



RochesterWorks, Inc
Request for Qualifications (RFQ) for Consultant / Project Manager Services
Finger Lakes ON-RAMP
(One Network for Regional Advanced Manufacturing Partnerships)

Released Wednesday, May 27th 2026
Proposals due: Thursday, June 18th, 2026 at 4:30 EDT

1. Introduction

RochesterWorks, Inc. (“RochesterWorks”) is seeking qualifications from experienced consultants or firms to provide project management and implementation support services for the Finger Lakes One Network for Regional Advanced Manufacturing Partnerships (“FLX ON-RAMP”) initiative.

The One Network for Regional Advanced Manufacturing Partnerships (ON-RAMP) program is a \$200 million investment to help fund and realize a network of four new workforce development centers in strategic, high impact locations in Upstate New York. The primary goal of ON-RAMP is to connect diverse and skilled New Yorkers with careers in dynamic, high-growth advanced manufacturing industries.

With a flagship location located in Syracuse, New York State is funding three additional ON-RAMP initiatives. In February, 2025, the Finger Lakes Region (comprised of nine-counties in the Greater Rochester (NY) region) was awarded a planning development grant from New York State Empire State Development (“ESD”). Throughout 2025, a coalition led by Monroe Community College and RochesterWorks engaged in a strategic planning effort to develop an FLX ON-RAMP Business Plan which envisioned centered on using the Finger Lakes Workforce Development Center (FWD Center) at Monroe Community College’s (“MCC”) downtown campus as the region’s main training hub for careers in advanced manufacturing, with RochesterWorks being responsible for participant recruitment, career navigation and supportive services.

RochesterWorks recently received an implementation award from ESD through the Office of Strategic Workforce Development to support capital and operating activities associated with the initiative.

RochesterWorks seeks a qualified Consultant/Project Manager to support implementation activities during the startup and launch phases of the project.

The FLX ON-RAMP initiative will serve as a regional hub for advanced manufacturing workforce development in the Finger Lakes region. The initiative intends to:

- Increase access to advanced manufacturing careers;
- Coordinate workforce training and supportive services;
- Build partnerships with employers and training providers;
- Support underrepresented populations entering manufacturing careers;
- Coordinate implementation of startup activities, facilities buildout, staffing, branding, operations, and reporting;
- Establish a new independent FLX ON-RAMP 501(c)(3) organization to ultimately govern and operate the initiative, with RochesterWorks and the MCC FWD Center as primary partners.

2. About RochesterWorks, Inc.

RochesterWorks is the workforce development board and workforce system administrator for Monroe County, New York, and the largest provider of employment and training services in the Greater Rochester region.

Established in 2004, RochesterWorks provides employment and training services through multiple career centers and specialized workforce initiatives serving youth, adults, dislocated workers, employers, and underserved communities throughout the Rochester region.

As the designated fiscal agent for federal workforce development funding in Monroe County, RochesterWorks administers approximately \$14 million annually in workforce programming, the largest funding coming through the federal Workforce Innovation and Opportunity Act (WIOA) and New York State Office of Temporary Disability Assistance (OTDA).

RochesterWorks also serves as a regional convener and strategic partner in workforce and economic development initiatives involving local governments, educational institutions, employers, industry organizations, labor representatives, and community-based organizations

3. Scope of Services

The selected consultant/firm will work closely with RochesterWorks leadership, MCC, Empire State Development, and other stakeholders to support implementation of FLX ON-RAMP.

Services may include, but are not limited to:

A. Project Management & Coordination

- Develop and maintain a comprehensive implementation work plan and timeline Coordinate startup activities among RochesterWorks, MCC, FWD Center, and other key strategic partners
- Facilitate project meetings and stakeholder engagement
- Track milestones, deliverables, and implementation progress
- Identify risks, bottlenecks, and mitigation strategies

B. Organizational Development

- Support establishment of the FLX ON-RAMP 501(c)(3)
- Assist with governance structure and board development
- Assist with organizational policies, procedures, and operational frameworks
- Support development of MOUs, partnership agreements, and lease coordination

C. Grant & Compliance Support

- Assist RochesterWorks with ESD implementation requirements
- Support preparation of reports, documentation, and deliverables
- Assist with tracking project milestones and compliance requirements
- Support MWBE and SDVOB utilization planning and documentation
- Coordinate with ESD project management staff as needed

D. Startup & Operational Support

- Support hiring and onboarding coordination for key positions
- Assist with facilities and operational planning
- Support coordination of startup tasks and implementation sequencing
- Assist with procurement coordination as needed
- Support development of operational dashboards and reporting tools

E. Communications & Stakeholder Engagement

- Assist with stakeholder communication strategies
- Support communications and coordination during implementation
- Assist with public launch and milestone planning
- Support partner engagement and cross-sector coordination

4. Desired Qualifications

The ideal consultant or firm will demonstrate experience in:

- Large-scale workforce development initiatives
- Complex multi-stakeholder project management
- Nonprofit startup and organizational development
- Public-sector or grant-funded project implementation
- Workforce development systems and partnerships
- Economic development and/or advanced manufacturing initiatives
- NYS grant compliance and reporting
- Strategic planning and implementation management

5. Deliverables

Expected deliverables may include:

- Comprehensive implementation project plan
- Startup implementation timeline
- Regular status reports and dashboards
- Meeting facilitation and documentation
- Risk management tracking tools
- Governance and organizational development recommendations
- Grant compliance coordination support
- Startup operational recommendations
- Implementation milestone reporting

6. Contract Term and Budget

The anticipated contract term is approximately twelve (12) to eighteen (18) months

The total contract amount shall not exceed \$150,000 inclusive of all fees, travel, expenses, and reimbursable costs.

RochesterWorks reserves the right to negotiate final scope, deliverables, timeline, and compensation with the selected proposer.

7. Proposal Requirements

Interested firms or consultants shall submit a proposal containing the following:

- Cover Letter
- Organizational Overview
- Relevant Experience
- Proposed Approach
- Timeline
- Budget Proposal
- References

8. Evaluation Criteria

- Proposals will be evaluated based on:
- Relevant Experience – 30%
- Project Understanding & Approach – 25%
- Organizational Capacity – 20%
- Qualifications of Key Personnel – 15%
- Cost Proposal – 10%

9. Submission Instructions

Proposals must be submitted electronically in PDF format no later than:

Thursday, June 18th, 2026 at 4:30 EDT

Proposal must be submitted to:

Lee Koslow
Director of Workforce System Performance
RochesterWorks, Inc.
LKoslow@RochesterWorks.org

Subject Line:
FLX ON-RAMP Consultant RFQ Response

10. Procurement Conditions

RochesterWorks reserves the right to:

- Reject any or all proposals
- Request additional information from proposers
- Negotiate modifications to proposals
- Cancel or amend this RFQ at any time
- Award in whole or in part
- Waive informalities and minor irregularities

The selected consultant will be required to comply with all applicable federal, state, and local requirements, including MWBE and SDVOB participation requirements established by Empire State Development.

11. Questions

Questions regarding this RFQ must be submitted via email to:

Lee Koslow
LKoslow@RochesterWorks.org

Questions must be received no later than **Friday, June 12th at 4:30 EDT**

12. Option to Extend Contractual Agreement

RochesterWorks, Inc. reserves the right, at its sole discretion, to extend or amend any agreement resulting from this RFQ for additional grant development, grant writing, strategic planning, post-award support, or related consulting services associated with future funding opportunities or implementation activities.

Any such extension or additional scope of work may be exercised for a period of up to two (2) years from the date of the initial contract execution and shall be subject to:

- mutual agreement between the parties,
- satisfactory consultant performance,
- availability of funding,
- and approval by the Monroe County/Rochester Workforce Development Board, where applicable.
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RochesterWorks does not guarantee any additional work beyond the scope described in this RFQ.