



Northeastern Workforce Development Board
512 S. Church Street
Hertford, NC 27944

Request for Proposal (RFP) – Personal Services Contract

Contact: Cindy Gossage, Technical and Administrative Specialist;
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Overview

Northeastern Workforce Development Board (NWDB) is seeking proposals to procure a personal services contractor who will conduct the duties as a Local Career Pathway Specialist for our 10-county region. Funding for this contract is through the Workforce Innovation and Opportunity Act.

General Information

The Northeastern Workforce Development Board (NWDB) is a group of community leaders appointed by local elected officials. The NWDB serves North Carolina's 10 most northeastern counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington Counties. The purpose of the NWDB is to provide policy, planning and oversight for local workforce development programs and to address workforce issues as identified by the communities that they represent. NWDB's mission is to foster employment of northeastern North Carolinians by enriching the skills and suitability of candidate employees for the businesses of the region.

Our Vision

Citizens and businesses of the Northeast region will rely on the board to promote the growth of well-paying jobs in new and existing businesses. Citizens in the region will be able to find satisfying employment here, and will choose not to move away.

Our Mission

The NWDB fosters employment of Northeastern North Carolinians by enriching the skills and suitability of candidate employees for the businesses of the region.

Our Core Purpose

To resolve workforce issues and challenges to meet Northeastern North Carolina employment needs.

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Our Values

- One community, one team
- Forward looking and responsive to customer needs
- Embrace creativity • Nurturing hope for the future
- Integrity first and excellence in all we do
- Data driven, fact focused, relevant results

Project Information

Overview

NWDB seeks proposals to provide contracted services as the Local Career Pathway Specialist.

Project Description

The main focus of the Local Career Pathways Specialist is to expand the #worklocal campaign throughout the 10-county NWDB region. This involves extensive work with local employers, school systems and community colleges in the NWDB region. This initiative is geared to help our high school students realize that there are promising local job opportunities in industry sectors that offer sustainable wages.

The process that was taken in Chowan County to achieve this is as follows: local employees that are "homegrown" are identified. These are individuals that have prospered, and sometimes advanced, in a career in our local counties. Identifying companies can be done with the help of the business services team of the NCWorks Career Center. In particular, occupations that are difficult to fill and have high turnover rates (trades/plumbing/HVAC/electrical/welding, nurses, teachers, social services, etc.) are highlighted. Once permission from the company and the employee is obtained, the Local Career Pathway Specialist will work with a professional photographer to take the pictures, design a poster and put on a 16x20 metal print to be displayed on the walls of the high school(s).

The Local Career Pathway Specialist will work closely with school systems to market NextGen services for the purpose of recruitment and retention of participants. Overall, the specialist will promote the NCWorks Career Center system to generate awareness among the youth of the region for promising career opportunities to help local companies fill current and future openings.

This summary of contractor duties is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified. Nothing in this summary restricts NWDB's right to re-direct a contractor to perform their overall vision of the work to be carried out by the Local Career Pathway Specialist.

Timeline & Funding

The hourly rate for this position is \$27.83/hr. and the contractor is expected to maintain 40 hours per week (with the exception of Albemarle Commission holidays), resulting in a total of \$55,000 for a year's contract. This personal services contract is expected to begin April 1, 2020 and end March 31, 2021. This is a one-year contract with the option to extend for a second year based on need, performance and available funding.

Contractor Requirements

Upon being selected, the contractor will sign a contract have an initial on-boarding meeting with the NWDB administrative staff, expected to last a period of 2 weeks to one month.

The contractor will be expected to complete a monthly report form and sending to the NWDB Assistant Director for review and comment. This will be submitted with the contractor's invoice and is a required component for monthly payment. The contract, monthly report, invoice and travel information are included as attachments to this RFP for reference.

It is also expected that the contractor comply with all Workforce Innovation and Opportunity Act rules and regulations and US Department of Labor regulations.

Subcontracts

Subcontracting is not permissible.

Proposal Requirements

Proposals must include:

1. A brief statement outlining how the contractor would fulfill the expectations as stated in the project description above.
2. Cover Letter
3. Resume, including technical skills*
4. 3 References
5. Contact information: including name, phone and email address

Any other relevant information, such as projects facilitated, are invited to be submitted but not required.

This contracted position requires an individual with a Bachelor's Degree in a related field (such as education, business administration, government relations, policy, public administration, etc.). Individuals with Master's Degrees are preferred. with experience working with diverse populations, project design, a creative mindset in facilitating tangible outcomes from a broad vision. Prospective contractors with an established network of employers, contacts in school systems, community resources and/or community-based organizations is a plus. A valid driver's license and reliable transportation are required.

* Extensive knowledge of Microsoft Word, Microsoft Excel and Power Point/Prezi. Knowledge of Microsoft Publisher or Adobe InDesign. Experience with utilizing NCWorks Online. Extensive computer skills needed. Knowledge of printer, scanner, and fax machine a must.

This information must be submitted to NWDB (using contact information above) by NOON on Friday, March 6, 2020

Selection Criteria

NWDB will review submitted proposals and will contact applicants to schedule an interview based on their relevant education and work experience. An additional interview after the first round may be necessary. Additional consideration will be given and contractors will be evaluated as such: Ability to deal tactfully and courteously with the public, co-workers and end-users. Must be able to work without supervision, ability to prioritize and remain focused on projects. Ability to exercise judgment, discretion and initiative in developing and implementing policies, procedures regarding management information systems. Must possess public speaking and presentation skills. Able to work as a member of a team. General knowledge of WIOA programs, laws, rules, regulations, policies and procedures. Protect and secure confidentiality of participant and program data and information. Must be detail-oriented, and highly organized. Excellent computer skills and the ability

to deal with the public are a priority.

Questions/Inquiries

Please contact Cynthia Gossage (contact information above).