

SAN DIEGO
WORKFORCE
PARTNERSHIP[®]

Date: Friday, December 09, 2016

Subject: Request for Quotes (RFQ) – Research Services: Global Trade & Logistics
Jobs

REQUEST FOR QUOTES – RESEARCH SERVICES

The San Diego Workforce Partnership (SDWP) seeks a research vendor that can produce a labor market study on the Global Trade & Logistics sector in San Diego County. This report will answer key workforce questions about the industry such as: What are the top in-demand occupations in this sector? What skill sets are employers looking for in the current and future workforce? How do workforce trends vary across industries engaged in global trade?

Further details are discussed in the “Scope of Work” of this RFQ. The budget for this project may not exceed \$40,000.

Email your quote to SarahBurns@workforce.org by Tuesday, January 10, 2017 at 3:00 p.m. with the subject of the e-mail titled, “Quote for Global Trade and Logistics Jobs Study.”

ORGANIZATIONAL OVERVIEW

The SDWP is a 501(c)(3) chartered by the County and City of San Diego to fund and deliver employment and training programs in the San Diego region.

For additional information, please visit workforce.org.

BACKGROUND

SDWP is conducting labor market analysis on the Global Trade & Logistics sector in San Diego. This report will build on a number of regional reports produced in the last five years, including a 2014 labor force gap analysis completed by the San Diego-Imperial Region Centers of Excellence. A challenge in this sector has been to identify global trade occupations, which frequently are given various titles for the same occupation, and which are difficult to pin down.

This study will analyze the employment needs of San Diego companies engaged in Global Trade, attempt to align occupations across employers, and identify training needs of companies to inform employment training curricula. and promising occupations, and highlight the benefits and challenges of working in the sector.

SCOPE OF WORK

The winning respondent will conduct a study of a representative sample of Global Trade & Logistics companies in San Diego County. The resulting report will answer key workforce questions about the industry such as:

- What are the general employment trends in the sector?
- How do these trends differ among various public agencies?
- What are the top 15-30 in-demand occupations? What can a worker expect from these occupations in terms of training, wages and other requirements?
- What types of work and educational experience do workers in each of these occupations typically possess?
- What training programs are available in the region for this industry? Do these programs meet employers' needs?
- What knowledge, skills and abilities are employers looking for in the current and future workforce?
- What are career pathways in Global Trade & Logistics and how can job seekers navigate them most effectively?

The winning respondent will:

- Work with SDWP to create an interview guide.
- Collect primary data and write summary reports of the data collected. Primary data collection includes online surveying and in-person interviews with executives or hiring managers that employ workers in the nonprofit sector.
- Secure a database of employer contacts for the survey and work with SDWP to develop the survey and interview instruments.
- Coordinate with SDWP Business Services staff to accommodate their attendance at executive interviews.
- Participate in monthly check-in meetings with SDWP staff.
- Attend regular advisory group meetings to receive guidance from community stakeholders.

At minimum, SDWP requires 200 responses for the online survey and 30 in-person executive interviews.

SDWP requires that the study include literature review and analysis of secondary data from sources such as the U.S. Bureau of Labor Statistics and/or Dun and Bradstreet. SDWP requires that secondary labor market data for analysis be accessed through Economic Modeling Specialists, International (Emsi). If the respondent does not already have a subscription, they may incorporate this cost into the quote.

Respondents may propose other methodologies to strengthen their quotes.

DELIVERABLES

- A comprehensive report detailing the workforce needs of the nonprofit industry in San Diego County as addressed in the Scope of Work.
 - The report must be an electronic document in Microsoft Word, produced in a report template to be provided by SDWP.
 - Graphs and charts within the report must also be provided in a Microsoft Excel spreadsheet file so that they may be replicated by SDWP.
 - The report should include a detailed description of methodology, sampling plan, and data sources used as an appendix.
 - One appendix must include a sample of job profiles for the top in-demand jobs in the nonprofit sector.
 - See Appendix A in the [2016 In-Demand Jobs](#) report for an example.
- A 2-page executive summary that highlights the most important graphs and tables from the report.
 - See an example of a previous 2-page executive summary [HERE](#).
- 200-250 word summary of the report to be featured on SDWP website.
- Summary topline report of survey responses, including absolute and percentage values for all survey questions as well as the final sample disposition.
- Raw data files (in Excel).
- Detailed summary report of executive interviews.
- A list of employers interviewed and interview dates.
- List of employers that provided their contact information for follow up after the survey.

SUBMITTAL SCHEDULE

Friday, December 9, 2016	RFQ release date
Tuesday, January 10, 2017	Quotes due at 3:00 p.m. to SarahBurns@workforce.org (submission via email only)
Tuesday, January 17, 2017	Respondents notified of RFQ selection

PROJECT TIMELINE

The term of service will be from January 2017 to June 2016.

Thursday, January 19, 2017	Kickoff meeting at SDWP offices
Friday, May 26, 2017	Interview summaries and data file from surveys due
Friday, June 2, 2017	First draft of full report due
Friday, June 16, 2017	Second draft of full report due
Friday, June 30, 2017	Final draft reports for both interviews and surveys due

QUOTE FORMAT

Respondents must submit the following information:

1. Cover page (one page)
 - Name and contact information (email, phone number) of the respondent
 - SSN or tax ID
 - Authorized signature and job title
2. Short description of the approach to this study (no more than 2 pages)
3. Budget breakdown by deliverables with dates of completion (no more than 2 pages)
4. Minimum of one reference: name, organization, title, phone and description of a similar project (one page)
5. Additional attachments (no more than 2 pages)
6. Conflict of Interest Disclosure Form - Attachment A

SDWP prefers quotes with the following formatting:

- Font size: 12 point
- Spacing: 1.5
- Margins: 1 inch
- Pages: Single-sided
- Page numbering: Bottom right of page
- Language: English

EX-PARTE COMMUNICATION

All inquiries must be emailed to SarahBurns@workforce.org. No phone calls will be accepted. No other individuals related to the SDWP (e.g., staff, board) are to be contacted regarding this matter. No other sources of responses or clarifications are considered valid.

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 respondent 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 respondent as an indication of contract award.

Cooling Off Period

SDWP shall not contract with any respondent whose quote was submitted by an individual or entity who, within the preceding twelve months, was themselves or employs anyone who is a current, dismissed, separated or formerly employed person of SDWP, and:

- Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
- 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
- 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.