



**Workforce Investment Board**  
**Northwest Region**  
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TO: Potential Facilitators of Northwest Missouri Regional Green Labor  
Market Information Project

FROM: Lisa Hostetler, Interim Director, Northwest Region Workforce  
Investment Board / North Central Missouri College

DATE: March 24, 2010

RE: Request for Proposals (RFP)

The Workforce Investment Board, comprised of the 18 contiguous counties of Northwest Missouri, is seeking applications for a Facilitator to perform work associated with a Regional Green Labor Market Information Project.

A Request for Proposals for Facilitator Services application packet, with appropriate exhibit, is enclosed and consists of \$14,500 in US Department of Labor / Missouri Department of Economic Development (DED) – Missouri Economic Research and Information Center (MERIC) funds for activities leading to collection of information to better identify local trends and insights about regional green economies. The activities will be for the period April 23, 2010 – January 23, 2011.

The deadline for submitting applications will be **4:00 p.m. CDT, Monday, April 19, 2010**. Applications must be submitted to the Workforce Investment Board, Attn: Lisa Hostetler, 912 Main Street, Trenton MO 64683. The envelope should be clearly labeled “**RFP Response – Facilitator Services**”. Bids received after this deadline will be returned unopened.

Any questions must be directed in writing to the WIB office or via e-mail [lhostetler@mail.ncmissouri.edu](mailto:lhostetler@mail.ncmissouri.edu) so that a response can be gathered and provided to all interested parties. No questions will be addressed after 10:00 a.m. CDT, Thursday, April 15, 2010.

# Northwest Workforce Investment Board

## Regional Green Labor Market Information Grant Project

### Request for Facilitator Services

#### 1. Introduction

The Workforce Investment Board of Northwest Missouri is an appointed group of community leaders responsible for developing and directing employment-related opportunities. Our goal is an economically self-sufficient, productive and skilled workforce through partnerships with community, business, and the workforce. The Northwest Workforce Investment Board serves an 18 county region in Northwest Missouri and includes Andrew, Atchison, Buchanan, Caldwell, Clinton, DeKalb, Daviess, Gentry, Grundy, Harrison, Holt, Linn, Livingston, Mercer, Nodaway, Putnam, Sullivan and Worth Counties. The mission of the Northwest Workforce Investment Board is “A Person for Every Job, and a Job for Every Person. Through partnership with each local community, it is our vision that every employer will maintain a qualified, productive workforce; and that every job-seeker has opportunities, throughout their lifetime, which lead to a lasting, living-wage job commensurate with their abilities and goals”.

The Missouri Economic Research and Information Center (MERIC) awarded the Northwest Workforce Investment Board (NW WIB) \$20,000 to improve the level of information about green jobs available to job seekers who are most disadvantaged in the current economy and to new career seekers. Career information that will be developed will point individuals toward family-supporting jobs that build upon successive levels of opportunity. The information developed will identify increasing opportunities for prosperity by matching occupations that are currently in-demand with occupations that offer good wages and those that offer additional opportunities within developing green industries.

The information collected under this grant will also inform training providers of the critical skills that job seekers need to be successful in a green career opportunity. Skills gaps and training will help education providers develop curriculum that meets the needs of a growing industry. Key partners under the grant include the Missouri Department of Economic Development (DED) - Missouri Economic Research and Information Center (MERIC), the DED Division of Workforce Development, Local Workforce Investment Boards, the Missouri State Workforce Investment Board, and the Missouri Department of Natural Resources.

The grant from MERIC is designed to assist the Northwest Workforce Investment Board in the collection of information to better identify local trends and insights about regional green economies. Regional findings will be reported to MERIC and presented in a series of Statewide and Regional Green Growth Reports.

## 2. Scope of Services

The Northwest Workforce Investment Board is soliciting a qualified facilitator to perform the work associated with the Regional Green Labor Market Information Project in our 18-county region. All project deliverables noted below will be reported to the Northwest Workforce Investment Board and included in a regional green growth report to be developed by DED/MERIC.

The facilitator will solicit input from regional Chambers of Commerce, economic developers, employers, unions, educational institutions and community service providers to identify existing work on regional green jobs data, green workforce taskforces, green education/training programs, and regional green skills gap analyses. After solicitation and depending on response from regional stakeholders, the facilitator will either initiate a plan or link the MERIC/NW WIB efforts with those existing initiatives.

A Scope of Work (action plan and budget {**Exhibit A**}) is attached and provides specific details and timeline for project deliverables. Monthly activity reports will be due to the NW WIB office by the 5<sup>th</sup> of each month.

### **Task 1 Deliverable: Formation of a Local Green Workforce Taskforce**

A local taskforce will be convened for the purpose of planning how to best meet the needs of growing green employers and will include green businesses, local economic developers, labor/unions, and chambers of commerce in addition to traditional education, workforce, and community stakeholders. The taskforce, lead by the facilitator, will be charged with determining best strategies for growing and supporting local green economies. The facilitator will establish and convene regular meetings of the taskforce to develop comprehensive data that meets project objectives.

### **Task 2 Deliverable: Development of a Local Green Training Program Inventory**

The facilitator will collect information from local education and training providers about the current availability and capacity for green training programs as well as any planning or development of additional programs in the future. An *Excel* form has been provided by MERIC for tracking and reporting purposes. Results will be reported to the NW WIB office (then DED/MERIC) for the purpose of consolidating into a statewide green training program database that will be posted online. The completed Green Training Program Inventory form is due to the NW WIB office no later than May 13<sup>th</sup>, 2010.

### **Task 3 Deliverable: Development of a Regional Green Skills Gap Analysis**

DED/MERIC has provided the NW WIB with a listing of potentially green and self-identified green businesses around six (6) green industry sectors identified in the Missouri Green Jobs Report. Further development of the regional green business inventory may be necessary. The facilitator will use the contact information to gather feedback from local green employers

about the green occupations and skills that are in demand in their region including: education and training required, potential providers of training required, new and emerging green occupations, and green workforce supply. A final, comprehensive skills gap analysis must be delivered to the NW WIB no later than October 14, 2010.

### 3. Contract Terms

A contract between the Northwest Workforce Investment Board and a facilitator will be for a nine (9) month period from April 23, 2010 through January 23, 2011. The cost budgeted for a facilitator contract is \$14,500. Half of the facilitator fee will be paid on contract signing; the final payment for facilitator services will be paid on or around January 1, 2011 provided all activities have been completed to the satisfaction of the Northwest Workforce Investment Board and DED/MERIC.

To fully meet the intent and deliverables of this project, additional funding for taskforce meetings, travel, survey instrument(s) and printed material will be available.

### 4. Solicitation Schedule

Issue Solicitation for Facilitator	March 24, 2010
Receive Solicitation Responses	April 19, 2010
Review Responses	April 20-22, 2010
Select Facilitator	April 22, 2010
Issue Contract	April 23, 2010

### 5. Solicitation Response Requirements

Solicitation response shall not exceed eight (8) pages, exclusive of cover letter and résumé. **Three (3) copies** shall be submitted **no later than 4:00 p.m. CDT on Monday, April 19, 2010** to:

Northwest Workforce Investment Board  
Attention: Lisa Hostetler  
912 Main Street  
Trenton, MO 64683

The envelope should be clearly labeled “**RFP Response – Facilitator Services**”. Solicitations received after 4:00 p.m. on April 19, 2010 will be returned unopened.

**Solicitation response must include:**

- A.** Résumé of the candidate who will lead the project
- B.** References from past employers, owners, and/or organizations for whom the candidate/organization has provided similar services.
- C.** Candidate’s/Organization’s experience convening regional stakeholders to reach specific goals.
- D.** Familiarity with survey instruments and the ability to collect and analyze data into concise, informative reports.

- E. Knowledge of regional resources and stakeholders.
- F. Work sample that demonstrates the candidate's/organization's ability to meet the requirements of the project.

## 6. Selection Criteria

The NW WIB selection team will evaluate the proposals based on the following criteria:

Capability and experience in providing the Scope of Work as demonstrated by the proposal

Expert knowledge and work experience associated with understanding of the issues, options, and approaches to green jobs, workforce development and labor market information

Knowledge and understanding of the NW WIBs strategies and goals in research and development of green labor market information

Experience and proven track record collecting data and presenting it for analysis and decisions

Ability to effectively and rapidly meet on-going needs related to project deliverables.

## 7. Northwest Workforce Investment Board Project Manager

The MERIC Regional Green Labor Market Information Project is managed at the NW WIB by Lisa Hostetler, Interim Director, 912 Main Street, Trenton, MO 64683, (660)359-3622 extension 15.

## 8. Disclaimer

This Request for Facilitator Services does not commit the Northwest Workforce Investment Board, nor its agents, to pay for any costs incurred prior to the execution of a contract prior to funds availability from the US Department of Labor (DOL) and DED (Department of Economic Development)/DWD (Division of Workforce Development). The Workforce Investment Board retains the right to accept, reject or negotiate any or all proposals received and the right to vary (or to direct its agents to vary) the provisions set forth herein at any time prior to the execution of a contract where it deems such variance to be in its best interest, and to act otherwise as it deems in its sole discretion.

## 9. Documents and Reports

The NW WIB shall be entitled to ownership of all surveys, reports, research, analysis and other information in any written form produced by the facilitator in connection with the delivery of services and performance of an agreement.

Northwest Region Workforce Investment Board  
Green LMI Project Action Plan and Budget

Exhibit A

Action/Deliverable	Organization/Person(s) Responsible	Deliverable Timeline	Budget Expenditure
Finalize project budget	NW WIB (Lisa Hostetler)	March 8, 2010	\$0
Develop and release solicitation (RFP) for Facilitator services	NW WIB (Lisa Hostetler)	March 24, 2010	\$250 (desktop supplies and consumables for NW WIB staff)
Finalize contract (or vendor agreement) for project Facilitator services	NW WIB (Lisa Hostetler/Jeanie Whitney)	April 23, 2010	\$7,250 (half of fee for facilitator services)
Develop <b>Regional Green Training Program Inventory</b> with input from vocational/technical schools, community college, and 4-year institutions in NW MO; <b>report to MERIC</b>	Facilitator (with input from training/educational institutions)	May 13, 2010	\$0
Identify stakeholders from business/industry and training/education providers; establish <b>Regional Green Workforce Taskforce</b>	Facilitator (with assistance from NW WIB staff as necessary)	June 15, 2010	\$0
Convene meetings of Taskforce to discuss and achieve project goals	Facilitator	Ongoing	\$5,500 (\$3,500 travel and meeting costs plus in-kind regional match of \$2,000)
Identify or develop and purchase survey instrument to collect feedback from local green employers and training/education providers	Facilitator	July 15, 2010	\$1,000
Distribute survey; collect and analyze results	Facilitator	July 15 – September 1, 2010	\$0
Review and expand <b>Inventory of Regional Green Employers</b> based on information from surveys	Facilitator (with input from regional industry representatives)	September 15, 2010	\$0
With information gleaned from Taskforce and the Green Training Program Inventory, develop a comprehensive <b>Regional Green Skills Gap Analysis</b> to identify industry training/education gaps	Facilitator (with input from Taskforce Members)	October 14, 2010	\$0
Develop <b>Regional Green Training Program Inventory</b> marketing material	Facilitator	November 1, 2010	\$750
Report <b>Regional Green Skills Gap Analysis</b> to MERIC and regional training/education providers to inform them of the need for programs that meet green industry demands	Facilitator	January 1, 2011	\$7,250 (final payment to Facilitator)

Northwest Region Workforce Investment Board  
Green LMI Project Action Plan and Budget

Exhibit A

**GREEN LMI GRANT DETAILED BUDGET**

**Project Period: February 1, 2010 - January 31, 2011**

<b>Expense Item</b>	<b>Administration</b>	<b>Total</b>
Facilitator Contract	\$14,500	\$14,500
Travel	\$2,000	\$2,000
Meeting Costs	\$1,500	\$1,500
Printing	\$750	\$750
Survey Program/Software	\$1,000	\$1,000
Desktop Supplies	\$250	\$250
<b>Total</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>LWIB Regional Match</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Grand Total</b>	<b>\$22,000</b>	<b>\$22,000</b>

**Budget Detail**

Facilitator Contract - Contracted labor for project consultation and meeting facilitation

Travel - Travel costs for NW WIB staff and Facilitator to attend meetings

Meeting Costs - Includes facility rent, meals, etc.

Printing - Local Training Program Inventory and Skills Gap document printing

Survey Program/Software - To collect feedback from local green employers and post-secondary educational institutions

Desktop Supplies - Includes basic office consumables and printer supplies

LWIB Regional Match - NW WIB Taskforce Members attendance at meetings