

# WORKFORCE SOLUTIONS

## G R E A T E R D A L L A S

*Achieving competitive solutions...  
for employers through quality people and for people through quality jobs*

January 31, 2012

Interested Parties  
Request for Quotations (RFQ), # 123101  
Program Evaluation Consultants Services

Workforce Solutions Greater Dallas (WFSDallas) is a non-profit organization that administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. Please see the Workforce Solutions' website ([www.wfsdallas.com](http://www.wfsdallas.com)) to learn more about workforce programs, the Board of Directors, and other pertinent information.

WFSDallas is soliciting services from qualified and reputable **program evaluation consultants** to partner with us to improve the workforce services delivery system in Dallas County, specifically targeted at the youth/dislocated worker population. The consultants should possess the experience and credentials to perform including, but not limited to, the evaluation activities provided below. We would appreciate persons with strong involvement in providing evaluation services similar to the above targeted population. The successful candidate will assist WFSDallas in crafting a program evaluation plan as part of a competitive grant application to the Workforce Innovation Fund issued by the Employment and Training Administration (ETA) in the Department of Labor. Grants made under the Fund will provide funds to states, local workforce areas, and entities eligible to apply for WIA Section 166 grants to a) retool service delivery strategies and/or policy and administrative systems and processes to improve outcomes for workforce system customers and b) evaluate the effectiveness of such activities.

Upon award of the grant, the successful candidate will be responsible for implementation of the program evaluation plan over the 40-month grant period from the effective date of the award with up to an additional 12 months to conclude evaluation activities that may include:

- Survey design and statistical analysis;
- Focus group design and qualitative/quantitative analysis;
- Interviews with program administrators, staff and program participants (by phone and on-site);
- On-site observations;
- Establishment of benchmarks and development of performance measures;
- Framework for collecting and analyzing performance measures data;
- Pre and post data analysis on either a comparison group or random assignment methodology; and
- Production of a final program evaluation report.

Selection of consultants will be based on experience and credentials, knowledge of youth/dislocated worker activities in the local workforce area, and cost for services.

For more information on the Workforce Innovation Fund, visit ETA's website ([http://www.doleta.gov/workforce\\_innovation/](http://www.doleta.gov/workforce_innovation/)). A copy of the Solicitation for Grant Applications (SGA) can

# **WORKFORCESOLUTIONS**

## **G R E A T E R D A L L A S**

*Achieving competitive solutions...  
for employers through quality people and for people through quality jobs*

be viewed by visiting the Grants.gov website (<http://www.grants.gov/>) and searching for CFDA Number 17.283.

An original proposal with original signatures and five (5) exact copies must be submitted as required. Quotations (proposals) are due by **5:00 p.m. CDT on Monday, February 13, 2012**, and should include 1) consultants experience and qualifications, 2) sample evaluations, 3) basic design for program evaluation approach, and 4) costs on a per hour basis. In addition, the following forms/attachments are provided and required:

**Attachment A** – Proposal Cover Sheet

**Attachment B** – Proposal Narrative for Services. This page and additional pages should include 1) consultants experience and qualifications, 2) sample evaluations, 3) basic design for program evaluation approach, and 4) costs on a per hour basis.

**Attachment C** - Certification of Bidder (Please note that this form should be completed (as instructed) and notarized.)

**Attachment D** - Certification Regarding Debarment

**Attachment E** – Certification Regarding Drug-Free Workplace Requirements (Please note that only organizations with employees are required to complete this form.)

**Attachment F** – Certification Regarding Lobbying

**Attachment G** - Certification Regarding Conflict of Interest

**Attachment H** – List of Owners/Officers/Board (Provide this information as Attachment H)

**Attachment I** – List of Recent Evaluation Customer References (Provide this information as Attachment I)

**Any proposals delivered/received or post marked after the deadline will not be considered, but will be deemed late and non-responsive to this RFQ and procurement process.** Proposals must be mail to/hand delivered and addressed/externally labeled as follows:

### **Program Evaluation Consultants Services**

Attn: Procurement

Workforce Solutions Greater Dallas

1201 Main Street, Suite 2700

Dallas, Texas 75202

If you have any questions regarding this RFQ, please address them to: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) by **5:00 p.m. CDT on Friday, February 3, 2012**. Responses to questions will be posted on website at [www.wfsdallas.com](http://www.wfsdallas.com) on **Monday, February 6, 2012**.

### **Governing Provisions**

WFSDallas reserves the right to accept or reject any and all bids received, to cancel and/or reissue this Request for Quotations in part or in its entirety.