

# REQUEST FOR PROPOSALS

## Labor Market Data Services

*Released by:*  
**Pacific Mountain Workforce  
Development Council**

**Release Date: May 9, 2022**  
**Due Date: May 27, 2022, 4:00P.M. (Pacific Standard  
Time)**  
**Proposed Contract Period:**  
**July 2022 – June 2023**



*building community prosperity*

**Pacific Mountain Workforce Development  
Council**

1570 Irving Street Tumwater, WA 98512  
Phone: 360-704-3568 Fax: 360-704-6444

[Contracts@pacmtn.org](mailto:Contracts@pacmtn.org)

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## Section I

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### Introduction

The Pacific Mountain (PacMtn) Workforce Development Council (WDC) is requesting proposals from qualified professional vendors to deliver labor market data information and data analytics for a variety of key internal and external stakeholders in the PacMtn region. This data will be used in a variety of contexts such as reports, grants, and websites. The vendor will be expected to bring with them database tools to access, gather, and analyze data.

### Background Information

PacMtn is a Washington State 501 (c) (3) nonprofit corporation responsible for the administration and finances of the federal Workforce Innovation and Opportunities Act (WIOA) programs. PacMtn operates within Grays Harbor, Lewis, Mason, Pacific, and Thurston counties. The administrative offices are located at Thurston County WorkSource, located at 1570 Irving St SW, Tumwater, WA 98512. Additional information about PacMtn is available on our website at <https://pacmtn.org/about/>.

### Project Scope and Conditions

The selected vendor will work with PacMtn staff to utilize local, state, Federal, commercial and/or public databases and reports to analyze current workforce needs, labor market data and trends, and regional economic conditions. The vendor will analyze in-demand activities for PacMtn WDC, education partners, Chambers of Commerce, and Economic Development Councils (EDCs), and leverage data to populate recurring web-based reports for the region. The vendor will develop a Tableau (or similar tool) regional reporting structure for web-based reports by first setting and configuring the data, then partnering with PacMtn's existing website contractor for integration onto the PacMtn website. It is expected that the vendor will partner with PacMtn staff to support on-demand data needs to facilitate funding opportunities, support program evaluations, grant closeouts, white papers, and other reports. There will be a 3-5 business day turnaround for certain requests. The vendor will analyze data and statistics to provide forecasts or solutions for economic regional needs and compose narrative reports that include evaluation and summary of technical information.

## Section II

### Contract Term

One provider will be selected for the full scope of the work described in this RFP. The beginning contract date will be on July 1, 2022. Total award amount is up to \$25,000. Additional annual awards shall be contingent upon successful performance, funding levels and the discretion of PacMtn.

### Policy of Competition

The Pacific Mountain Workforce Development Council conducts all procurement transactions in a manner providing full and open competition. The RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical, financial and organizational evaluations will be made of all proposals received found to be responsive to the RFP.

The Pacific Mountain Workforce Development Council will carry out the procurement review responsibilities with complete impartiality and without preferential treatment to any response.

## Questions and Answers

Questions regarding this RFP can be sent to the email address: [contracts@pacmtn.org](mailto:contracts@pacmtn.org). Please specify this RFP by its title when submitting questions. Questions and the answers will be posted on our website so every Bidder can review. Questions will be accepted through May 23, 2022 at 12:00 p.m.

## Instructions for Submission

Proposals must be submitted by electronic mail by May 27, 2022 at 4:00pm PST. Due to the size of electronic files, use DropBox to send proposals by using the following link: <https://www.dropbox.com/transfer>

- Click the "Upload Files" button;
- Select the files you would like to upload;
- Click on "Email"
- Enter the following email address: [contracts@pacmtn.org](mailto:contracts@pacmtn.org) ;
- Add a message: "Your Organization Name – Labor Market Data RFP"
- Click "Send Transfer" button
- Login to your Dropbox account or create a free account
- Click "Send Transfer" button

Uploads should include all indicated appendices formatted as described in Section III. A Microsoft Word version of blank appendices will be available on the PacMtn website at: <https://pacmtn.org/investments/service-provider-opportunities/>

Bidders may upload all required documents as single pdf files (labeled appropriately) or as a single pdf at their own discretion.

Additional attachments are allowed as appendices at bidder's discretion. Additional attachments will not be scored for points, but will be observed by review committee members to illustrate bidders' alignment with PacMtn Mission, Vision, and Values, and the expectations outlined in Section I.

## Key Events and Dates

Proposal Requests Issued	May 9, 2022
Deadline for Receipt of Questions, 12:00 PM (Pacific Time)	May 23, 2022
Deadline for Receipt of Proposals, 4:00 PM (Pacific Time)	May 27, 2022
Formal Review Process of Proposals Begins	May 30, 2022
Interviews scheduled (if necessary)	June 13, 2022
Successful Bidder Posted on Website	June 17, 2022
Appeals Window	June 17-23, 2022

Contract and Budget Negotiations Begin with Successful Bidder *following mandatory appeals period	Week of June 27, 2022
Contract Start Date	July 1, 2022

## Evaluation and Selection Criteria

Proposals will be evaluated based on the following criteria:

Technical Proposal	75%
Financial Accountability	15%

## Award of Contract

Submittal of a successful proposal(s) does not constitute a contract with PacMtn. The contract award will not be final until PacMtn and the successful proposer have executed a mutually satisfactory contractual agreement.

## Appeal Process

Any appeal of the final vendor(s) selected must state the basis of the appeal. Appeals can be sent in writing within seven (7) calendar days after the publication of the successful vendor(s) to:

William Westmoreland, CEO  
Pacific Mountain Workforce Development  
Council  
1570 Irving St SW  
Tumwater, WA 98512  
[contracts@PacMtn.org](mailto:contracts@PacMtn.org)

It is the responsibility of proposers to check for the publication of successful bidders at the following website: [www.pacmtn.org](http://www.pacmtn.org).

## Miscellaneous

1. PacMtn will select the proposal which is most qualified to provide the services which will achieve the overall objectives of this Proposal Request.
2. PacMtn reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as PacMtn may request.
3. PacMtn reserves the right to reject any proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in PacMtn's sole judgment, best meets the project requirements.
4. PacMtn reserves the right to reject, or to seek modifications of any proposal offered if in PacMtn's sole discretion the proposal does not meet the overall RFP objectives.

5. PacMtn reserves the right to offer an award to the next highest rated proposal if a contract cannot be successfully negotiated, or to renegotiate or reissue an RFP should an appeal for non-award be upheld.
6. This Proposal Requests is not in itself an offer of work, it does not commit the Pacific Mountain Workforce Development Council to fund any proposals submitted, nor is it liable for any costs incurred in the preparation or research of proposals.
7. The RFP creates no obligation on the part of PacMtn to award a contract or to compensate the proposer for any costs incurred. PacMtn reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
8. Any funding awarded will be subject to the availability of federal funding granted to the Pacific Mountain Workforce Development Council through the State of Washington Employment Security Department and the U.S. Department of Labor. Should the availability of such funding decrease before or following any award to a sub-recipient, the award will be revised accordingly. In addition, if awarded, the contractor must be willing to alter program design based on subsequent direction provided by the state, U.S. Department of Labor or PacMtn.
9. Proposals that are not funded will not be returned.

## Section III

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### Proposal Format

To be considered for review, proposals must follow the instructions in this RFP, provide the information required in the Response Package and include all of the required attachments (signed and dated) by your organization's authorized representative.

Proposal packets shall include:

Appendix A: Cover Sheet and Certification

Appendix B: General and Financial Questions (not to exceed 10 pages single-spaced)

Additional attachments may be added, labeled as appendices, at the bidder's discretion. Additional attachments will not be awarded extra points, but may be used to further illustrate the proposal's alignment with PacMtn Mission, Vision, and Values, and to evidence or validate the proposal's claims and responses.

Proposals should be submitted electronically with the following format requirements:

- 8 1/2" X 11" page size with 1" margins
- 11-point Arial or Calibri font
- Single Spaced

Proposals are due May 27, 2022 by 4:00pm. Deliver via email to [contracts@pacmtn.org](mailto:contracts@pacmtn.org). Proposals are not considered delivered without a response from PacMtn contracts email confirming receipt. Proposals not received electronically by the due date automatically disqualified from competition – no exceptions. Faxed proposals will not be accepted.

## Section IV

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### General Terms and Conditions

Read the Contract General Terms and Conditions below. Should your proposal(s) be selected for funding, the next step will be to successfully complete contract negotiations. In order for a contract to be executed, you must meet certain requirements. Successful proposers will have the opportunity to negotiate some but not all of the contract terms. Federal, state and local laws and/or policies cannot be negotiated. If after negotiations, the proposer cannot accept the terms of the contract clauses, PacMtn reserves the right to retract the award and offer an award to the second highest rated proposal in the same service category and county.

### Commencement of Service Delivery

The schedule provided herein allows one month of transition between contract execution and the beginning of the contract period. All contractors must be able to have the proposed program operational on July 1, 2022.

### Customer Data Systems

Contractors are responsible for entering information into the state-managed WorkSource.com system as prescribed by PacMtn. Before being authorized to have access, the contractor's organization must sign a Memorandum of Understanding (MOU) and Data Sharing Agreement. PacMtn is further considering use of other Customer Relationship Management systems (CRM) and cloud-based systems. Users must be approved for access and will be asked to sign a non-disclosure agreement after receiving training.

### Indemnification, Insurance & Bonding

#### Insurance

All contractors shall provide insurance coverage in adequate quantity to protect against legal liability arising out of contractual activities. Acceptable self-insurance is also permitted. Coverage includes:

- Commercial General Liability Insurance minimum limit each Occurrence - \$1,000,000;
- General Aggregate - \$2,000,000;
- Business Auto Policy - minimum limit of \$1,000,000;
- Professional Liability Insurance minimum limits - \$300,000 per incident, loss or person.

## **Bonding**

The Contractor shall ensure that every officer, director or employee who is authorized to act on behalf of the Contractor or any subcontractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be bonded to provide protection against loss.

## **Records Retention Policy**

Contractor shall retain all books, records, documents and other material which reflect all direct and indirect costs of any nature expended in the performance of this Contract, including participant data for a period of three (3) years after final payment under this Contract if WIOA funded.

## Appendix A: Cover Sheet and Certification

### Proposal Cover Page

\_\_\_\_\_  
Proposer Organization

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

#### CERTIFICATION

The information contained in this proposal fairly represents the proposer's agency, organization, or business and its proposed operating plans. I acknowledge that I have read and understand the requirements of the RFP and am prepared to implement services as specified in this proposal. I certify that the proposed program services have been designed in compliance with the RFP requirements and WIOA regulations. I also certify that I am authorized to sign this proposal. This proposal is firm for a period of at least ninety (90) days from the deadline for RFP submission.

I affirm that no employee and/or PacMtn Council Member or officer of any governmental agency has any financial or other interest in this organization.

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_

Typed Name \_\_\_\_\_

## Appendix B: General and Financial Questions

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This appendix should not exceed 10 pages single spaced and should reflect the formatting guidelines expressed in Section III. Address the following questions in a numbered, narrative style:

### Proposal Narrative

#### Background

Provide a brief narrative describing the following:

1. A brief overview of your organization, including number of employees.
2. Three (3) professional references, including full contact information (address, phone, email).
3. Clear identification of collaborating or partnering organizations, including organization name, primary contact information, the services they will provide.
4. Short description of work history in completion of similar projects. Hyperlinks may be used to highlight projects, but projects should not be attached.
5. Describe data tools you will bring to use as resources for this proposed work.
6. Describe your methodology in researching data, the resources utilized to find the information, and the process for analysis and interpretation of the data.

#### Organizational Capacity

Provide a brief narrative describing the following:

1. A brief history of your organization, including how long you have been in business, and how many projects of similar scale you have experience with.
2. Why your organization is pursuing the work, how it is uniquely qualified to perform it, and why it should be chosen as the successful bidder.
3. How your organization will ensure successful delivery of agreed upon services.

#### Fiscal

Please briefly describe the following:

1. Whether your organization is bonded or carries liability insurance. If so, describe.
2. Whether your organization has filed for bankruptcy in the past three years.
3. Whether your organization is currently involved in or has pending legal action relating to organization operations or financial transactions. If so, describe.