



REQUEST FOR VENDOR QUOTES

**WORKFORCE BOARD LEHIGH VALLEY
REQUEST FOR VENDOR QUOTES
To
FUND AN INTERMEDIARY SERVICE PROVIDER**

ISSUED: June 6, 2022

Period of Performance
July 1, 2022 to June 30, 2023

Deadline for Submission: June 17, 2022, by 3:00 p.m. (EST)

Workforce Board Lehigh Valley
555 Union Boulevard
Allentown, PA 18109
www.lvwib.org

Workforce Board Lehigh Valley reserves the right to modify any of the enclosed specifications

In accordance with [Public Law 101-166, Section 511](#), known as the Steven's Amendment, this Request for Quotes (RFQ) is 100% funded with Federal funds. The Agreement to be entered into as a result of this will also be 100% funded with federal funds

INTRODUCTION

The purpose of the WBLV Intermediary is to increase awareness of Pennsylvania's workforce system called PA CareerLink[®], and the services offered within the Lehigh Valley region, to business and industry as outlined in this Request for Quotes.

Targeted Industries in the Lehigh Valley include: Healthcare; Manufacturing; Transportation, Warehousing and Logistics; Finance and Insurance; and Professional, Technical and Scientific Services. Providing all job opportunities from entry level to professionals are important to Lehigh Valley's population and economy.

This is expected to be accomplished by an organization, business and/or trade associations serving business members in the Lehigh Valley region, selected as a result of this request for quotes (RFQ).

The intermediary(s) will be responsible for educating the association's membership about working with PA CareerLink[®] Lehigh Valley and WBLV staff to facilitate the delivery of the Intermediary services outlined in this RFQ. It is expected that the selected business/trade association will provide an Intermediary through their organization and deploy them to work with the membership to fulfill the duties and responsibilities described below in this RFQ.

The intermediary(s) will be responsible for managing an ongoing working relationship with WBLV and PA CareerLink[®] Lehigh Valley staff, maintain a presence within the Lehigh Valley, and have a minimum of 80% of their member businesses located in the Lehigh Valley.

For associations located outside of the Lehigh Valley workforce region, the association would need to co-locate or otherwise provide for a presence in the Lehigh Valley.

The Intermediary(s) will be expected to work with the WBLV and its workforce system called PA CareerLink[®] Lehigh Valley and to educate their employer members about: (1) workforce services; (2) sources of job applications; (3) reduced recruitment costs; (4) occupational On-the-Job Training (OJT) opportunities; (5) access to diverse populations, and market workforce services to Leigh Valley employers.

The intermediary is expected to expand economic opportunities for workers and job-seekers, identify the needs of workforce stakeholders, provide opportunities to integrate services and funding streams in ways that enhance workforce programs effectiveness, and assist the WBLV in leveraging new workforce initiatives for the region.

RATING CRITERIA

It is recommended that you review the rating criteria and activities requested before you begin to write your response to ensure you include information relative to each category being rated and the services requested.

The rating criteria:

- a. Does the organization represents industries targeted for expansion or relocation within the Lehigh Valley?
 - b. Does industry represents jobs that are high-growth, high-skill or high-wage?
 - c. The creativity in involving and communicating with the Organization's membership regarding the services available through PA CareerLink® Lehigh Valley.
 - d. The number of employers which will be reached through the funding made available.
 - e. A plan for linking member employers with the PA CareerLink® Lehigh Valley Business Services staff.
 - f. A plan for identifying trends within the occupational sectors of the business membership of new and emerging occupations and the downsizing and elimination of jobs and skill sets.
 - g. The number of opportunities available for WBLV to communicate with the member businesses to make them aware of services available through PA CareerLink® Lehigh Valley.
 - h. A plan to increase the number of job listings made by the member businesses on PA CareerLink® state site.
 - i. A plan to market opportunities for incumbent worker training to the member businesses.
 - j. A plan to encourage work based training opportunities to the member businesses.
 - k. The cost of providing the services identified above.
1. Proposals will be evaluated based on the below listed criteria
 - a. The various significant factors that will be considered in the evaluation of proposals are summarized below. At the discretion of the WBLV, organizations may be requested to make a verbal presentation as part of the evaluation process.

EVALUATION CRITERIA

- b. Evaluation criteria:
 - i. Submission of **all** components requested under Request for Quotes Submission (5 Points)
 - ii. Capacity to deliver the services proposed (20 Points)
 - iii. Experience providing the services requested (20 Points)
 - iv. The organization's qualifications and the qualifications of the individuals to be assigned to the project (25 Points)
 - v. The timeline (10 Points)
 - vi. The detailed budget and budget narrative (20 Points)
- c. The final selection will not be decided on by any single factor including price. A Quote submitted may be eliminated from consideration for failure to comply with any of the requirements, depending upon the critical nature of such requirements.

SCOPE OF WORK

- a. Informing the business/trade association membership regarding services available through the WBLV and PA CareerLink® Lehigh Valley.
- b. Writing articles to appear in local business and trade newsletter distributed to the business/trade association membership. The article(s) should describe upcoming events, new grant opportunities, and ways in which the members can utilize PA CareerLink® Lehigh Valley and WBLV services. Articles should also include success stories about job seekers and employers.
- c. Providing at least four (4) opportunities during the course of the year for WBLV and PA CareerLink® Lehigh Valley representatives to address the membership at their regular meetings or at association events. Assure that information is included in the Association's membership directories, newsletters, website, electronic communications, and op-eds as appropriate.
- d. Encouraging and assisting the membership to post job vacancies on PA CareerLink® website at www.pacareerlink.pa.gov. Increase employer awareness of PA CareerLink® by recruiting employers to list their jobs on PA CareerLink®.
- e. Encouraging the membership to recruit for job vacancies through PA CareerLink® Lehigh Valley.
- f. Identifying barriers and upward and downward trends within the occupational sectors of the membership to inform the WBLV about new and emerging jobs and skill sets in high wage jobs which will be needed in the membership's workforce.
- g. Identifying occupational clusters within the membership of the association.
- h. Working with WBLV to identify training needs of the association's employer membership.
- i. Identifying opportunities for worked based training such as On-the-Job Training (OJT), work experience, and apprenticeships.
- j. If requested, attend WBLV meetings to familiarize the business or trade association with the work of the Board, and to arrange for opportunities for their members to address the Board regarding workforce issues of concern to the local employer community.
- k. Provide a workforce data-driven membership survey in partnership with the WBLV on current and future jobs, training opportunities, and benefits.
- l. Assist in recruiting employers to develop career pathways within targeted industries in demand in the Lehigh Valley.

- m. Work with the WBLV to identify outreach strategies to their membership.
- n. Utilize membership and events to create, plan and execute forums that will align the association's membership with the WBLV goals and objectives outlined within the WBLVs strategic plan.
- o. Create a social media presence for the WBLV using various social media outlets that promote PA CareerLink® Lehigh Valley activities.
- p. Utilize contacts with media to promote workforce issues and initiatives.
- q. Include WBLV and PA CareerLink® Lehigh Valley materials and presentations in new member orientations.
- r. Solicit members to assist in presenting workshops and presentations.

Associations seeking funds must have a membership of at least 25 distinct employers in a single sectoral area, or if representing multiple employers from multiple sectors, must have a minimum business membership of 50 distinct business members. The funds available are not meant to be start-up funds to create new associations. The Association must have a membership and be in existence for at least two (2) years to be considered for funding.

A more detailed description of the one-stops, represented by our Lehigh Valley region, is in place across the country and can be found by visiting the US Department of Labor's website, www.doleta.gov and clicking on the tabs for business, or by following the listed links, <http://www.doleta.gov/business/> and <http://www.careeronestop.org/>. WBLV also has a website which can be accessed at www.lvwib.org and PA CareerLink® Lehigh valley website at www.careerlinklehighvalley.org.

Organizations interested in coordinating with WBLV to enhance the services available to their member employers and to increase the awareness level of their member employers regarding services and activities which can improve their competitiveness, lower their bottom line and increase the skill base of their workers are encouraged to respond to this RFQ.

Among various factors the WBLV will consider when reviewing RFQs are the following:

- Whether the organization represents targeted industries with high-wage, high-demand occupations or emerging industries.
- The creativity shown by the applicant in involving and communicating with the Organization's membership regarding the services available through WBLV and PA CareerLink® Lehigh Valley.
- The number of employers reached through the funding made available as a result of this RFQ.

- A plan for linking member employers with the PA CareerLink® Lehigh Valley Business Services Team including the listing of job vacancies.
- The cost of providing the services identified above.

WHO MAY APPLY

Proposers must be a trade or business association including economic development agencies and chambers of commerce located in the Lehigh Valley or which cover the Lehigh Valley workforce area consisting of Lehigh and Northampton Counties. Selected proposers must place the intermediary(s) in an office located in the Lehigh Valley to work with Lehigh Valley Businesses. Single sector associations must have a membership of at least 25 employers; associations representing multiple sectors must have a membership of at least 50 employers. Associations located outside of the Lehigh Valley must have a membership consisting of 80% Lehigh Valley employers.

CONTRACT TERM

RFQs selected for funding will be funded through June 30, 2023. The contract to be negotiated may be renewed for three successive 12-month periods at the discretion of the WBLV.

QUESTIONS

Questions regarding this Request for Quotes should be submitted through the WBLV website at info@workforcelv.org by 3:00 p.m., June 15, 2022.

WBLV will make every effort to post responses within two business days.

Please do not contact WBLV, their elected officials or board members directly as this may result in your quote being voided and not considered.

Modifications and clarifications to this quote document will be posted on the WBLV website, www.lvwib.org, along with the answers to any questions posed. The WBLV will not respond to individual phone inquiries, nor will the WBLV email responses on an individual basis. It will be the proposer's responsibility to check the WBLV website for responses to their questions.

REPORTS

Proposers selected will be required to provide WBLV with reports quarterly. These reports will be used to keep the governing board updated regarding the Intermediaries activities and performance.

REQUEST FOR QUOTE SUBMISSION

RFQ DUE DATE AND REVIEW PROCESS

All dates are subject to change by WBLV

EVENT	DATE and TIME
RFQ Issued to the Public	June 6, 2022
Deadline for Submitting Written Questions to WBLV	June 15, 2022, 12:00pm (EST)
Deadline for RFQ Submission	June 17, 2022, 3:00pm (EST)
Contract Start	July 1, 2022
Contract End	June 30, 2023

Late Quotes will not be accepted.

2. Quotes should be submitted via email in both MS Word and PDF formats addressed to info@workforcelv.org. **Subject Line: WBLV Intermediary Quotes Response.**
3. The quote should contain the following information in the order stated, so that reviewers will find it easy to compare the proposals:
 - a. A letter of transmittal signed by an authorized representative of the organization. This letter of transmittal must state the names of the individual (s) authorized to negotiate with WBLV and sign contracts on behalf of the organization.
 - b. The RFQ Application Cover Page.
 - c. An executive summary.
 - d. A short history of the organization and its experience and knowledge in Intermediary Services as outlined in this RFQ.
 - e. A description of similar projects performed by consultant.
 - f. The names, resumes and a summary of the experience of individual(s) to be assigned to the project.
 - g. An estimated timeline for completion of the project activities.
 - h. Three business references.
 - i. Must provide a detail budget and budget narrative.

RFQ APPLICATION COVER PAGE

Organization Name:			
Organization Address:			
Lehigh Valley Office Location			
Telephone Number:			
Contact Person:		Title:	
E-Mail:		Fax Number:	
Website Address:		Cell Number:	
Total Funds Requested:		In Kind or Leveraged Funds:	
Number of Employer Members:	# Paid Members	# Non Paying Members	
Single Sector Association Yes No		Multiple Sector Association Yes No	
Minority Business Owner:		Certifying Agency:	
Organizational Status:			
Corporation	Sole Proprietorship	Partnership	Private for Profit
Not-for-Profit	Association	Government	Other
Public Agency			
Years in Business:			

The undersigned certifies that they have read the RFFQ and agrees to all the terms and conditions stated therein. The undersigned certifies that they are authorized to submit this offer and to enter into a contract on behalf of the organization identified above.

Signature:	
Typed Name:	
Title:	
Date:	