

REQUEST FOR PROPOSAL: Consultant

SUMMARY

This Request for Proposal solicits proposals from qualified consultants with experience in economic and workforce development to assist with the collection and analysis of future workforce data needs in Tioga County. Consultants will also facilitate the development of strategies that will ultimately connect our local school districts and higher learning institutions, with our local employers and major employers in contiguous counties, to create a highly qualified and skilled workforce pipeline. All of which will culminate in a five year Workforce Development Pipeline Strategy for Tioga County.

BACKGROUND

The Tioga County Economic Development and Planning Office is looking to have a Workforce Development Pipeline Strategy developed for Tioga County that will engage representatives from local employers, employers in contiguous counties, local school districts, higher learning institutions, and economic and workforce development organizations in the process. The collection and analysis of future workforce data from employers in, and contiguous to Tioga County, will provide our local school districts and higher learning institutions with highly valuable information about workforce needs (types of jobs, salary ranges, skills and educational attainment levels needed, etc.) in Tioga County over the next five years. The development of strategies to better connect our employers and educational institutions, will help facilitate the creation of workforce pipelines, and will allow the educational institutions to work directly with employers to offer pre-apprenticeship programs, courses, curriculum, etc. that reflects future technology trends, and ultimately fulfills the future workforce needs.

The consultant will work with Tioga County Economic Development and Planning to facilitate meetings as deemed necessary based on the industry sectors identified below. Each meeting will include the attendance of identified economic development, workforce, and educational personnel, as well as employers who express interest in working with the local school districts and higher learning institutions to discuss workforce challenges and opportunities. The ultimate goal here is to facilitate connections, and start discussions about what services, programs, courses, curriculum, etc., are currently offered, or can be offered to help create a highly qualified and skilled workforce pipeline in Tioga County. Businesses, educational institutions and organizations may include, but are not limited to the following:

Major Employers in Tioga County and Contiguous Counties –

- *Healthcare* – Elderwood, Guthrie/Robert Packer Hospital (Bradford County, PA), Lourdes Hospital (Broome County), Riverview Manor, and United Health Services (Broome County)
- *Hospitality* - Tioga Downs Casino Resort
- *Manufacturing* –
 - Fabricated Product – Applied Technology Manufacturing Corp., Crown Cork and Seal, Granite Works, Hancor Inc., Hardinge Group (Chemung County), Lockheed Martin, Masco Cabinetry (Bradford County, PA), Norwesco, Rynone Manufacturing Corp., Upstate Shredding, and Vulcraft (Chemung County)
 - Food Processing – Leprino Foods Co., Midwestern Pet Foods and Raymond Hadley
 - Forest and Wood Products – Bailee Lumber, R.J. Williams, Tioga Hardwoods, and Wagner Millwork
- *Professional Services* – BAE Systems (Broome County) and ENSCO Inc.
- *Warehousing/Distribution* - Best Buy Regional Distribution Center, CVS Warehouse (Chemung County), and FedEx Freight.

Local School Districts – Candor Central School District, Newark Valley Central School District, Owego Apalachin Central School District, Spencer-Van Etten Central School District, Tioga Central School District and Waverly Central School District

Higher Learning Institutions – SUNY Broome

Economic & Workforce Development Organizations – Broome-Tioga Workforce, Cornell Cooperative Extension – Tioga County, Department of Labor, local Trade Unions, Rural Economic Area Partnership LDC, Tioga County Career Center, Tioga County Chamber of Commerce & Tioga County Economic Development & Planning

SCOPE OF WORK

The consultant will work with the Tioga County Economic Development and Planning office to develop and articulate a clear Workforce Development Pipeline Strategy for Tioga County over the next five years. The primary deliverable will be clear, accessible data and strategies to help create a highly qualified and skilled workforce pipeline in Tioga County. There will be milestones and benchmark deliverables throughout the project as illustrated in the chart below.

TASK	MTH 1	MTH 2	MTH 3	MTH 4	MTH 5
Data Collection					
Hold Kick-off Meeting					
Design survey and collect data from employers in, and contiguous to Tioga County on future workforce needs and technology trends					
Collect data from educational institutions on currently available pathways, programs, courses and curriculum offered to students					
Collect data from local economic and workforce development agencies on workforce services and programs available					
Data Analysis					
Analyze collected data					
Facilitate industry sector meetings					
Strategies					
Develop Strategies					
Develop Draft Plan					
Revise Draft Plan based on ED&P Review					
Draft Plan					
Present Final Draft Plan to ED&P					
Make final revisions					
FINAL PLAN					
Deliver Final Plan					

TIMELINE

The Plan will be developed over a five-month period, with a Draft Plan completed by March 1st, 2019, and the Final Plan delivered by the end of April 2019.

REQUIRED QUALIFICATIONS

- Demonstrated experience with facilitating a strategy planning process with economic and workforce development organizations
- Demonstrated experience with for-profit organizations and educational institutions
- Able to travel to Owego, NY to attend and facilitate multiple strategy planning sessions
- Demonstrated effective communication and facilitation skills

PROPOSAL SPECIFICS

Proposals should include:

1. A **description** of the applicant’s general approach to **strategy planning** consultation, including a general methodology, perspective and/or guiding philosophy

2. **Credentials and qualifications** of consultant, including three professional references
3. A list of **project deliverables**, including an estimated timeline that follows the provided timeline for each deliverable and overall completion
4. A **detailed project budget** that includes costs of consultant's time, materials, supplies, travel, and any other expected expenses to bring the project to a successful completion
5. **Digital format only** proposal submissions will be accepted

COST

Total cost for facilitation services and plan development included in the proposal is not to exceed \$17,275.

SUBMITTAL DEADLINE

Proposals should be submitted no later than **4:00 PM on Monday, October 29th**. Tioga County Economic Development and Planning will review proposals and select a consultant by Monday, November 5th.

CONTACT

Please direct questions to:

Brittany Woodburn, Economic Development Specialist
Tioga County Economic Development and Planning
56 Main Street
Owego NY 13827
(607) 687-8254

Please **email** questions and /or proposal to:

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