

**Workforce Development Consultant Services
Request for Qualification Statements**

March 30, 2022

The Morrow County Commissioners seek qualification statements for workforce development consultant services.

The Morrow County Commissioners commit \$60,000 in county funds towards this one-year engagement effort, and may include additional funds from partner agencies and cooperating non-profit organizations.

The selected consultant is to deliver the following planning services:

Action items

- a. Fully develop Morrow County's portion of the www.ourhometownadvantage.com program jointly administered with Delaware and Knox counties.

- b. Conduct a meta analysis of existing private, government, and NGO workforce resources within Morrow County

Specific Deliverables

- Provide recommendations for the Morrow County Strategic Economic Development Plan to be developed from May through September 2022;

- Act as the primary contact for the Morrow County portion of ourhometownadvantage.com and website development

- Meet with and develop partnerships with Cardington, Highland, Mount Gilead, and Northmor school districts

- Establish quarterly meetings with Morrow County and Ohio Jobs and Family Services workforce personnel

- Enhance county branding and business connection for the ourhometownadvantage.com website

<u>Desired Timeline</u>	<u>Target Date</u>
Release RFQ	March 30
RFQ Deadline	April 13
Evaluate and Rank RFQ Submissions	April 13
Approve Rankings	April 18
Negotiation Process and Award Contract	April 25
Begin Services	May 2

<u>Qualification scoring</u>	<u>Based on 100 Points</u>
Experience developing workforce development programs such as Ohio Means Jobs	20 Points
Experience working with high school workforce programs	20 Points
Experience working with local businesses on workforce programs	20 Points
Ability to establish/develop local ourhometownadvantage.com	20 Points
Primary consultant's education, training, and workforce experience	10 Points
Understanding of Ohio Sunshine Laws	10 Points

Submission Requirements and Consultant Selection Criteria

Five (5) copies of a qualifications statement, including a letter of interest shall be submitted in 8 1/2" x 11" bound format containing no more than 20 pages not including separation or index pages or cover sheet. The submission should also include an electronic version on a standard flash drive. Qualification statements (5 copies) shall be received by the Morrow County Commissioners, C/O Ms. Cheryl Heacock, Suite A, 80 North Walnut Street, Mount Gilead, Ohio 43338 no later than 10 a.m. April 13, 2022. The Morrow County Commissioners, reserve the right to accept or reject any or all Requests for Qualifications (RFQ) responses without further action.

Questions concerning the RFQ shall be submitted in writing to:

Morrow County Development Office
 Andy Ware, Director
 andy.ware@co.morrow.oh.us
 80 North Walnut Street, Suite B
 Mount Gilead, Ohio 43338
 419.947.7535