

Invitation to Negotiate EXTENDED
“Skills Gap Forums”

Background

Workforce Connection and its three economic development partners, in partnership with the College of Central Florida, Withlacoochee Technical Institute(Citrus County School Board) and Marion Community Adult and Technical Education Center (Marion County School Board), are seeking a professional to assist in a series of business/industry sector workshops (forums) to define the skills sought by those industry sectors and the “gaps” between their needs and the qualifications of job applicants and recent graduates. There are numerous reports that business is not finding candidates that meet their needs. Cited deficiencies include both soft and technical skills. In addition data point to the fact that the region’s workforce lacks a comparable level of 4 year degree candidates that can support economic development efforts.

Our partnership is seeking to focus attention on the key existing industry sectors that drive our local economies and the sectors that we are attempting to expand through our economic development efforts. The goal is to then develop educational courses/curricula that will be designed to “re-skill” those unemployed residents to better compete for these jobs.

Scope of Work:

The selected respondent will be part of the partner team to develop a plan of sector targeting; business outreach (coordinated by our economic development partners in each county); meeting formatting designed to move the project to its goal.

The initial team meeting to begin planning is targeted for March 2012, with contract finalization based upon negotiations after plan development (early March 2012).

Proposed Overall Project Timeline:

- March 2012- selection of consultant
- April 2012- Development of Plan; contracting
- May- June 2012-June 2012- Forum Meetings
- June-August 2012- Report finalization and submission/project conclusion

Required Submissions:

Interested persons and organizations should submit the following information.

1. A resume’ or company information that details
 - a. Any such previous efforts;
 - b. Relationships that show experience in workforce development projects, industry training projects or other related efforts. A brief, written summary

of the project should be provided. These projects should be within five years of the date of the release of this ITN.

- c. For each project/relationship listed under (b.) above, complete the Project Summary worksheet provided.
 - d. Resume's of all project staff.
2. Pricing information: hourly/daily rates. Other costs to be discussed in negotiations. Hourly rates proposed will be considered in selecting the party with which we negotiate. Comparisons between hourly and daily will be calculated based upon an eight (8) hour day. If more than one staff will provide services, list each staff member and their rate separately. Average hourly rates for multiple staff will result in disqualification. Rates should be for time on the project, travel time not to be billed. Travel expenses, if any, will be negotiated.

3. Requested format:

Responses should be in a Word document, Arial, 12 point type. Four hard copies, with one electronic copy. A pdf file will be accepted for additional copying by Workforce Connection.

- a. Cover page
- b. Company information
- c. Discussion of company/consultant history that is not evident in their resume.
- d. Resume's of all staff
- e. Discussion of relevant projects
- f. Project fees/hourly rates
- g. Project Summary Worksheet

Submission Due Date:

All responses are due by close of business, Wednesday, February 29, 2012 by 4:00 p.m.

Summary of Project Experience

Organization and Address	Name of Project Manager	Project Title	Project Deliverable(s)	Timeline(start/finish)	Your Fee