

## REQUEST FOR QUALIFICATIONS

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TO: Interested Parties  
FROM: Workforce Development Council of Seattle-King County  
RELEASE: April 14, 2017  
REFERENCE: RFQ #17-02  
SUBJECT: Untapped Talent Third-Party Evaluator

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### SUMMARY

The Workforce Development Council of Seattle-King County (WDC) issues this Request for Qualifications (RFQ) for a third-party evaluator to review and report on the Untapped Talent pilot programs. The WDC will award up to \$50,000 to support local third-party evaluation activities under the Untapped Talent pilot as described below. The WDC will fund a local third-party evaluator for the period of June 2017 through September 2017.

### I. PROJECT OVERVIEW

Untapped Talent (UT) piloted innovative programming to provide career pathways for all job seekers with the ultimate goal of diversifying the workforce and supporting job seekers to develop the skills, attain the knowledge, and access the resources needed to succeed in their careers. Through the UT pilot program, the WDC looks to achieve best practices to sustain this work. The lessons learned during the demonstration period will become the foundation for future work to lead system change.

The WDC is undertaking a local evaluation focused on implementation of the UT pilot program and analysis of activities that impact participant outcomes. This UT program's importance and complexity requires an evaluation that documents the program's success in meeting its goals and informing sustainability and future investments. The local evaluation will track both the implementation of the grant and its outcomes, and will use both quantitative and qualitative data to supersede the pilot program in identifying best practices for improving results for individuals with barriers to employment.

To the extent possible and appropriate, the local evaluation for UT will be designed to:

- (1) develop lessons learned for a more inclusive workforce system in Seattle-King County;
- (2) advance coordination efforts and increase access for barriered populations in the region;
- and (3) guide a regional outreach strategy aimed at connecting individuals with barriers to employment with programs that best reflect their needs and enhance employer engagement efforts.

## II. RESPONSE FORMAT

Entities submitting a response to this RFQ must use the following format:

### A. Cover Letter

Include a one-page cover letter referencing RFQ #17-02 and describing the interested organization's background and structure. The cover letter should identify a contact person and contact information for the organization or coalition.

### B. Experience and Qualifications

1. Identify the individual(s) who would serve as principal investigator for the work proposed.
2. Describe the organization/principal investigator's prior grant evaluation experience and specific work with federal grants.
3. Describe the organization/principal investigator's interest and experience working with projects focused on barriered populations, diverse learners, and employment and training.
4. Describe the organization/principal investigator's interest and experience working with career pathway initiatives.

### C. Proposed Approach

1. Given the goals and approach of the evaluation project as described above, outline the local evaluation framework, including key evaluation components/activities the interested organization views as appropriate for this project.
2. Describe how you would effectively measure and analyze: UT pilot program achievements, program process (key components, implementation, strengths, gaps, level of alignment with project goals and projected outcomes, etc.), successes/best practices, challenges, and lessons learned.
3. Provide an approximate timeline of activities you would propose to complete the evaluation project (approximately June through September 2017).
4. Describe examples of products/deliverables that would facilitate dissemination of local evaluation analysis and findings to inform UT pilot program refinements and sustainability efforts/future investments.

### D. Resumes and References

1. Attach a detailed resume for the proposed principal investigator and any other staff who would be allocated (more than 50% of staff time) to the evaluation project.
2. Attach a list identifying three (3) business references for the interested organization, including names, addresses, telephone numbers, and e-mail addresses, of organizations or entities for whom comparable work has been accomplished, and briefly describe the type of service provided. By providing references the interested organization authorizes the WDC to contact the references.

#### **E. Formatting and Attachments**

1. Each response is limited to 5 pages of narrative in a 12-point, Times New Roman font, with double-spaced pages and one-inch margins.
2. Tables and charts included in the response, as appropriate and necessary, are exempt from the double-spacing requirement.
3. Cover letter, resumes, and business reference attachments are exempt from page limit and format requirements.

### **III. COST AND BUDGET**

Cost will not be considered in developing a list of qualified organizations from RFQ responses. After one or more organizations are selected based on qualifications, experience, and proposed approach, one or more structured interviews will be held. The WDC recommends that interested organizations prepare a cost and budget summary simultaneously with the RFQ submittal, to be submitted to the WDC on request if the organization is selected for the next procurement step of structured interviews. Organizations selected for interview will be expected to discuss proposed budget details during interview.

### **IV. RATING**

Each complete and compliant RFQ response received by the deadline will be evaluated per the following criteria:

- A. **Experience and Qualifications** (50 points)  
Responses will be evaluated on the strength of the organization and principal investigator's experience with similar types of projects.
- B. **Proposed Approach** (50 points)  
Responses will be evaluated on the clarity of the proposed approach and the extent to which it is aligned with the goals and priorities included in this solicitation.

### **V. KEY DATES**

- A. RFQ responses are due no later than **Monday, May 15, 2017, 9:00 am (PST)**, and shall be delivered only electronically in PDF format to: [operations@seakingwdc.org](mailto:operations@seakingwdc.org), with RFQ #17-02 in the subject line.
- B. Questions about the RFQ and procurement process will be accepted and answered at [operations@seakingwdc.org](mailto:operations@seakingwdc.org) until **Friday, May 5, 4:00 pm (PST)**. A digest of questions and answers will be posted on the WDC website along with any updates or revisions to this RFQ.

- C. Qualified respondents will be notified on **Wednesday, May 17**, and asked to submit proposed budgets by **Thursday, May 18 by 12:00 pm (PST)**.
- D. Late responses will not be accepted or considered. The WDC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contract(s) in whole or in part as is deemed to be in the best interests of the WDC. The WDC reserves the right to hold interviews or to request additional information, to negotiate with any or all respondents on modifications to proposals, and/or to integrate components across proposals to achieve maximum efficiency. All awards are contingent upon available funding. All awards are also subject to modification as federal, state, and WDC policies and procedures evolve.

## VI. APPEALS

Any entity submitting a proposal may appeal an award decision. Appeals must: 1) be in writing; 2) delivered to [operations@seakingwdc.org](mailto:operations@seakingwdc.org) within seven (7) calendar days after notice of an award decision; and, 3) state the reason(s) for the appeal and the desired remedy. The WDC will respond in writing to any appeal within ten (10) calendar days after its receipt. Awards may either go forward or may be held in abeyance pending resolution of any appeals at the sole discretion of the WDC.

The Seattle-King County Workforce Development Council is an equal opportunity employer and provider of employment and training services.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
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