

ATTACHMENT A: Statement of Work

**RECOMMENDED
STATEMENT OF WORK
STATE OF THE WORKFORCE REPORT
PGCLWDB 022-09/17**

PROJECT SCOPE AND OBJECTIVES**I. INTRODUCTION**

The Prince George’s County Local Workforce Development Board (PGCLWDB) requests a clear picture of the local and regional labor force and workforce needs, especially the anticipated supply and demand of industry specific jobs. The primary deliverable will be a formal study with analysis and potential recommendations that can be utilized by economic and workforce entity to identify available labor supply to meet current and future employment and economic growth. The desired report should include three distinctive parts: the *Prince George’s County, Maryland Economy*, a compilation of labor market information using public and proprietary sources and tools: an *Employment Survey*; and a report on the *Employment and Educational Experiences of Economically Disadvantaged Populations* based on focus group interviews and/or other research methods.

The goal is to produce a clear assessment of regional: demographics, and education and skills for the existing and emerging labor forces; industry and occupational employment trends; industry and occupational skills requirements; and an analysis of how sufficiently workforce quantity and quality meets existing and future employer needs. The selected contractor’s report should highlight favorable or unfavorable trends.

II. STUDY REGIONS FOR THIS PROCUREMENT

Data should be reported for the local and combined regional as outlined in this Scope of Work (SOW). Metropolitan Statistical Area (MSA) data may be substituted but only when locality data are unavailable, would compromise privacy or would yield a less accurate analysis. Within Prince George’s County are twenty-seven (27) municipalities, the largest number of any Maryland County. The localities listed below are the study region for this procurement:

| | | |
|------------------|-------------------|-----------------|
| Berwyn Heights | Eagle Harbor | Morningside |
| Bladensburg | Edmonston | Mount Rainier |
| Bowie | Fairmount Heights | New Carrollton |
| Brentwood | Forest Heights | North Brentwood |
| Capitol Heights | Glenarden | Riverdale Park |
| Cheverly | Greenbelt | Seat Pleasant |
| College Park | Hyattsville | Suitland |
| Colmar Manor | Landover Hills | University Park |
| Cottage City | Langley Park | Upper Marlboro |
| District Heights | Laurel | |

Note: Data by locality should be included for each metric in Sections II and III and published in an appendix to the report. For additional guidance as to level of detail for the following indicators PGCLWDB will provide the selected Bidder with any necessary assistance, or related instruction to ensure the success and integrity of the procurement.

Target Population Demographics requested include:**Gender**

- Female
 Male
 N/A

Age

- 17 and Under
 18 to 24
 25 to 54
 55 and Older

Race/ Ethnicity

- White
 African American/Black
 American Indian/Alaskan Native
 Asian
 Hawaiian/Other Pacific Islander
 Hispanic

Educational Status

- In-School
 High School or less,
 Not attending school
 Alternative School
 In-School
 Post-H.S.
 H.S. Dropout
 Not attending school
 H.S. Graduate

UC Status

- Eligible claimant referred by WPRS
 Eligible claimant not referred by WPRS
 Exhaustee
 Neither claimant nor exhaustee.

Veteran

- All Veterans
 Campaign Veteran
 Disabled Veteran
 Transitioning Service Member
 Recently Separated Veteran.

Existing Military

- Exiting military by occupation

Youth

- Out of School Youth/Disconnected Youth

Employment and Educational Experience of Economically Disadvantaged Population with Barriers

Populations that are considered having barriers that limit their opportunity to find meaningful employment include:

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Individuals with Disability, Displaced Homemaker, Underemployed, Dislocation Event, Within 2 Years of Exhausting y Assistant for Needy Families (TANF), Hawaiian Native, Single Parent, Facing Substantial Cultural Barriers, Eligible Migrant and Seasonal Farmworker, Meets Governors Special Barrier, English Language Learner, Basic Skills Deficient, Offender, Homeless, Runaway Youth, Foster Care (All) (In Foster Care or Aged Out of Foster Care), Pregnant or Parenting Youth, Out of Home Placement, Eligible Under Section 477, and Youth Requires Additional Assistance, Public Assistance, TANF, Supplemental Nutrition Assistance Program (SNAP) , Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), General Assistance, Living in High Poverty Area, and Free or Reduced Lunch

III. STATE OF THE WORKFORCE REPORT: DELIVERABLES

The Contractor shall produce and report on the following:

1. Produce and disseminate industry and occupational employment projections. The primary activity for PY 2017 will be the production of local and regional short-term and long-term projections. Long-term projections are to be developed for the 2017 to 2027 period and short-term projections for the 2017 to 2019 period.
2. Preparation and analysis of economic trends and conditions and labor force characteristics should include;
 - a. Labor Market and Economic Trends
 - Demographics and education/skills for the existing and emerging workforces;
 - Industry and occupational employment trends including existing and emerging in-demand occupations;
 - Industry and occupational skills requirements; and
 - Analysis of how sufficiently workforce quantity and quality meets existing and future employer needs including their capacity to provide needed workforce for companies considering locations within the local or regional area.
 - Business size and classification
 - Wages by Sector and Occupational Growth Category
 - Employment with Greatest Growth potential within industries
 - Declining Industry sectors
 - Education and training requirements of demand occupations
 - b. Workforce Information and Assets
 - Demographic
 - Population Growth
 - Educational Attainment Levels
 - Workforce Participation
 - Industry and Occupation of Employment
 - Retirement Trends
 - Commuting Patterns/Labor Shed
 - Significant downsizing/contractions

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- c. Economic Assets and Plans
 - o Economic and Technology Indicators
 - o Economic Assets, Advantages and Opportunities
 - o Quality of Life

Bidders are encouraged to provide other factors and components/services not specifically mentioned above but are deemed appropriate to the purpose of this study.

Based on findings from Section III a, b, c and in coordination with the PGCLWDB, provide, identify and select two demand or emerging industry/occupations to perform additional analysis (example Cybersecurity, Manufacturing) Please price this component separately.

3. Publish an economic analysis report for the PGCLWDB. Funds are to be used to publish a detailed local and regional economic analysis reports to inform local workforce development policy and investment determinations by the PGCLWDB, PGCEDC-WSD and other partners including community colleges, economic development organizations, and other workforce development interest groups. Local and regional analysis should also include information, where relevant and based on needs identified through customer consultation, from external, credible sources of workforce, labor market, and economic information in addition to the workforce information routinely produced by the state.

Examples of other possible information sources include data collected by economic development agencies, trade and industry associations, chambers of commerce, private sector research organizations, universities, and other government agencies.

The State of the Workforce Report will be prepared and delivered for: professional printing, copier printing, and digital reading in Adult with Disabilities Act (ADA) compliant formats. As long as the report is suitable for reproduction in all three formats, separate versions are not required. Underlying data tables shall provide in spreadsheet format for client use.

Primary audiences for this report include:

- Business Sector
- Community Based Organizations
- Higher Education
- Vocational Rehabilitation
- State Employment Services
- Labor Organizations
- Adult Education/Literacy
- Economic /Community Development
- Department of Health and Human Services
- Workforce Development Agency

The report should highlight favorable or unfavorable trends. Specific data requirements are further spelled out in the attached SOW. Funds shall be used to produce the three (3) deliverables specified in this *Attachment A- (SOW)*. The deliverables include the production of industry and occupational employment projections, and workforce information products and services required to support the PGCEDC-WSD local and regional workforce investment strategic planning.

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IV. LABOR – THE SUPPLY SIDE

- Population trends
 - Total population in 2000, 2010 and 2015 by sub-region, region, state and nation.
 - Average annual population growth by sub-region, region, state and nation.
- Age
 - Age breakdown in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
- Diversity (Race/Ethnicity)
 - Population by racial breakdown in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.

White, African American/Black, American Indian/Alaskan Native, Asian, Hawaiian/Other Pacific Islander, and Hispanic
- Educational attainment
 - Educational attainment of population age 25 and over in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
- Income
 - Real per capita income in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Annual average percentage change in real per capita income in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Median earnings full-time year-round workers in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Current median earnings in region and US by 2 digit Standard Occupational Classification (SOC) code.
- Poverty
 - Poverty rates in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Number in poverty in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Children and elderly living in poverty in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
- Labor force
 - Labor force in 2000, 2010 and 2015 (or latest) and most recent by sub-region, region, state and nation.
 - Labor force participation rate in 2000, 2010 (or latest) and most recent by sub-region, region, state and nation.
 - Prime labor force participation rate in 2000, 2010 (or latest) and most recent by sub-

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- region, region, state and nation.
- Employment to population ratio in 2000, 2010 (or latest) and most recent by sub-region, region, state and nation.
- Unemployment
 - Unemployment rate in 2000, 2010 (or latest) and most recent by sub-region, region, state and nation.
- Commuting patterns
 - Total job flow into, out and within by sub-region and region for 2004 and 2014 and most recent.
- Exiting military
 - Exiting military by occupation
- Out of School Youth/Disconnected Youth

V. THE EMERGING WORKFORCE

STUDENT PROFILE

- Enrollment
 - K-12 enrollment in 2000, 2010 (or latest) and most recent by sub-region, region, state and nation.
- Diversity
 - K-12 enrollment by race in 2000, 2010 (or latest) and most recent by sub-region, region, state and nation.
- Poverty
 - Free and Reduced Lunch Participation Rates in 2000, 2010 (or latest) and most recent by sub- region, region, state and nation.

INVESTMENTS IN EDUCATION

- Pupil expenditures
 - Real Expenditures per Student by sub-region, region, state and nation in 2000, 2010 (or latest) and most recent by sub-region, region, state and nation.
- Student-teacher ratios
 - Student/Teacher Ratio for Kindergarten - 7th Grade by sub-region, region, state and nation.
 - Student/Teacher Ratio for 8th - 12th Grade by sub-region, region, state and nation.
- Teacher salaries

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- Inflation-Adjusted Teacher Salaries by locality over the past 10 years.
- Teacher credentials
 - Percentage of teachers by bachelors and graduate degrees by locality.

ACADEMIC PERFORMANCE

- Graduation
 - Number of high school graduates for 2000, 2010 (or latest) and most recent.
 - Cohort on-time completion rates 2000, 2010 (or latest) and most recent.
- Drop-out
 - Drop-out rates by locality for 2000, 2010 (or latest) and most recent.
- Standardized tests
 - Pass rates for 8th grade Standards of Learning (SOL) test
- Post- secondary education
 - Graduates from public universities and community colleges 2000, 2010 (or latest) and most recent.
 - Higher education graduates by degree type, 2014-2015, regional public institutions
 - Higher education completions by 2 digit Classification of Instructional Programs (CIP) code

VI. EMPLOYMENT – THE DEMAND SIDE

- Employment trends
 - Monthly employment percentage change from year ago, 2000 – most recent
- Labor force participation rates
 - Labor force participation rates 2000, 2010 (or latest) and most recent by sub-region, region, state and nation.
- Wage and salary trends
 - Inflation-adjusted average annual wages 2000, 2010(or latest) and most recent by sub-region, region, state and nation.
 - Wage distribution by percent employed by sub-region, region, state and nation.
- Largest 50 employers
- Shifts in industry sector employment 2000, 2010 (or latest) and most recent.
- Top occupations
 - Occupations ranked by current number of employees

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- Occupations ranked by 5 year growth %
- Occupations ranked by 5 year growth #
- Occupations ranked by annual openings #

VII. WORKFORCE GAP ANALYSIS

- Analyze the current workforce educational attainment and compare it against educational attainment required for O*NET Career Clusters (<http://www.onetonline.org/find/career?c=0>).
- Analyze the surplus or gap in annual openings less regional completions for each SOC.

VIII. CLUSTER WORKFORCE AND GAP ANALYSIS

- Cluster profiles:
 - For each of the clusters (and sub-cluster) listed below, provide:
 - Current employment
 - Past employment (5 years)
 - Projected employment (5 years)
 - Top 25 occupations in each cluster by total employment.
 - Provide an analysis of and surplus or gap in annual openings less regional completions for top 25 occupations in each cluster.
 - Clusters
 - Manufacturing (sub-clusters, below)
 - Advanced Manufacturing
 - Food and Beverage Manufacturing
 - Healthcare
 - Construction
 - Professional Services
 - Accommodation Services
 - Transportation/Warehousing
 - Retail/Hospitality
 - IT/Cyber Security
 - Green Tech
 - Life Sciences
 - Business Services
 - Information Analytics and Security
 - Tourism and Recreation
 - Cluster Definitions
 - See ATTACHMENT B for NAICS codes represented in each cluster.
- Cluster gap analysis -

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- Analyze the surplus or gap in annual openings less regional completions for each Standard Occupational Classification (SOC) code provided above.
- Current workforce educational attainment compared against current educational attainment required for all current jobs and annual openings.
- Annual openings and field of study completions.

IX. DATA REPORTING REQUIREMENTS

| Report Type | Report Description (Succinctly describe intended contents of each report) | DUE DATE | COMMENTS |
|---|---|-------------------|--|
| Quarterly Report | <p>The winning bidder shall produce a three (3) month preliminary report that includes:</p> <ul style="list-style-type: none"> • Preliminary occupational trends projections • Preliminary skills gap assessment • Preliminary industry and occupational projection estimates <p>Comprehensive and detailed documentation of all work tasks and results completed.</p> | February 28, 2018 | Must be submitted to the Executive Director for Workforce Services by the requested due date. Information is expected to be complete. One or two sentences on progress, anticipated work, and results is not acceptable. |
| Report of State of the Workforce Literature Review | Summary of State of the Workforce literature review findings and updated research approach | March 30, 2018 | The report should be reviewed and accepted by the Executive Director for Workforce Services before the next step of work plan starts. The Executive Director has option of adding this report in to the quarterly report. |
| Draft State of the Workforce Report and Summaries | Draft summary of work performed findings, and conclusions | May 30, 2018 | A draft find report is due ninety (90) days prior to the project completion date. The primary researcher has the option of incorporating this report into one of the quarterly reports |
| Final Report Publish an economic analysis report | The winning bidder shall produce a State of the Workforce Report that includes detailed description of work performed, findings, and conclusions | June 30, 2018 | The completed State of the Workforce Report prepared and delivered for: professional printing, copier printing, and digital reading in ADA compliant formats. The report shall be written and presented with synthesized data and components that are cited and that interpret results on key findings, trends, and issues. The report should be fully edited and ready for publication. |

X. SUMMARY AND RECOMMENDATIONS

XI. APPENDICES