



Yuma Private Industry Council, Inc.

3834 W. 16th Street Yuma, AZ 85364 (928) 329-0990 Fax No. (928) 783-0886 TTY (928) 329-6466

DBA: ARIZONA@WORK-Yuma County
Workforce Innovation and Opportunity Act

Services For Updated Research Report On Employment, Industry, And Occupational Trends In Yuma County Request For Proposal

Schedule

ACTIVITY (All times are local Arizona Time)	Date
Issue Date:	February 26, 2024
Proposal Receipt Deadline:	March 15, 2024, at 3:00 pm Mountain Standard Time
Complete Updated Research Report:	May 31, 2024

Pick Up and Drop Off Location:
Yuma Private Industry Council, Inc.
3834 W. 16th Street
Yuma, AZ 85364
(928) 329-0990

Between 8:00 a.m. and 12:00 p.m., or between 1:00 p.m. and 5:00 p.m.
RFP can also be downloaded at <http://www.ypic.com> and
<https://arizonaatwork.com/locations/yuma-county>

Statement of Purpose:

The Yuma County Local Workforce Development Board (LWDB) operated by the Yuma Private Industry Council, Inc. (YPIC) (DBA ARIZONA@WORK-Yuma County) is seeking proposals from experienced bidders with an extensive understanding of the labor market who are interested in updating research reports on employment, industry, and occupational trends in Yuma County. The updated work would be formatted to address YPIC's current research needs as well as a comparative analysis of previous projections to actual current results.

Scope of Work:

- Detailed analysis of employment trends and forecasts at the national and state with Yuma economic base and labor market.
- Research and identify national growth trends in industries, in comparison to Yuma's economic base.
- Cost of living advantages/disadvantages for Yuma County.
- Research and identify projected growth by major industry groups at the national and State level, in comparison to the Yuma Economic base.
- Research and identify the age structure of the working-age population, for the state, Yuma County, and Imperial County, California and implications for re-training.
- Research and identify the economic and societal trends affecting the nature of job seeking.
- Research and identify the need for retraining certifications, or other actions to maximize worker retention.
- Identify social media trends that can help job seekers find and obtain employment.
- Provide percentages or other data that supports or refutes those employees who are more likely to re-enter employment if utilizing social media.
- Identify the trends in job and resume postings and job recruitment through social media channels.
- Identify existing and/or potential barriers to social media use.
- To maximize efficiency for ARIZONA@WORK-Yuma County the bidder would address the below topics:
 - Occupational Skills Training
 - Youth Programming
 - Innovative Pilot Programs
 - Apprenticeship/Pre-Apprenticeships
 - Support Services for Program Participants
 - Technical Assistance Support/Best Practices Convening
- Assuming primary responsibility for updating the full 4-Year Plan.
- Integrating results of all tasks into the content requirement for the Workforce Development 4-Year Plan.
- Meeting partners involved with or otherwise affecting the mission of ARIZONA@WORK-Yuma County, and respective program, authorities, etc.

- Compiling and sourcing data relevant to one or more program missions – both data elements and interrelationships of data among programs, with particular emphasis on data not currently available through the Arizona Commerce Authority and needed to fill particular gaps in program delivery and
- Coordinate steps, allowable Statewide Employment and Training Activities.

Funds Available:

\$121,000

Characteristics of Desired Research Analyst:

- Practitioner or academic methodologist with strong analytic and design skills.
- Extensive understanding of the Workforce Innovation and Opportunity Act.
- Demonstrated experience conducting and interpreting workforce and economic development research methods.
- Extensive understanding of the Labor Market
- Understanding of the unique demographic characteristics of Yuma County.
- Proven experience conducting and interpreting research projects.

Deliverables:

1. A report with the information gathered as indicated on the section “Scope of Work”.
2. A report with recommendations.
3. Meet with Economic Workforce Partners and key stakeholders to address and discuss economic issues that hire impact on Yuma County recruitment of new employer and businesses.
4. In-person presentation to management of the research results and recommendations.

Geographic Area:

Yuma County, Arizona

Imperial County, California

SECTION 2 – EVALUATION AND AWARD PROCESS:

YPIC’s Evaluation Committee will award the project to the vendor considered most qualified to implement the research analysis.

Request for Proposal (RFP) Schedule:

YPIC anticipates the RFP process to follow the tentative schedule shown below; however, YPIC retains the right to add days and/or events to the schedule as deemed necessary. Any and all changes to the schedule are at the sole discretion of the Evaluation Committee. In the event that changes are made to the schedule, all Proposers will be notified. Request for extensions of the response due date will **NOT** be granted. Vendors should add sufficient mail time to ensure timely delivery so the proposal arrives on or before the due date at YPIC. Please send your proposals via certified mail. Vendors can also send their proposals via electronic email to AHuizar@ypic.com. Proposals must arrive before or on the due date as specified in this RFP.

Deliverable	Date
RFP issued:	February 26, 2024
Questions are allowed to be asked through this date:	March 4, 2024 @ 3:00 pm Mountain Time
Proposal submission deadline:	March 15, 2024 @ 3:00 pm Mountain Time
Evaluation Committee Review:	March 18, 2024
Contract Award:	March 20, 2024
Completed Research Analysis Deadline:	May 31, 2024

SECTION 3 – PROPOSAL SUBMISSION GUIDELINES

Proposers, by submitting a response, represent that they possess the capabilities, equipment, and resources necessary to provide the services detailed in their response to this RFP.

The response will also represent that:

1. The materials provided by the Proposer conform to the specifications and are error-free.
2. The proposer has the right to submit the RFP and enter into a contract.
3. Proposer will comply with applicable federal, state, and local laws, rules, and regulations.
4. The Proposer will sign and add the proposal the Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transaction (certification form is attached to the RFP package).

Company Overview and Bios:

The proposer is to provide a company overview and the name, title, contact information, and brief biography of vendors’ key workers on the project. Suggested contents for the company overview are:

1. Brief history of the company
2. Please identify your particular expertise
3. Strengths and accomplishments
4. Size and organization structure
5. Three (3) References
6. Any other information that may relate to how your services offer the best benefit to the Yuma Private Industry Council.

YPIC’s Contact Information:

Alicia Huizar
Contract Manager
3834 W. 16th Street
Yuma, AZ 85364
ahuizar@ypic.com

RFP Questions and Requests for Clarification:

The primary mode of communication between the YCLWDB and the potential proposer will be **ONLY** in writing electronically. Verbal questions/requests for clarification **will not** be answered over the phone or in person. Further, the YCLWDB reserves the right to reject any or all requests for clarification in whole or in part. All questions pertaining to the RFP must be received in writing electronically no later than **3:00 p.m. Friday, March 15, 2024**, to Alicia Huizar, Contract Manager at ahuizar@ypic.com.

Amendments, Modifications, and Cancellations of RFP:

Receipt of a proposal and/or any all discussions occurring during this RFP does not obligate the Yuma Private Industry Council in any way. YPIC reserves the right to revise, amend, cancel, and/or reissue this RFP at any time for any reason; in that event, such action shall be communicated in writing and provided to all Proposers.

Use of Proposals:

YPIC reserves the right to use any and all concepts contained in the proposal submitted in response to this RFP. All material and concepts included in the proposals shall become the property of YPIC. Selection or rejection of a proposal shall not affect this right.

SECTION 4 – PROPOSAL PREPARATION AND DELIVERY

Proposal Preparation and Response Format:

YPIC's review of proposals will be primarily focused on the information below. To allow an objective evaluation of all proposals, Proposers must conform to the response formats and include all requested information. Failure to comply may result in the rejection of the proposal.

Most Favorable Terms:

YPIC reserves the right to make an award without further discussion or negotiation of the proposal submitted. Therefore, the proposal should be prepared initially on the most favorable terms possible. The Proposer should be prepared to accept their response to this RFP for incorporation into a contract. Negotiations may be made at the discretion of YPIC.

Cost of Proposal Preparation:

Any and all costs incurred by the Proposer associated with the preparation of responses and/or participation in this RFP will be entirely the responsibility of the Proposer and shall not be chargeable in any manner to YPIC.

Alternate Proposals:

In addition to proposing to the specified requirements, Proposers are encouraged to provide additional alternative proposals for services that the Proposer considers more cost-effective or more innovative than the process and procedures described herein. Recommended alternatives are to be identified as such.

Delivery instruction:

An original proposal and four copies shall be delivered to YPIC no later than by the due date aforementioned on the RFP schedule. YPIC's Administration address is 3834 W. 16th Street

Yuma, AZ 85364, with Attention to: Alicia Huizar, Executive Assistant/Contract Manager. Late submissions will not be accepted. YPIC accepts no liability for incomplete submissions, errors in transmission, or late, and/or misdirected transmissions.

SECTION 5 – YPIC REVIEW PROCESS

Evaluation Criteria:

YPIC shall have the sole right and option to use whatever evaluation and selection criteria it deems appropriate in selecting a proposal; however, the following criteria will be strongly considered during such evaluation and selection:

- Proposer's ability to meet YPIC's business objectives.
- Proposer's ability to meet the requirements and service levels.
- Proposer's overall experience conducting and interpreting research analysis.
- Proposer's knowledge of the Workforce Innovation and Opportunity Act.
- Proposer's understanding of Yuma County's demographics.
- Proposer's proposal pricing.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the Federal Register dated May 26, 1988, (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of his/her knowledge and belief that he/she and the organization's principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; or
 - (2) Violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation.

Name and Title of Authorized Representative

Organization

Signature

Date