2. Preparation and analysis of economic trends and conditions and labor force characteristics should include;
 - a. Labor Market and Economic Trends
 - Demographics and education/skills for the existing and emerging workforces;
 - Industry and occupational employment trends including existing and emerging in-demand occupations;
 - Industry and occupational skills requirements; and
 - Analysis of how sufficiently workforce quantity and quality meets existing and future employer needs including their capacity to provide needed workforce for companies considering locations within the local or regional area.
 - Business size and classification
 - Wages by Sector and Occupational Growth Category
 - Employment with Greatest Growth potential within industries
 - Declining Industry sectors
 - Education and training requirements of demand occupations
3. Publish an economic analysis report for the PGCLWDB. Funds are to be used to publish a detailed local and regional economic analysis reports to inform local workforce development policy and investment determinations by the PGCLWDB, PGCEDC-WSD and other partners including community colleges, economic development organizations, and other workforce development interest groups. Local and regional analysis should also include information, where relevant and based on needs identified through customer consultation, from external, credible sources of workforce, labor market, and economic information in addition to the workforce information routinely produced by the state.

Examples of other possible information sources include data collected by economic development agencies, trade and industry associations, chambers of commerce, private sector research organizations, universities, and other government agencies. Contractors are required to footnote and clearly reference the information sources used in the economic analysis reports.

Contractors are required to partner and consult on a continuing basis with the PGCLWDB and PGCEDC-WSD in order to identify and provide needed information support for workforce investment strategic planning and response to rapidly changing economic conditions and state and local initiatives.

ADDITIONAL REQUIREMENTS

- a. The successful bidder should plan to meet with the PGCLWDB as needed to further define the scope of work, parameters and final project.
- b. Proposals should include a Work Plan and suggested time lines. Routine progress meetings and/or reports shall be incorporated in the Project Work Plan.
- c. The successful bidder will be expected to make staff available throughout the subsequent twelve (12) months for presentations of the study, to respond to questions, and to update data sets as needed. A schedule of hourly pricing or alternate “retainer” fees should be included in the proposal.

2.5 PERIOD OF PERFORMANCE

Duration of study shall not exceed six (6) month.

3 SECTION C: CORPORATE REQUIREMENTS

3.1 RELEVANT CORPORATE EXPERIENCE

The proposal should indicate whether the Bidder has a *record of prior successful experience* in the implementation of the research sought through this RFQ. Bidder(s) should include statements specifying the extent of responsibility on prior projects and a description of the projects’ scope and similarity to the projects outlined in this RFQ. Describe past experience, if any, with the workforce survey and demographic reporting. All experience under this section should be in sufficient detail to allow an adequate evaluation by the PGCLWDB’s.

3.2 CORPORATE QUALIFICATIONS

All businesses/organizations must meet a minimum level of administrative and fiscal capacity in order to contract with the WDB. Therefore, all Bidders must provide their Documentation of Qualifications, listed in **Section F: 6.3**.

The Offeror shall indicate with “NO SUBMISSION” in the email subject line, if there will be no response to the RFQ. Otherwise the Contractor maybe removed from the Bidder’s List.

3.3 PAST PERFORMANCE

Bidders will be required to submit an internet link to no more than 2 examples of reports completed by the bidding organization or a similar scope and design as the report under this RFQ. Identify prior experience which will may you successful in meeting the outcomes identified in the SOW including:

- Successful experience working with multiple stakeholders to craft a workforce system evaluation and provided recommendations.
- Interviewing and/or survey subjects for research project

4 SECTION D: STAFFING AND MANAGEMENT REQUIREMENTS

4.1 STAFFING

The Bidder must show understanding considered in the staffing and management of the State of the Workforce Report. The Bidder shall:

- Consider the types of resources required, resources available, and training requirements needed.
- Demonstrate the relevant experiences in social research methods including survey, focus group, resources, and qualifications of the proposed staff.
- A knowledge of the workforce system in Maryland specifically Prince George’s County, MD.
- Experience in analyzing findings and providing actionable recommendations
- Submit job descriptions for all staff including minimum education, training, experience, special skills, and other qualifications for each position, as well as specific duties identified in the proposal (include any relevant licenses and certifications).
- Demonstrate experience with at least two successful projects of similar scope and magnitude.

4.2 EMPLOYEE QUALIFICATIONS AND CONDUCT

The PGCWDB reserves the right to require the selected Bidder(s) to remove any contracted employee from a WIOA-funded project that is found to represent a threat to the safety of participants, other employees, and program and fiscal records.

In the event of removal due to an employee’s substandard performance or behavior, that negatively affects the delivery of services, the selected Bidder(s) must address the situation and inform the PGCWDB’s Contracting Officer immediately before removing the employee.

5 SECTION E: COST/PRICING REQUIREMENTS (VOLUME IV)

5.1 COST PROPOSAL

The Bidder may propose costs associated with performing the scope of work identified in their proposal narrative on the Budget Summary of Costs Worksheet. The Bidder must submit a description of the proposed costs and explain the allocation by cost element such as a separate line item, costs associated with a principal of the firm to present findings at a report event to be held somewhere in the Prince George’s County. This should include: preparation, presentation time; development of audio visual materials; and an estimate of travel expenses.

6 SECTION F: PROPOSAL RESPONSE PACKAGE: INSTRUCTIONS, CONDITIONS, AND NOTICES

6.1 PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Bidders must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements and in this part of the RFQ. An official of the organization authorized to bind the Bidder to its provisions must sign the proposal (*See Proposal Affidavit*).

- Proposals should be printed on white paper, double-spaced, using a 12-point font (Times New Roman) and one-inch margins on all sides; pages should be numbered (Page X of XX) for ease of reference. Text should be presented single-sided on each separate page with one staple or binder clip in the upper-left hand corner, securing all pages. Binders and bonded proposals are not necessary
- Bidder’s must submit five (5) original and complete submission in **four distinct volumes** with a titled volume sheet and list of contents within each volume as page zero. Volumes are as: (1) **Technical Volume**; (2) **Corporate Volume**; (3) **Staffing and Management Volume**; and (4) **Cost and Pricing**

Volume. Bidders must submit four (4) paper copies of each volume of the proposal and all four volumes on a USB. Additionally, the budget must be submitted in an accessible EXCEL document in the USB.

6.2 VOLUME I: TECHNICAL PROPOSAL RESPONSE OUTLINED IN SECTION B

This section should not exceed ten (10) pages, excluding the one page volume sheet from the total narrative count. It should include the requested information in the following order: (Please caption each section as outlined below and include the section headings). The Bidder is responsible for making sure that all the elements outlined in the Technical Volume are reflected in the proposal.

6.3 TECHNICAL PROPOSAL DOCUMENTATION SUBMISSION CHECKLIST

- Technical Proposal.** The narrative is limited to **ten (10) pages only**. Describe your experience with and/or collection and analysis of the following:
 - a. Demographics and education/skills for the existing and emerging workforces;
 - b. Industry and occupational employment trends;
 - c. Industry and occupational skills requirements; and
 - d. Analysis of how sufficiently workforce quantity and quality meets existing and future employer needs including their capacity to provide needed workforce for companies considering locations within the local or regional area.
 - e. Supply, demand and gap analysis identifying current and future composition (number of staff and demographics) and competency (knowledge, skills and abilities) workforce needs.
 - f. Analysis of why workforce gaps exist in the areas of recruitment, retention, professional development, knowledge transfer, succession planning, and/or other.
 - g. Methodology for engaging individuals and/or division/program areas to provide input on current and future workforce challenges.
 - h. Specific plan for the collection, analysis, and presentation of data, including the proposed level of narrative detail. Identify sources of data including any proprietary models.

6.4 VOLUME II: CORPORATE PROPOSAL OUTLINED IN SECTION C

This section should not exceed five (5) pages, excluding the one page volume sheet, Pre-Award Survey, Notarized Proposal Affidavit, and Past Performance submissions from the total count.

- Corporate Narrative**
 - Briefly describe your organization’s mission and/or vision.
 - How does it align with this funding opportunity and its goals?
 - Why is your organization in the best position to deliver the requested research?
 - What experience do you have in working with PGCWDB or Workforce Development entities?
- Duly signed and Notarized Proposal Affidavit**
- Pre-Award Survey**
 - A. Signature of individual with legal and fiduciary responsibility for the organization/entity attesting to the following statement on the Proposal Affidavit:

By executing the NOTARIZED PROPOSAL AFFIDAVIT FORM, "Bidder" acknowledges that "Bidder" has read RFQ#WDB WDB 022-09/17, understands it, and agrees to be bound by its terms and conditions.

- Corporate Financial Condition**
NOT APPLICABLE FOR THIS RFQ

- Corporate Qualification.** Do not include any information that is not specifically requested. Bidder must complete the following forms: ***Must submit with this section.***
1. Cover Letter and Duly Signed
 2. Professional Resume(s)
 3. Two (2) Professional References (contact name, position, address, email, and telephone number)
 4. Approach for Service Delivery and Deliverables (Work Plan)
 5. Summary of Relevant Experience, inclusive of any published State of the Workforce Reports completed, as applicable
 6. Completed W-9 Form
 7. Certified MBE Utilization and Fair Solicitation Affidavit
 8. Certification Regarding Lobbying
 9. Drug Free Workplace Requirements Certification
 10. Certification Regarding ACORN Prohibition
- Past Performance.** The Bidder must submit written past performance reference information for those contracts specified above in Relevant Corporate Experience, and for any current and/or prior contracts. **Past performance references should be at least two (2) references for projects completed or in progress in at least the last five (5) years for a similar type project.** The information shall include:
- A. The company name, beginning/ending dates of contracts, and the contact persons’ name, title, telephone number for past performance reference that PGCLWDB can contact, as a reference for your firm.
 - B. If the Bidder(s) have and/or have had any current and/or prior contracts with PGCLWDB, performance information on the contract should be noted. Current and/or past performance information should include a description of the statement of work with benchmarks, per yearly cost estimates, outcomes, and current relationship status.
 - C. Information on problems encountered on the contracts and corrective actions taken to resolve those problems. Problems may include those related to the Bidder’s operations, policies, planning, scheduling, or practices including, but not limited to: serious injuries or fatalities; regulatory notices of violation resulting from environmental non-compliances; missed milestones; and cost overruns.
 - D. Submit a List of Terminated Contracts. This list shall include partially or completely terminated (for convenience or default) contracts within the past five (5) years.

Failure to satisfactorily provide the following documentation could result in disqualification of qualifications submitted.

6.5 CORPORATE PROPOSAL DOCUMENTATION SUBMISSION CHECKLIST

- Cover Sheet, Pre-Award Survey, and Notarized Proposal Affidavit** duly signed by individual with legal and fiduciary responsibility for the organization/entity.
- Relevant Corporate Experience.** The narrative is limited to five (5) pages **only**. Also submit at least **two (2)** current Letters of Reference attesting to the Bidder’s capability with similar projects. The qualification should indicate that the Bidder has a record of prior successful experience in services sought through this RFQ. Bidder should include statements specifying the extent of responsibility on prior projects, a description of the projects scope and similarity to the project outlined in this RFQ.

- Past Performance.** The reference is limited to at least two (2) similar completed and/or in progress project with the last five (5) years for any current and/or prior contracts. In addition, a list of any terminated (for convenience or default) contracts within the past five (5) years.

6.6 VOLUME III: STAFFING

This section should not exceed four (4) pages, excluding the one page volume sheet, and key personnel documentation submissions from the total count.

- STAFFING AND MANAGEMENT REQUIREMENTS.** This section should include a brief introduction of each member of the research team explain their role on the project, and how their past experience will benefit the research. It is understood that graduate and undergraduate students may not be identified at the time of proposal submission. However, if you are proposing students, the number of graduate and undergraduate students that will work on this project should be acknowledged in this section with a general description of what their role will be (e.g. what tasks they will perform). Submit job descriptions for all staff including minimum education, training, experience, special skills, and other qualifications for each position, as well as specific duties identified in the proposal (include any relevant licenses and certifications).
- OVERTIME.** NO OVERTIME IS AUTHORIZED FOR THIS PROCUREMENT.
- STAFF DEVELOPMENT TRAINING.** NOT APPLICABLE FOR THIS RFQ
- SUPPORT/INFORMATION.** PGCEDC-WDB will provide the selected Bidder with any necessary assistance, or related instruction to ensure the success and integrity of the procurement.
 1. A narrative, not to exceed five (5) pages, describing the Bidder’s experience in similar contracts and his/her ability to provide services in the Prince George’s County Local Workforce Area. Identify prior experience which will make you successful in meeting the outcomes identified in the SOW including:
 - Successful experience working with multiple stakeholders to craft a workforce system evaluation and providing recommendations
 - Interviewing and/or survey subjects for research project
 2. Staffing Structure—identify who will work on this project. (Including Job Descriptions, Experience, and Percent of Time Allocated. Identify who with the organization will have prime responsibility and final authority for the work.
 3. Adherence to Board and Administrative Entity Policies and Procedures

6.7 STAFFING AND MANAGEMENT PROPOSAL DOCUMENTATION SUBMISSION CHECKLIST

- Staffing Requirements:** The narrative is *no more than four (4) pages*.
- Minimum Qualifications**
 - Background with MIS databases
 - Degree in quantitative social science
 - Experience in social research methods including survey, focus group, etc.
 - Experience analyzing findings and providing actionable recommendations
 - Prior experience with at least one successful project of similar scope and magnitude

The PGCLWDB is most interested in candidates with these preferred qualifications:

- Talent for working with diverse stakeholders
- A knowledge of the workforce in the state of Maryland

6.8 VOLUME IV: COST/PRICING PROPOSAL OUTLINED IN SECTION E

There is no page limitation on the cost proposal, and include the one page volume sheet. Proposals shall not exceed Thirty Thousand Dollars (\$30,000.00) to be considered responsive to this RFQ

- **Cost Proposal**
 - A. The Bidder should provide the:
 - All-inclusive fixed priceⁱ for which the work will be done, including a breakdown of the number and kind of professional/non-professional staff that will be utilized in the project.
 - Total hours, the hourly rate required by staff classification, the descriptions and amounts of other charges, including communications, travel and miscellaneous expenses, and the resulting all-inclusive fixed price for which the requested work will be done.
 - A proposal without incentive fees such as fringe benefits, health insurance and medical insurance unemployment, Federal, State, and local income tax deductions, retirement plans, and other personnel deductions.
 - B. ***In reference to for-profit:*** Costs or prices under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E - Cost Principles (2 CFR 200).
 - C. Please price for your selection of two demand or emerging industry/occupations to perform additional analysis (example Cybersecurity, Manufacturing). This component should be priced separately based on findings from Section III (2) a,b,c of the SOW.
 - D. The successful bidder will be expected to make staff available throughout the subsequent twelve (12) months for presentations of the study, to respond to questions, and to update data sets as needed. A schedule of hourly pricing or alternate “retainer” fees should be included in the proposal.
 - E. All cost information will be included in Volume IV of the proposal. **None of the cost information contained in Volume IV should be included in any other proposal volumes unless specifically requested in the solicitation.**
 - F. All pages in the Volume IV Cost/Pricing Proposal, including forms, tables, and exhibits must be numbered and identified in the volume table of contents. The cost proposal shall be sufficiently complete so that cross-referencing to other proposal volumes is not necessary. **There is no page limitation on the cost proposal.**
 - G. All prices must be firm. Best Value to the government governs the award. Check your pricing carefully; it cannot be corrected after qualifications are opened. Bidders must deliver at the prices quoted, even if in error. Pricing must be submitted as specified in this section.
 - H. Quotations are requested on services as specified. If the description of your offer differs in any way, you must provide a complete detailed description with your pricing. This includes any and all projected cost fluctuations.

6.9 COST/PRICE PROPOSAL DOCUMENTATION SUBMISSION CHECKLIST

Each bidder responding to this RFQ must supply all the documentation that is required. The documentation listed above must be submitted by volume. A Bidder’s failure to provide the documentation with the Bidder’s response to this RFQ will result in the disqualification of the bidder’s qualification.

- **Cost Proposal.** No page limitation; must be submitted in hardcopy and USB by cost element. The Bidder shall submit a pricing narrative, as applicable to the itemized pricing requirement for consideration.

- The Cost Proposal and Budget Summary of Cost Worksheet. (*Reference 2 CFR 200.430*)
- Quotations are requested for services, as specified. If the description of your offer differs in any way, you must give a complete detailed description with your pricing. This includes any and all projected cost fluctuations.
- All prices must be firm. Best value to the government governs the award.

6.10 PROJECT SCHEDULE

Include a schedule indicating when elements of the work will be completed. The proposed schedule must ensure all deliverables in the SOW are met within the period of performance of the contract. The schedule shall be *no more than one (1) page*.

6.11 EXAMPLES OF WORK

Provide examples of similar research that demonstrate experience working in the workforce system in Maryland or surrounding areas.

6.12 EVALUATION FACTORS AND REVIEW PROCESS FOR AWARD

All proposals will be reviewed by PGCEDC-WSD’s Contracts Development Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ, including page limits and cost limitations. Proposals which fail to comply with any part of the RFQ may be rejected as non-responsive.

An RFQ Evaluation Team comprised of PGCEDC-WSD and PGCLWDB staff will score and rank all proposals up to a maximum of 100 points based on the following criteria:

| RFQ SCORING METHODOLOGY | |
|--|-------------------|
| Experience in conducting economic and labor market research and analyzing Labor market information | 25 points |
| Method described to produce the report including use of existing data, and other information | 25 points |
| Evaluation of comparable reports | 20 points |
| Feasibility of work plan | 15 points |
| Budget | 5 points |
| Knowledge of local area | 10 points |
| Total | 100 points |

PGCLWDB reserves the right to award the contract in the aggregate, by individual procurement, or any combination, whichever is in the best interest of PGCEDC-WSD and PGCLWDB.

6.13 BEST AND FINAL OFFERS

PGCEDC-WSD’s Office of Administration and Contracts will limit any discussions to those Bidders whose proposals have the potential for selection. If needed, an in-person or telephone conversation between the panel and an applicant may occur to more fully explore the strengths of the application or assist in the overall prioritization of projects. **The PGCLWDB will award to the responsible Bidder whose proposal, conforming to the solicitation; will be the *most advantageous* to the County, cost or price and other factors.**

6.14 BIDDER’S CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

- The PGCLWDB reserves the right to vary or change the terms of any contract agreement executed as a result of this RFQ, including funding levels, the scope of work, performance standards, and shortening or extending the contractor agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.
- A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office’s address, prior to the exact hour and date specified for proposal receipt.
- All of the Bidder’s information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed. The information in the proposal will become a public record upon sub-recipient agreement execution.
- Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.
- Each Bidder, by submitting its proposal, authorizes the PGCLWDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers’ compensation liabilities, and total compensations for individuals charged to the sub-recipient agreement.
- The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidder.
- The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government and, if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification (2 CFR 200.213).
- The Bidder must clearly identify and describe the services being offered in response to this RFQ. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.
- The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through sub-contract. Additionally, if the Bidder uses any sub-contractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one sub-contractor for another must be made at the discretion and prior written approval of PGCEDC-WSD. The PGCLWDB will consider the selected Bidder to be the sole point of contact with regard to contractual matters.
- The PGCLWDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFQ process, or in anticipation of award of the sub-recipient agreement.
- The PGCLWDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFQ and to complete the Project as specified.
- The Bidder’s Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

- The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidder’s competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFQ.
- To the best knowledge of the person signing the proposal for the Bidder, the Bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.
- To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.
- Bidders selected and serving as a State of the Workforce Report Analysis are sub-recipients of a Federal award and thus are required to follow the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200).
- Bidder agrees that all materials produced under the contract resulting from this RFQ shall be considered “work for hire” as defined by the US Copyright Act and shall be owned by the PGCLWDB. In the event that the materials are not considered “works for hire” under the US Copyright laws, the Contractor will irrevocably assign all right, title and interest, including intellectual property rights, to the Workforce Development Board, effective from the moment of creation of such materials.
- Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity.

6.15 GENERAL CONDITIONS

1. The study and presentation products will become the property of PGCLWDB; however, the developer shall retain the right to re-use the contents in subsequent projects
2. All proposals, in their entirety, will become the property of PGCLWDB upon submission. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

“the information contained on pages _____, _____, and _____ shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the PGCLWDB has the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the agency’s right to use information contained therein if obtained from another source.”

3. Responding agencies and individuals should be aware that PGCLWDB activities are subject to any modifications as required by the Workforce Innovation and Opportunity Act and its implementing regulations; the Maryland State Department of Labor, Licensing and Regulations (DLLR) policies, procedures and directives; the PGCLWDB Workforce Investment System Plan; and compliance with nondiscrimination and

equal opportunity provisions of the Workforce Investment Act of 1998, including the opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991, Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, as amended, Title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34.

6.16 POST AWARD: DEBRIEFING CONFERENCES

Bidders whose proposals are not selected will be notified of the name of the selected Bidder and given the opportunity to be debriefed. The Issuing Office will schedule the time and location of the debriefing. The debriefing will not compare the Bidder with other Bidders, other than the position of the Bidder’s proposal in relation to all other Bidders’ proposals. **A Bidder’s exercise of the opportunity to be debriefed does not constitute the filing of a protest.**

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