



Date: Wednesday, June 29, 2016

Subject: Consultant or Organization to Implement ACT National Career Readiness Certificate in the San Diego and Imperial Counties

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## **REQUEST FOR QUOTES (RFQ) - PROFESSIONAL SERVICES**

The San Diego Workforce Partnership (SDWP) seeks a consultant or organization to implement the ACT National Career Readiness Certificate (NCRC)<sup>1</sup> across the community colleges and public workforce development systems in the San Diego and Imperial Counties.

Consultants and Organizations with qualifications to scale the NCRC for hundreds of job seekers and experience working with the workforce development system, employers, and secondary and post-secondary educational institutions are encouraged to submit a quote.

Email your quote to [AngelStancer@workforce.org](mailto:AngelStancer@workforce.org) with the subject of the email titled: “Quote for NCRC Consultant” on Thursday, August 4, 2016 at 5:00 p.m. (PDT).

## **ORGANIZATIONAL OVERVIEW**

SDWP is a 501(c)(3) that funds and delivers job training programs in the San Diego region. For more information, please visit [workforce.org](http://workforce.org).

## **PROJECT BACKGROUND**

To understand the workforce needs of employers in the region’s five [Priority Sectors](#), SDWP interviewed and surveyed over 1,000 businesses and found that employers have difficulty hiring workers with the basic skills, or essential skills, specific to their company or the positions they were hiring for. Employers report that their ideal workers possess critical thinking, problem-solving, trustworthiness, good communication (oral and written), applied mathematics, and other essential skills needed to succeed in the workplace. Another challenge reported by the business community is that there is no common definition of “work readiness.” This project aims to address these challenges in the San Diego and Imperial Counties.

To address these challenges and help close the skills gap in San Diego and Imperial Counties, SDWP, along with its partners at the Imperial County Workforce Development Board and the San Diego and Imperial Counties Community College Association (SDICCCA), are implementing the [ACT National Career Readiness Certificate \(NCRC\)](#) for students at community colleges and job seekers at the [America's Job Center of California \(AJCC\)](#) network. The NCRC is a career readiness certification based on an individual’s performance on three ACT WorkKeys® assessments: applied mathematics, locating information and reading for information. These assessments measure a range of essential work skills, including the ability to perform basic

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<sup>1</sup> [act.org/certificate](http://act.org/certificate)

mathematic operations, read and understand documents, and problem-solve for issues commonly found in the workplace. Respondents can find more information on the NCRC [here](#).

## SCOPE OF WORK

The winning respondent for this RFQ will be responsible for the successful implementation of the NCRC in the San Diego and Imperial Counties. The winning respondent will complete the deliverables listed below.

### Project Deliverables:

1. NCRC implementation plan
2. 300 job seekers pass the assessments and receive the NCRC
  - a. 100 by December 16, 2016
  - b. 200 by March 30, 2017
  - c. 300 by August 1, 2017
3. 10 representatives (minimum) from the workforce development system and community colleges trained as NCRC proctors
4. Quarterly reports of NCRC implementation progress
5. Final written report with a sustainability plan to monitor and maintain the NCRC testing centers after this project's period of performance

The winning respondent will coordinate with SDWP, Imperial County Workforce Development Board, the community college system, the AJCC network, contracted education providers, and other partners in the following phases to complete the project deliverables. Timelines and phases could change based on contract negotiations with the winning respondent.

### Phase 1: Project Planning (August 15, 2016 to August 31, 2016)

- Pre-planning meeting with SDWP
- Lead kickoff meeting with NCRC implementation team
- Complete NCRC implementation plan and get approval from SDWP

#### Deliverable 1: NCRC implementation plan

### Phase 2: Implementation (September 1, 2016 to August 1, 2017)

- Develop outreach and marketing materials to communicate the value of NCRC to community college students and job seekers served by the AJCC network
- Ensure 10 representatives (minimum) from the AJCC network and community colleges are [trained to proctor NCRC](#) in the San Diego and Imperial Counties
- Ensure NCRC remediation courses are part of regular AJCC workshop offerings
- Develop and ensure proper signage and collateral advertising the NCRC at test sites
- Conduct training with AJCC staff on how to become a high-quality NCRC testing center
- Complete other key steps in the NCRC implementation plan (developed in Phase 1)

#### Deliverable 2: 300 job seekers pass the assessments and receive the NCRC

#### Deliverable 3: 10 representatives (minimum) from the workforce development system and community colleges trained as NCRC proctors

### **Phase 3: Tracking and Supporting (September 1, 2016 to August 1, 2017)**

- Quarterly reports on NCRC implementation progress
- Facilitate monthly NCRC implementation meetings with key partners
- Provide additional technical assistance to testing centers as needed
- Complete other key steps in the NCRC implementation plan (developed in Phase 1)

**Deliverable 4:** Quarterly reports of NCRC implementation progress

### **Phase 4: Sustainability (August 2, 2017 to September 29, 2017)**

- Work with SDWP and partners to develop a sustainability plan to monitor the quality and effectiveness of the NCRC testing centers

**Deliverable 5:** Final written report with a sustainability plan to monitor and maintain the NCRC testing centers after this project's period of performance

### **SUBMITTAL SCHEDULE**

- RFQ released: June 29, 2016
- Quotes due via email by 5:00 p.m. (PDT), August 4, 2016
- Provider selected: August 12, 2016

Email your quote to [AngelStancer@workforce.org](mailto:AngelStancer@workforce.org) with the subject of the email titled: "Quote for NCRC Consultant" on Thursday, August 4, 2016 at 5:00 p.m. (PDT).

### **PROJECT TIMELINE & BUDGET**

The term of service will be from August 2016 to September 2017. The budget for this project may not exceed \$49,800. The cost of the NCRC assessments will be paid by SDWP separate from this contract and respondents do not need to budget for it.

### **QUOTE FORMAT**

Respondents must submit the following information:

1. Cover page (no more than 1 page)
  - Name and contact information (email, phone number) of the respondent
  - SSN or tax ID
  - Authorized signature
2. Short description of experience/related expertise (no more than 5 pages)
3. Project budget (no more than 1 page)
  - Hourly rate(s)
  - Cost per deliverable
4. Minimum one reference (no more than 1 page)
  - Name and title
  - Organization and contact information (email, phone number)
  - Description of a similar project
5. Conflict of Interest Disclosure Form - Attachment A
6. No other attachments are allowed

## Formatting Requirements

- Font size: 12 point preferred
- 1.5 preferred
- Margins: 1 inch
- Pages: Single-sided
- Pages numbered at the bottom of each page
- Language: English

## EX-PARTE COMMUNICATION

All inquiries must be emailed. No phone calls will be accepted. No other individuals related to the SDWP (e.g., staff, board) are to be contacted regarding this RFQ.

## SELECTION

Award will be based upon an assessment of experience, qualifications and cost.

## LIMITATIONS

### *Right to Cancel*

SDWP reserves the right to cancel, delay, amend or reissue all or part of this RFQ at any time without prior notice. This RFQ does not commit SDWP to award a contract or to pay any cost incurred in the preparation of a response to the solicitation. SDWP reserves the right to reject any and all quotes, to accept or reject any or all items in the quotes, and to award the contract in whole or in part as deemed to be in the best interest of SDWP. SDWP reserves the right to negotiate with any bidder after the quote(s) are reviewed, if such action is deemed to be in the best interest of SDWP. Such negotiation should not be viewed by any bidder as an indication of contract award.

### *Cooling Off Period*

We shall not contract with any proposal submitted by an individual or entity who within the preceding twelve months was themselves or employs anyone who:

1. Is a current, dismissed, separated or formerly employed person of SDWP, and
  - a. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
  - b. Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or
  - c. Is an owner, officer, principal, partner, or major shareholder of the proposed Contractor.

This prohibition will apply to any qualified person(s) leaving the employ of SDWP, and will apply at all times during the twelve-month period beginning on the date the person left the employment of SDWP. This policy will apply to any procurements issued or contracts executed for program-related services and not to internal SDWP operational support executed within that twelve-month period.