



CAPE AND ISLANDS WORKFORCE BOARD

Regional Workforce Skills Planning Initiative Request for Qualifications for Regional Plan/Blueprint implementation 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 completed that brings together regional partners 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 implementation process for the Cape & Islands region is led by the region's workforce development board: The MassHire Cape & Islands Workforce Board. An estimated \$25,000 is available to pay to support the regional plan/blueprint implementation. 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 October and May 2018/19, to facilitate the implementation of recommendations for workforce interventions as identified in the regional blueprint. The implementation group has already been established. Staff from the workforce board will provide labor market analysis to guide these discussions as needed.
- Participate in employer focus group session(s) to ensure that implementation strategies are properly aligned.
- Facilitate the discussion between educators, economic development entities, regional planning organizations and workforce training officials regarding the implementation strategies contained in the recently developed Regional Blueprint.

Please go to <https://masshire-capeandislandswb.com/about/regional-workforce-skills-planning-initiative/> for more information and to download the **current Regional Blueprint**.

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
October 17, 2018	Release of RFQ
October 22, 2018 12:00 noon	Deadline for submitting written questions via email to david@ciwdb.com
November 2, 2018 4:00 pm.	Responses to RFQ due. Please submit the application by email to: David Augustinho at the Workforce Board at david@ciwdb.com
November 5-7, 2018	Review of responses
November 8, 2018	Notification sent to all responders
November 14, 2018, 4:00 p.m.	The CIWB must receive any appeal(s) of the final selection decision

APPEAL PROCESS:

An unsuccessful bidder may appeal a decision of the Workforce Board 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 Board
426 North St Suite 9
Hyannis, MA 02601

Upon receipt of the appeal, the Board 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.