



# **Request for Proposals**

**64 Old Suncook Road  
Concord, NH 03301**

# Request for Proposals

The Workforce Opportunity Council (Council) is requesting bids for administrative support/project management services.

Individuals and organizations, whether for-profit or not-for-profit, having the appropriate experience and specific expertise necessary to carry out the duties and responsibilities outlined in the Statement of Work below are eligible to submit a proposal.

The issuance of this RFP does not in any way commit the Council to award a contract, and the Council reserves the right to refuse any proposal that it determines (at its sole discretion) as non-responsive to the RFP. If issued, the contract will incorporate the requirements of the RFP, the selected respondent's proposal, and all other agreements that may be reached.

The Workforce Opportunity Council reserves the right to negotiate the best price possible with the successful respondent. The Council is not responsible for oversights in this RFP, which are not brought to the attention of the Council prior to starting contract negotiations. The Council's standard contract will define the terms and conditions used and will form the basis for contractual negotiations. (See Certification and Other Terms/Conditions imbedded in this RFP for further details).

Proposals must be typed. In addition to the specific documents/requirements outlined in this RFP, a complete proposal must include the cover sheet provided through this RFP, signed by the primary authority for the proposal submitted, as well as a signed copy of the Certifications and Other terms/conditions

**An original proposal**, with original signatures on the cover sheet, and five (5) identical copies of the proposal **must be received by no later than 4:00 PM EST on Friday August 29, 2008** at:

Workforce Opportunity Council  
Attn: Sector Initiative  
64 Old Suncook Road  
Concord, NH 03301

## Background Information

The Workforce Opportunity Council (Council), New Hampshire's Workforce Investment Board (WIB), is exploring, in partnership with several public and private organizations, various strategies to address workforce and economic development in key industries in New Hampshire. Referred to as sector development, the process uses input from businesses, workers, and other key stakeholders to determine what specific strategy (or strategies) should be implemented to

- a. help grow and sustain targeted industries within a state,
- b. recruit or retain workers, and
- c. train and/or upgrade worker skills.

Traditionally, sector development initiatives have focused on moving low income and other individuals with barriers to employment along established paths into well-paying careers. But that is just one

approach in a process that could involve multiple approaches and strategies. Sector development initiatives target industries that have a large impact on the state's existing economy, as well as those emerging industries that show promise of growth and sustainability. Preliminary research has focused New Hampshire's sector development efforts on advanced manufacturing and healthcare.

On behalf of the Governor, the Council applied for and was accepted into the National Governor's Association (NGA) Sector Policy Academy. The application named the initial Sector Team as including representatives of the

- a. Governor's office
- b. Council (Michael Power is the Team leader)
- c. Department of Resources & Economic Development (DRED)
- d. Department of Education
- e. Private Business

In late July 2008 six members of NH's Sector Team, along with teams from five other states, attended a three-day intensive exchange of ideas and best practices, with an emphasis on prioritizing next steps and timelines.

As New Hampshire moves forward on its sector development, the need for project management and administrative support is apparent. The decision was made that the nature of the work, being a rather "stop & go" approach, was more conducive to a contracted entity, versus a direct personnel hire. Thus this Request for Proposals (RFP) is being issued. The timeframe for the work is estimated at approximately twelve (12) months, with the possibility of extending the commitment to eighteen (18) months.

## **STATEMENT OF WORK / SCOPE OF SERVICES**

The successful bidder will generally work from their own office location and be required to provide their necessary equipment (computer/telephone/fax). Some presence at the Council offices will be necessary, but not on an ongoing basis. Attendance at the various meetings, along with minute-taking is a mandatory requirement of the scope of services. Some meetings may be held before or after "normal business hours".

In no particular order of importance, the successful bidder will be required to provide the following deliverables:

1. Coordinate meeting times and locations for the Sector Team and its sub-groups.
2. Take minutes at the meeting & distribute to Team members (and other key stakeholders, as appropriate).
3. Maintain contact list(s) of Team members and other key stakeholders, ensuring that all Team members and other key stakeholders have the most recent information.
4. Maintain project calendar, updating timelines, tasks, responsibilities, etc. for both the Sector Team and its subgroups.

5. Follow up on uncompleted tasks. This will require strong organizational skills and the ability to tactfully remind busy executives of their responsibilities and commitments.
6. Provide regular informational updates to Team members and all interested parties. This could be accomplished via email or through a specific project-management site, as appropriate.
7. Maintain an orderly “library” of resources and data collected and commissioned. The library will be maintained at the Council’s offices. This task will include some ongoing research of other state’s sites, as well as appropriate industry associations and similar resources.
8. Participate in the design of project outcomes and track and report on the established measures of success.
9. Participate in the creation and initial maintenance of a project-specific website.
10. Write competitive RFP(s), using criteria established by the Sector Team. Coordinate the review and scoring process with the Team and notify applicants of the decisions.

## **SUBMISSION REQUIREMENTS**

### **Narrative:**

Respondents must submit a written narrative that briefly describes the services to be provided specific to the requirements of this proposal. The written narrative, at a minimum, must include the following information:

1. Demonstrated knowledge of the tasks required to meet the requirements of this proposal and the skills, abilities and talent necessary to successfully complete the tasks outlined in the Scope of Services. (Please attach current resume of all personnel proposed to perform work for this project)
2. Demonstrated ability to perform the tasks required in this proposal, including prior experience in working on same/similar projects. (Please attach references to the narrative response, which include the names, physical and electronic addresses, and telephone numbers of a minimum of three (3) clients for whom the respondent has conducted similar services. These references may be contacted.)
3. Demonstrated knowledge of the time requirements for completion of all work required in the Scope of Services. The narrative must include specific details on respondent’s flexibility to meet the timing requirements for this project – requirements that will likely shift significantly during the project’s life.
4. Information for the primary contact, including name, physical and electronic addresses, telephone and facsimile numbers.

The narrative shall be no longer than five (5) double-spaced, single-sided pages in length.

### **Budget and Cost Effectiveness:**

As a separate document, submit a detailed line item budget showing total cost for the services described in this proposal. This budget should identify unique hourly rates, titles, and responsibilities for each “Key Personnel,” Staff rates should be fully described, including indirect costs, overhead and profit. The cost proposal should also include separate line items for postage/ mailing costs and travel and lodging (if applicable). Include a narrative description for costs that may need further explanation to demonstrate cost effectiveness.

## **PROPOSAL REVIEW and/or FUNDING DECISION PROCESS**

A subcommittee, led by the Council will evaluate proposals in accordance with the requirements provided in this RFP.

The Council reserves the right to reject any and all proposals submitted. In addition, the distribution of this RFP shall not commit the Council to award funds to any applicant.

Any costs incurred in responding to this RFP shall not be reimbursed.

The Council reserves the right to seek clarification of any information contained in a proposal submitted, or to hold discussions, but is not obligated to do so.

Unless otherwise noted in the RFP, any work performed by a successful applicant prior to the effective date of a contract shall not be reimbursed.

Funding of any contract awarded under this initiative is subject to the availability and continued appropriation of federal funds awarded through the U.S. Department of Labor. The Council shall not be liable for any payments in excess of such available appropriated funds. In the event of reduction or termination of those funds, the Council shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.

### **Estimated Schedule of Events (subject to change):**

	Date	Time
Release of RFP	August 10, 2008	
Deadline for submission of questions	August 15, 2008	4:00 PM
Deadline for submission of proposals	August 29, 2008	4:00 PM
Proposal Review	September 5, 2008	
Contract Award and Contracting	September 12, 2008	
Contract Begins	Upon signatures of both parties—no later than Sept. 19, 2008	
Contract Ends	December 30, 2009	

### **Proposal Inquiries:**

All questions about this Request for Proposals (RFP) must be submitted by e-mail to Cindy Naiditch [cnaiditch@nhworkforce.org](mailto:cnaiditch@nhworkforce.org) by no later than 4:00 pm on August 15, 2008.

Answers will be posted on [www.nhworks.org](http://www.nhworks.org) by Monday, August 18, 2008.

### **Scoring of the Proposal:**

Respondent proposals shall be evaluated against a 130 total point system, weighted as follows:

Narrative	25 points
Budget and Cost Effectiveness	15 points
Prior Experience	35 points
Credentials/Job Descriptions	25 points
Ability to meet timing requirements to complete project	30 points

### **Additional Requirements:**

It may be necessary to interview prospective applicants to clarify aspects of their submittal. If conducted, interviews will likely be conducted by telephone conference call. The Council will notify prospective applicants regarding any interview arrangements.

Proposals must be typed. In addition to the specific documents/requirements outlined in this RFP, a complete proposal must include the cover sheet provided through this RFP, signed by the primary contact for the proposal submitted, as well as a signed copy of the Certifications and Other terms/conditions

An original proposal with original signatures on the cover sheet and five (5) identical copies of the proposal must be received **by no later than 4:00 PM EST on Friday August 29, 2008** at:

Workforce Opportunity Council  
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Respondents may also submit a full proposal via email (pdf file) as long as an original proposal with original signatures on the cover sheet are mailed to the Council by no later than 4:00 PM EST on Friday, August 29, 2008.

# Proposal Cover Sheet

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

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If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

- 29 CFR Part 96 (Single Audit Act)
- 29 CFR Part 98 (Debarment and Suspension: Drug-free Workplace)
- 29 CFR Part 93 (Lobbying Certification)
- 29 CFR Parts 33, 34, and 37 (Non-discrimination and Equal Opportunity Requirements)
- 29 CRP Part 97 (Uniform Administrative Requirements), Part 95 (Administrative Requirements for Institutions of Higher Education, Hospitals, and other Non-Profit Organizations), and any subsequent amendments
- P.L. 101-166, Sec. 511 (Federal Dollar Amount Participation)
- RSA 193:13 (Gun-Free Schools)
- Public Law 105-220, Workforce Investment Act
- 20 CFR Part 652 et al (Workforce Investment Act, Final Rules)

Applicant's signature below indicates organization is agreeing to comply fully with the assurances and certifications as part of its responsibilities as a successful vendor/contractor.

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Signature

Date

Printed Name and Title

## **Certification and Other Terms/Conditions**

1. The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
2. The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
3. When delivering services under an approved contract, the contractor shall work under the broad supervision of Council staff.
4. The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
5. The signing individual certifies that he/she has read and understands all of the information in this Request for Proposals.
6. The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
7. Unless otherwise deleted or modified by mutual agreement between the Council and the contractor, all general provisions contained on the Proposal Cover Sheet (attachment A) shall be incorporated into the contract.
8. The Council reserves the right to negotiate a best and final offer with applicant selected.
9. Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, the Council will pay invoices within 15 days of receipt, unless questions arise as to the appropriateness of an expense.
10. All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor. The contract shall include more specific language on this issue.
11. The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of New Hampshire.

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**Signature**

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**Date**

**(Signed certification/conditions to be returned with the proposal)**