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Request for Qualifications

Job Club

The Northwest Workforce Council (NWC) is seeking qualified contractor(s) to provide job club services for job seekers as a means to decrease time spent conducting job search activities and to provide a supportive, learning environment for WIOA IB participants.

As the WIOA program will fund these services, the majority of participants must be enrolled in a WIOA program. Job Club meetings will be facilitated meetings that take place on a regular schedule where each job club cohort has a specific start and end date lasting no longer than two months per cohort.

During the meetings, a facilitator will provide a short informative piece (e.g. how to write a resume that passes AI screening technology) offer support to participants, encourage individuals within the group to support each other, lead discussions to improve participant job searching skills, facilitate a sharing discussion of job leads and provide structure within the group that will help keep members on track and productive both during the meetings and in their job searching activities. Facilitators will create structure and boundaries of decorum within the group, set group norms and build a degree of familiarity and trust within the group. It is expected that the majority of job club meetings will occur at the WorkSource Center in Bellingham, WA. This will allow participants access to the tools and equipment in the Center Resource Room and integrate the participants into other available services and programs.

A strong preference will be given to job club models that closely resemble Nathan Azrin's model as this has been noted as a best practice providing a high level of success. This model, developed in the 1980s, reinforces participant accountability which accelerates the learning process. Since the Azrin model was developed, it is important to note that the model will need some adjustments as the workforce system's programs and services have matured. Programs better understand and must offer reasonable accommodations for people with disabilities and provide services and supports that take into account trauma informed care.

NWC will select contractors for future projects from among qualified respondents to this Request for Qualifications (RFQ). In the event that no entity responds, or responders do not address the minimum qualifications required, NWC reserves the right to conduct outreach to obtain qualified providers. Expected funding awarded for this Job Club service is \$60,000.00 to target twenty (20) participants per cohort. The program year starts July 1, 2024 and ends June 30, 2025.

General Scope and Qualifications:

Individuals serving as job club facilitators are expected to be adults who have significant job experience in the private sector, have successfully entered and sustained competitive employment. It is expected that the agency facilitating the job club program will provide facilitators with training in meeting facilitation, presentation skills, career development, general coaching and skills needed to support individuals struggling to find adequate employment. It is expected that the provider will fully vet prospective facilitators to ensure that they possess the qualities necessary to be an effective facilitator.



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Qualifications:

- Successful experience running similar programs that assist job seekers. Preference is given to those entities who have had successful experience running a job club program or job search services with proven results.
- Demonstrated effectiveness in the fiscal and administrative functions necessary to provide federally funded program services.
- Enthusiastic about working with people from diverse backgrounds with a commitment to values of inclusion, diversity, and equity.

Interested parties must complete the attached qualifications form and submit via email to:

info@workforcenorthwest.org

Subject Line: Job Club Services

Deadline for submission of qualification form is June 7, 2024.

NWC will maintain a file of qualified respondents and will conduct a comparison considering experience, effectiveness, and references when selecting contractors when specific projects arise.

Northwest Workforce Council, a proud partner of WorkSource, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711

For information about program funding visit nwboard.org/about/federal-resources/



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QUALIFICATIONS FORM: Job Club Services

Section 1: Respondent Information

Date Submitted:		Contact Name:	
Organization/ Proposer:		Email:	
Address:		Telephone:	
EIN:		Website:	

Section 2: Brief Description of Organization *(one page max)*

Respondents may include web links within your response.

1. Describe your agency’s mission and how this program folds into meeting your stated values or strategic goals.
2. Describe your agency’s infrastructure necessary to support the fiscal and programmatic functions utilizing federal funds to include timely invoices, records retention, meeting reporting requirements for federal fund sources, and monitoring.
3. Describe your agency’s ability to work with people from diverse backgrounds and any initiatives, publications, or strategic or other planning that outlines your commitment to values of inclusion, diversity, and equity.

Section 3: Experience and Ability *(one page max)*

Respondents may include web links within your response.

1. Describe your experience with oversight and support of job search activities. Include experience with job club programs or the like. Include how you have conducted outreach to successfully obtain qualified facilitators.
2. Describe your experience and success working with diverse populations including the long term unemployed, individuals receiving public assistance, individuals with disabilities, and other out of work individuals.
3. Describe your proposed activities, job club format, curricula, and job searching skills enhancement activities for job club participants.

Section 4: Previous Project(s)

List related projects in the last five years with a brief description of the most relevant three projects and their outcomes.

Section 5: References

Provide three references of individuals or businesses not employed by you or your agency.