



TRI-COUNTY WORKFORCE INVESTMENT BOARD, INC.

Specifications

for

**Partnership Coordination for the Tri-County Health Care
Consortia**

Detailed quotes must be received no later than 4:00 p.m. EST **January 7, 2008**

ABSOLUTELY NO EXCEPTIONS

Tri-County Workforce Investment Board, Inc.
Pullman Commerce Center
112 Hollywood Drive, Suite 201
Butler, PA 16001

An Equal Opportunity Employer

The Tri-County Workforce Investment Board reserves the right to change any of the enclosed specifications as required by the United States Department of Labor and the Pennsylvania Department of Labor and Industry without prior notice to potential providers. The Tri-County Workforce Investment Board, Inc. also reserves the right to reject or accept any and all proposals in whole or in part.

I. Background and General Information

The Tri-County Workforce Investment Board, Inc. (TCWIB), the grant recipient and administrative entity of the Workforce Investment Act of 1998 (WIA), is a consortium serving the counties of Armstrong, Butler and Indiana. This 37 member board provides key policy decisions affecting the local workforce development system, and identifies and certifies One Stop Career Centers in the three county area.

As part of its local strategic plan, the Tri-County Workforce Investment Board has encouraged and supported the development of industry cluster groups in the three counties. The WIB is fortunate to be a partner in three local health care consortia, one each in the counties of Armstrong, Butler and Indiana. These groups share the common focus of fostering more effective training, collaboration and cost savings for the industry by developing a network to share information and resources to strengthen the health care cluster. A need for coordination services has been identified.

II. Description of the Regional Partnership

The mission of the health care industry consortia is to meet the health care needs of the community by working collaboratively to identify common training needs, provide training to improve the skills of the workforce in each county, and create an opportunity to network, share resources, market, and strengthen the health care industry. The goals of the consortia are to increase awareness of career opportunities in health care, to identify common training needs, to provide training opportunities for members of the health care workforce, to improve the recruitment and retention of health care workers and to strengthen the delivery of health care services. Recruitment of new employers, worker representatives, or other stakeholders is based on referrals from partners, review of state approved training providers, recommendations from employers, and workforce and economic development agencies. Each consortium has adopted a charter agreement whereby each employer designates a primary participant and an alternate. The agreement outlines responsibilities and attendance of meetings. Each consortium has a designated chairperson and vice-chairperson in addition to committee assignments. Each consortium meets on a monthly basis. Decision-making is based on a majority ruling. Until recently, the Tri-County Workforce Investment Board, Inc. employed a full-time Health Care Industry Coordinator to facilitate the three consortia.

Each consortium has designed a charter agreement that is agreed to and signed by all members. The consortia are led by a Chairperson who is nominated and elected by a majority vote of the membership. All voting members of the consortia must be from the health care sector. The Chairperson facilitates the meetings in consultation with the members and resource partners. Membership is open to any health care, educational, human service agency, and workforce and economic development agency. Vendors and suppliers of training services may participate in meetings as guest speakers when invited by the membership.

The local health care partnerships in all three counties have made great strides to continue their growth into the future. The Armstrong County Health Care Consortium is working to become a non-profit organization. One of the main reasons they pursued this status was to seek funds from foundations and private sources. One of their great accomplishments was the development of a health careers video entitled, "Make It Happen- Stat!" The Butler County Health Care Consortium has made strides to gain new members and partner with local education providers. The Indiana County Health Care Careers Consortium is also seeking non-profit status to continue to develop their workforce recruitment and retention initiatives. This

Consortium was a recipient of a \$120,000 Better Jobs Better Care Grant which ended in June 2006. The focus of the project was to demonstrate effective workplace change strategies to enhance the jobs of direct care workers, to improve their performance, and to positively affect the delivery of care and services to consumers.

As a result of previous Industry Partnership Grant funds, the consortia conducted a comprehensive media campaign in the three county area newspapers to promote the mission and benefits of the consortia and the six health careers most in demand in PA. Calls were received from both providers inquiring about the consortia and consumers interested in health care professions. Recruitment events to increase the capacity of the partnership were held in both Armstrong and Butler Counties. Annual retention and recognition events were held in Armstrong and Indiana counties to honor health care workers for their commitment, dedication and service to their professions. Training needs have been addressed with the offering of various classes for incumbent workers and scholarships for students.

III. Statement of Work

The consortia in the three counties have been working together to determine goals and the future of activities. Therefore, the Tri-County WIB is soliciting proposals on behalf of the Tri-County Health Care Consortia for the assistance of an expert consulting group specializing in being an intermediary for industry partnerships to coordinate activities. The intermediary will oversee programmatic aspects of grants administered by TCWIB for local health care consortia. In addition, the intermediary will collaborate with local health care consortia to develop and implement strategies leading to public education and the recruitment and retention of a qualified workforce in health related fields.

The intermediary will work closely with the Consortia Chairs and TCWIB to further the goals and strategic plan of the Consortia. It is expected that these services will begin Mid-January 2008 and end on June 30, 2008.

IV. Scope

The primary responsibility of the intermediary will be the oversight and coordination of efforts geared toward the recruitment and retention of a qualified workforce in the health care cluster. The intermediary will be required to work collaboratively with local health care consortia, education services providers, the local one stop center, local school districts, TCWIB staff, and other agents as required. The position will liaison with TCWIB Staff.

Specifically, the intermediary will be responsible for the following.

- Setup and facilitation of one meeting in each county per month. This includes meeting reminders, refreshment setup, assisting the Chairs with agenda, doing meeting minutes, mailing meeting materials, etc.
- Setup and facilitation of quarterly leadership meetings of the three county consortia
- Follow up with local contacts in regards to training, recruitment, general questions, etc.
- Represent the Consortia at local, regional, and state meetings
- Prepare monthly and year end reports to be submitted to TCWIB
- Set up all training as outlined in the incumbent worker grant

- Collect all paperwork from members and submit invoices to TCWIB
- Collect in-kind and cash matches, document, and prepare reports
- Order supplies, materials, etc.
- Setup special events including 2 recognition luncheons and at one or two recruitment events (invitations, PR, flowers, program, speakers, etc.)
- Prepare PR materials for consortia including a diagram of health care career ladders
- Prepare and send website updates to the website coordinator
- Maintain membership lists and email lists
- Administer scholarship application process
- Maintain archive of consortia activities
- Conduct needs assessment for next grant cycle
- Work on recruitment to the consortia in all counties with a more extensive plan in Butler County
- Work with other industry partnerships as needed
- Remain current on workforce issues facing health care providers and their training networks
- Read and interpret reports, articles, and technical informational notices related to health care issues and make recommendations on course of action

V. Submission Information

Successful respondents to these specifications will submit a proposal consisting of a combination of narrative explanation and graphical examples. The narrative section of the proposal should give an overview of the plan for facilitating the process and an explanation of results, continuing actions and follow-up. This plan should be no longer than 10 pages and may include narrative descriptions, samples, graphics, etc.

The budgetary section must include a line item breakdown of costs for the proposal. Costs must be all inclusive and include all consultant services, accommodations, and travel arrangements.

The proposal should be submitted in two parts, separating cost and narrative sections.

All proposals become the property of TCWIB, Inc.

TCWIB, Inc. reserves the right to accept or reject any and/or all proposals and to perform the work in whole or in part.

TCWIB, Inc. will maintain a record of all potential respondents who receive a copy of the specifications and of all proposals subsequently received.

Detailed quotes must be received no later than 4:00 p.m. EST **January 7, 2008**. Quotes should include narrative proposal and budget and should be emailed to:

Mary Salony, Planning and Grant Coordinator
Tri-County Workforce Investment Board, Inc.
Pullman Commerce Center
112 Hollywood Drive, Suite 201
Butler, PA 16001
(724) 282-9341
msalony@tcwib.net

A paper copy should be enclosed in a sealed envelope and mailed to the above address. Questions regarding the specifications should be sent in writing to Ms. Salony at the contact information above.

VI. Criteria for Selection

Understanding of the problem	20 points
Soundness of the approach	30 points
Contractor qualifications	20 points
Cost	30 points

VII. Relevant Websites

In order for a potential bidder to understand the scope of workforce development, issues in the field of health care, and the formation of industry partnerships, the following websites will offer some measure of explanation:

<http://www.tricountywib.org>

<http://www.tricountyhealthcare.org/index.php>

<http://www.paworkforce.state.pa.us>

http://www.paworkforce.state.pa.us/about/lib/about/pdf/skilled_workforce_budget_support/job_ready_pa_update_101807.pdf

http://www.paworkforce.state.pa.us/about/lib/about/pdf/skilled_workforce_budget_support/2007-2008_industry_partnership_guidelines.pdf

<http://www.pahealthcareers.org>

VIII. Attachments

Tri-County Health Care Consortia Strategic Plan

Tri-County Health Care Consortia Industry Partnership/Training Grant *(Please note that this proposal was not full funded.)*