



Wayne Metropolitan
Community Action Agency

Wayne Metropolitan Community Action Agency
Workforce Consultant
Request for Proposals



Wayne Metro Workforce Consultant RFP

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 a county-wide strategy to address the critical shortage of workers in the early childhood field.

Scope of Work

Wayne Metro seeks to hire a consultant experienced in workforce development to build out a county-wide strategy, facilitate design discussions and help us evaluate our strategies.

Essential tasks include:

- mapping out career pathways
- identifying pipeline challenges and testing out solutions
- assisting us in developing creative recruitment strategies
- cataloging services that support agencies and individuals
- developing system-wide data collection methods
- helping us build out a plan to evaluate our strategies

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, or in similar communities
- Advanced knowledge of the workforce ecosystem and needs of low-and moderate-income communities in the City of Detroit and Southeast Michigan, or in similar communities



- Demonstrated success in building workforce development programs that positively impact the lives of communities in and around the City of Detroit and Southeast Michigan, or in and around similar communities
- Minimum 10 years of experience helping organizations solve issues impacting families and communities

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 letter of recommendation from a partner organization that the bidder collaborated with in past workforce-related projects

Closing Submission Date

This RFP will close two weeks from the posting date [posting will be up from March 7th - March 18th]. **Electronic submissions must be sent to grantsmanagement@waynemetro.org by 5pm on March 18th in order to be considered.**



Bid Process

Selected bidder will be notified by March 30th 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 April 1, 2022-Feb 28, 2024