



**Employ Prince George's Contracts and Operations Division on behalf of the
Prince George's County Workforce Development Board**

CAREER PATHWAYS MAPPING

REQUEST FOR PROPOSALS

RFP#: WDBRFP-007

Important Dates

Project Title:	Career Pathways Mapping
RFP Release Date:	Wednesday, December 21, 2022
Virtual Q&A Session:	Thursday, January 19, 2023 10:00 - 11:00 AM EST
Proposal Due Date:	Wednesday, February 8, 2023 4:00 PM EST

Proposals must be submitted via email no later than **Wednesday, February 8, 2023 at 4:00 pm EST** to Employ Prince George's, Inc. Contracts & Operations Department by email at rfpsubmissions@co.pg.md.us. **PROPOSALS SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON WEDNESDAY, FEBRUARY 8, 2023, WILL NOT BE ACCEPTED.** Employ Prince George's is not responsible for any errors of omission. Mailed, faxed, hand delivered proposal, or proposals submitted outside of the submission process listed above will not be accepted.

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

TABLE OF CONTENTS

INTRODUCTION & INTENT	3
ISSUING INTITY	3
PURPOSE.....	4
ELIGIBLE BIDDERS	4
PROPOSAL PREPARATION AND FORMAT REQUIREMENTS	4
KEY DATES.....	5
Q&A SESSION	5
COMPLETED PROPOSAL SUBMISSION DEADLINE	5
TERMS	5
QUESTIONS	5
PROPOSAL CONSIDERATIONS	6
PROPOSAL EVALUATION.....	6
BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS	6

INTRODUCTION & INTENT

In 2017, Prince George’s County Workforce Development Board (WDB) and Employ Prince George’s, Inc. (EPG) partnered to launch its first Industry Bridge Programs in Prince George’s County. Industry Bridge Programs are sector-specific programs that align with six in-demand industries within Prince George’s County and the Capital Region. Since 2018, EPG has continued to develop Industry Bridge Programs. Each Industry Bridge Program was developed and is operated by data from the Prince George’s County State of the Workforce Report, Maryland Workforce Exchange, local Labor Market Information sources, along with direct employer and job seeker survey data. This information is continuously developed and compared with future regional and local research, to ensure the County is adequately forecasting labor market conditions, creating, and operating programming to best prepare residents and business for the economic changes of the future. Industry Bridge Programs are led by Business Advisory Councils comprised of Business Leaders in the DC Metropolitan Area that ensures each program is aligned with current industry trends and produces job seekers who can immediately contribute and be productive on the job. In support of the sector-focused work of the Industry Bridge Programs, the WDB and EPG plan to utilize career maps representing in-demand occupations within the industries and the related occupations that represent a progressive pathway within job families.

ISSUING INTITY

[The WDB](#) is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the Prince George’s County Public Workforce System, branded, and modeled as the Prince George’s County American Job Center Community Network. Our mission is to be a 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 WDB is represented by:

Business Sector	Department of Social Services
Economic & Community Development	Adult Education/Literacy
Labor Organizations	Workforce Development Organizations
Vocational Rehabilitation	Higher Education
Community Based Organizations	State Employment Services
Chambers of Commerce	Elected Officials

The WDB provides guidance and oversight of the Prince George’s County American Job CenterCommunity Network and ensures that businesses have the skilled workers and the resources needed to remain competitive and prosper in a global market. Job seekers can acquire the training and knowledge necessaryto achieve livable wage employment along a career pathway, work toward financial stability and building wealth.

The WDB’s workforce strategies are designed to reduce skills gaps across targeted in-demand industries. As such, the WDB has developed the following Industry Bridge Programs:

- Capital Area Healthcare Alliance
- Construction Works Program
- Educational Partnership for IT Careers
- Hospitality and Accommodation Institute
- Professional Services Institute
- Transportation and Logistics Consortium

Programs and services focus on advancement along an in-demand career pathway, an approach that encourages job seekers to pursue incremental, progressive skills that will lead to better jobs as they advance along their chosen career pathway.

PURPOSE

The WDB has released this Request for Proposals to receive detailed proposals from eligible entities to develop Industry Cluster Career Maps for each of the following Industry Bridge Programs in Prince George's County:

- Construction Works Program (Construction and Real Estate)
- Educational Partnership for IT Careers (Information Technology)
- Professional Services Institute (Professional, Scientific and Technical Services)
- Transportation and Logistics Consortium (Transportation and Logistics)

The selected contractor will:

- Develop an understanding of each of the corresponding industry clusters based on localized (Prince George's County) labor market data and other supporting information.
- Produce an Asset Inventory of all available education and training programs relevant to the identified industry clusters.
- Determine current and future workforce needs in Prince George's County for the selected industry clusters.
- Engage with Stakeholders in person through existing Business Advisory Councils in order to collect and validate research findings.
- Identify top occupations and supporting pathways¹ within the selected industry.
- Create a detailed Career Pathways Map for each industry representing the identified pathways, including entry-level, mid-level, and senior-level occupations. Career Maps should be represented in a clear and concise manner easily understood by the general public.

ELIGIBLE BIDDERS

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, and other entities operating in accordance with federal, state, and local law, and must have been in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the WDB are ineligible to apply.

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via email no later than **Wednesday, February 8, 2023, at 4:00 pm**. Proposals must be submitted to Employ Prince George's, Inc. Contracts & Operations Department at rfpsubmissions@co.pg.md.us. Proposals not received by the deadline will be automatically disqualified from competition – no exceptions. Mailed, faxed, or hard copy proposals will not be accepted.

Proposals should be prepared in a professional manner, providing a complete and detailed description of the proposed project scope. Emphasis should be placed on clarity of content and completeness. Bidders must include

¹ Supporting pathways are related occupations that are connected to the selected occupation, creating pathways into and out of the career opportunity.

all the required attachments listed on Attachment Submittal Form that pertain to the proposal. Failure to include required attachments will disqualify the proposal. No additional attachments are allowed. Bidders may submit the required attachments as part of their electronic submission.

KEY DATES

ACTIVITY	DATE
RFP Published	Wednesday, December 21, 2022
Virtual Q&A Session	Thursday, January 19, 2023 10:00 AM until 11:00 AM EST Click here for the Microsoft Teams RFP Q&A Session Link
Deadline to submit Proposal	Wednesday, February 8, 2023, 4:00 PM EST
Selection of Successful Bidder on or around	February 28, 2023
Program operations to begin NO LATER THAN	April 1, 2023

Q&A SESSION

All organizations intending to bid either as a sole applicant or as the lead of a consortium proposal are encouraged to attend the Q&A Session scheduled for **Thursday, January 19, 2023 from 10:00 AM until 11:00 AM EST via Microsoft Teams**. EPG has selected this forum to present detailed non-competitive information regarding the RFP and answer questions so that interested parties will have the benefit of the same answers. This session will provide an overview of the RFP and bidding process and will be recorded for reference. Information for the Q&A Session will be provided on EPG's RFP webpage www.employpg.org/rfps/.

COMPLETED PROPOSAL SUBMISSION DEADLINE

Proposals must be received no later than date and time listed in the Schedule of Events. Proposals not submitted through the on-line application will not be considered. Individual Proposals will not be read in public or available for public inspection until after an award determination has been made and agreement is executed. Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the proposal submission deadline listed above in the schedule of events.

TERMS

Employ Prince George's anticipates that total funding of **up to one hundred fifty thousand dollars and zero cents (\$150,000.00 USD)** will be available for any contract awarded through this RFP. The Career Pathways Mapping Project is fully funded by grant awards totaling \$150,000 (100%) from the US Department of Labor with \$0.00 (0%) financed from non-federal sources. Funding for this RFP is expressly contingent upon final budget approval. Respondents selected as a result of this solicitation may be required to participate in contract negotiations with EPG; the award of any contract or agreement shall be contingent upon the satisfactory completion of contract negotiation. The contract term is anticipated to be effective **April 1, 2023, through December 31, 2023**.

QUESTIONS

All questions regarding the RFP must be submitted in writing via email to **Employ Prince George's Contracts & Operations Department** at rfpsubmissions@co.pg.md.us no later than **January 10, 2023** or asked at the Q&A

session; interested bidders are strictly prohibited from directly contacting members of the Workforce Development Board and EPG staff regarding this RFP.

PROPOSAL CONSIDERATIONS

Employ Prince George's is requesting proposals for qualified entities (entities must qualify themselves in their proposal) to provide training to staff and external partners. At a minimum, the proposal should include the following elements:

1. Organization background, qualifications & relative projects completed.
2. Project Development Overview
 - a. Ecosystem Analysis: review of information, development of asset inventory, demand-analysis, etc.
 - b. Stakeholder engagement: data collection and validation, etc.
 - c. Career mapping: identify top occupations, create detailed cluster map, etc.
3. Details of the Career Pathways Map end product, sample should be included.
4. Details of the proposed timelines, including stakeholder engagement visits.
5. Budget
6. References (no more than 5)

Proposals may include other elements, but proposals should not exceed 15 pages. Attachments to the core proposal, not exceeding 15 pages, are permissible.

PROPOSAL EVALUATION

Proposals will be evaluated on multitude of factors by Employ Prince George's staff. A non-exhaustive list of examples of evaluation factors are listed below:

- Project completion timelines
- Detailed project scope
- Proposal activities are detailed and included timelines
- Budget detail
- Organizational history and expertise related to project scope
- Demonstrated ability to perform the requested services
 - References may be included in the proposal
- Knowledge of Prince George's County, Employ Prince George's (www.employpg.org), and the Prince George's County Public Workforce System, branded and modeled as the Prince George's County American Job Center Community Network (www.pgcajc.com)
- Succinctness of proposal

EPG reserves the right to select other than lowest cost proposals and to reject any and all proposals or parts thereof.

BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

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

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.

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 Bidder selected is a sub-recipient 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)

Each Bidder, by submitting its proposal, authorizes the WDB 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 subrecipient 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 Bidders. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in this RFP.

The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

The Bidder has not made, under separate sub-recipient agreement with the WDB, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.

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.

The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

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 is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the sub-recipient agreement.

The WDB 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 RFP and to complete the Project as specified.

The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidders competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFP.

To the best knowledge of the person signing the proposal for the Bidder, the Bidders, 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.

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. The WDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

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 subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of the Issuing Office. The WDB considers the selected Bidder to be the sole point of contact regarding all contractual matters.

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.