

Request for Quotes #2017-005
Professional Services in support of EmployIndy Committees

EmployIndy is requesting quotes from qualified individuals and/or companies with experience facilitating meetings and committee work utilizing a results-based accountability framework to provide professional services for:

1. Development of strategic direction and action planning for the EmployIndy Youth Committee; and/or
2. Creation and implementation of a Project Indy Steering Committee and six standing subcommittees.

Background of EmployIndy

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the Workforce Development Board for Marion County, our vision is for all Marion County residents to have access to services and training necessary to secure a livable wage and grow in a career that meets employer demand for talent. Since 1983, EmployIndy has administered hundreds of millions of dollars in federal, state, local, and private funds to support workforce development initiatives for diverse populations including youths and ex-offenders, as well as unemployed, underemployed and underskilled workers. EmployIndy is guided by a 21-member board comprised of business, civic, education and nonprofit community leaders.

EmployIndy Youth Committee: Project Scope and Specifications

The selected vendor will work closely with EmployIndy leadership to develop an action plan for the Youth Committee that aligns with the vision and strategic goals of the organization and provides the Youth Committee with administrative organization, guidance, and support for implementing in accordance with EmployIndy's newly adopted strategic plan. The Youth Committee is directed by a 23-member group of community representatives from industry, community based organizations, education, and EmployIndy partnering agencies. The mission of the Youth Committee is "to connect youth and young adults ages 16 – 24 to the pipeline of opportunities that lead to career and life success."

As part of the strategic planning process, EmployIndy has engaged new board members, consulted with community stakeholders, defined priority areas, devised a work plan for staff and service providers, and developed a new strategic direction to guide its work over the next five years (see attached Strategic Plan). Explicitly, the plan sets the goal to "create a positive trajectory for young adults to actively participate in the workforce" via two specific objectives:

1. Provide young adults with opportunities to prepare for sustainable employment through:
 - a. Introduce young adults ages 16-24 to industries and employers driving the local economy through E7: empowerment, engagement, exposure, exploration, experience, education, and employment.
 - b. Provide young adults facing the greatest barriers with opportunities to earn education requirements and employment credentials.
2. Develop a robust network of providers focused on re-engaging and supporting out-of-school youth:
 - a. Develop communities of practice.

- b. Leverage models of excellence and technical assistance from national, statewide and local partners.

In line with the action plan established by EmployIndy to implement these goals (see attached Year 1 Action Plan), a sample of actions the Youth Committee could consider implementing are:

- Expanding capacity of the Youth Committee by aligning priorities with the organization at-large;
- Development of clear messaging about EmployIndy's role in providing and influencing youth workforce development services and eligibility requirements at each stage; and
- Development of an asset map of workforce development touchpoints along the continuum for young adults, ages 16-24, in Marion County, including eligibility requirements for each opportunity.

The proposal shall provide an executive summary of the professional services that will be performed by the consultant and a detailed work plan, including a timeline, of the planned activities to provide administrative support over a two-year period.

The proposal is expected to cover the following services:

- Planning meetings with Youth Committee leadership;
- Facilitation of bi-monthly meetings to produce viable work plan;
- Meeting planning activities including development of materials and agendas, dictation of meeting minutes, and reports;
- Direction of strategic communication materials, synthesizing new priorities and the role of the committee; and
- Development of a Youth Committee action plan.

Project Indy: Project Scope and Specifications

Driven by the commitment of Indianapolis Mayor Joe Hogsett, the Marion County Commission on Youth, the Greater Indianapolis Progress Committee, and EmployIndy have partnered over the past two years to develop and oversee Project Indy, the city's first comprehensive youth employment program. To plan for program's continued success in year three and beyond, the Project Indy Leadership Team recently conducted comprehensive research to steer a visioning and program design process with the assistance of Hedges & Associates. To successfully implement and sustain the recommended system-wide model, Project Indy will require the formation and creation of a framework for operation.

The proposal shall provide an executive summary of the professional services that will be performed by the consultant and a detailed work plan, including a timeline, of the planned activities to provide administrative support through a two-part process over a 12-month period.

The proposal is expected to cover the following services:

- Part one of the process (the first 30 days) shall include:
 - Planning meetings with EmployIndy leadership; and
 - Collaborative work with content specific expert/consultant to examine the model recommendations.
- Part two of the process shall include:
 - Development a timeline for the Project Indy program to ensure sustainability beyond the current US Department of Labor Career Pathways for Youth grant;
 - Development a clear communication strategy for participants and employers;

- Coordination of Project Indy Steering Committee meetings, including development of agendas, planning logistics, and coordinating invitations
- Establishment of standing committee structure for the following Project Indy Steering Committee Subcommittees:
 1. Resource Development
 2. Marketing, Branding, and Communications
 3. Data Gathering Analysis and Evaluation, including activities such as:
 - Coordination of the Project Indy portal;
 - Implementation of a reporting system to ensure participant data is timely and accurate; and
 - Coordination of reports for submission to the Mayor's Office and other stakeholders.
 4. Support Systems and Partnership Building
 5. Employer Engagement and Employment Opportunities
 6. Employability Skills Curriculum and Certification, including activities such as:
 - Development of an implementation plan to roll out employability skills training to high schools county wide.

Project & Proposal Requirements

1. EmployIndy is seeking proposals from applicants who are capable of addressing the above stated management issues and who can provide additional expertise to help the organization and the community it serves achieve a successful project outcome.
2. While EmployIndy understands that completing these projects requires significant and active staff involvement, it is important to note that the applicant selected will be responsible for completing all project work products and deliverables (e.g. reports, action plan, etc.) The staff will not be expected to be involved in writing work project products or final project deliverables.
3. Applicants are to propose which aspects of the project will require staff involvement and include the expected time requirements for all activities involving their participation. EmployIndy staff will provide thought leadership and feedback around execution and funding realities of the project proposal.
4. Proposals must include a clear description of the applicant's plan to complete all the project components (i.e. in what order will the projects be completed, how long each component will take to complete, etc.).
5. EmployIndy will be responsible for implementing the recommendations from all final deliverables; however, it is expected that the consultant selected will provide the agency with ongoing coaching and implementation support as needed, per professional services agreement.

Evaluation Criteria

In awarding a contract for professional services in support of EmployIndy committees, EmployIndy will examine a number of factors and criteria which include:

1. The extent to which the proposal addresses the stated management needs and clearly describes an effective and operational scope of work.
2. Philosophy of approach that is clearly described.
3. Specific plans or methodology to perform the services specified.
4. Qualifications and experience of consultant in providing the services specified.

5. Availability for work to be conducted during the fiscal year of July 1, 2017 thru June 30, 2018 with action plan draft presented to Youth Committee leadership.
6. The total project cost.

Application Process & Procedures

Please provide a complete written response to this RFQ which is double-spaced and does not exceed 15 single-sided pages if responding only to specifications for EmployIndy Youth Committee OR Project Indy.

If responding to specifications for EmployIndy Youth Committee AND Project Indy, a complete written response to this RFQ which is double-spaced and does not exceed 20 single-sided pages.

Please note, if a proposal was recently submitted in response to RFQ #2017-004 Committee Planning Services, it is not necessary or required to draft an alternative response, unless responding to specification for EmployIndy Youth Committee AND Project Indy.

Proposals should include:

1. A brief Executive Summary.
2. A description of the applicant's general approach to committee planning consultation, including methodology, perspective, or philosophy that guides your work with organizations in this undertaking.
3. A list of project deliverables to be created with a detailed timeline for each deliverable and overall project completion.
4. A detailed budget and narrative that breaks out expenses and justifies the proposed cost.
5. Credentials and qualifications of key personnel who will take responsibility for working directly on this project, including references.
6. Example(s) of a finished committee action plan created by your company.

Applicants must submit one (1) electronic copy of the proposal to sphillips@employindy.org. All proposals should be submitted no later than 12:00 p.m. (Noon), EST, Friday, September 8, 2017. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

Any questions should be submitted via email Sara Phillips at sphillips@employindy.org by Friday, August 1, 2017. Answers to submitted questions will be made available on the EmployIndy website at www.employindy.org by close of business Tuesday, September 5, 2017.