



**The Oakland Workforce Development Board
Local Plan
Request for Quotation (RFQ)**



Introduction

The Oakland Workforce Development Board (OWDB) is a 19-member business-led policy and oversight body that oversees employment and training programs and services in the City of Oakland, including those authorized through the Workforce Innovation and Opportunity Act (WIOA). These programs and services help job seekers gain employment and connect businesses with a qualified workforce. The OWDB and its staff mobilize leaders from business, economic development, education, labor, community-based organizations, and public agencies to align resources and investments for residents who need assistance with developing skills that help expand access to high-quality jobs and careers offering income mobility.

The WIOA was enacted in July 2014, with the intention of increasing global economic competitiveness by strengthening the workforce development system through a coordinated system, which serves individuals with barriers to employment. WIOA strengthens the alignment of its core programs and other essential programs and reaffirms the role of the America's Job Center of California (AJCC), for the delivery of training and career services to jobseekers, aligned to meet the needs of employers.

Under guidance from the California Workforce Development Board (CWDB) and the Employment Development Department (EDD), the OWDB sets program policies in alignment with WIOA. The OWDB also provides administrative oversight of workforce development activities, which includes the oversight of contracted service providers for the AJCC, youth programs and services.

Project Purpose

The OWDB seeks professional consulting services from individuals and/or organizations to develop the 2021-2024 Local Plan, inclusive of the elements required by the State of California.

The selected entity will work closely with OWDB members, community members at large, staff and other consultants who are supporting related work activities associated with this project. Ideally, the respondents will be familiar with both the WIOA and how local workforce boards help support networks, programs, and services that help to grow economic opportunity and strengthen the ties between local businesses and residents. Qualified consultants must have excellent communication skills and the ability to work effectively with complex public-private partnerships and ideally will have a track record working effectively on addressing race and equity issues with people from impacted communities.

Race & Equity in Oakland

In mid-2018, the City of Oakland released an Equity Indicators Report to develop a baseline quantitative framework to be used by City staff and community members alike to better understand the impacts of race, measure inequities, and track changes in the disparities for different groups over time. The Department of Race and Equity provides technical support for City department and staff efforts to make data-driven decisions about programs and policies to address these inequities and increase equitable access to opportunities and services that we administer or deliver, directly or by contract. The Equity Indicators will enable community members to monitor our progress or setbacks and advise improvement. Future reports will measure change in the disparities for different groups over time and will offer an opportunity for City staff and community members to work in collaboration to devise and implement course correction and to celebrate progress. The entity selected through this process will need to use a framework focused on closing racial disparities to guide the approach to the work. Links for the 2018 Oakland Equity Indicators report appear below.

Executive Summary: <https://www.oaklandca.gov/documents/executive-summary-2018-oakland-equity-indicators-report>

Full Report: <https://www.oaklandca.gov/documents/2018-oakland-equity-indicators-report>

Available Funding & Scope of Work/Services

Up to \$25,000 is available for the project. The Local Plan must be completed by March 1, 2021. The respondent must include a statement, which indicates the cost of the proposed project. The anticipated start date of the project will be on or around December 1, 2020 and is subject to change.

Consultant services will include, but not be limited to the following tasks:

1. Develop the 2021-2024 OWDB strategic workforce development plan requirements and involve all the required partners;
2. Collaborate and communicate with OWDB staff to learn about programs, initiatives, partnerships and gather pertinent documents to develop the Local Plan;
3. Facilitate and/or co-facilitate with OWDB staff, Board meetings, inclusive outreach and community engagement: community forums and/or stakeholder meetings, focus groups, etc. per State directive;
4. Develop a stakeholder and community engagement plan inclusive of locations most impacted by high unemployment;
5. Attend and/or facilitate community outreach meetings;
6. Work with the regional planning team and its leadership to operationally align with the strategic objectives of the Regional Plan;

7. Analyze and synthesize reading materials, including labor market information, legislation, directives from the State and other pertinent documents necessary to develop the Local Plan; and
8. Modify the Local Plan as necessary, to accommodate recommendations from the public, board members, required partners, as well as changes in contingent legislation, and other required changes, during a 30-day comment period.

RFQ Submittal Requirements

Respondents must prepare a proposed scope of work and project schedule. The OWDB and the selected consultant will determine the final scope of work following selection. This is a high-priority project, and as such, an aggressive schedule towards completion is anticipated.

Submissions must not exceed 10 pages and must be in 12-point Times New Roman font with normal or moderate margins. The quotation given must not exceed \$25,000 to deliver the scope of work.

Criteria for Selection

The following rubric will be followed in assigning points to the written response to the RFQ. The written response with the highest score will be selected:

Criteria	Assigned Points
<p>Relevant Experience: The written response demonstrates authentic familiarity with WIOA and the workforce development system (local workforce development boards, community college district, adult schools, economic development, etc.) and includes at least one example of a similar project. Prior experience and ability to work with City staff, community groups, and other stakeholders.</p>	25
<p>Approach: The written response demonstrates a clear, streamlined and articulate strategy for achieving the scope of work for the development of the Local Plan. Understanding of the nature and extent of the services required. A specific outline of how the work will be performed. Awareness of potential problems and providing possible solutions. Special resources offered that are relevant to the successful completion of the project.</p>	30

<p>Community Engagement: The written response demonstrates a track record of facilitating community forums, focus groups and/or meetings, to gather feedback from the stakeholders in the development of the Local Plan. The strategy must include an inclusive outreach and engagement approach to be effective with Black, Indigenous, People of Color, and non-English speaking residents. Please also address any adaptations to address the Alameda County Shelter in Place Order.</p>	30
<p>Organization/Qualifications The written response demonstrates that the prospective party has the capacity to complete and carry out the scope of work. Professional background and qualifications of team members and firms comprising the team. Current workload, available staff and resources. Capacity and flexibility to meet schedules, including any unexpected work. Ability to perform on short notice and under time constraints. Cost control procedures in design and construction. Ability to perform numerous projects at the same time.</p>	15
<p>Total</p>	100

Deadline for Submission

The deadline to submit the written response to this RFQ is November 20, 2020 at 5pm PST. Written responses to RFQs are to be submitted to the Oakland Workforce Development Board, OWDB@Oaklandca.gov