

Heart of Texas Workforce Development Board, Inc.
Request for Quotes #13230201
Career Progression Lattices Update

Purpose

The Heart of Texas Workforce Development Board, Inc. (the Board) solicits quotes for updating our Career Progression Lattices. The Board has developed career progression lattices for multiple entry level occupations. The lattices are available on the Board's website (<https://www.hotworkforce.com/home/about-us/publications/>). The lattices were designed to provide information for strategic career planning and upward mobility in the workforce.

The Board will enter into a one-year, fixed-price contract. The Board reserves the option to renew the contract on an annual basis, or lesser period of time, for a total contract term not to exceed four (4) additional years. The initial contract will begin on or around February 15, 2023.

The Board reserves the right to reject any and all quotes or to waive any irregularities in any quotes, and to be the sole judge of the merit and qualifications of products and services offered and may accept whatever quote is deemed to be in the best interest of the Board.

Background

The Board serves as the administrative entity for federal and state workforce programs and funds allocated to the six-county Heart of Texas workforce development area that serves the counties of Bosque, Falls, Freestone, Hill, Limestone, and McLennan. The Board is a non-profit corporation in the State of Texas and maintains a 501(c)(3) tax-exempt status from the IRS. The Board's primary responsibility is to provide policy and program guidance and to exercise independent oversight, and evaluation of workforce development programs and services that affect area employers, job seekers, and residents. An essential goal of the Board is the development and implementation of coordinated activities among local workforce system programs.

The Board is charged with the development of a workforce system that will provide expanded and improved employment related services to the region. Key elements of the success of the system are the Board's outreach strategies and campaigns that promote awareness of programs, services and events that achieve the Board's mission.

Scope of Work Solicited

The scope of work may include the following tasks and deliverables:

1. Update the Board's Career Progression Lattices and, as needed, develop, and graphically map more to collectively cover all the Target Occupations identified by the Board.
2. Update the existing accompanying labor market data that show potential skill gaps between the anchor occupation of each Lattice and each Target Occupation, and as needed, produce and provide new labor market data for any new Career Progression Lattices generated.
3. Develop occupation profiles for each of the Board's Target Occupations and each entry level occupation, including possible license or certification opportunities, median wage, projections, available job postings, etc.

4. Develop economic profiles for each of the six counties in the Heart of Texas Workforce Development Area: Bosque, Falls, Freestone, Hill, Limestone, and McLennan counties.
5. Interview eight (8) to twelve (12) regional employers that represent or are likely to hire workers from the Targeted Occupations list. The final project report will include separate written synopses of each interview with detailed front-line employer perceptions of worker qualities and characteristics preferred by the regional employer community. Board staff will identify potential interview candidates and facilitate personal contact.
6. Produce a written Final Report that includes the following sections: a) an introductory section on the rationale and significance of Career Progressions in assisting workforce customers, b) a section of the methods, data sources, and processes used to create the Heart of Texas Career Progression Lattices, c) employer interview summaries per (5.) above, and d) a section on how to interpret and use the Lattices with workforce customers, including the significance of skill gaps analysis and how to design a personal remediation strategy to facilitate upward movement on a Career Progression Lattice.
7. Give multiple presentations of the findings included in the Final Report to stakeholders. Travel costs for in-person presentations can be factored into the total cost for the project as needed.

General Qualifications

The selected bidder must have the necessary skills and expertise in workforce, career guidance, and labor market information to complete the requested work and be able to complete the project within the Board's timelines.

Questions

The deadline to submit questions is Monday, January 23, 2023. Please submit any questions to Kary Kuecker at kary.kuecker@hotworkforce.com.

Response

Interested bidders must submit quotations including responses to the questions listed below no later than 1:00 PM (CST) on Monday, February 6, 2023. Please email the information requested to Kary Kuecker at kary.kuecker@hotworkforce.com.

1. Briefly describe your experience working with similar projects that focus on workforce, career guidance, and labor market information.
2. Briefly describe your familiarity with the Heart of Texas Workforce Development Area.
3. Briefly describe the process you will use to complete the project.
4. Briefly describe your timeline for completing the project.
5. Provide your total cost for the project with details.