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GOVERNOR

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LIEUTENANT GOVERNOR



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STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

REQUEST FOR QUOTES Facilitator

ISSUED: May 3, 2018

BACKGROUND

The Hawaii Workforce Development Council (WDC) is administratively attached to the Department of Labor & Industrial Relations (DLIR), and is responsible for administering and implementing the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA). The Federal law is a landmark legislation that is designed to strengthen and improve our nation's public workforce system, including adults, dislocated workers, youth and those with significant barriers to employment, into in-demand jobs and careers and help employers hire and retain skilled workers. The WDC has been designated by the Governor to administer and implement WIOA in Hawaii.

As mandated by WIOA, the WDC must develop and implement a statewide Business Services Framework Plan (Plan). The Plan details the business services to be delivered at the American Job Centers throughout Hawaii and include, but not limited to assisting businesses and industry sectors overcome challenges in recruiting, retaining, and developing talent for Hawaii's workforce.

The Plan must be aligned with Hawaii's Unified State Plan (<http://labor.hawaii.gov/wdc/reports/>) and the WIOA requirements mandated by Public Law 113-128 Section 134 (a)(3)(A) (i); 20 CFR 678.435; 34 CFR 361.435; 34 CFR 463.435; and Training and Employment Guidance Letter 16-16.

SCOPE OF SERVICE

Seeking a qualified facilitator to conduct stakeholder group meetings in Hawaii toward the development and writing of the Plan, which will identify the effective use of available employment, education, training, and support services to fulfill the State's vision of ensuring employers have competitively-skilled employees and residents have sustainable employment and self-sufficiency. This will require intensive input from relevant State sources and WIOA Core Partners including Department of Education – Adult Education, Department of Human Services – Vocational Rehabilitation, Department of Labor and Industrial Relations – Wagner-Peyser, local workforce boards, and Workforce Development Council members, among others.

The facilitator will conduct stakeholder sessions through in-person group meetings, webinars,

conference calls, or other means that are deemed effective and efficient for the stakeholder.

The facilitated sessions must be in collaboration with the Workforce Development Council and each of the county Workforce Development Boards on the islands of Oahu, Hawaii, Kauai, and Maui.

The facilitator will prepare reports, correspondence, or other documentation that culminates into a draft Business Services Framework Plan, and present this information to the Hawaii Workforce Development Council and Employer Engagement Committee at no less than five (5) public meetings.

MINIMUM REQUIREMENTS

Must be knowledgeable and have a working understanding of the Workforce Innovation and Opportunity Act (WIOA).

Must have at least three (3) years of experience facilitating dialogue to small and large groups with multiple stakeholders and interests.

Must have demonstrated ability to help groups understand their common objectives and assist them to plan how to achieve these objectives, and do so without taking a particular position in the discussion.

Must be able to attend at least five (5) public meetings, including Hawaii Workforce Development Council meetings and Employer Engagement Committee meetings.

Must have demonstrated ability to write concise reports for review by the Hawaii Workforce Development Council, Employer Engagement Committee, and the Executive Director and staff.

Must be able to effectively lead and manage discussions with a diverse group of individuals who represent various business services segments.

Must be able to manage a set budget for miscellaneous expenses, including potential travel to islands within the State of Hawaii and adhere to the timeline to complete the scope of work.

Must be in good standing with the State of Hawaii and registered with the Hawaii Compliance Express. (See <https://vendors.ehawaii.gov/hce/splash/welcome.html/>)

ADDITIONAL INFORMATION

Period of Contract: June 15, 2018 – December 31, 2018

Budget: Not to exceed \$25,000

Deadline to Submit Quote: Thursday, May 17, 2018 no later than 4:30 p.m.

Email Quote To: DLIR.Workforce.Council@Hawaii.Gov