



# NCWorks Operation's Leadership Retreat

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## *Request for Proposal*

The NCWorks Operations Leadership team is searching for a facilitator to lead a day and half retreat with a focus on Leadership team building and goal setting.

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*April 10, 2017*

## **REQUEST FOR PROPOSALS**

### **Facilitator for development and facilitation of a two-day session on Leadership team building and goal setting for the NCWorks Operations Leadership.**

**Firm Deadline: April, 28 2017 by 5:00pm EST**

The NCWorks workforce system is a collaborative initiative comprised of vital partners (including but not limited to the N.C. Workforce Development Board Director's Association and N.C. Division of Workforce Solutions) and serves both business and jobseeker customers statewide providing support to the entire NCWorks System.

The goal of the NCWorks System is to promote quality and excellence for the advancement of North Carolina's workforce development system and its customers and professionals.

### **BACKGROUND**

The NCWorks System is a unified workforce development system and an instrumental partner for developing North Carolina's economic future.

NC Works centers and partners are unique, but share several fundamental qualities:

- Locally-responsive and demand-driven
- Governed by a Workforce Development Board comprised of private sector representatives and Local Elected Officials
- Provide access to a full range of core employment-related services to help businesses find the skilled workers they need, and help job seekers find satisfying careers

The Division of Workforce Solutions The Division of Workforce Solutions oversees and implements multiple workforce programs for North Carolina. Local Workforce Boards are responsible for planning and oversight responsibilities for workforce programs and services in their area.

### **PURPOSE/SCOPE OF WORK**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified entities that have the capacity to develop and facilitate a two-day session on Leadership Team Building and goal setting. This session should be designed to facilitate team building exercises, as well as promote problem solving with the executive level leadership of the NCWorks System. The session should focus on strategies and opportunities for continuously improving collaboration between N.C. Workforce Development Board Directors and N.C. Division of Workforce Solutions Extended Leadership group and identifying goals supported by all parties. Entities submitting proposals should highlight opportunities for activity based exercises and insure that team building activities engage all participants as opposed to relying primarily on lecture-based training strategies. It is very helpful, but not required, if entities submitting proposals have an understanding of current federal workforce legislation (Workforce Innovations and Opportunity Act) and latest developments impacting workforce development professionals. Training will need to be provided in person and will be held on June 5-6, 2017, in Wilmington, N.C.

**CONTRACTOR DELIVERABLES**

Deliverables will include 1) preparatory materials for the retreat including the retreat agenda and 2) execution of the day and a half retreat on site at the Hilton Wilmington Riverside, 301 N Water St, Wilmington, NC 28401.

**MINIMUM REQUIREMENTS:**

Experience facilitating retreats of a similar nature, positive references, presentation of sound plan for the retreat.

**NCWorks RESPONSIBILITIES:**

NCWorks will provide the space, lunch, and reasonable A/V or other supplies needed for presentation, as available and agreed upon in advance.

**LOGISTICS:**

Retreat dates are June 5-6, 2017. The first day of the retreat starts at 10:00 am and ends at 5:00 pm. Day 2 of the retreat starts at 9:00am and ends at 1:30 pm. The retreat will take place at Hilton Wilmington Riverside, 301 N Water St, Wilmington, NC 28401.

**BUDGET:**

The anticipated contract type is: firm fixed price up to \$10,000.

Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to NCWorks must be furnished for the use without royalty or any additional fees.

**EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:**

NCWorks retreat leadership team will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in this order.

Evaluation Criteria	Submission requirement	Weight
Proposed process and approach	A maximum 3-page written proposal explaining the process the Contractor will use to carry out the scope of work, including a sample retreat agenda	30%
Experience	a brief description of prior similar work and 2-3 professional references from similar past projects with phone and email contract information	30%
Total fixed price	Total fixed price for all activities	15%
Qualifications of proposed individual(s)	CV/Resume of proposed individual(s) to work on this activity	25%

All applicants are required to be registered and authorized to perform the scope of work in the place of performance.

**PROPOSED TIMELINE:**

**April 10 2017**– Release of RFP

**May 1 2017** –Completed proposals must be delivered electronically to Pat E.Sturdivant, [pat.sturdivant@wakegov.com](mailto:pat.sturdivant@wakegov.com)

**May 8, 2017** – Final decision and notification

**May 15, 2017** – Retreat Planning team meet with Facilitator

**Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.**