

## Request for Proposals

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### *Assessment of Early Implementation of the New Orleans Workforce Development Board's Strategic Plan*

**New Orleans Business Alliance (NOLABA), a non-profit, is requesting proposals for a short-term consulting and facilitation services contract. All quotes and proposals should be submitted to: Attn: Brandi Ebanks** 1250 Poydras Street, Suite 2150, New Orleans, LA 70112. One (1) electronic copy in PDF format to [bebanks@nolaba.org](mailto:bebanks@nolaba.org) and at least one (1) hard copy must be submitted to the above address. Both versions are due by 5 p.m. **Friday, Jan. 25, 2019**. NOLABA reserves the right to accept or reject any and all proposals and/or any portions of proposals.

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All documents submitted are subject to subject to the Louisiana Public Records Act (La. R.S. 44:1 et seq.). Any emails sent or received by Organization employees are potentially subject to these laws. Unless otherwise exempted from the Public Records Act, senders and receivers of Organization email or other records should presume that all information sent are a matter of public record, and are therefore subject to public inspection upon request. To comply with the Public Records Act, the Organization keeps all hard documents and electronic correspondence in accordance with its Document Retention Policy.

**Additional information may be obtained by contacting the New Orleans Business Alliance at 504-934-4500 or [bebanks@nolaba.org](mailto:bebanks@nolaba.org).**

**Submittals that are incomplete, unclear, or fail to comply with the requirements as outlined in the instructions, may be rejected.**

## **OPPORTUNITY DESCRIPTION**

### **A. Description of Entity**

The New Orleans Business Alliance (NOLABA) is the official non-profit organization tasked with leading economic development initiatives for Orleans Parish. We are a public-private partnership between the City of New Orleans, the business community and private investors. Our foundation and Board of Directors were announced on August 13, 2010. Our 17-member Board is composed of a cross-section of New Orleans leaders including the Mayor and a diverse group of business leaders.

The New Orleans Business Alliance carries out key responsibilities as delineated in our Cooperative Endeavor Agreement with the City of New Orleans:

- Brand/reposition New Orleans. Our vision currently sees NOLA as the next great American city for business investment, and the perfect intersection of culture and commerce, where quality of life and inclusive economic security is available for all.
- Attract new business and investment to NOLA, and grow existing business.
- Build, coordinate and expand the local Small Business Ecosystem by providing leadership, tools and information to assist local business owners.
- Facilitate workforce and talent development training programs, and grow those programs to reach, graduate and connect more participants.
- Promote the city and state economic development assets and incentives.
- Convene and work with local economic development partners.

We view our mission to unite a diverse community of stakeholders to attract new business, catalyze local business and job growth, create wealth through small business development and workforce development, and build an equitable and sustainable economic future for New Orleans as critical to the city's future.

### **B. Scope of Solicitation**

#### **Overview**

NOLABA is hiring a consultant to assist the New Orleans Workforce Development Board with assessment of year 1 implementation of the Board's strategic plan for workforce system transformation in New Orleans. The New Orleans Workforce Development Board (WDB) is committed to building a strong and collaborative workforce development system that meets the needs of New Orleans' businesses and job seekers through regional priorities which include:

- To provide relevant and value-added services to businesses and jobseekers, with particular attention to meeting the needs of New Orleans' most at-risk individuals and families, including those who face challenges caused by racial and socio-economic disparities, who have limited work experience, and/or who are returning citizens.
- To prepare the workforce to meet the current and future needs of businesses through training that is responsive to the needs of industry.
- To serve as a center for workforce innovation through capitalizing on models developed by local partners, learning from our peers around the country and collaboratively crafting high quality initiatives.
- To promote effective regional alignment, collaboration, and partnerships in conjunction with a broad array of businesses, public sector institutions, nonprofit organizations, education institutions and other stakeholders.

Adopted in December 2017, the strategic plan provides a solid foundation for building a unified and innovative workforce development system in New Orleans, including recommended actions in the following areas:

- System Governance, Leadership & Funding
- Sector Strategies & Business Engagement
- Job Seeker Services
- Data Sharing & Management

The consultant(s) will work directly with Workforce Development Board members, City of New Orleans and NOLABA staff, workforce partners and beneficiaries to assess progress made in the first 12 months of strategic plan implementation and make recommendations to inform future implementation. The consultant will coordinate and facilitate regular meetings of the working group, produce an assessment report and recommendations to guide future implementation. The contract will require a retainer not to exceed \$5,000 a month for 50-75 hours each month through May 30, 2019, to begin on February 1, 2019.

#### Key Deliverables

- Assessment of Early Implementation:
  - The consultant will provide facilitation support to a working group comprised of Workforce Development Board members, City of New Orleans and NOLABA staff, workforce partners and beneficiaries to evaluate progress made on all four components of the strategic plan;
  - Consultant should aid in the development of an assessment tool that will be utilized by the team, coordinate, and structure the format of the assessment.
  - The consultant will develop a final report that summarizes the findings of the working group.
- Recommendations for Future Implementation:
  - Based on the assessment report, the consultant will compile a list of recommendations and priorities for the next 12 months of strategic plan implementation.

Note: The City of New Orleans will conduct a procurement process for workforce system partners concurrent with the assessment process. The assessment report and recommendations for future implementation will be shared with successful respondents to the City's procurement to inform workforce system programs and services moving forward.

#### **SUBMISSION REQUIREMENTS**

Proposals should not exceed 10 pages, excluding examples in an appendix, and must include the following information:

#### **Contact Information**

- Respondent's Full Name, Address, Federal Employer Identification Number
- Primary Contact's Full Name, Telephone Number, Email Address
- 3 references for similar work

### **1. Methodology and Work Plan**

- Respondents should clearly delineate their methodology and work plan, including key dates and resources needed for achieving the expected outcomes.
- Respondents should outline key deliverables and metrics for success

### **2. Statement of Qualifications & Requirements to Perform Duties**

- Respondent should provide information demonstrating the background and qualifications to carry out the scope of work. Specific examples of prior work in line with this scope should be outlined.
- Respondent should provide the following as examples of their past work:
  - a. Meeting summary report,
  - b. Final narrative report, and
  - c. PowerPoint presentation.
- Please list all technical capabilities and any other skill sets needed to carry out the scope of work.

### **3. Budget Summary and Fee Schedule**

### **4. References**

- Provide full names, addresses, and phone numbers for up to three past-client references capable of explaining and confirming Respondent's capacity to successfully complete the project referenced in this proposal. NOLABA staff may contact these references or industry sources, investigate previous projects and current commitments, interview some or all of the proposed team members, and take other information into account in its evaluation of the responses, including contacting individuals not listed explicitly as references.

### **5. DBE Participation**

- Respondent should list DBE qualifications, or plan for equivalent inclusion of 35% DBE contractor participation.

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