

SAN DIEGO  
**WORKFORCE**  
**PARTNERSHIP**<sup>®</sup>

Date: Friday, December 09, 2016

Subject: Request for Quotes (RFQ) – Research Services: Nonprofit Jobs

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## **REQUEST FOR QUOTES – RESEARCH SERVICES**

The San Diego Workforce Partnership (SDWP) seeks a research vendor to produce a labor market study on the nonprofit 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 nonprofits of varying size?

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](mailto:SarahBurns@workforce.org) by Tuesday, January 10, 2017 at 3:00 p.m. with the subject of the e-mail titled, “Quote for Nonprofit 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](http://workforce.org).

## **BACKGROUND**

SDWP is conducting labor market analysis on the nonprofit sector in San Diego. There are over 10,000 501(c)(3) registered nonprofit organizations in San Diego County, accounting for nine percent of employment in the region<sup>1</sup>. Additionally, from 2014 to 2015 San Diego saw a 30 percent increase in nonprofit job postings<sup>2</sup>. This study will analyze the growing occupations available in this sector and provide insight into the employment needs and hiring challenges of nonprofits varying in size and focus area.

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<sup>1</sup> 2016 State of Nonprofits and Philanthropy in San Diego, Caster Family Center for Nonprofit and Philanthropic Research,  
[http://catcher.sandiego.edu/items/soles/2016\\_USD\\_SoNP\\_Feature\\_062916\\_WebUpdate.pdf](http://catcher.sandiego.edu/items/soles/2016_USD_SoNP_Feature_062916_WebUpdate.pdf).

<sup>2</sup> *ibid.*

## **SCOPE OF WORK**

The winning respondent will conduct a study of a representative sample of nonprofit organizations 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 nonprofits of different sizes?
- 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 within the nonprofit sector and how might they intersect with other industries?

The winning respondent will:

- 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 all 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, National Center for Charitable Statistics and/or Dun and Bradstreet. SDWP requires that secondary labor market data for analysis be provided by Economic Modeling Specialists, International (Emsi). If the respondent does not already have a subscription, they may incorporate this cost into the quote.

SDWP anticipates that the research will benefit from further segmentation of the sector by organization size, NTEE code and/or other methods of segmentation. Appropriate segments will be determined by the winning respondent in conjunction with SDWP.

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
<b>Tuesday, January 10, 2017</b>	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.

Wednesday, January 18, 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 report 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 by deliverables with dates of completion
4. Minimum of one reference (one page): name, organization, title, phone and description of a similar project
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](mailto: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.