



WORKFORCE SOLUTIONS of the Coastal Bend

Employment • Training • Child Care • Youth • Business Services • Veterans

BIDDERS CONFERENCE REQUEST FOR PROPOSALS (RFP)

IT ASSESSMENT AND STRATEGIC PLAN

ISSUED DATE: NOVEMBER 5, 2019

BIDDERS CONFERENCE: NOVEMBER 15, 2019, 2:00 P.M.

520 NORTH STAPLES STREET, CORPUS CHRISTI, TX 78401

RESPONSE PERIOD AND TIMELINE

- Deadline for Questions: **Tuesday, November 19, 2019, 5:00 p.m.**
- Q&A Issue Date/Time: **Thursday, November 21, 2019, 5:00 p.m.**
- Deadline for Proposals: **Tuesday, December 3, 2019, 4:00 p.m.**
- Evaluation of Responses: **December 5–11, 2019**
- Expect to Award Contract: **December 2019**

(Note: All times noted above are Central Standard Time.)

BACKGROUND

The WFSCB operates as a 501 (C)(3) Non-Profit Organization

- Receives Funding Primarily from the State
- Manages Approximately 20 Million Dollars
- Serves an 11-County Coastal Bend Region
- Provides Policy and Program Guidance and Evaluation of Workforce Development Programs and Services Effecting Area Employers, Residents, and Job Seekers

BACKGROUND – CONTINUED

- WFSCB employs approximately 29 employees to administer and oversee the workforce development programs.
- The service providers contracted by WFSCB to provide direct program services to customers/participants employ approximately a total of 110 employees. Additionally, other partner agencies co-housed at our career centers include approximately 7 to 10 employees.
- All employees have full access to technology, while a large number have restricted rights to customer/participant data.
- The customers we serve have access to technology, as well as career center and state network services.

RFP PURPOSE AND SCOPE OF WORK

Purpose: Seeking a professional, qualified firm or individual to conduct an independent information and technology assessment and develop a strategic plan.

Scope of Services:

- Have the current IT system evaluated to determine if there are efficiencies that could be implemented currently.
- Look at our future growth and determine additional IT needs such as infrastructure, equipment, software, etc.

SCOPE OF WORK - CONTINUED

- Future projects may or may not include: a new paperless software system, cloud or on-site managed, increased speed and capacity across region, multiple location moves, and addition of staff.
- The plan submitted should assess current and provide recommendations for future technology needs, based upon industry best practices. This includes technology systems, hardware, software, telecommunications, and staffing to support IT operations.
- Other specific services to produced the stated deliverables are stated on page 6 of the RFP.

CONTRACT DELIVERABLES

- **Strategic Plan** – addressing all the topics listed on page 6 of the RFP.
- **Progress Reports** – summarizing major results of the analyzes. The firm will incorporate a schedule for presenting the reports to the WFSCB project team.
- **Draft Plan** – A draft strategic plan, comprised of a management summary, findings, and prioritized recommendations. The plan shall be presented prior to being directed to proceed with a final plan.
- **Final Strategic Plan** – consisting of items listed on page 6 of the RFP.

PROPOSAL RESPONSE OUTLINE

- **Tab A – Letter of Transmittal** (limited to 2 pages)
- **Tab B – Executive Summary** - include respondent's strategy and methodology for successfully implementing and managing the project; capacity to perform; and approach to satisfying the scope of services in the RFP and any additional factors for consideration.
- **Tab C – Qualifications & Experience** - brief history of your company, team, or individual and description of your experience in leading strategic information technology efforts in a quasi-government/non-profit setting.

PROPOSAL RESPONSE OUTLINE - CONTINUED

- **Tab D – Detailed Business Plan** - must contain a specific response to each deliverable listed in Section 1.0.
- **Tab E – References** - include three business references of clients that have used your services similar to those requested by WFSCB. The clients must be three distinct customers.
- **Tab F – Affirmative Action Plan** - include a copy of affirmative action plan for review, if applicable.
- **Tab G – Miscellaneous** - additional information and attachments, if any.
- **Tab H – Budget Information**
- **Tab I – Attachments** - Contract Certifications and Assurances

PROPOSAL FORMAT & SUBMISSION

- Must submit an **ORIGINAL** document with all executed (i.e., original signatures) forms and certificates and three (3) electronic copies of your response on flash drive for evaluation purposes.
- The information contain in the flash drives must mirror the information contained in the original proposal. Any differences between the original and the electronic copies are at the liability of the proposer.
- Fax, emailed, or late proposals will not be considered.
- It is the responsibility of the Proposer to ensure that the proposal is received in WFSCB offices by the designated due date and time.

EVALUATION CRITERIA

- **Responsiveness to RFP**

- Value 10 points
- Examines the extent to which the minimum requirements of the RFP were met

- **Qualifications**

- Value 20 points
- Addresses respondent's qualifications in the area of information and technology and strategic plan services

- **Related Experience**

- Value 30 points
- Examines the knowledge and skills of the proposer which have been derived from actual work experiences in information and technology and strategic plan services.

EVALUATION CRITERIA - CONTINUED

- **Demonstrated Ability/References**

- Value 20 points
- Is a measure of the proposer's ability to deliver similar services. Additionally, the quality of references from current customers will also be evaluated for performance. References will be verified

- **Cost**

- Value 20 points
- This criterion will determine if costs submitted are reasonable and necessary to perform the proposed services. WFSCB will determine costs, in terms of flexibility in costs and consistency with similar costs of similar services

HUB (Historically Underutilized Business) – certified by the State of Texas.

- Value 5 points

ADDITIONAL INFORMATION

- **Contract Term and Renewals** – the initial contract term will be for approximately 9 months with an option to renew the contract for an additional one-year period. The renewal option will be based on need, availability of funds, and satisfactory performance.
- **Travel Expenses** – the Board follows the State Coordination of Travel rule and the GSA's federal Domestic Maximum Per Diem Rates. Travel reimbursements will not exceed the current State travel rates. Reimbursements for requests for lodging, airfare, and car rentals will include receipts for actual cost.

ADDITIONAL INFORMATION - CONTINUED

- **Insurance** – the contractor is required to maintain insurance coverage for the period of the contract. The minimum insurance coverages for general liability and workers' compensation are noted on Page 8 of the RFP. If the proposer does not have workers' compensation, but meets the definition of "Independent Contractor" as defined by the State of Texas, the proposer must sign a waiver.
- **Invoice for Payment**- payment for contracted services will be reimbursed by submitting an invoice with proper documentation by the 10th of each month for costs incurred during the previous month. The invoice will be paid within three (3) weeks of receipt of complete and accurate information.

CONCLUSION

- **Point of Contact** is Robert Ramirez

- Email address: robert.Ramirez@workforcesolutionscb.org
- Phone number: (361) 885-3013
- Fax number: (361) 356-3958

- **Proposal Format and Preparation:**

Each respondent must submit one (1) original paper copy with original signatures, and three (3) externally labeled USB flash drives containing a single digital file of the entire proposal and all requested materials.



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of the Coastal Bend

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