

Greater Lowell Workforce Investment Board/Career Center of Lowell
Division of the City Manager's Office
Asset Mapping Project
Consultant Services
REQUEST FOR PROPOSALS /INVITATION TO BID

FISCAL YEAR 2009

I. Introduction

Acting on behalf of the Greater Lowell Workforce Investment Board the Career Center of Lowell, Division of the City Manager's Office, in its role as the fiscal agent and administrator of the Workforce Investment Act grant funds for the Greater Lowell Workforce Investment Area, is seeking consultant service providers to develop a comprehensive asset map for the manufacturing sector in the region.

The Greater Lowell Workforce Investment Board is seeking proposals of which the intent is to promote the following objectives:

The US Department of Labor recently made monies available through a Regional Innovation Grant (RIG). As a result, the Merrimack Valley River Region is embarking on an important initiative to establish structured strategies to address the economic impact of the severe decline in the manufacturing industry and the secondary effects in the surrounding communities.

Due to the recent closure and layoffs of a few manufacturing employers in the region, the Greater Lowell Workforce Investment Board (GLWIB) in partnership with the Merrimack Valley Workforce Investment Board, [both located in Northeast Massachusetts], and the Workforce Opportunity Council, Inc. of New Hampshire, representing key areas of Southern New Hampshire, look to develop structured economic strategies to create common goals for the region to address the recent and future worker dislocations. The end result of this project will be an asset mapping framework of the manufacturing sector, which will be an integral component of a regional strategic plan designed to respond to worker dislocation in the Merrimack River Valley Region. The goal for this solicitation is to:

- Procure consultant services to develop a comprehensive asset mapping project.

Consulting services will be attained to develop the asset mapping project, which will be enhanced by a region-wide employer survey. The survey design may include the on-going collection of expected hires by occupation and economic development-related data such as growth barriers, expansion, and relocation plans. The data collected from the asset mapping and the survey will provide necessary information for the development of the regional strategic plan.

Areas affected (Cities, Counties, States, etc.):

Northeast Massachusetts, Southern New Hampshire. Counties of Middlesex and Essex in Massachusetts, and Hillsborough and Rockingham in New Hampshire. Municipalities of Lowell, Lawrence, Haverhill, Westford, Chelmsford, Dunstable, Tyngsborough, Dracut, Billerica, Tewksbury, Andover, N. Andover, Methuen, Merrimac, Boxford, Georgetown, Rowley, Groveland, Newbury, W. Newbury, Amesbury and Salisbury in Massachusetts. Cities and towns of Manchester, Salem, Nashua, Pelham, Hudson, Windham, Merrimack, Litchfield, Londonderry, Derry, Hampstead, Atkinson, and Plastow in New Hampshire

The Greater Lowell Workforce Investment Board is seeking qualified, workforce development professionals and consultant(s) with a strong understanding of the aforementioned region to provide all necessary assistance to prepare a comprehensive asset map.

Who May Apply

Applicants eligible to submit a proposal are public or private agencies, public or private educational institutions, governmental units, private business, sole proprietor consultants, community based organizations, labor groups and others who have demonstrated successful performance in asset mapping, experience and knowledge of the workforce development system, a strong understanding of Northeast Massachusetts and Southern New Hampshire, and knowledge of the manufacturing sector.

Background

On April 27, 2007, the Department of Labor made funds available through a RIG/NEG. National Emergency Grants (NEG) are discretionary awards by the Secretary of Labor that temporarily expand service capacity at the State and local levels through time-limited funding assistance in response to significant dislocation events. Significant events are those that create a sudden need for assistance that cannot reasonably be accommodated within the ongoing operations of the formula-funded Dislocated Worker program, including the discretionary resources reserved at the State level.

Now more than ever, planning and strategy is needed in the region. The availability of funds by the Department of Labor will afford the Workforce Development System to respond quickly and effectively to employer layoffs, cutbacks, and shutdowns in the manufacturing sector by creating a regional strategic plan that will provide skills gap analysis, and align job training to job opportunities, among many, many other effective activities. An asset mapping project will frame the region of its resources in the manufacturing sector both presently and in the future.

II. Purpose of this RFP Solicitation

The Greater Lowell WIB is accepting proposals for qualified service provider(s) to develop and design an asset mapping project for the manufacturing sector in the region. The asset mapping deliverable will be a key component to the development of the regional strategic plan. The output from the asset map will provide the vital information for a regional strategic plan that will improve the response to worker dislocation by the workforce development system.

III. Proposal Timeframe/ Submission Requirements/Format

A. Timeframe:

The asset mapping project will begin upon completion of contract award. The timeline for this project is scheduled for approximately 4-5 months. To be considered for funding, an original plus three (3) copies must be received at the GLWIB/CCL offices 18 John Street (3rdFloor) Lowell, MA 01852 no **later than 4:30 pm on April 14, 2009.**

B. Submission Requirements:

Proposals must be submitted to:

The Greater Lowell Workforce Investment Board/Career Center of Lowell
18 John Street, Third Floor
Lowell MA 01852

THE SUBMISSION MUST BE DIVIDED INTO TWO SEPARATE SEALED PROPOSALS, A PROGRAM PROPOSAL AND A PRICE PROPOSAL.

Each must have its own cover sheet.

The original MUST contain the signature of your agency signatory.

FAILURE TO FOLLOW THE RFP FORMAT WILL RESULT IN DISQUALIFICATION.

Delivery of proposals is the sole responsibility of the bidder. The transmission of proposals by fax or email is not permitted. It is the sole responsibility of the bidder to ensure that proposals are received at the proper location, prior to the stated deadline. Access roads into downtown Lowell can be congested at times, and visitors or on-street parking can at times be difficult to obtain. Proposals will be logged in and stamped with the time and date of receipt. Bidders should plan accordingly for timely proposal delivery. The 4:30 p.m. deadline will be strictly enforced. **Proposals or any parts thereof received after the required date and time will not be accepted and will be rejected as non-responsive to the Request for Proposals.**

C. Format

Proposals must be word-processed. Responding agencies should ensure that their proposals conform to the following requirements:

- Please check your proposal for internal consistency. The Program Proposal and the Price Proposal Checklists should be used as a guide to accomplish this. Both must be completed.
- Both Cover Sheets must be signed by the Authorized Signatory of the Lead Agency, as documented through the Authorized Signatory form submitted.

Any questions and or comments can be made throughout the proposal preparation by contacting Barbara O’Neil, Director, GLWIB at oneilb@nmsda.org or 978-937-9816. Budget/Fiscal questions contact: Michael Durkin at michael.durkin@cclowell.org or call (978) 459-2336.

IV. Available Funds

Funds have been made available by the DOL RIG to the GLWIB to procure consultant services to develop a comprehensive asset mapping project on the manufacturing sector in the region. Bids should be based on services performed, hourly rate and other budget considerations.

V. GLWIB Program Design

The applicant should utilize the following information in the development of their proposal response. **Proposal responses should include information on the tools to be utilized, time line and outcomes**

As aforementioned, the GLWIB is looking to procure consulting services to develop an asset mapping project. The GLWIB will move forward to solidify the project by creating:

- A Core Steering Committee comprised of representatives from the WIB’s, Workforce Opportunity Council, Inc., Career Centers and regional economic development agencies.
- A Core Regional Leadership Committee consisting of representatives from each regions Workforce Investment Boards, One Stop Career Centers, the Workforce Opportunity Council, Division of Career Services, Rapid Response Team, New Hampshire Employment Service,

Massachusetts Office of Business Development, Merrimack Valley Economic Development Council, Northern Middlesex Council of Government, Merrimack Valley Planning Commission, the Economic Development Offices of the impacted municipalities such as the (City of Lowell, Lawrence and Methuen Massachusetts and Nashua, Salem New Hampshire) local community colleges and universities, superintendents of the k-12 education system, Massachusetts Manufacturing Partnership, local Chambers of Commerce representing private employers, small business centers, community-based action agencies and others interested in regional workforce development strategies. Consultant service providers will conduct presentations of completed deliverables to the Core Regional Leadership Committee.

Role of the Committees

The committees will provide leadership for the consulting services obtained and help implement and sustain the strategies going forward in the future

The Core Steering Committee

The Core Steering will provide leadership will oversee the work of the consultant service provider(s) contracted for this project. The Steering Committee will be actively involved in the administrative operations of the project as well.

The Core Leadership Committee

The Core Steering Committee will look to the Core Regional Leadership Committee for guidance, policy decisions, strategic advice and direction of the mission and accomplishments. The Regional Leadership Committee will be sectoral and include representatives from each of the affected regions.

The Regional Leadership Committee will also work with all partners to leverage and align existing funding streams to support and sustain the implementation of the regional strategic plan and continually partner to bring new funding sources into the region.

Scope of Services for the Asset Mapping Project: *Including but not limited to*

The GLWIB seeks consulting services to develop a comprehensive asset mapping project for the manufacturing industry in the region. Any organization or agency applying to the RFP must be capable of the following:

- Understanding trends based on labor market information, demographics, economic and social conditions, education and training needs and other trends related to the local workforce development system
- Connect local area needs and analysis to strategy and objective.
- Develop a survey and complete data collection and analysis.
- Develop a comprehensive asset mapping project for workforce development and/or the manufacturing sector.

Asset Mapping Project

Asset mapping is identifying the region's unique set of assets or resources, both tangible and intangible that can be called upon. Asset mapping can be taken to different levels. At its most basic level, asset mapping provides an inventory of key resources that can be incorporated into a development effort. It also helps identify gaps and inefficiencies so that regions can realign existing efforts or develop new strategies.

In this case, the asset map will focus on private industry, community-based organizations, educational institutions, federal and state agencies and private foundations in the region. The asset map will be enhanced by a region wide employer survey. The survey design will include the on-going collection of expected hires by occupation and economic development related data such as growth barriers, expansion and relocation plans. This survey will be conducted through face-to-face employer visits.

Data will be used to perform a skills gap analysis available on each partner's website to assist job seekers, economic developers, employers, and higher education institutions in the region. The information obtained through the asset mapping project will be critical to the development of the regional strategic plan.

VI. Work Program and Schedule:

The Consultant service provider will provide sufficient hours in order to ensure the successful completion of an asset mapping project. This includes all work necessary: focus groups, analysis, investigation, writing, interviewing, meetings, telephone and email communication, and all other professional services needed to ensure that the project is completed successfully by the required deadline to support development of the regional strategic plan.

VII. Payment Schedule and Estimated Hours of Work:

The consultant service provider will be compensated on the basis of a negotiated contract, performance based in nature. As a result of the bids, the determination will be made as to the contract being based on deliverables as outlined in Section V. GLWIB Program Design. Invoice submission with documentation of work accomplished or milestones achieved will be required.

Project Timeline:

The estimated start date for the contract for the asset mapping project services will be May 1, 2009. The asset mapping project is scheduled for a 4-5 month timeframe.

VIII. GLWIB/CCL Proposal Review

Technical Proposal

Technical proposals will be reviewed and rated by the Core Steering Committee and Staff.

Proposals will be rated on the following categories based on deliverables outlined in Section V GLWIB Program Design:

Asset Mapping Project Technical Proposal

1. Developing an asset mapping project for workforce development system 75 Points

Highly Advantageous - 70-75 Points

- Extensive experience working with the Workforce Development System within the Merrimack Valley River Region developing comprehensive asset maps for the workforce development and manufacturing sector.

Advantageous - 50-69 Points

- Some experience working with the Workforce Development System within the Merrimack Valley River Region developing comprehensive asset maps for workforce development and manufacturing sector.

Not Advantageous - 25-49 Points

- Experience in research of the regional manufacturing sector but no previous experience, developing an asset map.

Unacceptable - 0 Points

- No previous experience, developing asset mapping project and/or survey design.

2. Knowledge of Regional Manufacturing Sector 15 Points

Highly Advantageous - 13-15 Points

- Extensive knowledge of the Regional Manufacturing Sector

Advantageous - 8-12 Points

- General knowledge of the Regional Manufacturing Sector.

Not Advantageous - 5-7 Points

- Little knowledge of the Regional Manufacturing Sector

Unacceptable - 0 Points

- No knowledge of the Regional Manufacturing Sector

3. Outcomes/Results 10 Points

Highly Advantageous - 8-10 Points

- Strong success rate with documented results and/or outcomes specifically related to developing an asset mapping project, within the Workforce Development System.

Advantageous - 5-7 Points

- Some success rate with documented results and/or outcomes with developing an asset mapping project within the Workforce Development System and the manufacturing sector.

Not Advantageous - 3-6 Points

- Success with documented results developing asset mapping outside of the Workforce Development Community

Unacceptable - 0 Points

- No documented outcomes

Proposals will be given an overall rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable based on the points awarded. The overall ratings will be determined as follows:

Total Points

Highly Advantageous	90 - 100 Points
Advantageous	75 - 89 Points
Not Advantageous	50-74 Points
Unacceptable	Less than 50 Points

Only proposals with an overall rating of Highly Advantageous or Advantageous will be considered for funding. Proposals receiving a rating of Not Advantageous or Unacceptable will not be considered.

Final Funding

Final funding decisions will take into consideration the contents and schedule of the program and price proposal reviews. The WIB reserves the right to reject any and all proposals, to not fund any or all proposals, and/or to partially fund any and all proposals as submitted in response to this RFP. All proposals become the property of the GLWIB/City of Lowell.

IX. GLWIB AND PROPOSER'S RIGHTS

- A. The Greater Lowell Workforce Investment Board reserves the right to reject any and all proposals.
- B. The proposer has the right of protest and appeal of procurement decisions. Proposers may submit a written letter of protest to GLWIB.
- C. Following the competitive procurement process, all proposals become public record.
- D. Greater Lowell WIB Appeal Process:

Bidders wishing to appeal the final funding decisions of the Greater Lowell WIB shall follow the procedures listed below:

Bidders may request an appeal to a funding decision within then (10) business days after receipt from the WIB concerning funding recommendations. An appeal will NOT be accepted due to any attempts to modify or include additional information to the original application.

The appeal letter should clearly state the basis of the appeal request.

Staff from the Greater Lowell WIB and Review Team shall then have ten (10) business days to review the appeals request. All parties shall be provided with the original proposal, initial ranking scores and appeal letter. A meeting will be held either in person or through telephone conference call method to discuss and review the appeal request.

The Greater Lowell WIB Director shall then notify the bidder of the outcome of the appeal process within three (3) business days of the appeal meeting. If the bidder is still in disagreement with the appeal outcome, they may write Ms. Maryanne Langton, FPO, of the U.S Department of Labor/ETA Region 1, at the JFK Federal Building, Room E-350, in Boston Massachusetts 02203, to officially request an appeal of the GLWIB.

X. CONTRACT TERMS

Successful bidders will be awarded a contract based on specified deliverables and timeline.

XI. PRICE PROPOSAL

GLWIB
Division of the Office of the City Manager
Asset Mapping Project
Consulting Services
FY 2009

Price Proposal Cover Sheet

Organization: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Fiscal Person Contact: _____ Telephone: _____

Email Address: _____

Amount of Funding Request:

Total \$ _____

Duration:

(Start Date) _____ to _____ (End Date)

Signature of Authorized Representative for Your Organization:

Submitted By: _____
Signature

_____ Date

PRICE PROPOSAL & NARRATIVE

1. List your total cost for providing these services.

Total Hours	Hourly Rate	Total Cost
\$ _____	\$ _____	\$ _____

2. In the space below, provide any additional information that you think is necessary to further explain and/or clarify your Price Proposal.

GLWIB
Division of the Office of the City Manager
GLWIB Price Proposal
Contents Checklist

Place a check mark to indicate that each area has been addressed. Write N/A if not applicable.

_____ Cover Sheet fully completed & signed

_____ Cost and cost narrative information completed

XII. Technical Proposal

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Division of the Office of the City Manager
Asset Mapping Project
Consulting Services
FY 2009

Technical Proposal Cover Sheet

Organization: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Email Address: _____

Duration:

(Start Date) _____ to _____ (End Date)

Signature of Authorized Representative for Your Organization:

Submitted By: _____
Signature Date

A. MINIMUM QUALIFYING CRITERIA

In order to be considered for funding, bidders must ensure the following:

- Technical and Price proposals are sealed and submitted separately
- No cost or price information has been provided in the Technical Proposal

In addition, the following must be completed and submitted with your original Technical proposal only (it is not necessary to submit these with the copies).

- References
- Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Statement of Commitment to a Drug-Free Workplace
- Certificate of Non Collusion

VERY IMPORTANT

Failure to separate Price and Technical proposals and/or to submit references and complete the necessary forms as listed above could result in your proposal not being considered for funding. Bidders should ensure they have met all minimum-qualifying criteria by completing the Minimum Qualifying Criteria Checklist (see page 21)

References:

In the space below, please list three references for whom you have provided similar services as the requested in this RFP. Be sure to include name, address, and phone number of each reference listed.

CERTIFICATION REGARDING

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register [Pages 19160-19211].

BEFORE SIGNING THE CERTIFICATION, PLEASE READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public [Federal, State or local] transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property.
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity [Federal, State or local] with the commission of any of the offenses enumerated in paragraph [1] [b] of this certification; and
 - d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED SIGNATORY

SIGNATURE

DATE

DRUG FREE WORKPLACE CERTIFICATION

I, _____, in representation of
(Print Name)

_____, do hereby certify that
(Agency/Organization)

_____, has taken all
(Agency/Organization)

necessary measures to ensure a drug free workplace consistent with the **Drug Free Workplace Act of 1988**, as well as all applicable state laws.

Signature

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made or submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Printed name of individual submitting bid or proposal)

(Signature of individual submitting bid or proposal)

(Name of Organization)

(Date)

Minimum Qualifying Criteria Checklist – Please complete and submit to ensure you have met the minimum qualifying criteria. Failure to meet the minimum qualifying criteria could result in your proposal not being considered for funding

_____ Technical and Price proposals sealed and submitted separately

_____ No price information included in the Technical proposal

_____ References provided

_____ Certification Regarding Debarment, Suspension and Other Responsibility Matters

_____ Statement of Commitment to a Drug-Free Workplace

_____ Certificate of Non Collusion

B. TECHNICAL INFORMATION

Please answer the all following questions that apply in the space provided. Attach additional space if necessary.

1. Provide a detailed description of experience with developing asset mapping projects relative to the manufacturing sector or Workforce Development System. Your description should include processes and techniques used in the past, that you plan to utilize to successfully complete this project. Be sure to include information on the tools, timelines, and outcomes.

2. Describe your knowledge and experience in the region with regards to the Workforce Development system and/or the manufacturing sector.

3. Describe the outcomes and/or results of your efforts to create a comprehensive asset mapping project for the manufacturing sector and/or Workforce Development System in the region.

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Division of the Office of the City Manager
Asset Mapping Project
Consultant Proposal
Contents Checklist

Place a check mark to indicate that each area has been addressed. Write N/A if not applicable.

Cover Sheet

_____ Each section fully completed

_____ Signed by authorized signatory

Proposal Narrative

_____ Program Design

_____ Program Deliverables

_____ Technical Information Provided