



**The Oakland Workforce Development Board
Local Plan Development
Request for Quotation (RFQ)**



Introduction

The Oakland Development Board (OWDB) is a 20 member business-led policy and oversight body authorized through the Workforce Innovation and Opportunity Act (WIOA), to oversee publically funded workforce development activities in the City of Oakland.

WIOA was enacted in July 2014, with the intention of increasing global economic competitiveness by strengthening the workforce development system through a coordinated system, which serves individuals with barriers to employment. WIOA strengthens the alignment of its core programs and other essential programs, and reaffirms the role of the America's Job Center of California (AJCC), for the delivery of training and career services to jobseekers, aligned to meet the needs of employers.

Under guidance from the California State Workforce Development Board (CWDB) and the Employment Development Department (EDD), the OWDB sets program policies in alignment with WIOA. The OWDB also provides administrative oversight of workforce development activities, which includes the oversight of contracted service providers for the AJCC, youth programs and services and employer services.

The CWDB has directed all Local Workforce Development Boards (LWDBs) in California to develop a Regional and Local Plan, which will serve as a strategic road map for aligning programs at the regional level, coordinating programs at the local level, and developing and strengthening workforce development activities, training services, sector partnerships and career pathways.

Project Purpose

The OWDB seeks an experienced consulting firm that is familiar with workforce development programs and services to develop a local plan which is inclusive of all of the elements required by the State. The local plan will need to reflect the strategy for the OWDB between 2017 and 2020 and will be informed by required partners and stakeholders.

Up to \$50,000 is available for the project, to be completed by January 20, 2017. The respondent must include a statement, which indicates the cost of the proposed project. The anticipated start date of the project will be on or around December 1, 2016 and is subject to change.

The local plan must be shaped by all of the required partners and stakeholders, and it must sync up to align with the regional plan, developed under the direction of the Regional Planning Unit (RPU) and in alignment with the goals of the State Plan:

http://cwdb.ca.gov/WIOA_Unified_Strategic_Workforce_Development%20Plan.htm

The regional plan will result in regional sector pathway programs, shaped by the coordination, collaboration and planning by the four LWDBs in the EASTBAY *Works* network (Alameda County, Oakland, Contra Costa County and Richmond) and other stakeholders within [the Regional Planning Unit \(RPU\)](#).

Scope of Work/Services

1. Develop a local strategic workforce development plan that includes all of the federal and state requirements and involves all of the required partners in the RPU within the allotted timeframe for its development;
2. Facilitate and/or attend the OWDB Retreat in January 2017 and analyze and synthesize information to inform the local plan;
3. Collaborate and communicate with OWDB staff to learn about programs, initiatives, partnerships and gather pertinent documents, in order to develop the local plan.
4. Facilitate and/or co-facilitate with OWDB staff, the community forums and/or stakeholder meetings, focus groups, etc.; and synthesize and analyze information from such meetings, to inform the local plan;
5. Attend and/or facilitate stakeholder meetings with all partners, including but not limited to: employers, economic development agencies, adult schools, K-12 representatives, community college districts, AJCCs and other required partners necessary to develop the local plan, per State directives;
6. Work with the regional plan consulting team and the RPU leadership to incorporate components of the regional plan into the local plan when appropriate, so that both plans are submitted to the State as one document;
7. Work with OWDB staff to illuminate best practices and create concrete recommendations in relation to the local plan;
8. Analyze and synthesize reading materials, including labor market information, legislation, directives from the State, including the Chancellor of the California Community College District's, [Strong Workforce Initiative](#), and other pertinent documents necessary for the development of the local plan;
9. Assist the OWDB in meeting high performing board criteria, in alignment with section H.1. below, in the background information.

10. Modify the local plan as necessary, to accommodate recommendations from the public, board members, required partners, as well as changes in contingent legislation, and other required changes, during a 30 day comment period. The local plan must be shared with the public for 30 days, before finalized. The anticipated 30-day public comment period is expected to begin on or around February 4, 2017.

Background information on the local plan

The local plan must be submitted with the regional plan, and will require coordination with entities designated by the RPU leadership. The primary purpose of the local plan is to facilitate access to education and training services for those who want and need them. At the local level, clients will access regional sector pathways, the services of WIOA mandated/core partner programs that are designed with human-centered focused and are aligned, coordinated and integrated, to best serve jobseekers. The local level system provides the access points for the delivery of supportive services through the core partnership.

The local plan must include the following components. For more details, refer to State [Directive WSD 16-07](#):

Introduction:

- I. Analytical background information and analysis in relation to the regional economy, labor market needs, and the workforce and education system operating in the RPU. Specifically, the background information must include: current labor force employment and unemployment, economic conditions, in-demand industries and occupations, the knowledge, skills and abilities needed to meet employer demand, the educational and skill level of the workforce, including individuals with barriers to employment, based on WIOA Section 24 (A)-(H).
- II. An analysis of workforce development activities, including education and training, in the RPU. This analysis must address the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities needed to address the education and skill needs of the workforce, including individuals with barriers to employment and the employment needs of employers.

*Please note, the regional plan will address the information mentioned above, but the local plan should build off of this information provided in the regional plan as an introduction to the local plan.

- A. **A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners that includes:**

- I. A strategic vision of how the Local Board will support regional and economic growth and economic self-sufficiency. This will also include the goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment) and goals related to WIOA performance measures.
- II. The vision, goals and strategy must be linked to the background information in the introduction. Also provide a strategy to work with the entities that carry out core WIOA title I-IV programs and other required partners to align resources in the local workforce development area (LWDA) and achieve the strategic vision of the local plan.

B. Detail on local program alignment to implement State Plan’s policy strategies:

- I. Provide a description of the workforce development system in the local area that identifies programs included in the system.
- II. Identify how the Local Board will support the [seven policies](#) identified in the State Plan and will work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the *Carl D. Perkins Career and Technical Education Act of 2006*, to support service alignment and implement the policy strategies emphasized in the State Plan.

C. Detail on a number of specified services and service delivery strategies:

- I. Provide a description of the ways the Local Board will work with entities carrying out core programs (WIOA Title I-IV) to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Target populations include those listed in WIOA Section 24(a)-(M).
- II. Provide a description of the way the Local Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
- III. Provide a description of the way the Local Board will improve access to activities leading to a recognized post-secondary credential, including a credential that is an industry-recognized certificate or certification that is portable, and stackable.
- IV. Provide a description of the way Local Boards and their partners will facilitate engagement of employers in workforce development programs, including small employers and employers within in-demand industry sectors and occupations.
- V. Provide a description of the way Local Boards and their partners will support a local workforce development system that meets the needs of businesses in the local area.
- VI. Provide a description of the way Local Boards and their partners will better coordinate workforce development programs and economic development.
- VII. Provide a description of the way Local Boards and their partners will strengthen linkages between the AJCC delivery system and unemployment insurance programs.

D. Required Information Pertaining to America's Job Center of California (AJCC):

- I.** Provide a description of the way the Local Board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers.
- II.** Provide a description of the way the Local Board will facilitate access to services provided through the AJCC or One Stop Career Center delivery system, including in remote areas, through the use of technology and other means.
- III.** Provide a description of the way entities within the AJCC delivery system, including AJCC operators and the AJCC partners, will comply with WIOA Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.
- IV.** Provide a description of the roles and resource contributions of the AJCC partners.
- V.** Include an appendix in each local plan, copies of executed Memorandums of Understanding (MOUs) and cooperative agreements that are in process and copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local AJCC system. This includes cooperative agreements (as defined in WIOA Section 107(d)(11)), between the Local Board or other local entities described in WIOA Section 101(a)(11)(B) of the Rehabilitation Act of 1973, with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
- VI.** Provide detail specifying how Local Boards will work with WIOA Section 166 grantees to include strategies to provide Indian and Native Americans equal access to AJCC services.
- VII.** Provide detail specifying how Local Boards will work with WIOA Section 167 grantees to include strategies to provide eligible Migrant Seasonal Farmworkers equal access to AJCC services.
- VIII.** Provide detail specifying how AJCCs will serve as an on-ramp for the regional sector pathways emphasized in the corresponding regional plan.

E. Required Information Pertaining to Specific Programs, Populations, and Partners:

- I.** Describe how the Local Board will coordinate local workforce development activities with regional economic development activities that are carried out in the local area and how the Local Board will promote entrepreneurial skills training and microenterprise services.
- II.** Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.
- III.** Provide a description of how the Local Board will coordinate rapid response activities carried out in the local area.
- IV.** Provide a description and assessment of the type and availability of youth workforce development activities in the local area including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.
- V.** Describe how the Local Board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce development activities to coordinate strategies, enhance services, and avoid duplication of services.
- VI.** Describe how the Local Board will coordinate WIOA Title I workforce development activities with the provision of transportation and other appropriate supportive services in the local area.
- VII.** Provide any plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other services provided through the AJCC delivery system.
- VIII.** Describe how the Local Board will coordinate WIOA Title I activities with adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Sections 107(d)(11)(A) and (B)(i) and WIOA Section 232. This description must also specify how the Local Board will carry out the review of Title II grant applications to determine whether such applications are consistent with the local plan, and how Local Boards will make recommendations to the eligible agency to promote alignment with the local plan, as described in WIOA Sections 107(d)(11)(A) and (B)(i) and Section 232.
- IX.** Local plans affecting services in the counties listed below must provide a description of the services that will be provided to limited English proficient individuals. These services be should specifically detailed in any sections of the local plan that deal with the provision of services to individuals with basic skills challenges. Local plans must specify how basic skills programs in the local area will serve individuals from these communities. Counties that trigger this requirement include Imperial, Monterey, San Benito, Los Angeles, Tulare, Merced, Santa Clara, Madera, Fresno, Orange, San Joaquin, San Mateo, Santa Barbara, Kern, Kings, Alameda, San Francisco, Napa, Stanislaus, San Bernardino, Ventura, Riverside, San Diego, Yolo, Sutter, Contra Costa, and Sacramento.

F. Relevant Information Pertaining To Grants and Grant Administration:

- I. Identify the entity responsible for the disbursement of grant funds described in WIOA Section 107(d)(12)(B)(i)(III), as determined by the Local Chief Elected Official (CEO) or the Governor under WIOA Section 107(d)(12)(B)(i).
- II. Describe the competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.

G. Relevant information pertaining to performance goals:

The Local Plan should describe the levels of performance negotiated with the Governor and the Local CEO consistent with WIOA Section 116(c), to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I subtitle B, and the AJCC delivery system in the local area.

H. Relevant information pertaining to High Performing Board (HPB) efforts:

High performing criteria are related to the Directives below. The local plan must identify how the Local Board will comply with state-issued AJCC policies specified in the following policy directives:

- [WSD15-14](#)- WIOA Adult Program Priority of Service
- [WSD15-12](#)-WIOA Memorandums of Understanding Phase I
- [WSD15-151](#)- WIOA Phase II Memorandums of Understanding

I. Relevant information on training activities:

The local plan should describe how training services outlined in WIOA Section 134 will be provided through the use of individual training accounts. If contracts for training services will be used, the local plan must include how the use of such contracts will be coordinated with the use of individual training accounts, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

J. Public transparency, accessibility, and inclusivity information;

The local plan should describe the process used by the Local Board, consistent with WIOA 108(d), to provide a 30-day public comment period prior to submission of the plan. Information should specify how Local Boards complied with physical and programmatic accessibility requirement for individuals with disabilities. This section

should describe local outreach efforts made to include stakeholders and CBOs representing the individuals from target populations characteristic of the demography of the region, including those groups who have experience serving or working with high-need and historically disadvantaged communities such as farmworkers, ex-offenders, those who are limited English proficient, out of school and/or disconnected and foster youth (including former foster youth). This description should note how and which groups (by name) were contacted and invited to participate in both planning efforts and the public comment process.

K. Relevant information pertaining to common intake and case management efforts:

Describe how Local Boards currently handle intake and case management and whether their existing approach allows for the tracking of co-enrolled individuals across WIOA core programs and other programs party to the State Plan.

L. Other miscellaneous information requirements:

- I. Specify how Title II program applicants will be given access to local plans for purposes of reviewing the local plan and developing Title II applications for funding.
- II. Describe how the Local Board will meet the priority of service requirements in WIOA Section 134(c)(3)(E).
- III. Identify the portions of the local plan that are being handled in the narrative content of the regional plan.

M. Local Board Assurances

N. Provide A List of Comprehensive One-Stops and AJCC Partners in the Local Area

O. Attach AJCC Memorandums of Understanding (MOU)

P. Provide the Local Area Grant Recipient Listing Using the Form Provided

Q. Provide A Copy of Local Board Bylaws

R. Provide Program Administration Designee and Plan Signatures

S. Provide a Summary of Public comments received that disagree with the regional and local plan.

*More detailed information about the required partners in the development of the local plan is in Attachment A.

RFQ Submittal Requirements

Submissions must not exceed 10 pages and must be in 12 point Times New Roman font with normal or moderate margins. The quotation given must not exceed \$50,000 to deliver the scope of work.

Criteria for Selection

The following rubric will be followed in assigning points to the written response to the RFQ. The written response with the highest score will be selected:

Criteria	Assigned Points
The written response demonstrates authentic familiarity with WIOA and the workforce development system (local workforce development boards, community college district, adult schools, economic development, etc.) and includes at least one example of a similar project.	35
The written response demonstrates a clear, streamlined and articulate strategy for achieving the scope of work and the development of the Local Plan with all of the required partners	30
The written response demonstrates a clear strategy for facilitating the community forums, focus groups and/or meetings, to gather feedback from the stakeholders in the development of the Local Plan	20
The written response demonstrates that the prospective party has the capacity to complete and carry out the scope of work	15
Total	100

Deadline for Submission

The deadline to submit the written response to the RFQ is November 22, 2016 at 3pm PST. Written responses to RFQs are to be submitted to Lazandra Dial LDial@oaklandnet.com.

Written Inquiries

Written inquiries about the Local Plan RFQ may be submitted between November 16-17, 2016. Inquiries may be submitted to Lazandra Dial at LDial@oaklandnet.com.

Enclosed Attachments

Attachment A- Local and Regional Planning Partners

ATTACHMENT A

Regional Planning Units and Assigned Partners

This attachment provides a map of Regional Planning Unit (RPU) boundaries and Local Workforce Development Board (Local Board) boundaries and identifies regional planning partners. Table 1 lists the Local Boards and the counties in each RPU as well as relevant Department of Rehabilitation (DOR) regional offices.

Department of Rehabilitation

Per the State Plan Local Boards are required to invite DOR to participate in *Workforce Innovation and Opportunity* (WIOA) regional planning efforts, particularly any regional planning efforts pertaining to employer engagement, and in particular, coordinated efforts to engage federal contractors to take advantage of “503” hiring requirements. Local Boards and their partners should engage DOR and relevant Community Based Organizations in efforts to ensure that “regional sector pathway” programs physically and programmatically accessible to individuals with disabilities.

Community College Regional Consortia Partners

Community College regional consortia boundaries are based on college district boundaries and do not always align perfectly with WIOA RPU boundaries which are based on Local Board boundaries. Per agreement with State Plan partners, the default planning requirement is that Local Boards and Community Colleges will be required to plan with the respective partner consortia with whom they have the greatest common shared area. Table 2 provides a list of community college regional consortia partner assignments which State Plan partners have made by using GIS tools to identify required partners using the “greatest common shared area” criteria.

Local Boards organized into RPUs are free to plan with other overlapping and adjacent Community College regional consortia and vis-versa, provided that respective partners continue to plan with the consortia with whom they have the greatest common shared area.

Adult Education Block Grant Regional Consortia Partners

Adult Education Block Grant (AEBG) consortia boundaries are based on community college districts, and as a result, Local Boards can determine which AEBG consortia they are required to plan with by determining which community college consortia they are required to plan with, and which AEBG consortia operate within the relevant community college regional consortia boundaries. Table 3 provides a list of the relevant assigned AEBG regional consortia partners.

Economic Development Agencies

Economic Development Agencies are required planning partners under the federal law. Under the State Plan, Local Boards operating as RPUS are required to involve Economic Development Corporations (EDCs), Innovation Hubs (iHUBs), and Small Business Development Centers

(SBDCs) in regional planning efforts in order to avail themselves of the knowledge these entities have about regional economic development efforts, a region's emerging economic sectors, and the manner in which state incentive programs are encouraging the growth of relevant economic sectors. Table 4 provides a list of the counties and relevant economic development agencies in each RPU.

County Offices of Education

RPU planning efforts should include representatives of K-12 Career and Technical Education (CTE) programs funded by either federal Perkins funds or various state-specific CTE funding streams, when relevant county offices of education and other local educational agencies determine that participation will benefit the students participating in their CTE programs. Table 5 identifies the counties in each RPU as well as the county office of education tasked with providing technical assistance on career technical education to Local Education Agencies (LEAs) in each region, as well as the K-12 State Board of Education/California Department of Education Regions.

WIOA Regional Planning Units



Cartography By:
Labor Market Information Division
California Employment Development Department
July 2015

File: C073

Table 1 – Regional Planning Units, Local Workforce Development Boards, and County Crosswalk

RPU	Counties in RPUs	Local Workforce Development Boards	Department of Rehabilitation (DOR) Districts
East Bay	Alameda, Contra Costa	Alameda, Contra Costa, Oakland City, Richmond City	Greater East Bay San Francisco

Table 2 – Regional Planning Unit, Doing What Matters Economic Regions, and Local

RPU	DWM Economic Regions	Community Colleges
East Bay	East Bay	College of Alameda, Berkeley City College, Chabot College, Contra Costa College, Diablo Valley College, Laney College, Las Positas College, Los Medanos College, Merritt College, Ohlone College

Table 3 – Regional Planning Units and Adult Education Block Grant Consortia

RPU	Adult Education Block Grant Consortia
East Bay	Contra Costa, Northern Alameda, Mid Alameda, Southern Alameda

Table 4 – Regional Planning Unit, County, and Economic Development Corporations/Agencies, and Small Business Development Centers

RPU	Counties in RPUs	EDCs	SBDCs
East Bay	Alameda, Contra Costa	iGate iHub, CNMI iHUB	Alameda County SBDC, Contra Costa SBDC

Table 5 – Regional Planning Unit, County, K-12 CTE Regions, Identified TA County, and County of Education Offices that will provide TA

RPU	Counties in RPUs	SBE/CDE Regions	TA County	COE that will provide TA
East Bay	Alameda, Contra Costa	Region 3	Alameda, Contra Costa	Napa