



NC Workforce Development Boards Directors Understanding Strategic Leadership

Request for Proposal

This training will support directors in Workforce Development Board Strategic leadership.

REQUEST FOR PROPOSALS

The development and facilitation of a two-day, in-person training on Workforce Development Board Strategic Leadership.

INTRODUCTION

The North Carolina Association of Workforce Development Boards (NCAWDB) is the voice for workforce development in North Carolina. Comprised of 20 workforce boards with over 500 members, the Association is dedicated to enhancing North Carolina's workforce by supporting local workforce development boards statewide. The NCAWDB Executive Director's Council (EDC) is comprised of the 20 Workforce Development Board Executive Directors and the Executive Director of NCAWDB.

Workforce Development Boards are the conveners of the workforce system on a local level in the state of North Carolina. Workforce Development Boards provide oversight, planning, and administration of the NCWorks Career Centers. They are business-led and supported by local elected officials. The Boards are charged with bringing together industry, education, labor, community, government, and other stakeholders in the workforce to develop demand-driven strategies connected to regional economies and labor markets. They oversee local NCWorks Career Centers in partnership with the NCWorks Commission and the Division of Workforce Solutions to deliver workforce solutions, assist job seekers with improving their skills and finding jobs, and help businesses develop a qualified workforce.

As part of the NCAWDB, The Executive Directors Council (EDC) is a unified voice for the NC workforce development system and an instrumental partner in developing North Carolina's economic future.

PURPOSE/SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to solicit proposals from a qualified facilitator who can develop and deliver training to support directors in understanding Workforce Development Board Strategic leadership to include creative problem-solving skills, strategic vision, and C-level management (such as transactional, transformational, and charismatic.)

The goal of the Executive Director's Council is to have this training delivered in-person, on December 2, 2024 from 1:00 pm –5:00 pm, and December 3, 2024 from 9:00 am – 1:00 pm at the Piedmont Triad Regional Council office located at 1398 Carrollton Crossing Drive, Kernersville, North Carolina 27284.

The Executive Directors Council Training Committee has identified several major areas that should be included in the training, as listed below. However, the

proposal is expected to be comprehensive and cover all pertinent areas for Workforce Development Board Strategic Leadership.

1. Workforce Innovation and Opportunity Act (WIOA) expectations of Local Workforce Development Boards and the role of the Executive Director.
2. How to provide strategic leadership and encourage strategic thinking with a small staff, while trying to meet the basics of WIOA requirements/expectations.
3. Developing a vision for a Workforce Board, including a strategic plan
 - a. Moving the board above and beyond program operations - managing the board to be more strategic versus operational.
 - b. Thinking beyond WIOA and career centers to move the needle in workforce development.
 - c. Change Management and Organizational Development
 - d. Tips for utilizing data-driven decision-making.
4. Utilizing your board effectively:
 - a. Effective use of the talents, assets, and connections of the Board's members.
 - b. Board meeting effectiveness.
 - c. Board member and consortium orientation.
 - d. Identifying members for various board positions and assigning to committees.
5. Understanding Workforce Development Ecosystems including:
 - a. Tips for engaging across multiple counties and promoting collaboration among Workforce Board Local Areas.
 - b. Engaging the WIOA-mandated partners in Workforce Board Strategic Planning and Visioning
 - c. Engaging the broader community in Workforce Board Strategic Planning and Visioning.
 - d. Linking workforce development with broader economic development efforts.
 - e. Fostering effective engagement at the Career Center and between the Center Staff and Board Staff. (Retreats, events, update meetings, etc.
6. Leveraging technology for workforce program delivery.

DELIVERABLES

Deliverables will include 1) preparatory materials for the training including the training outline and any pre-work, 2) an advance meeting with the EDC Training Committee to review training plans and the training outline, 3) training outline and proposed schedule, 4) a Video recording of the training session, and 5) execution of the training on-site.

MINIMUM REQUIREMENTS:

Experience facilitating training sessions of a similar nature, positive references, and presentation of a sound plan for the stated scope of work. Preferred facilitator with thorough understanding of strategic planning for WIOA and Workforce Development Boards. Please attach 3 references from organizations where similar training has been provided.

Executive DIRECTORS COUNCIL RESPONSIBILITIES:

The Executive Directors Council will provide the space, lunch, and reasonable A/V or other supplies needed for presentation, as available and agreed upon in advance.

LOGISTICS:

The training will be over a two-day, in-person session, December 2, 2024 from 1:00 pm –5:00 pm, and December 3, 2024 from 9:00 am – 1:00 pm. The training session will be recorded for future use, or the trainer may be required to present the information on a videotaped virtual session for future use by the Association.

BUDGET:

The anticipated contract type: price up to \$25,000.00 (includes travel, hotel, and expenses).

Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to the NCAWDB, Executive Directors Council must be furnished for use without royalty or any additional fees.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

NCAWDB Executive Directors Council strategic planning team will accept the proposal that presents the best value. All proposals will be evaluated against the following criteria. A proposal must contain the items listed in the Submission Requirements column in the following chart to be considered.

Evaluation Criteria	Submission Requirement	Weight
Proposed process and approach	A maximum 3-page written proposal explaining the process the Contractor will use to carry out the scope of work, including a sample training outline	45%
Experience	A brief description of prior similar work and professional references from similar past projects with phone and email contact information. CV/Resume of the proposed individual(s) to work on this activity.	35%
Total fixed price	Total fixed price for all activities	20%

PROPOSED TIMELINE:

**August 16, 2024,
September 16, 2024**

Release of RFP
Completed proposals must be delivered electronically to Stephanie Deese sdeese@ncawdb.org by 5:00 pm EST
Final decision and notification

September 30, 2024

TBD

Virtual Discussion with Training Team

**December 2, 2024
December 3, 2024**

Training Schedule - 1:00 pm – 5:00 pm
Training Schedule - 9:00 am – 1:00 pm

(Please note it is our best intent to comply with the above timeline, but unavoidable delays may occur)