

# **REQUEST FOR QUALIFICATIONS**

## **For the Delaware County Workforce Investment Board**

### **Purpose of the Request for Qualifications**

The purpose of this Request for Qualifications (RFQ) is to create a list of highly qualified organizations and individuals that can assist the Delaware County Workforce Investment Board (WIB) with an array of needed workforce services for the employees and contractors impacted by the refinery closures (Conoco-Phillips and Sunoco) in Delaware County. Some of the needed services have current funding streams while others have the possibility of future funding. Placement on the list established as a result of this RFQ does not guarantee that a successful bidder will be selected to perform any work.

### **Description of the Delaware County Workforce Investment Board**

The Workforce Investment Act (WIA) of 1998 requires States to designate local workforce boards to plan and administer workforce Development programs for their local areas. These local boards are a composition of private, non-profit, and governmental sectors of each local community. The Delaware County Workforce Investment Board has a vision of a highly skilled workforce prepared by a system that readily connects employers and job seekers and assists business in economic growth. The Delaware County Workforce Investment Board oversees the implementation of local workforce initiatives, administers programs which have businesses and job seekers as primary customers.

## **Program Description/Eligibility Requirements**

The Workforce Investment Act (WIA) is a comprehensive reform impacting many of the nations' federally funded workforce development and training programs. The intent of the WIA is to eliminate fragmentation among the numerous training, education and employment programs.

Local workforce areas are given flexibility to develop service delivery systems that address local workforce needs. The Delaware County WIB has a number of funding resources which include direct WIA funds, other state WIA and TANF funding, and potential Federal funding for a variety of local workforce development activities.

Eligible applicants under this RFQ are consulting firms, for profit organizations, not-for-profit organizations, and educational organizations with experience in delivering workforce development services.

## **Description of Services Sought**

The Delaware County WIB is looking to increase the array of services for employees impacted by the refinery closures in Delaware County. Specifically, the Delaware County WIB is looking for organizations that can provide:

- job placement assistance
- career counseling
- workshop facilitation ( job search, interviewing, etc)
- customized job training options
- develop on-the-job training opportunities
- financial planning
- computer training

- other strategies that help job seekers find employment

## **Application Process**

Interested organizations who wish to apply should submit the following information:

- organizational history and capacity to perform the work
- history of workforce development services
- how the service will be performed
- a detailed budget describing the cost of the services
- who is performing the services ( resumes of staff)
- the time frame of the service delivery

The application should not be longer than 5 pages and all applications should be submitted electronically to:

John Daly  
Deputy Director  
Delaware County WIB  
1570 Garret Road  
Suite A  
Upper Darby, PA 19082  
[DalyJ@co.delaware.pa.us](mailto:DalyJ@co.delaware.pa.us)

Please note the submission of an application does not guarantee that funds are available for the proposed service. This RFQ will be open from 12/20/11 to 6/30/12 or until funding specifications change.

