**Outline for Workforce Development Board Digital Skills RFP**

**Application Submission**

**IMPORTANT: THIS IS A PUBLIC DOCUMENT. YOU MUST DOWNLOAD AND SAVE A PERSONAL COPY PRIOR TO ENTERING YOUR RESPONSES**

The RFP application process will be completed using SurveyAnyplace, an online survey platform. You may access the application tool [here](https://s.surveyanyplace.com/digitalskillsrfp). The tool ***does not allow users to save their progress and return***. Therefore, it is highly recommended that you prepare all responses in advance and copy and paste them into the proper fields once you are ready to submit.

To complete your submission, please be prepared to provide the following information and brief narratives (250 words or less per question):

***Part I: Basic Information***

1. **Name of Organization:**
2. **Mailing Address:**
3. **Are you applying for this opportunity as the lead of a consortium of workforce development boards?** (Yes/No)
4. **Important:** If yes, please **include letters of support** from all partner organizations as part of your submission materials (please be prepared to upload all letters as a single document).
5. **Indicate which of the following best describes the region to be served as part of this initiative. You may select more than one.**
6. Urban
7. Suburban
8. Rural
9. **Please list the counties and, if applicable, bordering states that you anticipate serving as part of this initiative.**
10. **Primary Point of Contact:**
11. Full Name:
12. Organization:
13. Title:
14. Email Address:
15. Phone Number:

7. **Which training solution would your workforce board like to implement during the pilot period?**

1. Google Career Certificates
2. IBM SkillsBuild
3. Both

For the questions below, please respond to all questions within each section as thoroughly and succinctly as possible. If responding for a consortium, please respond for your organization while also referencing how a consortium approach strengthens your potential to be a good fit for this pilot opportunity.

***Part II: Digital Jobs Training and Employment Landscape (brief narratives of 250 words or less)***

1. **Vision and Demand for Digital Jobs:**In what ways does your board feel this opportunity will help you better understand and respond to the digital jobs landscape in your community or region? Please specify one to three goals your organization hopes to accomplish through this initiative. Please provide recent (pulled within last 6 months) labor market data demonstrating demand for cross-industry tech sector occupations within your region (File upload is limited to **one 2MB file** in Word, Excel, or PDF format): Examples of key data to include:
   * Regional industry growth/decline from the last 6 months
   * Regional occupational growth/decline from the last 6 months
   * Living wage as defined by the [MIT Living Wage Calculator](https://livingwage.mit.edu/)
   * Current occupational job openings and wages – ensure living wage
   * In-demand skills/competencies
   * Top employers hiring digital or tech-related occupations
   * Qualitative/Anecdotal information or data specific to labor market shifts/changes due to COVID-19, automation, future of work, etc.
2. **Relevant Programming:**Describe the current state of IT training programs and/or industry-recognized credentials in your community and (if relevant) offered by your organization. Why are you interested in piloting the solution(s) you have chosen, and what opportunities or gaps remain in the local training ecosystem?
3. **Employer Relationships:**Describe the depth and breadth of your organization’s or consortium’s current collaboration with businesses that employ IT professionals. Do you have existing tech sector employer champions? What is the current level of awareness of the Google Career Certificates or SkillsBuild in your region? What is your plan to create greater industry awareness and, to the extent possible, ensure high-quality entry-level jobs for those who complete training?
4. **Inclusive Hiring Practices:**What specific opportunity do you see in your region to diversify digital jobs? Which local industries and/or employers, if any, are leading in hiring people without postsecondary education credentials? Which, if any, are leading in supporting the hiring of workers who are Black, Indigenous, Latinx, female, LGBTQIA, or others who are currently underrepresented within the IT industry? If currently unaware of any, what is your plan for identifying businesses committed to increasing inclusive hiring practices and engaging them in the planning process?
5. **Do you intend to enroll as many participants as possible through WIOA? Please provide any comments around potential challenges in doing so in the box provided.**
   * (Y/N)
   * Comment box

***Part III: Organizational Capacity and Experience (brief narratives of 250 words or less)***

1. **Organizational Capacity:** If selected to participate in this pilot, please describe why your organization is well-positioned to lead this effort in your community and briefly describe the resources, expertise, and staff capacity you would dedicate to this effort to ensure strong performance and outcomes.
2. **Serving Priority Populations:**Describe your organization’s experience serving the populations being prioritized for this planning grant. Why do you feel it’s important for your organization to lead efforts that aim to diversify the tech industry for your service region? Describe how new or existing partnerships will be leveraged to help ensure recruitment of priority populations being targeted through this initiative?

1. **Participant Learning Supports:** Aside from WIOA-provided services, describe the learner supports you planning to provide yourself or through partnership with other organizations throughout the duration of the pilot? How will these supports be designed and delivered? Examples might include things like:
2. Providing a dedicated digital jobs navigator role to help individuals explore potential IT careers and access continuing education providers.
3. Expanding opportunities for work-based learning for digital jobs.
4. Supporting robust program retention and job placement services for participants.
5. Creating a learning community for pilot participants to connect peer-to-peer throughout their training experience.
6. **Organizational Experience in Leading Tech Training Initiatives:** Explain why your workforce development board is currently well-suited to pilot the solution(s) chosen by responding to each of the following:
7. Do you have experience implementing cloud-based training technologies?
8. What is your level of commitment to becoming a technology leader in your community?
9. What are your key needs for innovative new training technology solutions given your client demographics, labor market needs, and industry base?

***Part IV: Partnerships and Community Influence (brief narratives of 250 words or less)***

* + - 1. **Core Partnerships:** If not already addressed in previous sections, describe any additional community or regional partnerships you plan to create or build upon to ensure any or all of the following: a) critical wraparound and career navigation services for learners, c) robust job search support and guidance, d) integration of these training solutions into existing programs of study, e) connections to continuing education opportunities along a training pathway for those that complete training, f) high-quality employment opportunities for those that complete training, and/or f) data collection and/or participant experience feedback.

* + - 1. **Community Connections and Influence:** Describe why job seekers, partner organizations, and employers in your workforce region view your organization as a strong fit to lead this pilot by focusing on the following key topics:
         1. Your reputation as a strong leader/intermediary within your community
         2. Your ability to usher in new and innovative ways to connect your community to economic growth and development opportunities
         3. Your history and ability to connect to and recruit Black, Hispanic, Indigenous, and other underrepresented populations and provide the supportive services and career guidance needed to ensure strong outcomes.
         4. Your willingness to explore and try out new types of training technologies and modalities in an effort to more effectively meet the needs of your customers and community.

***Part V: Data Collection and Evaluation***

**Do you anticipate any challenges collecting or transferring, to the pilot evaluator, any of the above mentioned data points (take into consideration basic KPIs as well as WIOA metrics). If so, please name these challenges in the space provided.**

* 1. (Y/N)
  2. Comment box

2. **What, if any, additional key performance indicators would you like to use to measure the success of this pilot based on the context and dynamics of your regional labor market and digital jobs ecosystem?**

3. **Are you currently able to collect data for the KPIs you listed in the previous question? If so, what tools or relationships would you leverage to collect this data? If not, what tools or relationships would you need to acquire to be able to collect this data?**

***Part VI: Budget Template***

**Budget Breakdown:** Using the form provided in the application tool, please provide a basic budget breakdown across the following categories. If piloting only the Google Career Certificates, budget may not exceed $150,000 (budget may be lower based on intended scope and scale). If piloting only IBM SkillsBuild, budget may not exceed $45,000. If choosing to pilot both, budget should not exceed $165,000. Budget narrative is not required.

1. ***Staffing –*** Consider any additional staffing necessary to execute program goals.
2. ***Consultants and vendors* –** Include the costs of any coaches/navigators, consultants, or other capacity support with whom you will partner or contract to achieve program outcomes.
3. ***Other direct costs*** – Costs associated with any other project-related expenses such as supplies, printing/media, postage, and telecommunications. Please note that all “other direct costs” should be in direct support of this project and should not be used to cover every day operational costs. Purchase of capitalized equipment (value of >$5,000 and useful life of >1 year) is not permitted.
   1. ***Indirect costs –*** Costs covering the administration of the organization including finance and accounting, human resources, information technology, and executive support.
   2. ***Total Costs –*** Total costs of program implementation and operation