



Career Pathways Mapping Q&A Session

Employ Prince George's on behalf of the
Prince George's County Workforce Development Board
January 19, 2023 | 10:00 a.m. -11:00 a.m.

TODAY'S AGENDA

Introductions

Ericka N. Stevens *Director, Contracts & Operations*

Proposal Overview

Becca Webster *Director, Strategic Planning & Development*

Cost & Pricing Overview

Jeffrey Dufresne *Chief Financial Officer*

MEETING COURTESIES & HOUSEKEEPING

- This presentation is being recorded and will be posted to www.pgcajc.com/rfps for your reference.
- Please use the chat box to record your question(s) and be sure to include your affiliation.
- Please include the slide number (where applicable) that your question is in reference to.
- Please limit questions to one concise inquiry to allow as many attendees as possible to participate.
- Please remain muted unless you are called.
- We will review each question submitted within the chat at the **end** of the presentation.

ONGOING QUESTIONS & INFORMATION

- All addendums, updates, documentation, and information regarding this RFP can be found at www.pgcajc.com/rfps
- Follow up questions can be emailed to RFPSubmissions@co.pg.md.us. Please included “**RFP# WDBRFP-007 Questions**” in the subject line of your email inquiry.
- All questions and answers from today’s bidders conference will be documented and added to the website listed above on or around **Wednesday, January 25, 2023**.

ELIGIBLE BIDDERS

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, and other entities operating in accordance with federal, state and local law.

Eligible applicants must have been in business for at least three years and must be in good standing at the state and local level.

ISSUING ENTITY

The Prince George's County Workforce Development Board (WDB) is a dynamic group of private and public sector partners that provide leadership, direction and policy oversight to the Prince George's County Public Workforce System, branded and modeled as the Prince George's County American Job Center Community Network.

The WDB's mission is to drive innovation, continuity and efficiency of a workforce system that produces a robust, qualified and skilled workforce that meets that needs of the business community. The WDB's workforce strategies are designed to reduce skill gaps across targeted in-demand industries. As such, the WDB has developed the following Industry Bridge Programs:

- Capital Area Healthcare Alliance
- Construction Works Program
- Educational Partnership for IT Careers
- Hospitality and Accommodation Institute
- Professional Services Institute
- Transportation and Logistics Consortium

Career Pathways Mapping RFP Timeline



INTRODUCTION

The WDB is seeking to contract with an eligible entity that has experience developing Industry Cluster Career Maps that represent in-demand occupations within the industries and the related occupations that represent a progressive pathway along the career ladder.

The WDB anticipates total funding of up to **\$150,000.00** for the Career Pathways Mapping Project awarded through this RFP. The winning proposal will be the one that delivers the best value, not to exceed this amount.

Agreements are anticipated to have terms effective **April 1, 2023**, through **December 31, 2023**.

CAREER MAPS BY CLUSTER

The selected contractor will produce Industry Career Maps for each of the following Industry Bridge Programs in Prince George's County.

- Construction Works Program (Construction and Real Estate)
- Educational Partnership for IT Careers (Information Technology)
- Professional Services Institute (Professional, Scientific and Technical Services)
- Transportations and Logistics Consortium (Transportation and Logistics)

CONTRACT DELIVERABLES

- Develop and understanding of each of the corresponding industry clusters based on localized labor market data and other supporting information.
- Produce an Asset Inventory of all available education and training programs relevant to the identified industry cluster.
- Determine current and future workforce needs in Prince George's County for the selected industry clusters.
- Engage with stakeholders in person through existing Business Advisory Councils in order to collect and validate research findings.
- Identify top occupations and supporting pathways within the selected industry.
- Create a detailed Career Pathways Map for each industry representing the identified pathways, including entry-level, mid-level, and senior-level occupations. Career Maps should be represented in a clear and concise manner that is easily understood by the general public.

FISCAL DISCLOSURE

Funding Details The contract will be funded with government grant money so adequate disclosure in the proposal, contract and periodic invoices is necessary to demonstrate the WDB's stewardship of those funds. The proposed budget should be detailed enough to show what is being paid for and how costs are scaled.

Contract Type The contract type will be determined as appropriate: possibly Cost Reimbursement, Time & Materials, Form Fixed Price, or some hybrid depending on which type best fits the proposal. The proposed budget should have adequate detail for the WDB to understand how the price was determined and guide the discussion on contract type.

Scope of Work The detail of the budget must demonstrate the proposer's understanding of the scope of work, so the WDB recommends the budget be grouped by phase, so it follows the project timeline and quantifies the scope of work.

Accounting Systems Since billable hours are a likely measure to be used, the proposer should have an accounting system that can track hours via timesheets or personnel activity reports. Similarly, since travel & supplies are likely, the proposer's accounting system should be able to separate such costs by project, job, class or similar designation.

Invoicing The proposer should be prepared to bill monthly for level of effort or milestones or reimbursable items with invoices of sufficient detail for the WDB to understand progress and what is being paid for.

PROPOSAL PREPARATION

Proposals must be submitted in writing via email to Employ Prince George's Contracts & Operations Department at rfpsubmissions@co.pg.md.us no later than **4:00 pm on February 8, 2023**

Proposals not received by the deadline will be automatically disqualified from competition – no exceptions. Mailed, faxed, or hard copy proposals will not be accepted.

Proposals should not exceed 15 pages. Attachments to the proposal are permissible but the total proposal should not exceed 15 pages.

EVALUATION PROCESS

Proposals will be evaluated on a multitude of factors by Employ Prince George's Staff and review committee. At a minimum, the proposal should include the following elements:

01

Organization background, qualifications and relative projects completed.

04

Proposed timeline including stakeholder engagement visits

02

Project Development Overview
a. Ecosystem Analysis
b. Stakeholder Engagement
c. Career Mapping

05

Budget

03

Example of the Career Pathways Mapping End Product

06

References (no more than 5)

REMINDERS

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QUESTIONS?