



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**REQUEST FOR QUOTES**

**Career Pathways Mapping – Data Analysis and Articulation**

**Quotes Due by February 23, 2024, by 4:00 p.m. PST**

**Introduction**

The Workforce Development Board (WDB) of Solano County is seeking quotes from qualified vendors to provide career mapping analysis of in-demand occupational clusters and articulation of progressive career pathways in Solano's priority workforce industries.

The WDB's industry-based job training strategies are designed to support job seekers along an in-demand career pathway. Career pathways allow individuals to pursue incremental, stackable skills (including certifications, licenses, and degrees) that will lead to economic mobility and better jobs as they advance along their chosen career pathway.

The WDB has identified the following in-demand industry sectors of focus for industry-based job training and career awareness in strengthening a post-COVID economy:

- Healthcare
- Bioeconomy (including biotechnology, biomanufacturing, ag tech, and life sciences)
- Hospitality
- Climate Transition
- Transportation and Logistics

The WDB anticipates selecting one awardee for an anticipated investment of \$65,000 to create at least three (3) career pathway articulations of in-demand occupations (or occupational groups) within the identified industries. Respondents may propose to develop additional career pathway articulations as optional add-ons for additional funding up to a limit of \$100,000. Note that graphic design and visual representation of the career maps will be solicited separately.

**Background**

The WDB is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through the Workforce Innovation and Opportunity Act (WIOA) on behalf of Solano County, as well as other special projects. Staff members provide tailored job search services, job preparation, training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent development efforts and industry-wide initiatives.

The Solano County Board of Supervisors allocated American Rescue Plan Act (ARPA) funding for workforce development activities to include career and training awareness strategies. The WDB administers this funding on behalf of the County.

## **Scope of Services**

The WDB seeks a vendor to develop career pathway articulations based on data analysis of at least three industry clusters within the WDB-identified industries of Healthcare, Bioeconomy (including biotechnology, biomanufacturing, ag tech, and/or life sciences), Hospitality, Climate Transition, and Transportation and Logistics.

Biomanufacturing or biotechnology must be one of the industry clusters selected to articulate; the vendor may select the other industry clusters proposed. Respondents may propose to develop additional career pathway articulations as optional add-ons for additional funding.

Career pathway articulations must be finalized by July 31, 2024.

The selected vendor will:

- Identify key occupational groups within selected industries. Occupations should represent a pathway from entry-level positions through skilled technical positions.
- Produce an articulation of occupations or occupational groups that provide increasing economic mobility through the industry. The articulations must include at the minimum:
  - Job titles of occupations
  - Wages of each occupation
  - Level of education and/or experience required per occupation
  - Training providers in the region that offer training within the occupational group

Note that graphic design and visual representation of the career pathway articulations into user-friendly career maps will be solicited separately.

## **Quote Submission**

Interested entities are encouraged to provide quotes demonstrating their ability to conduct appropriate and accurate labor market analysis, develop career pathway articulations, and complete the proposed project by the completion date of July 31, 2024.

At a minimum, the quotes should include the following elements:

- Labor market data analysis plan and approach;
- Methodology for selecting occupations / occupational groups within industries;
- Description of vendor's capacity to provide requested services within the identified timeline;
- Details of the proposed timeline of project milestones;
- Description of vendor's background and qualifications that would prepare them for this project; and
- A cost estimate for proposed services.

## **Fee and Method of Payment**

Payment will be based on a cost-reimbursement model. Payments will be made no more frequently than at monthly intervals. Payment for work completed can be expected within 30 days of invoice receipt and verification of work performed. Upfront costs of up to 10% of the award may be requested by the selected vendor during contract negotiations.

Payments will be made with federal dollars; therefore, all respondents will be required to certify that they are not debarred from doing business with the federal government and are not in default on any obligations due to the federal or state government before a contract is issued. Any contractor must become registered in SAM.gov before payment can be processed per ARPA requirements.

## **Timeline**

<u>Event</u>	<u>Dates</u>
Request for Quotes issued	February 5, 2024
Deadline to submit questions	February 15, 2024 by 5:00pm PST
Responses to questions posted	February 22, 2024 by 5:00pm PST
Proposals due	February 23, 2024 by 4:00pm PST
Anticipated Award Announcement	March 8, 2024
Intended Contract Start Date	April 1, 2024
Intended Project Completion Date	July 31, 2024

## **Submission Requirements**

Submissions are due no later than Friday, February 23, 2024 by 4:00 p.m. PST by email. Documents must be in Word, Excel, or PDF format and must be emailed to **Tammy Gallentine** at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org).

## **Technical Assistance:**

If you have any RFQ questions, you must submit written questions via email to [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org). Questions must be submitted by February 15, 2024 by 5:00 p.m. PST. Answers will not be considered final until posted on the WDB website at <https://solanoeemployment.org/opportunities/>.