



Request for Quotation

Community-Centered Service Planning

The Alameda County Workforce Development Board (ACWDB) is seeking a quote from organizations/consultants to support Workforce Innovation and Opportunity Act (WIOA) Title I program service planning for the delivery of service from July 1, 2025, through June 30, 2029.

On a mission to be community-centered and responsive, ACWDB seeks to understand the needs of local area residents, job seekers, and businesses to inform service delivery strategies that adequately reach and meet the job readiness and career needs of adults, dislocated workers, in-school youth, out-of-school youth, while meeting the needs of employers and hiring managers.

ACWDB requests a quotation from capable entities that are prepared to engage in the following community-centered planning scope of activities:

1. Collaborate with ACWDB staff to design a plan for reaching key stakeholder groups to engage in community-centered listening sessions that elevate job seeker and employer voice;
2. Hold two community forums (one virtual and one in-person);
3. Engage job seekers in career centers or youth programs if needed and directed by ACWDB staff;
4. Engage businesses in focus groups and/or one-on-one interviews from ACWDB's key priority sectors; and,
5. Develop a summary report and recommendations to the ACWDB staff by July 2024.

The timeframe to conduct and achieve the full scope described above is between May 2024 and early July 2024.

About the ACWDB

ACWDB is a 27-member employer-led body responsible for overseeing the WIOA Title I program, outside the city of Oakland.

WIOA services are available to meet the training and employment needs of local area job seekers, including youth and young adults. Business services are also available to help employers meet their goals around talent recruitment and business training needs.

Instructions for submitting a quote

Submit no more than six pages (3 pages if double-sided), and single-spaced to ACWDB that

describes the following:

- a. Your organization's ability to fulfill the community-center planning scope of activities in the itemized list above and within the timeframe;
- b. A synopsis and plan to achieve the planning scope of activities outlined above;
- c. Experience delivering the scope; and,
- d. The price/quote to deliver on the planning scope of activities.

Submit your quote to acwdb@acgov.org by April 8, 2024, by 5:00 pm Pacific Standard Time.

Questions about this RFQ may be submitted to acwdb@acgov.org between March 25, 2024, and March 28, 2024.