



REQUEST FOR PROPOSAL

Workforce Opportunity Research Project

NOVEMBER 26, 2008

The Eastern Kentucky Concentrated Employment Program, Inc. (EKCEP) is seeking proposals for the immediate development and implementation of a local workforce research project for eastern Kentucky. Information will be used as a strategic tool by EKCEP in establishing priorities for occupational training within EKCEP's service area.

Background

EKCEP is a nonprofit agency that administers federal and state workforce development programs for 23 counties in eastern Kentucky. EKCEP assists local business with customized services, jobseekers with finding sustainable employment, and provides Individualized Training Accounts (ITA) to financially support individuals in occupational training.

It is critical to EKCEP's mission that the limited funds for ITAs are strategically provided to establish occupational training that supports existing and emerging industries within our region. It is also important that EKCEP's investments in training value both occupational demand and sustainable wages.

Methodology

The methodology of the proposed project should ensure the following:

1. A thorough review and analysis of existing Labor Market Information for the EKCEP region.
2. A thorough review and analysis of current occupational and economic research of the EKCEP region.
3. Substantive new research into occupational demand, training requirements for demand and growth occupations, the current qualifications of the workforce, and other relevant workforce issues. This research should involve local industries, economic developers, entrepreneurs, and academic experts, and should include actual interviews with business and industry leaders.

4. A representative cross section of employers such as small, medium, and large business including micro-enterprises.

Objectives

The objectives of the proposed research project are to:

- Provide historical, current, and emerging perspectives regarding EKCEP's workforce and employer needs.
- Identify the expected growth or decline by occupation and industry.
- Document the required skills for these occupations and identify those skills employers specify as most frequently deficient, missing in the workforce or otherwise hard to find.
- Document the required education, training, or credentials for these occupations.
- Document wage range within these occupations.
- Provide recommendations for prioritizing:
 - Four-year degree programs.
 - Two-year degree programs.
 - Certificate programs.
- Provide information about the most frequently identified needs of the workforce other than occupational skill training.
- Produce a document for publication by the Workforce Investment Board to be utilized for strategic planning for workforce development and for career planning for the citizens of eastern Kentucky. EKCEP envisions that key stakeholders will endorse this publication; therefore, these stakeholders should be provided appropriate opportunity for review and comment prior to publication.

Proposals

Proposals must include:

- A description of how each aspect of the research (as described under "Methodology" above) will be conducted, including a breakdown of specific quantifiable achievement objectives.
- A clear timeline showing the duration of each aspect of the research and when each quantifiable achievement objective will be reached and submitted for review.
- The professional credentials of the researchers. (Consideration will be given to bidders that have professional expertise, beyond research, providing management training to industry and career counseling to individuals; therefore, more likely to produce a product that provides a workforce perspective that can be used as a training tool for workforce professionals.)
- A line item price quote that is all-inclusive. If certain fees or charges are excluded from the proposal, the proposal must provide a detailed list and complete explanation of the nature of the excluded fees and charges.

The successful bidder must demonstrate the ability to produce an academically and professionally credible research document for publication by February 26, 2010.

Submission Deadline

Proposals must be received by 4:30 pm by mail or email on January 30, 2009, at:

Eastern Kentucky Concentrated Employment Program, Inc.

941 North Main Street
Hazard, Kentucky 41701
Attn: Bid Documents – Debbie Williams
dwilliams@ekcep.org

Proposals received after that deadline will be discarded unopened.

Questions

Inquiries about this invitation will be accepted by email only. Send inquiries to Debbie Williams at:
dwilliams@ekcep.org