

**Fulton, Montgomery and Schoharie Counties
Workforce Development Board, Inc.**

**On behalf of the
Greater Capital Region Workforce Investment Boards**

**REQUEST FOR PROPOSALS 09-04
Business Intermediary**

The Fulton, Montgomery, and Schoharie County Workforce Development Board, on behalf of the four Greater Capital Region Workforce Investment Boards (Albany, Schenectady, Rensselaer; Saratoga, Warren, Washington; Columbia-Greene; and, Fulton, Montgomery, Schoharie), requests proposals to provide communication and promotion services to advanced manufacturing businesses in our area.

BACKGROUND: In 2008, the Greater Capital Region Workforce Investment Boards (GCR WIBs) received a three-year New York State Department of Labor grant for “Regional Economic and Workforce Transformation Strategies” for the purpose of encouraging the development of a highly skilled and technologically sophisticated workforce that is aligned with the current and future needs of business and industry. In addition to the WIBs, other partners include: state, regional and local economic development agencies; educational institutions, such as BOCES, K-12 school districts, Community Colleges, and other post secondary schools; organized labor, chambers of commerce, and private businesses representing high-tech sectors. This group of partners calls itself the Greater Capital Region Workforce Coalition.

The Greater Capital Region Workforce Coalition’s goal is to play an integral part in transforming the region into a globally competitive, technology capable economy characterized by a highly skilled workforce, by developing and maintaining linkages between business, education, NYSDOL, organized labor, local WIBs and other workforce partners in this initiative focusing on Advanced Manufacturing.

PROJECT OBJECTIVES: The Business Intermediary will support the Greater Capital Region Workforce Coalition’s Regional Sector Strategies Project in its goal to play an integral part in transforming the region into a globally competitive, technology capable economy characterized by a highly skilled workforce by developing and maintaining linkages between businesses and other partners of this Coalition.

The most important aspect of ensuring this project’s success is focused on actively involving the local business community. The coalition needs real-time information to make sure we are working on projects that will meet the workforce needs of local businesses
This will be accomplished by the Business Intermediary:

1. Establishing and maintaining relationships, as the Coalition's representative, with Advanced Manufacturing businesses through the 11-county, 4-LWIA region;
2. Representing the Coalition at business and industry events throughout the 11-county, 4-LWIA region;
3. Attending and participating in meetings of the Coalition's Leadership Team;
4. Working with the Talent Pipeline Subcommittee to help them implement the study's recommendations;
5. Working with the Work Readiness Subcommittee and its Consultant to help promote the value of the Regional Work Readiness Credential among the business community.
6. Working with selected staff of the One-Stop Centers to help them become experts in the workforce needs of the advanced manufacturing industry. This will be accomplished by making appropriate introductions between businesses and one-stop staff and by providing real time labor market information as to the career opportunities available in advanced manufacturing and the skills needed by the companies in our region.

PROJECT PARAMETERS:

- The Consultant will be required to be available, by phone or in person, during regular business hours (Monday – Friday from 8 am – 5:00 pm) for scheduled meetings. The Consultant may also be required to attend some evening meetings with community or business groups.
- The GCR WIBs makes the final decision about when the Project Objectives have been met.
- Payments to the Consultant include all costs incurred in project completion, including but not limited to: supplies and materials, travel costs, and phone costs.
- Consultant will acknowledge and agree that contributions to the development of all proprietary information for the GCR WIBS was done in the course and within the scope of the project and that all work product arising and resulting from project efforts is the property of the GCR WIBS .
- Consultant will acknowledge and agree that all of the work product that is developed, directly or indirectly, as a result of this project with the GCR WIBS, were "works made for hire" as defined in the United States Copyright Act and as such the New York State Department of Labor will be deemed as the "author" of such work product for Copyright Law purposes.

PROJECT TIMELINE: The project will begin as soon as a successful bidder is identified and a contract for services is executed, and it will end on June 30, 2010.

ADDITIONAL INFORMATION: All questions should be submitted to:

Gail B. Breen, Executive Director
Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.

Email: ggreen@fmsworkforcesolutions.org

Questions and answers will be posted at www.fmsworkforcesolutions.org

METHOD OF PAYMENT:

The contract with the consultant will be with the project's grant recipient, the Fulton, Montgomery and Schoharie Counties Workforce Development Board. The consultant will be paid based on the satisfactory completion of activities. Activities must be completed to the satisfaction of the GCR WIBS. Payment covers all costs involved in completing project objectives, including supplies, materials and travel expenses.

Total project cost to be negotiated, but not to exceed \$25,000.00.

- 25% upon receipt of a signed contract and conclusion of an initial meeting with the Coalition's Leadership Team.
- 20% on February 1, 2010 upon documentation of satisfactory progress towards completing project objectives #1 through #6.
- 25% on April 15, 2010 upon documentation of satisfactory progress towards completing project objectives #1 through #6.
- 30% on June 30, 2010 upon satisfactory completion of project objectives #1 through #6.

SELECTION PROCEDURE: Persons or organizations interested in responding to this request should submit a letter of intent, summary of qualifications, and a resume and/or curriculum vita.

- The letter of intent with summary of qualifications and resume should provide previous experience with completing similar activities/projects and information regarding working knowledge of local business and industry, especially Advanced Manufacturing and High Tech industries.
- The summary of qualifications should include a description of other work/project activities the applicant will be responsible for completing during the same timeframe as this project.
- The summary of qualifications should also confirm that the Consultant would be available by phone or in person during regular business hours and some evening hours for scheduled meetings during the timeframe of the project.
- Proposed Work Plan outlining the steps to be taken and the time frame proposed to reach the objectives, and proposed total cost of the project.
- Preference will be given to applicants with previous experience in workforce development, economic development, business training and/or human resource management.
- An interview with GCR WIBS staff may be required prior to selection.
- Bidders must demonstrate the ability to provide the required services at a reasonable cost to the FMS WDB. Costs will be evaluated based not only on competitiveness with respect to their bids, but equally important, the value they reflect in light of services proposed and bidder's capability and experience.

Reservation Clauses: The FMS WDB, in order to serve the best interests of the FMS Workforce Investment Area and its regional partners, reserves the right to:

- Postpone or cancel this RFP upon notification to all bidders
- Amend the specifications after their release with appropriate notice to all bidders
- Request bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation
- Waive or modify minor irregularities in proposals received after prior notification to the bidder
- Reject any and/or all proposals received in response to this RFP
- Contact bidders' references as a check on qualifications
- Award the contract to other than the lowest bidder
- Negotiate with selected bidder prior to contract award
- Disqualify any bidder who inappropriately acquires information contained in a competitor's proposal and attempts to use that information to influence the award decision

Contract Cancellation: The FMS WDB reserves the right to cancel the contract or any part thereof, at any time, upon thirty (30) days written notice. If, in the judgment of the FMS WDB, the Contractor fails to perform the work in accordance with the contract, the FMS WDB may terminate the contract immediately by written notice for cause. The FMS WDB may elect to provide a corrective action period prior to termination.

SUBMISSIONS: A letter of intent, summary of qualifications, and resume should be no longer than 10 pages in length. Three (3) copies of the complete bid package and an electronic copy on CD must be postmarked and received by the Workforce Development Board by 4:00 p.m. on December 2, 2009. Proposals may be hand-delivered or sent by mail to:

Gail B. Breen, Executive Director
Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
2620 Riverfront Center
Amsterdam, New York 12010
(518) 842-3676, Ext. 3026
Email: gbreen@fmsworkforcesolutions.org

Faxed copies will not be accepted. Bids received after 4:00 p.m. on December 2nd, 2009 will not be eligible for funding consideration. Use of certified, registered or express mail is suggested for postmark verification.

All bids and accompanying information become the property of the Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc. and will not be returned.