Wayne Metropolitan Community Action Agency

Workforce Development Consultant

Request for Proposals
Purpose

The purpose of this Request for Proposals is to solicit a qualified workforce development consultant to help Wayne Metropolitan Community Action Agency [Wayne Metro] build out various workforce development initiatives as outlined below in the scope of work.

Scope of Work

- Aid Wayne Metro in building out workforce development initiatives, including on-the-job training, pre-apprenticeship and apprenticeship programs
  - Piloting programs with an estimated investment of $40,000
- Research and compile information on different workforce models, career paths and trainings/certifications available within different careers
- Aid in the development of programs, curriculums, partnership development and relationship building.
- Attend ongoing planning meetings with Wayne Metro staff and/or partners
- Aid in developing training and tracking mechanisms for staff and clients in our on-the-job training and apprenticeship programs
- Aid in the implementation and piloting of workforce initiatives
- Plan and host focus groups with clients and staff to gather feedback about program effectiveness and help Wayne Metro redesign programs as needed based on that feedback
- Brainstorm with our staff and explore other opportunities related to workforce development

Qualifications

All bidders must adhere to the following qualifications:

- Staff members/leadership of the bidder are reflective of the diverse communities within the City of Detroit and Southeast Michigan
- Possess a strong understanding of the root causes of outcome disparities within our communities
- Possess a strong commitment to advancing equity within communities of color in the City of Detroit and Southeast Michigan
- Advanced knowledge of the workforce ecosystem and needs of low-and moderate-income communities in the City of Detroit and Southeast Michigan
- Demonstrated success in building workforce development programs that positively impact the lives of communities in and around the City of Detroit and Southeast Michigan
- Minimum 10 years of experience helping organizations solve issues impacting families and communities
- Preference will be given to bidders located in the City of Detroit and Southeast Michigan

Submission Requirements

Bidders must submit the following:

- Cover letter outlining the following:
  - The bidder’s commitment to advancing equity within communities of color
  - Explanation of why the bidder should be selected to work with Wayne Metro in building out workforce initiatives outlined in the scope of work
- Sample outcomes for other workforce development programs that the bidder created or implemented
- Sample staffing plan or resumes of key staff of the bidder
- At least one reference [name and contact information] from a community member who has participated in a workforce program that the bidder helped develop
- At least one third party publication related to the bidder’s previous workforce development projects
- At least one letter of recommendation from a partner organization that the bidder collaborated with in past workforce-related projects

Submission Closing Date

This RFP will close two weeks from the posting date [posting will be up from September 1st, 2021 - September 15th, 2021]. **Electronic submissions must be sent to grantsmanagement@waynemetro.org by 5pm on September 15th, 2021 in order to be considered.**

Bid Process

Selected bidder will be notified by September 22, 2021 of negotiations for final scope of work prior to contract.
Timeline of Work

The scope of work outlined in this RFP will take place from October 1, 2021-September 30, 2022, pending grant funding. There may be an opportunity for renewal in October 2022.