

## **Request for Qualifications and Quotes for Capacity Building Consultant**

Publication Date: October 12, 2011  
Proposal Deadline: November 2, 2011  
Submit to: Pam Salsedo  
Contracts Administrator  
Oakland PIC  
1212 Broadway, 3<sup>rd</sup> Floor  
Oakland, CA 94612

The Oakland Private Industry Council, Inc. ("Oakland PIC") is the Contracting Agent for the four Workforce Investment Boards of the EASTBAY Works ("EBW") region, including: Oakland Workforce Investment Board, Alameda County Workforce Investment Board, City of Richmond Workforce Investment Board, and the Workforce Development Board of Contra Costa County.

On behalf of EASTBAY Works, Oakland PIC is requesting qualifications and quotes from consultants who specialize in capacity building activities for agencies that implement programs supported by State, Federal and other resources. This will consist of fund development, and may include conducting appropriate and related research, convening and facilitating input from partners, establishing timelines, drafting letters of commitment, proposal writing, preparation, submission, distribution and follow-up.

This RFQ&Q is expected to result in a contract with the successful responder to provide a variety of services related to workforce and employment program development for EASTBAY Works. The contract will require a rapid start up and immediate implementation. The quote will include a listing of fund development services available from the bidder and the method of pricing for the proposed services. The quote should include desired benchmarks for payment and associated fees for each payment point. Once selected, EASTBAY Works will negotiate with the successful bidder for each specific scope of work as needed during the term of the agreement.

### **Qualified responses will include:**

- A. Description of qualifications, experience and capacity to perform the activities described herein.
- B. Identification and resumes of the independent consultant, or consulting firm's owner or partner and staff who will be assigned to the job.
- C. Breakdown of activities and associated costs along with proposed benchmarks for payment.
- D. References for three (3) of the clients for whom you have provided similar services and obtained the greatest results.
- E. A maximum of 20 pages including all components of the response.

**Term of contract**

- A. Expected effective dates November 21, 2011 to June 30, 2012.
- B. Contract may be expanded or renewed based on availability of funding, contract performance, and the need for services.

**Reporting**

- A. Progress reports will be scheduled to reflect each negotiated project under the contract. Reports will address progress in terms of implementing and completing the tasks specified in each negotiated project, plans for the resolution of any problems and any updated work plan that may result.
- B. Contractor will comply with requests for updates from the designated representative from the EASTBAY *Works* coordinating group.

**Evaluation of RFQ&Q responses**

- A. All responses to the RFQ&Q will be evaluated on a qualitative basis. This includes a review of the proposal content, discussions with prior clients, and the responder's complete and timely response.

The Oakland PIC will, to the fullest extent practicable, make positive efforts to utilize small businesses, minority-owned firms, women's business enterprises, veterans' and disabled veterans' business enterprises.

Questions can be emailed to [psalsedo@oaklandpic.org](mailto:psalsedo@oaklandpic.org) no later than October 19, 2011, and responses will be posted at [www.oaklandpic.org](http://www.oaklandpic.org) by end of business on October 24, 2011.