



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor  
Office of the Deputy Mayor for Planning and Economic Development

**TO: WORKFORCE DEVELOPMENT TECHNICAL ASSISTANCE  
PROFESSIONALS**

**REQUEST FOR QUALIFICATIONS**

**SOLICITATION NO.:** DCEB-2016-Q-1001  
**CAPTION:** Career Pathways Community of Practice

**ISSUANCE DATE:** July 5, 2016  
**DUE DATE:** July 26, 2016

**1.1 PURPOSE**

The Government of the District of Columbia, Deputy Mayor for Planning and Economic Development (DMPED), on behalf of the Workforce Investment Council (WIC), is soliciting statements of qualifications (“Qualifications”) from professional organizations (“Respondents”) for selection of a Career Pathways Community of Practice professional development and technical assistance provider, in accordance with the terms, provisions, specifications, and solicitation instructions set forth in the Request for Qualifications. This Request for Qualifications (“RFQ”) provides Respondents with the information necessary to prepare and submit Qualifications Statements for consideration by DMPED and the WIC.

This Request for Qualifications (“RFQ”) is issued in accordance with 27 DCMR § 1615.1 which allows the DMPED Contracting Officer (CO) to determine which prospective Contractors are qualified to receive and submit responses to a Request for Proposals (RFP) for the development of a Career Pathways Community of Practice, based on financial and professional criteria established by the CO for pre-qualification.

**1.2 SPECIAL TERMS AND CONDITIONS**

DMPED intends for this Request for Qualifications (“RFQ”) to result in the pre-qualification of one or more professional firms to develop a Career Pathways Community of Practice in which professional development and technical assistance will be provided to education and workforce providers and partners on an ongoing basis for an initial term of one year with the option to renew for four (4) additional one-year terms. Selected firms will meet all basic qualifications criteria, and responses that do not clearly demonstrate these qualifications will not be considered. Basic qualifications include:

1.2.1 At least one individual employed or subcontracted by the Respondent shall have over 5-years of experience in a management role in a federally funded public workforce development

**BRIAN T. KENNER, DEPUTY MAYOR**

system entity.

1.2.2 At least one individual employed or subcontracted by the Respondent shall have significant expertise on the federal Workforce Innovation and Opportunity Act of 2014.

1.2.3 At least one individual employed or subcontracted by the Respondent shall have at least 5 years of experience planning and facilitating professional development workshops or trainings, including writing curriculum, creating presentations, and engaging participants throughout the training process for individuals operating in the field of adult education and/or workforce development.

1.2.4 At least one individual employed or subcontracted by the Respondent shall be currently active in national workforce development association(s),

1.2.5 At least one individual employed or subcontracted by the Respondent shall have expertise in service delivery utilizing career pathways models within sector strategies.

1.2.6 At least one individual employed or subcontracted by the Respondent shall have expertise in Adult Education provision and the implementation of Integrated Education and Training models.

1.2.7 At least one individual employed or subcontracted by the Respondent shall have experience producing research-based reports and other products on the topics of Career Pathways, Adult Education, and Integrated Education and Training models that help inform Workforce Development System activities

1.2.8 At least one individual employed or subcontracted by the Respondent shall have over 5-years of experience in workforce development on a national level, such as experience working with the US Department of Labor.

### **1.3 REQUEST FOR QUALIFICATIONS (“RFQ”)**

DMPED invites sealed Statements of Qualifications for the development of a Career Pathways Community of Practice and related services in accordance with the provisions, specifications, and solicitation instructions established in this RFQ.

### **1.4 SUBMIT STATEMENTS OF QUALIFICATIONS ELECTRONICALLY**

Respondents must submit Statement of Qualifications electronically via e-mail to: [lindel.reid@dc.gov](mailto:lindel.reid@dc.gov) with the subject line: **“Statement of Qualifications in Response to Request for Qualifications No. DCEB-2016-Q-1001 – Career Pathways Community of Practice”**

**ANY STATEMENT OF QUALIFICATIONS RECEIVED AFTER THE DATE AND TIME FOR SUBMISSION SHALL NOT BE CONSIDERED.**

## **1.5 STATEMENTS OF QUALIFICATIONS SUBMISSION DATE**

The closing date for receipt of statements of qualifications is Tuesday, July 26, 2016, by **2:00pm local time.**

## **1.6 GENERAL PROVISIONS**

- Selected firms will meet all basic qualifications criteria, and responses that do not clearly demonstrate these qualifications will not be considered.
- Selected firm(s) will be unanimously chosen by selection committee members.

## **1.7 SUBMISSION OF RESPONSES**

Responses should be clear, concise, and complete. They should be submitted via email as Word documents or PDF attachments.

## **2. PROJECT BACKGROUND**

The District's Adult Career Pathways Task Force (CPTF), which was established under the Fiscal Year 2015 Budget Support Act of 2014, requires the Workforce Investment Council (WIC) to convene a Task Force that developed a cross-agency strategic plan for connecting adult basic skills programs administered in the District (classified as adult education under WIOA) that was published in November 2015; as well as providing ongoing guidance on implementation of this plan and additional findings. The plan includes recommendations for connecting basic skills programs to career pathways; sets shared, city-wide priorities; and identifies opportunities for alignment and collaboration between the District's education, workforce, and human services providers. The CPTF strategic plan's elements will be incorporated into a Career Pathways Implementation Grant solicitation.

The Career Pathways Task Force's efforts are also consistent with the Workforce Innovation and Opportunity Act's (WIOA) provisions on the development of strategies to support the use of career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce investment activities, education, and supportive services to enter or retain employment. As part of the District's ongoing WIOA implementation efforts, the DC WIOA State Workforce Development Strategic Plan was recently released and provides additional information on workforce system priorities that build on the Career Pathways Strategic Plan's content.

The Fiscal Year 2016 Budget Support Act of 2015 requires the WIC to issue Career Pathways Innovation grants to design, pilot, and scale best practices in the implementation of adult career pathways and improve District performance as mandated by WIOA, and in accordance with the Career Pathways Task Force strategic plan beginning in fiscal year 2017. Accordingly, an amendment to the Fiscal Year 2016 Budget Support Act allotted \$500,000 to the WIC for technical assistance to prepare for the issuance of these grants. In-line with Career Pathways Task Force recommendations, the WIC is plans to allocate a portion of these fiscal year 2016

funds on training, professional development, technical assistance, and research for adult education and workforce providers in the District. The professional development will focus on the DC economy and sector strategies, program design and curriculum, and system alignment, delivered through forums and webinars. Similar to national best practices (Minnesota FastTRAC, MarylandEARN, and Georgia FastTrack), fiscal year 2017 funding will fund career pathway initiatives within high-demand industries that bring together adult education and workforce providers, employers, post-secondary institutions, nonprofits, economic development authorities and other workforce development system stakeholders. The initiatives will focus on populations with low skills and/or barriers to employment and upskilling them quickly to enter and move forward into a career pathway. Successes identified from these initiatives will be scaled and replicated moving forward.

The goal of the Community of Practice is to: 1). Enhance and improve adult education and workforce services provided in the District through the adoption of career pathways models and best practices; 2). Strengthen outcomes for DC residents through these enhanced services; 3) Prepare providers to become a part of a career pathways system, demonstrated in part through the FY17 Innovation Grants.

### **3. SCOPE OF WORK**

The Workforce Investment Council (WIC) has a requirement for the support of a Consultant to develop a community of practice for adult education and workforce providers in the District, including providing training, professional development, technical assistance and research services in support of the Career Pathways Innovation Fund initiative, in coordination with District staff and ongoing Career Pathways Task Force efforts.

The desired services shall include the following:

1. Develop and submit a work plan for interim deliverables with timelines, in coordination with WIC staff.
2. Assess provider and partner interest in participating in the Career Pathways Community of Practice to inform planning for capacity. Develop system to ensure equitable access to all Community of Practice events across workforce system.
3. Develop methods to gauge and assess impact Community of Practice has on both participating individuals and the system as a whole, including items such as increased knowledge, incorporation of best practices, enhanced outcomes, etc.
4. Plan, design, and facilitate trainings for in-person and webinar-based professional development on the following topics under a career pathways lens, including designing curriculum, creating PowerPoints and handouts, and facilitating trainings. The number of events, dates, and locations will be determined in conjunction with WIC staff. Topics to be covered include:
  - (i) DC Economy and Sector Strategies
    - a. In-depth review of the District's economy, high-growth industries, and future projections.
    - b. Using LMI data to: inform program offerings with a focus on occupations

within the WIC's high demand occupation list and better understand the needs of DC jobseekers.

- c. Developing sector based career pathways with a focus on career mapping and engaging employers, within areas of the WIC's high demand occupation list.

(ii) Program Design and Curriculum

- a. Assist providers in identifying curricular and certification needs that link to businesses and high-demand sectors.
- b. Optimal methods for incorporation of Integrated Education and Training in program design (including how this can be introduced for those students at low literacy levels through career awareness).
- c. Provide expertise and best practices on instruction of communications skills, critical thinking/problem solving skills and other core skills – with an emphasis on communication, critical thinking, quantitative reasoning and other (soft skills) that employers require.

(iii) System Alignment

- a. How to provide guidance and counseling on career options and necessary transitions to the next step of the pathway, including a focus on identifying and establishing partnerships with other providers, local postsecondary education and training entities, including apprenticeship programs and employers, and District agencies (in conjunction with WIC and DC agency staff).
  - b. How to successfully connect students with wraparound supports such as child care, transportation, disability/behavioral health services, and public benefits (in conjunction with WIC and DC agency staff).
5. Provide additional technical assistance to training attendees as requested by attendees or WIC staff. Provide the WIC with any summaries on the technical assistance provided.
  6. Conduct research on specific career pathways, including mapping existing public sector and private sector (including nonprofit) resources that can be navigated to complete a career pathway and identifying gaps in existing services relative to business and jobseeker needs.
  7. Identify applicable resources and national best practices to be posted on community of practice virtual site.

## **4. EVALUATION PROCESS**

### **4.1 Qualifications Evaluations Process**

The Request for Qualifications (RFQ) format is intended to present interested firms the opportunity to demonstrate their ability to perform the required services. Statements of Qualifications will be evaluated by a Review Committee consisting of 3 or 5 members. Each member will first independently evaluate and rate all aspects of the qualifications statements. After the individual members have separately evaluated the qualifications statements, including preparation of narrative explanations, the committee will meet

and formulate its collective conclusions.

Evaluations will be based upon the capability of the firm and upon the abilities and accomplishments of the individual or individuals assigned to perform the services. In addition, any experience in working with the District or other public entities should be cited by the responder. Of particular emphasis will be the qualifications of the key personnel that the responder identifies to work on this initiative.

#### 4.2 Technical Rating

The Technical Rating Scale is as follows:

<b>Numeric Rating</b>	<b>Adjective</b>	<b>Performance or Capability</b>
0	Factor not presented	Could not see the attribute
1	Poor	Will not suit the requirements
2	Fair	Will minimally fulfill the requirements
3	Good	Will fulfill the requirements
4	Very Good	Will exceed requirements
5	Excellent	Will readily exceed requirements

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the respondent's score for each factor. The respondent's total technical score will be determined by adding the respondent's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to ten (10) points, using the Technical Rating Scale above, if the District evaluates the respondent's qualifications as "Good," then the score for that evaluation factor is 3/5 of 10 or 6.

#### 4.3 Evaluation Criteria

Statements of Qualifications will be evaluated by a review committee composed of representatives from the WIC and the Career Pathways Task Force, and will be evaluated based on the following evaluation factors in the manner described below:

<b>Evaluation Factors</b>	<b>Rating (0 – 5)</b>	<b>Weight (0 – 35)</b>	<b>Weighted Rating</b>
A. Project Team & Qualifications	_____	30	_____
B. Experience in Workforce Development	_____	35	_____

C. Work Plan	_____	20	_____
D. Financial Responsibility	_____	15	_____
<b>Rating Index Total</b>			_____

- **Project Team and Qualifications** – Identify team structure and responsibilities. Provide qualifications of the key personnel, including experience in: the development and facilitation of professional development workshops and training programs, development or contributions to communities of practice, delivery of technical assistance as subject matter experts, performing research on best practices, and national-level experience such as with the US Department of Labor.
- **Experience in Workforce Development**– Describe your organization’s experience in workforce development including: contributions to the management of federally funded public workforce programs authorized under Workforce Investment Act and/or Workforce Innovation and Opportunity Act (WIOA); knowledge of key provisions under WIOA, specialized knowledge and experience in the development of career pathways, sector strategies, and adult education, including integrated education and training models.
- **Work Plan** – Describe the overall approach to complete the project and all deliverables successfully, within desired timeframes. Indicate unique qualifications of your firm and how the unique qualifications pertain to this project. Propose additional activities that would supplement the current scope of work and ensure the Community of Practice best serves its role in improving provider provision of career pathways services.
- **Financial Responsibility** – Provide audited financial statement for the past year. If unable to provide audited financial statement, state the reasons in your qualifications response and provide financial documentation in sufficient detail to enable DMPED to assess the financial condition of your firm.

## 5. STATEMENT OF QUALIFICATIONS FORMAT

The Statement of Qualifications that the Respondent submits shall contain, as a minimum, the following information in the following order:

1. Transmittal Letter
2. Project Team and Qualifications (Include resumes showing qualifications and experience, materials from previous professional development workshops/trainings, and past research reports/products)
3. Experience in Workforce Development (Include resumes showing qualifications and

- experience, any developed products or reports on the above content areas)
4. Work Plan (Statement of Project Understanding, Brief Summary of Approach to the Development of Community of Practice, Methodology, and Deliverables)
  5. Provide audited financial statements for the past year.

Questions concerning this Request for Qualifications may be directed to Mr. Lindel Reid, Senior Contract Specialist, electronically at [lindel.reid@dc.gov](mailto:lindel.reid@dc.gov). No inquiries/questions regarding this RFQ will be answered if received after **4:00pm, Friday, July 15, 2016**, to allow ample time for distribution of answers and/or comments to this RFQ.

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST  
Director of Contracts, Procurement and Grants