



Counties: Boone, Dallas, Jasper, Madison, Marion, Polk, Story, and Warren

**Iowa Workforce Development Board  
Strategic Planning  
Request For Quote (RFQ)**

Workforce Innovation and Opportunity Act (WIOA)  
Release Date: This RFQ was released on October 31, 2022  
Quote Submission Due Date: November 31, 2022

## Request for Quote Overview

The Central Iowa Workforce Development Board is issuing a Request for Quote (RFQ) to interested and qualified applicants to provide Strategic Planning Consulting services to the Board and Executive Director.

## INTRODUCTION

The Central Iowa Workforce Development Board (CIWDB) is one of nine Workforce Development Boards in the state of Iowa designated by the Governor under the Workforce Innovation and Opportunity Act (WIOA). The CIWDB is also represented and overseen by the Chief Elected Officials (CEOs). The CEOs are comprised of one individual from each of the eight County Boards of Supervisors. The CIWDB has the responsibility for the planning and oversight of Title I programs and workforce services under WIOA in the eight (8) counties of Boone, Dallas, Jasper, Madison, Marion, Polk, Story and Warren counties in Iowa.

The intent of WIOA Title I is to provide training opportunities for individuals that match the existing and future workforce needs of employers. The focus of service delivery is to provide eligible Adults, Dislocated Workers, and Youth with access to career information, career assessment, career planning, and, as needed, training and other career preparation that will increase opportunities for employment. Employer services include assistance with identifying individuals to fill job openings, re-employment of laid-off workers, and provision of other services and information to help employers recruit, retain, and develop their workforce. The funding for the CIWDB and the services provided in its IowaWORKS American Job Centers (AJC) are from the U.S. Department of Labor, Employment and Training Administration.

### 1. Bid Information.

#### General Timeline:

October 31, 2022	Posting the Request for Quote. <ul style="list-style-type: none"><li>Solicitation for Request for Quote (RFQ) Released –available at <a href="https://www.iowawdb.gov/central-iowa/home">https://www.iowawdb.gov/central-iowa/home</a></li></ul>
November 7-18, 2022	Question and Answer Period <ul style="list-style-type: none"><li>November 7-14: Written questions regarding scope of work, content, or need for clarification accepted. Email questions to <a href="mailto:eric.kress@ciwdb.org">eric.kress@ciwdb.org</a></li><li>November 14-18: Answers to all questions received regarding the RFQ will be posted on the Board website at <a href="https://www.iowawdb.gov/central-iowa/home">https://www.iowawdb.gov/central-iowa/home</a></li></ul>
November 30, 2022	Quotes due. <ul style="list-style-type: none"><li>Submit to <a href="mailto:eric.kress@ciwdb.org">eric.kress@ciwdb.org</a> electronically, or mail to CIWDB, <b>Po Box 913</b>, Waukee, IA, 50263.</li></ul>
December 5-9, 2022	Receiving and tabulating respondents' quotes.

December 15, 2022	Issue Notice of Intent to Award	
	<ul style="list-style-type: none"> <li>• Contract negotiation and development (if needed).</li> </ul>	
January 1, 2023	Period of Service Begins	
	<ul style="list-style-type: none"> <li>• January 1 - April 31, 2023</li> <li>• May 1-August 30, 2023</li> <li>• September 1-December 31, 2023</li> <li>• January 1-April 30, 2024</li> </ul>	<ul style="list-style-type: none"> <li>Phase 1</li> <li>Phase 2</li> <li>Phase 3</li> <li>Phase 4</li> </ul>

**2. Bid Attachments.**

The following websites provide background information on the Central Iowa Workforce Development Board, the boards structure, local plan, and the IowaWorks Des Moines one stop job center.

- [Central Iowa Local Plan | www.iowawdb.gov](http://www.iowawdb.gov)
- [Central Iowa Workforce Development Board - Bylaws | www.iowawdb.gov](http://www.iowawdb.gov)
- [IowaWORKS](http://www.iowaWORKS)

**3. Bid Attributes.** This section includes vendor instructions, RFQ background information, the term of the contract, and vendor information.

**Purpose of Project: Acquire executive consulting resources to assist in organizational strategy and development efforts.**

**Time Plan**

- January 1 - April 31, 2023
  - May 1-August 30, 2023
  - September 1-December 31, 2023
  - January 1-April 30, 2024
- Phase 1  
Phase 2  
Phase 3  
Phase 4

**Phase 1: Create a “jump start” for operational success**

- Advanced data analytics, dashboard and reporting creation.
  - Research the existing local plan and identify key measurements of impact and operational effectiveness.
  - Provide operating tools, work habits, and systems to support installation of identified metrics.

**Phase 2: Public Relations and Brand Creation**

- Review of the mission, vision, and key strategies of the CIWDB.
  - Assist key leadership, including volunteers, staff, and service providers in developing effective “Elevator speeches” to communicate with the public.

- Create visual aids and tools for communication with external constituents
- External communication strategy
  - Create a coordinated community outreach plan for the Executive Director, Board Members, Service Providers and Business Services Team members to assist in engagement of constituents and meet workforce needs for our eight county service area.

**Phase 3: Electronic Communication Strategy**

- Electronic and Social Media strategy and implementation
  - Determine audience(s) and identify resources and platforms to best engage with them
  - Assist in creating a current website enhancements and content management plan
  - Assist with training and implementation of new software or web based solutions.
  - Develop a standard newsletter template and subscriber database management tool

**Phase 4: Local Plan Creation 2024**

- Assist the board in Local Plan creation due April 2024
  - Facilitate the board in creating an Informed, agile, collaborative, data driven approach to meeting area workforce needs
  - Include methods for financial diversification; such as grant writing.

**General Responsibility:**

- Create board members as informed ambassadors for the LWD board.
- Create a Scorecard and Dashboard driving operations and measuring impact
- Create Processes for adapting and responding to emerging trends
- Serve as executive level resource for the LWDB Executive Director
- Ensure an educated Board and community

**Eligibility:**

Any legal entity that can do business in the state of Iowa may apply. Types of entities that may include:

- Community-based organization, non-profit organization, or workforce intermediary
- Private for-profit entity
- Government agency
- Another interested organization or entity capable of carrying out the duties of the Fiscal Agent services.

*NOTE: The CIWDB is prohibited from awarding a contract to a party “excluded from Federal procurement or non-procurement programs” by the U.S. General Services Administration or the U.S. Department of Labor Secretary.*

WORKFORCE POLICIES - Copies of other pertinent workforce policies and regulations may be found through the CIWDB webpage at <https://www.iowawdb.gov/central-iowa/policies> .

**How to apply:**

**Applicants should provide the following** to [eric.kress@ciwdb.org](mailto:eric.kress@ciwdb.org) electronically, or postmarked by mail to CIWDB, Po Box 913, Waukee, IA, 50263 **no later than November 30, 2022.**

- **Cover Letter**
- **Summary or outline of tactics proposed to meet the project purpose.**
- **Professional resume or background of the organization**
- **Examples of similar work performed.**
- **Professional References (3)**
- **Budget narrative**

**4. Firm Quote Period.**

Unless otherwise stated, the contractor agrees its bid will remain firm 120 days following the deadline for submitting bids.

**5. Contract Terms and Conditions.**

The CIWDB will use a cost-reimbursement contract. A line-item budget shall be based on all legitimate costs to be incurred in carrying out the services. The selected applicant will be reimbursed for allowable actual costs on a monthly basis after submittal of invoices and approved by the Finance Committee instructed in the contract. Invoices will contain the number of hours billed to WIOA and any other breakdown of billed expenses monthly.

The cost section of the bid package shall provide a detailed budget and a budget narrative for delivery of the required scope of work. All proposed costs must be reasonable, necessary, and allocable. The line-item budget shall include the following line items: personnel services and benefits, office expenses, audit, insurance, indirect rate, and any other related expenses.

The initial contracting period for the provided Scope of Work will be January 1, 2023 – June 30, 2023.

RIGHT TO CANCEL: The CIWDB reserves the right to delay, amend, reissue, or cancel all or any part of this RFQ at any time without prior notice. The CIWDB also reserves the right to modify the RFQ process and timeline as deemed necessary. This RFQ does not commit the CIWDB to accept any bid, nor is the CIWDB responsible for any costs incurred by the respondent in the preparation for this RFQ. The CIWDB reserves the right to reject any or all quotes.

**RECORDS AND ACCESS:** The selected bidder shall cooperate fully with any reviews or audits of the activities under any agreement resulting from this RFQ by authorized representatives of the CIWDB or federal or state agencies and the selected bidder agrees to ensure to the extent possible the cooperation of its agents, employees, and board members in any such reviews and audits. This provision shall survive the expiration or termination of any agreement resulting from this RFQ. The selected bidder must retain, secure, and ensure the accuracy of all files and records, in compliance with WIOA requirements, related federal and state regulations, and the CIWDB's record retention requirements.

Bidder(s) will assure that all records pertaining to this agreement, including financial, statistical, property, and supporting documentation, shall be retained for a period of three (3) years from the date of: 1) final payment under this agreement, and 2) when all audits and litigation are complete and resolved. The selected bidder must allow the CIWDB, its designated Fiscal Agent, and representatives of other regulatory authorities' access to all WIOA records. The selected bidder is responsible for maintaining and securing privacy and protection of all personal information collected from participants per applicable laws, regulations, and state policies. Confidentiality of participant information must be maintained and properly stored in a secured space with limited staff access. Each staff member who has access to participant information must receive training on confidentiality requirements. The selected bidder acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFQ is strictly prohibited. Staff of the selected bidder may have access to this information only on a "need to know" basis. The selected bidder must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.