



**REQUEST FOR PROPOSALS**

**FOR**

**LOCAL LABOR MARKET STUDY**

**FOR**

**CENTRAL TEXAS**

*Central Texas Economic Corridor  
and  
Central Texas Workforce Board*

**Issue Date: February 5, 2007**

**Due Date: March 9, 2007**

# **Central Texas Economic Corridor & Central Texas Workforce Board**

## **REQUEST FOR PROPOSALS (RFP)**

### **ACTIVITIES AND SERVICES SOLICITED**

The Central Texas Economic Corridor, in partnership with the Central Texas Workforce Board, is accepting proposals for a local labor market study of the Killeen-Temple-Fort Hood MSA, including Bell, Coryell and Lampasas counties in Texas. The local labor market study will cover two parts: (1) Worker Survey and (2) Employer Survey. Each part may be bid separately or together with the other part.

Contract period will be for not more than six (6) months. Contract award and continuation is contingent upon: (1) availability of funds, (2) grantee performance, and (3) project needs. The Central Texas Economic Corridor reserves the right to impose additional requirements and refinements in program design as appropriate to meet the needs of Central Texas program and customer requirements.

### **GENERAL INFORMATION**

The Central Texas Economic Corridor (CTEC) is an association of the Economic Development organizations of four cities in Bell and Coryell Counties in Central Texas, representative of the Killeen-Temple-Fort Hood MSA. Member cities are Killeen, Copperas Cove, Belton and Temple. The organization engages in cooperative marketing and market research in topical areas where the program results are mutually advantageous. CTEC, and/or its individual members work closely with the Central Texas Workforce Board.

The Central Texas Workforce Board is one of the 28 workforce boards established by the Texas Legislature in 1995. The Workforce Board is a 27-member, business-led, volunteer body appointed by the Chief Elected Officials for the Central Texas Workforce Area, in accordance with the Workforce Investment Act and the Texas Workforce Legislation. The board is responsible for the strategic and operational planning, oversight, and evaluation of federal and state workforce programs within the Central Texas Workforce Area.

The board contracts for services provided through three full-service Workforce Centers, four satellite Centers, six youth service centers, and six computer access sites that provide customer service, information, and referral assistance for the current, emerging, and transitional workforce. Business services are provided through a six-person Business Services Unit. In addition, the board supports workforce services through the Central Texas Workforce System web site, [www.workforcelink.com](http://www.workforcelink.com).

**BID INFORMATION**

The RFP consists of two parts: Part #1 Worker Survey and Part #2 Employer Survey. Bidders must clearly indicate whether they are bidding on one part or both parts of the Local Labor Market Survey.

Bids may be submitted as a lump sum number for each part: Part #1 Worker Survey and Part #2 Employer Survey as shown in the table below.

Part #1 Worker Survey	\$
Part #2 Employer Survey	\$
Total Bid	\$

**Payment:** Contract costs will be paid upon satisfactory completion.

**RFP AVAILABILITY**

Unsolicited proposals will be accepted. Request for Proposal (RFP) packages may be obtained from the Development Corporation of Belton at their office, located at 2180 North Main, Suite C-1, Belton, TX 76513 beginning at 9:00 a.m. on February 5, 2007, and thereafter on weekdays from 8:00 a.m. to 5:00 p.m. RFP packages may also be obtained from the CTEC website at <http://www.centraltexas.org>

Interested parties must notify CTEC by submitting a Vendor Application/Intent to Bid (Exhibit D) by 5:00 p.m., March 1, 2007. An electronic copy of the Vendor Application may be downloaded from the CTEC website. The Vendor Application must be submitted to Cynthia Hernandez either by hand-delivery, mail, email, or fax. (See contact information under Technical Assistance.)

## **TIMELINE**

Issue Date:	February 5, 2007
Vendor Application/Intent to Bid Accepted	February 5 – March 1, 2007
Questions Accepted	February 5 – March 1, 2007
Questions and Answers Published	March 2, 2007
Proposal Due Date	March 9, 2007
Proposals Reviewed	By March 30, 2007
Proposal Selected for Contract Negotiation	By April 20, 2007
Local Labor Market Survey Project completed	November 20, 2007

## **SUBMISSION OF PROPOSALS**

Proposals will be accepted commencing on February 5, 2007. The closing date for receipt of Proposals under this announcement is March 9, 2007, at 5:00 p.m., Central Standard Time. No exceptions to the mailing and hand-delivery conditions set forth in this notice will be granted. Proposals that do not meet the conditions set forth in this notice will not be considered. **ABSOLUTELY NO EXCEPTIONS WILL BE MADE.** The Central Texas Economic Corridor determines the official time.

The attached materials are provided to describe detailed information on elements that need to be completed for submission of a proposal. One complete copy of proposal plus one unbound copy must be mailed or hand carried to the Central Texas Economic Corridor office c/o Development Corporation of Belton. No e-mailed, telegraphed, or faxed proposals will be accepted.

The proposal with original signatures and one unbound copy must be submitted to:

Cynthia Hernandez  
Central Texas Economic Corridor c/o Development Corporation of Belton  
2180 North Main, Suite C-1, Belton, TX 76513

Any proprietary information should be clearly marked as confidential.

Any Proposals received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it:

- (1) Was sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the closing date specified for receipt of Proposals (e.g., an offer submitted in response to a solicitation requiring a receipt of application by the 20<sup>th</sup> of April must have been mailed by the 15<sup>th</sup>); or
- (2) Was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5 p.m., at the place of mailing two (2) working days prior to the date specified for receipt of application. The term "working days" excludes weekends and U.S. Federal holidays.

The only acceptable evidence to establish the date of a late application sent by U.S. Postal Service registered or certified mail is the U.S. postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. Both postmarks must show a legible date or the proposal will be processed as if it had been mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been applied or affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, applications should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the date of mailing of a late application sent by "Express Main Next Day Service- Post Office to Addressee" is the date entered by the post office receiving clerk on the Express Mail Next Day Service-Post Office to Addressee label and the postmarks on both the envelope and wrapper and the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined above. Therefore, an applicant should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper.

### **TECHNICAL ASSISTANCE**

After this RFP is issued, only written questions will be accepted by hand-delivery, mail, email, or fax addressed to:

Cynthia Hernandez  
Central Texas Economic Corridor c/o Development Corporation of Belton  
2180 North Main Suite C-1, Belton, TX 76513  
Fax: 254.770-2279  
Email: chernandez@dcbelton.org

Questions will be responded to, provided they are received by 5:00 p.m., March 1, 2007. To ensure that each proposer is informed on an equitable basis, questions and answers will be provided to all proposers receiving a copy of the RFP who have submitted a Vendor Application/Intent to Bid statement. Central Texas Economic Corridor staff may not provide individual assistance in writing proposals; only technical questions will be answered.

**From the date of RFP issue through the date the contract is executed, communication with any CTEC personnel or members regarding this RFP and the corresponding procurement other than CTEC designated contact person listed in the RFP instructions is prohibited. Failure to follow this provision may be grounds for disqualification from proposal consideration.**

## **SCOPE OF WORK FOR LOCAL LABOR MARKET SURVEY**

One or more contractor(s) will be selected to provide one or both parts of a Local Labor Market Survey containing two parts: (1) Worker Survey and (2) Employer Survey. Contractor will be responsible for managing staff that provides research and survey services. Details of the surveys to be conducted are seen in Exhibit B.

## **CRITERIA FOR EVALUATION OF PROPOSALS**

Proposals that contain all of the required elements will be deemed responsive. Points will be awarded based on the following criteria. Contracting agencies reserve the option of requiring an oral presentation.

<b><u>Evaluation Criteria</u></b>	<b><u>Points</u></b>
(1) Description of Approach/Methodology for Survey(s)	45
(2) Timeline for Completion of Project	10
(3) Applicable Professional Experience	25
(4) Cost Reasonableness	20
<b>Total Possible Points</b>	<hr/> <b>100</b>

### **Description of Approach/Methodology:**

This criterion relates to the proposer's knowledge of survey techniques, research methodology, survey methodology, statistical analysis, etc., regarding labor market surveys.

### **Timeline for Completion of Project:**

This criterion relates to the promptness with which the proposer can complete the project.

### **Applicable Professional Experience:**

This criterion relates to the experience of the proposer with regards to previous similar work.

### **Cost Reasonableness:**

This criterion relates to the cost reasonableness as determined by relating the proposed cost to proposed services.

## **INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

### **GENERAL INSTRUCTIONS**

**Format:** Proposals should be no longer than 10 pages, not including required Exhibits A, C, D, and resumes of key staff. Proposals that are over 10 pages, not including required exhibits and resumes, will not be accepted. Proposals must be typed in no less than 12 point font throughout the document and submitted on 8 1/2 x 11 inch paper. Fancy or bulky binding, colored displays and promotional material are discouraged. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

**Number of Copies:** One complete original plus one unbound copy. All documents submitted must be legible, complete and fully assembled.

**Proposal Cover Sheet:** All items on the Proposal Cover Sheet must be completed. Identify a liaison or primary contact person, as well as the Signatory Authority, a person with the legal authority to negotiate and sign a contract on behalf of the proposing organization. (This is also the person who must sign the various certification forms).

**Sequence of Proposal:** Proposals should be submitted with elements in the following order. Please submit at least one page per bulleted item below.

- Proposal cover sheet (Exhibit A)
- Description of Approach/Methodology to be used in Project
- Timeline for completion of Project
- Information on Professional Experience
- Resume(s) of key staff to be involved in project (including no more than four professional references)
- Certification Regarding Conflict of Interest (Exhibit C)
- Two samples of similar recent Employee and Employer studies undertaken by proposer.

Exhibit A

**CENTRAL TEXAS ECONOMIC CORRIDOR  
Local Labor Market Survey RFP  
Proposal Cover Sheet**

<b>Business/Agency Name:</b> _____
<b>Mailing address:</b> _____
<b>City:</b> _____
<b>State:</b> _____
<b>Physical address:</b> _____
<b>Phone Number:</b> _____
<b>Fax Number:</b> _____
<b>Email Address:</b> _____
<b>Proposal contact person:</b> _____
<b>Title:</b> _____
<b>Signature Authority:</b> _____
<b>Title:</b> _____
<b>Phone Number:</b> _____
<b>Signature:</b> _____
<b>Tax/Legal Status:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Private <input type="checkbox"/> Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Public <input type="checkbox"/> Non-Profit
<b>Date Established:</b> _____
<b>Tax ID or Social Security number:</b> _____

**Exhibit B**

**CENTRAL TEXAS ECONOMIC CORRIDOR**  
Local Labor Market Survey RFP  
**Bid Specifications**

**Part #1: WORKER SURVEY**

Successful Bidder: Will survey a minimum of 2050 members of the Labor Force in the Killeen-Temple-Fort Hood MSA. Survey respondents will be randomly selected and must conform to the “Minimum # To Be Surveyed” column in the table below, which represents approximately 1% of the workforce in the MSA. Survey responses must be compiled and reported by individual community and aggregately.

Will produce written report of results and analysis. Will provide 25 copies for distribution.

<b>County</b>	<b>Population 2000</b>	<b>City/Community to be Surveyed</b>	<b>Population</b>	<b>Min # To be Surveyed</b>
Bell	237,974	Killeen	86,911	350
		Temple	54,514	350
		Fort Hood	33,711	350
		Harker Heights	17,308	100
		Belton	14,623	350
Coryell	74,978	Copperas Cove	29,592	350
		Gatesville	15,591	100
Lampasas	17,762	Lampasas	6,786	100
<b>TOTAL</b>	<b>374,518</b>		<b>277,525</b>	<b>2,050</b>

Will survey for the following elements, at a minimum:

- What is your primary job
- What is your secondary job, if you have two jobs
- Whether Full-Time (FT) or Part-Time (PT) worker
- If PT, availability to move to FT job
- Shift worked in current job(s)
- Whether self-employed, FT or PT
- Length of time in current job
- Length of time in current occupation
- Technical skills possessed by worker
- What languages are fluently spoken by the respondent. List them.
- If you could find a job that paid whatever your salary should be, how far are you willing to commute for that job?
- If unemployed, reason unemployed
- If unemployed, what hourly pay do you require to re-enter the workforce?

Whether underemployed (actual education is greater than required by job)  
Where do you live? (Name of city)  
Where do you work? (Name of city)  
How long it takes to commute to work

**Part #2: EMPLOYER SURVEY**

Successful Bidder: Will survey at least forty-five (45) selected companies within the three county MSA. Survey respondents shall reflect the employer composition of each listed community, sampled from large and medium companies. The distribution of surveys should resemble the following: ten (10) surveys each from Killeen, Temple, Copperas Cove and Belton, and no fewer than three (3) surveys each from the remaining listed communities. The EDOs in the four CTEC communities will help the chosen contractor obtain survey respondents in their communities.

Will produce written report of results and analysis. Will provide 25 copies for distribution.

Will survey for the following elements, at a minimum:

- Methods of recruitment of workers
- Ease of recruitment, average length of time job posting remains open
- Satisfaction with entry level skills of workers
- Satisfaction with basic skills of workers
- Common skills needed by workers, including computer skills
- Specific job skills needed, but that are difficult to find in the market
- Average weekly overtime worked
- Productivity and work ethic of workers
- Daily absenteeism rate, daily tardiness rate, turnover rate
- Benefits offered to workers, and what percentage paid by employer where applicable
  - Vacation pay
  - Holiday pay
  - Health care
  - Dental Care
  - Optical Care
  - Insurance, life
  - Insurance, disability
  - Pension
  - Tuition assistance
  - Training
  - Other Compensation, 401K, stock options
  - Day care on site, assistance, or through vouchers
- Incentive Pay for job performance
- Shift Differential Pay
- Amenities Offered in Workplace
  - Flextime
  - Telecommuting
  - Job Sharing
  - Cafeteria on-site
  - Lunch/Break Room
  - Floating Holidays

- Health club on-site or membership

Exhibit C

**CENTRAL TEXAS ECONOMIC CORRIDOR**  
Local Labor Market Survey RFP  
**Certification Regarding**  
**Conflict of Interest**

By signature of this proposal, Proposer covenants and affirms that:

- (1) no manager, employee or paid consultant of the Proposer is employed by any of the CTEC sponsoring Economic Development Organization (EDOs), or is a member of the Central Texas Workforce Policy Board, the President, or a manager of the Board;
- (2) no manager or paid consultant of the Proposer is a spouse to any employee or board member of any of the CTEC sponsoring EDOs, or is a member of the Central Texas Workforce Policy Board, the President, or a manager of the Board;
- (3) no employee, or board member of any of the CTEC sponsoring EDOs or member of the Central Texas Workforce Policy Board, the President or an employee of the Board owns or controls more than a 10 percent in the Proposer;
- (4) no spouse of an employee or board member of any of the CTEC sponsoring EDOs or member of the Central Texas Workforce Policy Board, President or employee of the Board is a manager, or paid consultant of the Proposer;
- (5) no employee or board member of any of the CTEC sponsoring EDOs, or member of the Central Texas Workforce Policy Board, President, or employee of the Board receives compensation from Proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
- (7) should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with CTEC and shall immediately refund to CTEC any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by CTEC, any of the sponsoring EDOs, or the Central Texas Workforce Board relating to that contract.

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Name of Authorized Representative

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Title

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Signature

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Date

**Exhibit D**

**CENTRAL TEXAS ECONOMIC CORRIDOR**

Local Labor Market Survey RFP

**Vendor Application/Intent to Bid**

<b>CENTRAL TEXAS ECONOMIC CORRIDOR</b>	
<b>VENDOR APPLICATION</b>	
This application will enable the Central Texas Economic Corridor (CTEC) to keep a file on vendors that are interested in potential contracts. CTEC has various items/services that may be purchased during the year. This information will be kept on file and notice will be sent to vendors in the database of upcoming RFPs.	
Company Name:	
Contact Name:	
Company Physical Address:	
Company Mailing Address:	
City:	
State:	
Postal Zip Code:	
Voice Phone Number:	
FAX Number:	
Email Address:	
Services Offered:	
General Items offered:	
Please submit via email or fax or mail to:	Central Texas Economic Corridor
	ATTN: Cynthia Hernandez
	2180 North Main Suite C-1
	Belton, TX 76513
	FAX: 254.770-2279
	email: <a href="mailto:chernandez@dcbelton.org">chernandez@dcbelton.org</a>

## PUBLIC NOTICE

The Central Texas Economic Corridor (CTEC) is soliciting proposals for a Local Labor Market Survey. CTEC serves the Central Texas Area consisting of the following counties: Bell, Coryell, and Lampasas counties in the Killeen-Temple-Fort Hood MSA. CTEC is an association of the Economic Development Organizations in the representative cities of Killeen, Copperas Cove, Belton and Temple.

Request for Proposal (RFP) packages may be obtained from the Development Corporation of Belton at their office 2180 North Main, Suite C-1, Belton, Texas beginning at 9:00 a.m. on February 5, 2007, and thereafter on weekdays from 8:00 a.m. to 5:00 p.m. RFP packages may be obtained from the CTEC website at <http://www.centraltexas.org>

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CTEC reserves the right to accept or reject any or all proposals received as a result of this request, or to negotiate with all qualified proposers, or to cancel in part or in its entirety this RFP, if it is in the best interest of CTEC.

CTEC encourages historically underutilized businesses to request and respond to all Requests for Proposals.