

Request for Qualifications: Workforce Development Contractor

Career Bound Youth Workforce Expansion Program

Future Ready Oregon - Youth Development Division Grant Funded Program Expansion

Execution: January 4, 2023 - June 30, 2023

Contract Amount: \$50,000 / 6-month contract

The McMinnville Economic Development Partnership (MEDP), a C6 non-profit, is seeking a request for qualifications for a Contractor to execute a workforce development project called Career Bound. This is an expansion project based on the 2019 piloted Career Bound program targeting high school students in Yamhill County and providing paid work experience and essential skills training.

MEDP focuses on traded sector business growth. A core area of our work is to facilitate industry-led talent attraction and retention initiatives. MEDP is seeking a Contractor for a 6-month project to begin January 2023 - June 2023, with a possible 6-month renewal. MEDP will retain the rights to all the project materials and development.

We are requesting qualifications for the following:

1. Enhance, build and lead a workforce development program for our emerging priority population based workforce (age 14-24).
 - a. Potential to build workforce development segments for 14-17 and 18-24 age groups. Priority Populations include but are not limited to youth populations: experiencing homelessness, current or past children engaged in the foster care system, communities of color, women, low income, rural, tribal members, and LGBTQ+.
 - b. Grant provides incentive subsidies for youth participation.
2. Recruit priority population youth aged 14-24 and host site businesses for paid work experience opportunities in McMinnville and throughout Yamhill County.
 - a. Grant provides wage subsidies to employers.
3. Create and facilitate *essential skills* training modules with both recruited youth and recruited host business mentors
 - a. Collaborate and create an *essential skills* curriculum for youth and host business mentors. Facilitate and document collateral and system repeatable programming for sustainability and future replication. *Essential Skills* refers to common workplace skills, including but not limited to: communication, teamwork, adaptability, etc.

To learn more about each of the areas of fulfillment, continue reading below:

Career Bound SCOPE OF WORK

The Contractor will manage *the project* including all aspects of recruitment, training, and facilitation, material enhancements, facilitated industry meetings, and final reports.

Note: There is a base format and structure already designed from the 2019 pilot year of Career Bound. Through the criteria of the Future Ready Oregon - Youth Development Division grant, additional criteria will be identified. The Contractor will receive a backgrounder overview, program training, necessary materials, coaching, and support from the MEDP team for fulfillment.

The three sections of the work are:

1: Enhance, build and lead a workforce development program for our emerging priority population based workforce (age 14-24).

The Contractor will work with MEDP to expand upon the McMinnville WORKS/Career Bound talent attraction and retention pipeline by helping to systematize existing resources and establish a newly enhanced program with essential skills-based training module(s). The Contractor will work with local industry partners, the business community, area school district leaders, and mission related community partners (i.e.: Unidos, YCAP, YOOP, etc.) to grow connections to entry-level career track and higher wage employment opportunities. The goal is to systematize existing high value resources and establish a sustainable workforce development program (entry level, career track job connection, essential skills training) and execute a 9-week program, April 3 - June 2, 2023. The Contractor will complete a final report with an executive summary, results, and recommendations for final grant fulfillment by June 30, 2023.

2: Recruit priority population youth aged 14-24 and host site businesses for paid work experience opportunities in McMinnville and throughout Yamhill County.

MEDP has developed a similar program and has resources and connections to build upon for recruitment and program development. The Contractor will update existing materials, further establish connections, develop a program guide, promote and recruit executing a 9-week program, facilitate essential skills training during the program, and put systems in place for sustainability and repetition. The Contractor will complete a final report with executive summary, results, and recommendations for final grant fulfillment by June 30, 2023.

3: Create and facilitate essential skills training modules with both recruited youth and recruited host business mentors

In collaboration with mission matched resource partners, the MEDP Team and business community, design and build an essential skills training module for youth participation. Establish an overview 'train the mentor' model to match host business mentor training. Oversee evaluation and survey fulfillment pre/post program for further process improvement and to identify grant deliverable goals being met.

Career Bound - Youth Development Division Grant Deliverables and Goals:

- 15 youth from priority populations enrolled
- 8-10 area businesses host/mentor paid work experience opportunities created with 1-3 positions provided.
 - Wage subsidies provided via YDD Grant to Business, \$3,000/hire up to \$6,000.
 - Minimum Wage paid to the youth of \$13.50/hr for a 9-week program
 - $\frac{2}{3}$ McMinnville area based business participation
 - $\frac{1}{3}$ surrounding Yamhill County based business participation
- Essential Skills and Program Training
 - Host Mentor Pre-Program Orientation and Training
 - Hired Youth Pre-Employment Training and Orientation
 - Hired Youth - five additional training/professional development opportunities provided
- Program Goals as mentioned above, Outcome Goal: 5 youths hired on by business at the completion of the program.

Career Bound Youth Workforce Program Support and Materials

- MEDP has developed a budget to cover materials and any mileage needed in the county.
 - MEDP will provide a template and other materials for the execution of this program.
 - The Contractor would be responsible for managing the logistics of execution.
 - The Contractor will supervise an intern to assist in program implementation.
 - The Contractor may use MEDP's subscription to Zoom.us for phone and video conference calls. MEDP has a projector if needed. MEDP can provide conference room space and limited office space for community meetings in McMinnville. MEDP will provide office supplies such as phones and computers as needed.
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PROJECT SCHEDULE

- This is a project based contract for service and is not a direct hire.
 - The timeframe for execution is January 4, 2023 - June 30, 2023.
 - The nine-week program implementation is proposed to run April 3 - June 2, 2023
 - There is a six-month renewal option, pending funding.
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SUBMITTALS

We are seeking information from interested contractors to help deliver the scope of work. The submittal (up to 10 pages in total) should include the following items, along with other material to demonstrate the contractor's expertise and capability:

1. A brief written description of the Contractor's approach to the scope of work.
2. The expertise of the Contractor to carry out the work.
3. A list of comparable projects undertaken by the Contractor.
4. One work sample. The sample could be printed, digital, or online.

Submissions are due by 4 p.m. on Wednesday, November 30, 2022.

The submission can be delivered by hand to:

231 NE 5th Street, McMinnville, Oregon, 97128 or by email to: patty@mcminnvillebusiness.com

Interviews will be conducted in early December and a contract for services will be executed by December 21, 2022.

All questions should be sent to MEDP:

Patty Herzog, Executive Director patty@mcminnvillebusiness.com

Heather Hadley Blank, Deputy Director heather@mcminnvillebusiness.com

McMinnville WORKS - Program Background

Starting as a rural economic development organization in 2006, the McMinnville Economic Development Partnership (MEDP) focuses on initiatives that foster new private investment and encourage living wage jobs. We connect and build strategic programs to support the development, retention, expansion, and recruitment of growth industries. At MEDP, we know that our region's talent supply lines are the increasing critical factor for determining companies' competitive positions, communities' trajectories for prosperity and growth, and citizens' pathways for equity and inclusion. This triple bottom line approach is at the core of MEDP's McMinnville WORKS workforce strategy focused on targeted training, career awareness, critical skills development, and talent attraction and retention. We refer to this strategy as a "Grow Our Own" approach.

One such program, The McMinnville WORKS Internship Program, is an outgrowth of the highly successful Climax Portable Machining and Welding Systems' (Newberg, Oregon) internship program which launched back in 2008. The pilot of the official McMinnville WORKS Internship Program started in 2013. The program has grown in host companies, interns, and jobs offered at the end of the internship program.

The McMinnville WORKS Internship Program gives businesses access to the emerging talent pool, gives a young person real-world experience, professional development engagement, and positions our community as a great place to live and work. We want our alumni interns to stay in our community and find a great job. This program has received awards from both the McMinnville Area Chamber of Commerce and the Oregon Economic Development Association.

In 2017, MEDP received an Oregon Talent Council grant to help four Oregon communities learn about the McMinnville WORKS program and how they might launch a similar program. The workshop, Oregon WORKS, was delivered to four (4) communities. The results were one pilot launched (Gorge Works) and two communities are using the training materials to enhance their programs. Participants learned about MEDP's program, the five crucial elements it takes to create a program like the McMinnville WORKS Internship Program, and were asked to begin creating a program of their own. We asked the 2017 Oregon WORKS workshop participants to rate the workshop. It received an 8 on a scale of 1-10 with 10 being excellent. The program handbook and materials received an 8.7.

We also delivered training outside of the grant timeframe to Clatsop County. In addition, we used the workshop materials to coach Chemeketa Community College Yamhill Valley campus in their launch of the Chemeketa WORKS pilot in Winter 2018, which was expanded to other campuses. In 2018, MEDP received an Oregon Community Foundation grant and The Ford Family Foundation grant to again expand the Oregon WORKS programs including McMinnville WORKS. The Oregon WORKS Expansion Project includes delivering four (4) rural workshops throughout the state and to facilitate creation of the piloted Career Bound (high school based) program in McMinnville in 2019. Successfully having a 50% hire rate at program completion. The Oregon WORKS project was recognized and awarded by the International Economic Development Association in 2021.

Both McMinnville WORKS and Career Bound continued to adapt and operate throughout the pandemic and continue as a summer based internship program. Expansion potential has continuously been identified to establish these opportunities as a year round endeavor, to continue to “grow our own workforce”. With appropriate funding mechanisms and continued community support we hope to achieve the sustainability of year round programming.

McMinnville WORKS:

<https://www.mcminnvillebusiness.com/mcminnville-works-internship-program>

Career Bound:

<https://www.mcminnvillebusiness.com/career-bound-program>

Oregon WORKS:

<https://www.oregonworks.net/>

Related Articles:

<https://www.mcminnvillebusiness.com/mcminnville-works-2022-article>

<https://www.mcminnvillebusiness.com/mcminnville-works-where-are-they-now>

<https://www.mcminnvillebusiness.com/career-bound-pre-employment-training-conference>

<https://www.mcminnvillebusiness.com/medp-spark-growing-our-own-jedi>

<https://www.mcminnvillebusiness.com/medp-spark-the-gift-that-keeps-on-giving> - Rising Together

Endowment

<https://www.mcminnvillebusiness.com/medp-spark-top-ten-essential-skills>

