



## Request for Quotation

Seattle Jobs Initiative is seeking a qualified consultant to support a Good Jobs Challenge grant collaboration. The consultant will provide internal data tracking and project management support for the grant in collaboration with the grant partners.

### About SJI

Seattle Jobs Initiative is an independent 501(c)3 organization with the following mission, vision, and areas of expertise.

**MISSION:** SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

**VISION:** Every worker has a career that allows them, their family, and community to thrive.

### Partnerships and Career Pathways

SJI offers individuals from under-invested communities career-start technical and performance skills training that leads to a career pathway in growing local industry sectors. We creatively align support services – such as career navigation, housing, childcare, and transportation – to provide participants the best opportunity to complete their career journey and to secure and retain well-paying jobs. Individuals acquire the skills they need to advance out of poverty, while simultaneously meeting the needs of local businesses for a skilled workforce.

### Policy Research, and Evaluation

Our policy research team's work complements the partnerships and community pathways efforts and allows us to achieve a far greater impact than we would be able to through programmatic services alone. They perform community-based quantitative and qualitative research focused on making data and analysis accessible and useful to community members and the organizations that serve them.

### Consulting and Technical Assistance

The consulting team helps government, educational institutions, funders, workforce systems, and providers to design, implement and fund more effective programs and services aimed at helping people access training, support, and living-wage careers.



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SJI is the nation's leading expert in helping State and local governments and their provider partners operationalize and grow their SNAP E&T programs. SNAP E&T is a federal program supporting a flexible array of employment and training services and supports for individuals on SNAP (food assistance).

## Washington Jobs Initiative and the Good Jobs Challenge Grants

EDA's [American Rescue Plan](#) \$500 million Good Jobs Challenge is making once-in-a-generation investments in high-quality, locally led workforce systems to dramatically transform America's communities. With a focus on equity, the program is expanding career opportunities for more Americans to reach their full potential and secure good-paying jobs while producing a skilled workforce to ensure the United States is prepared to innovate, compete, and succeed in a 21st Century global economy.

The Good Jobs Challenge highlights workforce development as key to accelerating local economic growth and rebuilding regional economies so they are more resilient to future challenges, while providing good job opportunities for American workers to achieve economic mobility and security.

The Washington Jobs Initiative (WJI) will help more Washington residents access industry-driven training to secure a good job with a family sustaining wage. More than 70 percent of jobs created in Washington State need a postsecondary credential, but only about 40 percent of young people currently have one.

WJI was created to help more students pursue good-paying jobs after high school by enrolling in registered apprenticeships and technical training programs. The initiative is supported by a \$23.5 million Good Jobs Challenge grant from the U.S. Department of Commerce's Economic Development Administration.

The Washington Student Achievement Council (WSAC), in collaboration with Career Connect Washington, will draw on current partnerships and programs to meet WJI's goals by 2025:

- 5,000 people receive education and training
- 3,150 people are employed in quality jobs
- Prioritize serving historically underserved populations, including but not limited to women; Black, Latino, Indigenous and Native American, Asian American, and Pacific Islander individuals; and anyone unduly affected by the COVID-19 pandemic
- These partnerships will span ten high-demand sectors: Advanced Manufacturing & Aerospace, Clean Technology & Energy, Construction, Finance, Health Care, Information Technology & Cybersecurity, Life Science, Maritime, Education, Agriculture & Natural Resources.

## Good Jobs Challenge Sub-Award

The Machinists Institute serves as the lead organization on a \$2,000,000 subgrant from Washington Jobs Initiative Sectoral Partnerships and will serve as the backbone agency for this Aerospace and Manufacturing Sectoral Partnership.

Grant participants will be enrolled in pre-apprenticeship training programs hosted by either ANEW or the Machinist Institute and then received support in placement with employer partners. Eligible participants may receive wrap around supports for transportation, childcare, housing or other established needs. The grant program leverages existing sources of funding for training and wrap around supports.

The following outcomes and data points are included in the grant deliverables. Note that this is not an all-inclusive list but designed to provide information on the size of the grant project:

- Outreach connections to potential participants: 540
- Enrollments in Skills training: 284
- Job Placements: 235

SJI is supporting the grant by:

- Convening employer partners in a sector partnership that works across diverse manufacturing sectors and provides opportunities for workers from underinvested communities to choose a high-wage, high demand career pathway aligned with their career interests.
- Supporting high quality career navigation services for the consortia including supporting capacity building among key partners to break down barriers for participants.
- **Supporting the data collection and reporting requirements for the grant to the Washington Student Achievement Council in accordance with Federal grant reporting requirements.**

This last element is where SJI is seeking a qualified consultant.

## Proposed Scope of Work

- Collaborate on designing and implementing internal management systems to track and document activities and progress in meeting deliverables in the grant including data and narrative information.
- Draft required quarterly and annual performance reports including quantitative data, qualitative questions, and overarching narratives for review by the Seattle Jobs Initiative and Machinists Institute leadership.
- Support grant subcontractors' entering performance data into the required system (to be determined by WSAC later in 2024) to meet reporting needs.
- Provide technical assistance to project partners needing assistance with Federal grant outcome and fiscal tracking.
- Collaborate on reviews of sub-grantee spending and progress on meeting deliverables as well as sub-grantee programmatic, compliance, and financial monitoring.

- Coordinate and support regular (monthly, quarterly, etc.) meetings with grant partners to update on grant progress and any changes to the grant timeline as the project unfolds.

## Consultant Qualifications

Required qualifications for this scope of work include:

- 1) Licensed to do business in the State of Washington or able to do so within 30 days of award.
- 2) Prior experience with Federal grant management in workforce development

Preferred Qualifications include:

- 1) Experience with Good Jobs Challenge grants including data reporting requirements.
- 2) Department of Labor and/or Department of Commerce grant experience.
- 3) Understanding of Registered Apprenticeship, Pre-Apprenticeship pathways, and career navigation services.
- 4) Commitment to Diversity, Equity, Inclusion and Belonging with an emphasis on data equity.

In accordance with SJI procurement policies, preference will be given to Minority, Women, and Veteran owned small businesses for this award.

## Period of Performance

This work is expected to take place between April 1, 2024, and December 31, 2025 inclusive of the grant close out period.

## Response Contents

Responses to this RFQ should be not more than four pages in length and contain the following five sections:

- 1) Brief description on the background of the firm or individual consultant responding to this solicitation including if the respondent is a Minority, Women, and Veteran owned small businesses.
- 2) How the respondent meets the required and preferred qualifications.
- 3) Experience performing similar work listed in the scope of work.
- 4) An all-inclusive hourly rate for the work performed and the number of hours available for work through December 2025.
- 5) Three references for similar work (Note that references will not be contacted without prior permission)

### Questions about the RFQ

Questions for this RFQ must be received in writing by March 15, 2024 at 5:00 PM. Responses will be provided by March 19, 2024.

### Response Due Date and Submission

Responses are due no later than 5:00 PM on Friday March 22, 2024. Responses must be emailed to: [HR@seattlejobsinit.com](mailto:HR@seattlejobsinit.com) with the subject line: GJC CONSULTANT RFQ

### No Obligation to Award

SJI does not have any obligation to award a contract under this solicitation and funds are dependent upon grant availability.

### Award Subject to Additional Terms

Final award may be subject to additional terms in compliance with Federal Grant standards.