

Request for Qualifications

The Central Oregon Intergovernmental Council (COIC) is seeking Statements of Qualifications and basic rate information from Contractors interested in providing ACT Certified Job Profiling services to COIC for the Central Oregon Certified Work Ready Communities Project (CWRC).

Statements of Qualifications are due to COIC by May 13, 2013, and highly qualified candidates will be contacted for an interview by May 15, 2013. Email submission is acceptable.

Background

The Central Oregon Certified Work Ready Communities (CWRC) project is being implemented by COIC, Oregon Employment Department (OED), and EDCO (Economic Development for Central Oregon), with the assistance of the State of Oregon Department of Community Colleges and Workforce Development (CCWD) and other partners. The primary objective of the project is to certify the Central Oregon region as a Certified Work Ready Community, as per ACT guidelines.

A component of the Central Oregon CWRC implementation project is to develop 2-5 job profiles of local businesses. COIC seeks a certified job profiler to conduct these profiles.

Scope of Services

Selected contractor will perform job analyses, using the ACT, Inc. WorkKeys[®] assessment system to compile specific job profiles to identify and quantify job skills. These profiles will assess and identify the foundational skills needed to successfully perform in specific jobs, which in turn allows employers to screen for these skills using the National Career Readiness certificate process (NCRC and NCRC Plus).

COIC and project partners will identify participating businesses and work with the contractor to schedule profile times on the site of the businesses. It is not the responsibility of the contractor to identify specific businesses and/or occupations to profile.

Timeline

Profiles will take place in June, 2013, and will take place at businesses located in Crook, Deschutes and/or Jefferson counties.

Qualifications

Contractors must possess the following minimum qualifications, abilities and experience and must be able to individually apply them in performing the required services:

- Certified ACT Job Profiler;
- Knowledge of and experience working with WorkKeys[®] assessments and the Career Readiness Certificate;
- Ability to perform within a collaborative multi-stakeholder project.

Additional desired attributes:

- Knowledge of Oregon’s workforce development policies, strategies and goals, and experience working with Oregon state workforce education and training development issues;
- Substantial knowledge of and experience working with, Oregon Department of Community Colleges and Workforce Development (CCWD) and Oregon Employment Department (OED);
- Knowledge of and experience working with federally funded workforce development, education and training systems, agencies and partner organizations.

Guidelines for Statement of Qualifications

The Statement shall contain at minimum the following information:

- (a) **Organizational Information** - Provide a summary profile of the firm/organization, including:
 - Firm name, address, contact information;
 - Information about your firm, including: the year founded and form of organization (corporation, partnership, sole proprietorship, non-profit organization, etc.), background, size, types of services provided, and types of engagements completed;
 - Documentation of job profiling certification for all team members (or subcontractors) who will engage in profiling activities;
 - Any other professional accreditations held by the firm/organization; and
 - Provide a resume(s) with a description of educational background, degrees and certifications earned, and relevant work history and level of experience for all staff performing professional work under the scope of services.
- (b) **Relevant Experience** – Describe your experience:
 - Demonstrate experience providing Job Profiling services within a WorkKeys environment;
 - Demonstrate experience managing projects with defined contractual obligations and deliverables;
 - Demonstrate experience with public workforce development partners;
- (c) **Fee Estimate** – Include a price proposal for the work as described in the statement of work. The fee estimate will not be solely used to select the Applicant. COIC will seek the services of the most qualified contractor and project team for this project.
 - Describe all estimated fees, including time, materials, travel, and related expenses that may be associated with the duties and obligations under this proposal;
 - Include a ‘per unit’ cost for job profiles;
 - Include line items for contracted work.
- (d) **Reference Page** – Include at least three (3) but no more than five (5) references. References can include government clients or private enterprise clients for whom your firm has performed similar services. COIC reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion of a project on schedule.

For more information, please contact:

Bobbie Faust

Central Oregon Intergovernmental Council

(541) 317-2285

bfaust@coic.org