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RochesterWorks, Inc
Request for Proposals (RFP)
Consultant Services: Monroe County Workforce System Scan

Released: 12/12/22
Proposals due: 1/19/23 at 4:30pm
Questions due: 1/5/23 at 4:30pm

I. Overview

RochesterWorks, Inc (hereafter, also known as “RWI”), on behalf of the Monroe County/Rochester Workforce Development Board, has released the following Request for Proposals (RFP) for consultant services to canvass, assess, and analyze the existing capacity of the Monroe County, New York workforce development system. RWI seeks a comprehensive Workforce System Scan that will identify the resources available in the local workforce system. The successful applicant (the “Consultant”) to this RFP will work closely with the RWI Executive Director and key staff to execute all aspects of this project.

All responses to this RFP are due no later than **Thursday, January 19, 2023, at 4:30pm**, using the process outlined below.

Qualified respondents to this RFP are firms with thorough experience in executing projects involving research and analysis of critical economic and/or workforce issues. Experience with workforce development systems analysis is preferred, but not required.

II. About RochesterWorks, Inc

RochesterWorks, Inc was established in 2004 and provides employment and training services to Monroe County through three local career centers and one specialized youth employment services center. A registered 501(c)3, RWI provides a unique set of customized services to businesses and job seekers at little-to-no cost, preparing a skilled workforce and connecting them with career opportunities in the Rochester region. It serves as a fiscal agent for Monroe County, designated to administer Federal workforce development funds. On behalf of the Monroe County/Rochester Workforce Development Board (the “WDB”), RWI manages approximately \$7-\$9 million in employment and training resources, and is the largest, most comprehensive provider of workforce development services in Monroe County. RWI’s primary funding source is from the Workforce Innovation & Opportunity Act (WIOA), which is generally broken up into three primary silos: Adult, Dislocated Workers & Youth (14-24).

RWI’s primary funding source is from the Workforce Innovation & Opportunity Act (WIOA), which is generally broken up into three primary silos: Adult, Adult Dislocated Workers & Youth (14-24). For the most recent program year, the Monroe County/Rochester Local Workforce Development Area was allocated approximately \$6.5 million in WIOA funds, which is

administered by RWI, on behalf of the Board, under the oversight of the NYS Department of Labor.

RWI operates three One-Stop Career Centers as part of the American Job Center network. Its largest career center, located at 100 College Avenue, provides a variety of career services and job training opportunities for adult job seekers and dislocated workers (generally those who have had their job eliminated, under a variety of circumstances). Additionally, RWI operates a Youth Employment Services bureau in downtown Rochester, in the same building that houses the City of Rochester's Recreation Bureau. The Youth division offers similar services to area residents between the ages of 14-24, as well as the Summer Youth Employment program, which provides employment experience for hundreds of teens annually. RWI also has an affiliate Career Center, which is co-located with the Monroe County Department of Human Services at a County facility, and provides work experience opportunities, job readiness training and other services to adults receiving public assistance. Furthermore, RWI houses a business services division, which works with area employers to promote job openings, fund on-the-job training opportunities, and help ensure RWI services are aligned with the needs of the local economy.

III. Need for Workforce System Scan

In providing staff support to the local WDB, RochesterWorks has the responsibility to coordinate the local workforce system, primarily through convening its one-stop partners network. RWI uses labor market information to assist in developing hiring and training responses for the various industries in the region. Additionally, RWI provides training grants to individuals seeking to navigate a career pathway or acquire additional skills necessary for career development. These grants must be aligned with in-demand occupations and utilize a training network furnished by RochesterWorks, known as the Eligible Trainer Provider List.

As the nation has emerged from the COVID-19 economic shutdown, the disconnect between the supply and demand of labor has placed additional emphasis on workforce development. As a result, more resources – primarily government and some private foundations – have been made more readily available to develop workforce development and training programs. Simultaneously, more organizations and businesses are engaging in workforce development programming than prior to the pandemic. RochesterWorks' role as a convener and manager of the local workforce system requires it to understand all the involved stakeholders. RWI aims to reduce duplication of services and coordinate more efficient delivery of workforce development and training programs for residents.

IV. Project Scope of Work

The consultant will be responsible for providing the following:

- A. A comprehensive inventory of the resources available in the local workforce system, including but not limited to:
 1. Workforce development programs (government, non-government organizations, industry-based), including, but not limited to:
 - Training and educational programs
 - Workforce navigator programs
 - Career counseling/advising programs
 - Direct job placement/staffing organizations

2. The availability, coordination, and distribution of supportive services to remove barriers to participation in the workforce or a career training program
 3. Funding sources of both programs and supportive services
 4. Target populations of training programs
 5. Career training programs specific to the in-school K-12 population, including but not limited to Career and Technical Education (CTE) programs, general career readiness programs, and career exploration programs
 6. Categorization of similarly missioned workforce programs to determine where resources can be leveraged and where coordination can occur with dually engaged participants
 7. Collective Impact Agencies/Initiatives that interface workforce development activities
 8. Programs that are not workforce specific, but provide outreach/mentoring/support to individuals, particularly those living in poverty
- B. Development of a matrix or some level of categorization of certain variables that are essential components of the workforce system. This will provide a level of organization and clarity to a complex system, which will help both agencies within the system as well as those benefiting from their services.
- C. Development of an inventory that can be updated periodically to represent changes in system.

V. Intended Audience of Workforce Scan

The primary audience of this report is not those accessing the services of the workforce development system, but the many organizations and stakeholders in Monroe County who provide support to residents in search of career and employment training services. The overall workforce development “system” in Monroe County is massive and difficult to quantify. Furthermore, there are workforce programs that cater to different industries, to participants with varying levels of education and to different targeted age cohorts. As a result, stakeholders that help those who need support in their pursuit of a career pathway may not have a full comprehension of the other agencies that may be working with the same participants or with whom they may coordinate to provide better outcomes.

This inventory seeks to understand the availability and current administration of supportive services, particularly those that work to remove any number of barriers to participation in the workforce. These barriers may be structural (e.g., lack of public transportation to a worksite); or individualized (e.g., need for childcare, assistance upon re-entry from criminal justice system, financial literacy).

VI. **Proposal Format**

Responses to this RFP shall be guided by the following outline and will be evaluated on a 100-point scale, weighted as indicated below:

A.	Background about your organization and general approach to economic research and analysis	10 points
B.	Summary of experience on similar projects –	15 points
C.	A proposed workplan that demonstrates a clear understanding of the work to be performed, estimated hours, and other information relevant to the project including a tentative timeline	25 points
D.	Qualifications of applicant and consulting staff who will be assisting with the project	20 points
E.	Project budget, including an hourly rate inclusive of all costs, and an estimate of total hours of work broken down by activity	25 points
F.	Listing of three (3) client references, particularly organizations for whom the firm has provided services similar to the scope of work outlined in Section IV	5 points

Respondents may choose to provide 1-2 examples of previous work that mirrors the deliverables in this RFP but are not required to do so.

VII. **Application Process**

Questions regarding this RFP must be submitted by **Thursday, January 5, 2023, at 4:30pm**. Responses to this RFP must be submitted by **Thursday, January 19, 2023, at 4:30pm**. Questions and responses must be submitted to Lee Koslow, Technical Assistance & Training Manager, at LKoslow@RochesterWorks.org.

The RFP selection committee will evaluate all applications and shall reserve the right to interview as many firms as it deems necessary. Incomplete applications may result in non-consideration by the RFP Selection Committee.

VIII. **Timeline**

Monday, December 12th, 2022:	Request for Proposals released
Thursday, January 5th, 2023, 4:30pm:	Final day to submit questions
Thursday, January 19 th , 4:30pm:	Deadlines for submission of project proposals in response to RFP
Week of Monday, January 30 th , 2023:	Interviews with finalists
Tuesday, February 21 st , 2023:	Selection of Firm by Local Board Executive Committee
Tuesday, March 7 th , 2023:	Contract executed
March, 2023 – June, 2023:	Project Execution
Tuesday, June 20 th , 2023:	Presentation of workforce scan to local Workforce Development Board.