



**REQUEST FOR PROPOSALS  
STRATEGIC PLAN RESEARCH AND DEVELOPMENT**

Date Available: December 4, 2019  
Closing Date: January 7, 2020, 12:00 PM CT  
Procurement Officer: Mr. Chad Pettera  
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Web Address: <http://www.workforce-ks.com>

**Item: Strategic Plan Research and Development**

Agency: Kansas Local Workforce Development Board for Kansas Local Area IV

Location: Wichita, Kansas 67202

Scope: The Local Workforce Development Board for Kansas Local Area IV (LWDB) is requesting bids to create a 2 year strategic plan. A proposer should plan to research the current functions and operations of the organization, conduct interviews with leaders and stakeholders, plan sessions to gather information from LWDB members and partners, and draft a 2 year strategic plan that the Board of Directors and Staff will use in day to day operations.

**READ THIS REQUEST CAREFULLY**

***Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a proposal.***

## **Conditions of Bid:**

**Cost of Preparing Proposal:** The cost of developing and submitting the bid is entirely the responsibility of the Proposer. This includes costs to determine the nature of the engagement, preparation of the bid, submitting the bid, negotiating of the contract and other costs associated with this Request. All responses will become the property of the Local Workforce Development Board for Kansas Local Area IV (LWDB) and will be a matter of public record subsequent to signing of the contract or rejection of all proposals.

**Criteria for Evaluating Proposals:** The LWDB shall make an award in the best interest of the organization considering all factors in the proposals received.

**General:** The proposer should develop a proposal through a process that considers the mission and involvement of the prospective workforce development agency. All proposals submitted in response to the RFP (request for proposal) will be evaluated using the following criteria and factors (listed in no particular order of importance):

**Timeline:** Bids for these services must be submitted to the Workforce Alliance at the address listed below not later than 12 P.M. (CT), on January 7, 2020. A vendor will be selected by January 17, 2020. It is expected the project will be completed no later than June 1, 2020.

**Technical response:** The extent to which the bidder effectively demonstrates an understanding of the needs of the agency as described in this proposal request, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the proposal, and the extent to which the proposer may suggest recommendations for improvements.

**Response Format and Completeness:** Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, clear, and understandable. Pages are to be consecutively numbered.

**Financial Ability:** The proposers demonstrated financial ability to implement, manage and maintain the proposed offering.

**Experience and Qualifications:** The proposer's general experience and qualifications, and the LWDB's ability to assess the proposer's ability to perform the work in a timely and professional manner will be evaluated.

**Bidders Conference:** A pre-proposal conference will be held at 9:00 AM Central Time on Wednesday, December 18, 2019 at:

Workforce Alliance Administrative Office  
300 W Douglas, Suite 850  
Wichita, KS 67202  
316-771-6600

Attendance is not required at the pre-proposal conference but is encouraged. Due to space limitations, proposers should attend with no more than two representatives.

All questions requesting clarification of the Request to be addressed at the pre-proposal conference must be submitted by email to [admin@workforce-ks.com](mailto:admin@workforce-ks.com) prior to 5:00 p.m. Central STANDARD Time on December 13, 2019.

Impromptu questions will be permitted and spontaneous unofficial answers provided, however proposers should clearly understand that the only official answer or position of the Workforce Alliance of South Central Kansas would be in writing.

Failure to notify the Workforce Alliance of any conflicts or ambiguities in the Request may result in items being resolved in the best interest of the Alliance. Any modification to this Request as a result of the pre-proposal conference, as well as written answers to written questions, shall be made in writing and posted at [www.workforce-ks.com](http://www.workforce-ks.com). Only written communications are binding.

**Acceptance or Rejection:** The LWDB reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.

**Open Records Act (K.S.A. 45-205 et seq.):** All proposals become the property of the LWDB. All information contained in proposals will become open for public review once a contract is signed.

**Conflict of Interest:** The proposer shall not knowingly employ during the period of this award or any extensions to it, any professional personnel who are employees of the Workforce Alliance of South Central Kansas, Inc., serve in any capacity on, for or with the Local Workforce Development Board, and who are providing services involving this award or services similar in nature to the scope of this contract. Furthermore, the proposer shall not knowingly employ, during the period of this contract or any extensions to it, any Workforce Alliance of South Central Kansas or any employee who activity works at the Workforce Centers of South Central Kansas or any individual who has participated in the making of this contract until at least six months after the completion of this scope of work.

**Prohibition of Gratuities:** Neither the proposer nor any person, firm or corporation employed by the proposer in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any individual involved in the procurement and scope of work of this contact.

**Prices:** Prices shall remain firm for the entire contract period. Prices quoted shall be net delivered, including all trade, quantity and cash discounts. Any price reductions available during the contract period shall be offered to the Workforce Alliance. Failure to provide available price reductions may result in termination of the contract.

**Award:** Awards will be made by the LWDB based upon the best interest of the organization. The successful proposer will be notified in writing. Neither the bidder nor the LWDB is obligated in any way until the Agreement has been approved and signed by all parties. If funding provided to the LWDB is not forthcoming the LWDB may cancel the award with 15 days' notice. The LWDB may also cancel the award for none performance by the proposer. The LWDB will pay the vendor for any work performed up to that cancelation notice. The LWDB has not allocated a budget to this award, but expects an award to be in the range of \$5,000 to \$10,000.

**Availability of Specifications and Deadlines:** This request will be available beginning December 3, 2019 and will close on January 7, 2020 at 12 P.M. CDT. Any interested parties may receive the request by visiting [www.workforce-ks.com](http://www.workforce-ks.com). Any proposals to be considered must be must be delivered to the Workforce Alliance Administrative Offices at 300 W. Douglas, Suite 850, Wichita, KS 67202 by the deadline. For technical requests or bid questions please contact the Procurement Officer, Chad Pettera at 316-771-6602 or at [chad@workforce-ks.com](mailto:chad@workforce-ks.com).

**Proposal Format:** There is no established format for this proposal. It is the expectation that the proposers submit a proposal that is easy to follow, clear and precise. The proposals shall not exceed 15 pages in total. The proposers shall complete the Proposers Signature Sheet (Attachment B). The Signature Sheet will not be included in the 15 page count.

**Proposal Submission:** The proposals shall be submitted electronically by email to [admin@workforce-ks.com](mailto:admin@workforce-ks.com) with the subject line of Strategic Planning RFP by the deadline. The bids shall be attached to the email in either PDF or Microsoft Office formats.

## **Scope of Request**

The LWDB is seeking a vendor to facilitate a strategic planning process that will provide guidance on the future decision making and continuous improvement of the organization. In addition the strategic planning must also address the operations of the Workforce Innovation and Opportunity Act (WIOA), (the Act and supportive resources can be found at <http://www.workforce-ks.com/about>). The process should analyze outcomes for the current 2018-2020 Strategic Plan (attachment A) and research and assess the strengths, weakness, opportunities, and threats for the organization.

The proposer shall plan to facilitate four to six meetings with Board members, staff and stakeholders centered on specific topics with an anticipated attendance of between 10 to 30 individuals per session. The meeting topics will be finalized with the successful bidder and may include: Workforce of the Future, Youth Employment, Leveraging and Aligning Resources and Partners, Employer Engagement and Generating Significant Community Impact.

If possible, the bidder should include in the proposal, interviews with 4 to 8 leaders of the organization for additional insights and guidance on the strategic plan design.

Possible stakeholders will include representatives from entities such as; businesses, community based organizations, economic development, elected officials, city, county, state, school districts, and training providers. The meetings shall be conducted in a way to gather information from a diverse population. It is expected that the meetings will have engagement and ownership by the Board and stakeholders and the facilitation by the vendor shall aid in that goal.

The outcome of the process will be the production of a strategic plan that will guide the functions of the organization for a period of two years (2020-2022).

The location, cost and event planning of the stakeholder meetings will be the responsibility of the LWDB and will be coordinated through the chosen vendor. The LWDB will receive a draft Strategic Plan for review from the chosen vendor 20 days following the last stakeholder meeting. The LWDB will review the draft and provide revisions, feedback, or corrections to the vendor within 10 business days of the receipt of the draft Strategic Plan. It is expected the Local Workforce Development Board will adopt the new Strategic Plan by July 22, 2020.