



The Link for Local Employment

## **Regional Workforce Skills Planning Initiative Request for Qualifications for Regional Planning in the Cape Cod Region**

MA Governor Charlie Baker has created a Workforce Skills Cabinet (WSC) comprised of the Executive Offices of Labor and Workforce Development (Secretary Rosalin Acosta); Education (Secretary James Peyser); and Housing and Economic Development (Secretary Jay Ash). The WSC is seeking to build collaborative solutions by aligning economic, workforce, and education systems in Massachusetts with the skill needs of regional economies. A Regional Planning process has been developed to bring together regional partners to collectively determine high priority regional career pathways and to craft collaborative solutions to meet the region's and the Commonwealth's jobseeker and employer needs. The goal is to ensure that regional employers, educators, economic development entities, regional planning organizations and workforce training officials are coordinated in a way that creates strong talent pipelines, for both middle-skilled and highly skilled jobs.

The planning process for the Cape & Islands region is led by the region's workforce development board: The Cape & Islands Workforce Development Board (CIWDB). An estimated \$25,000 is available to pay for support of the regional planning activity. The board is seeking an organization, an individual, or a collaboration of individuals to provide support, including:

- Plan, with the workforce board, up to four sessions between September and December, 2017 to further explore the Cape & Islands labor market and identify areas where the demand for labor exceeds the supply. Staff from the workforce board will provide labor market analysis to guide these discussions.
- Participate in employer focus group session(s) to glean information that will inform the development of strategies to address labor market skills gaps.
- Facilitate the discussion between educators, economic development entities, regional planning organizations and workforce training officials leading to an agreement about the labor market gap or gaps the participants will address over the next several years.
- Produce a regional labor Market Blueprint by no later than the end of January, 2018 that includes the following (see link below to the current Blueprint template):

- Description of key “priority” industries and occupations on the Cape & Islands based on the report produced by the Executive Office of Labor and Workforce Development and analysis conducted by the workforce board, along with the criteria used to arrive at them.
- Identification of gaps in the labor supply that impede productivity and growth.
- The gaps that will be the focus of the regional plan, the reasons why the gaps were selected and the strategies for growing the pipeline to fill the gaps.
- An asset mapping of existing resources and programs that support growth in the pipelines as prioritized by the Regional Team.
- The strategies that would inform the development of education/career pathways for the targeted occupations/industries.
- The role and responsibilities of each of the regional planning members in implementing the blueprint.

Please go to <http://ciwdb.com/workforce-investment-board/who-we-are/regional-workforce-skills-planning-initiative/> for more information and to download the **current Blueprint Template**.

Please submit:

1. A cover sheet listing the organization and the name, phone and email of the lead on the project,
2. A work plan for completing the project; and
3. A description of your qualifications for this project including a description of two similar projects completed by the organization and two references with contact information.

SCHEDULE: The following is the schedule of events, subject to change:

DATE(s)	EVENT
July 13, 2017	Release of RFQ
July 21, 2017, 12:00 noon	Deadline for submitting written questions via email to <a href="mailto:david@ciwdb.com">david@ciwdb.com</a>
July 26, 2017, 4:00 pm.	Responses to RFQ due. Please submit the application by email to: David Augustinho at the CIWDB at <a href="mailto:david@ciwdb.com">david@ciwdb.com</a>
July 31 – Aug 25, 2017	Review of responses
August 30, 2017	Notification sent to all responders
September 6, 2017, 4:00 p.m.	The CIWDB must receive any appeal(s) of the final selection decision

**APPEAL PROCESS:**

An unsuccessful bidder may appeal a decision of the CIWDB in which the unsuccessful bidder has reason to believe that the selection process has been violated in a manner that affected the outcome of the procurement decision. Generalized allegations of impropriety or dissatisfaction with the results of the process are not grounds for appeal. An unsuccessful bidder who wishes to

appeal must send a written statement that completely describes the grounds for the appeal by the date noted above.

Appeal request statements must be sent by overnight mail, or delivered in person, to:

Christopher Richards  
Cape & Islands Workforce Development Board  
426 North St Suite 9  
Hyannis, MA 02601

Upon receipt of the appeal, the CIWDB Chair will conduct an investigation and review of the decision and will notify the appellant(s) via overnight mail within ten (10) working days after receipt of the appeal.