



REQUEST FOR INFORMATION

for

Workforce Separate Entity

by

**Workforce Connection of Central New Mexico
(WCCNM)**

WCCNM

809 Copper Ave., NW, Albuquerque, New Mexico 87102
Phone: (505) 247-1750, Fax: (505) 247-1753

<https://www.wccnm.org>

SECTION 1: INTRODUCTON AND INSTRUCTIONS

1.01 Purpose of this Request for Information

This is a Request for Information (RFI) issued by the Workforce Connection of Central New Mexico (WCCNM).

This request is only for information gathering purposes. WCCNM is requesting that entities with experience, expertise or an interest in separate entity formation provide responses (“Responses”) to this RFI submit responses to the enclosed Scope of Work and Questions. Responses to this RFI are voluntary and do not bind WCCNM, entities responding (“Respondents”), or any other local entity in any way. Any procurement, permitting, licensing, or other agreements related to separate entity formation in the WCCNM service area will be the subject of a separate process.

1.02 Contact and Response Information

The Procurement Manager is the point of contact for this RFI. Please submit responses to the Procurement Manager by the deadline specified in the RFI Schedule. Please reference the Solicitation Number and Title in the submittal. Submittals will be accepted by mail or email at:

Address: Workforce Connection of Central New Mexico
Attention: Sonora Rodriguez, Workforce Program Manager
Solicitation: Separate Entity Formation
809 Copper Ave NW
Albuquerque, NM 87108

Email: srodriguez@mrcog-nm.gov

1.03 Assistance to Individuals with a Disability

Contact the Procurement Manager as soon as possible if an individual with a disability needs assistance with the RFI, including any events in the RFI Schedule, so reasonable accommodations can be made.

1.04 Schedule

EVENT	DATE
RFI issued	<i>July 17th 2023, 5:00 PM MST</i>
Deadline for Submission of Questions and Requests for Clarification	<i>July 21th -2023, 5:00 PM MST</i>
Amendment with Responses to Questions and Requests for Clarification issued approximately (if required)	<i>July-24th -2023, 5:00 PM MST</i>
Deadline for Submission of Responses	<i>July-28th-2023, 5:00 PM MST</i>

1.05 Questions and Requests for Clarification

Respondents and potential Respondents should direct any questions or requests for clarification to the Procurement Manager via email by the deadline for submission of responses identified in the RFI Schedule.

Vendors may request to receive notices related to this RFI by contacting the Procurement Manager by e-mail and providing the following information: RFI title, business name, contact person, mailing address, telephone number, and email address. The Procurement Manager will develop a circulation list and distribute a RFI addendum(a) to all vendors on the list.

1.07 Respondents Responsible for All Preparation Costs

Respondents are responsible for all costs associated with the preparation, submittal, and presentation of their response to this RFI.

1.09 Disclosure of Contents

All responses and material submitted pertaining to the response will be open to the public, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the response in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offerors organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which a Respondent has made a written request for confidentiality, the Procurement Manager shall examine the Respondent request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Respondent takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential or proprietary data.

SECTION 2: GOAL AND BACKGROUND INFORMATION

2.01 Background Information

The Workforce Connection of Central New Mexico (WCCNM) is the local Workforce Development Board in the four-county region of Central New Mexico (which includes Bernalillo, Sandoval, Torrance, and Valencia Counties). WCCNM was established July 1, 2000, under the authority of the New Mexico Workforce Development Act.1 (Footnote: 1 Chapter 50, Article 14 NMSA 1978; and the federal Workforce Investment Act of 1998 and currently the 2014 reauthorized Workforce Innovation Opportunity Act (WIOA)). With over 40% of the state's population residing in the central region, WCCNM is the largest workforce development board in New Mexico.

The WCCNM successfully leads the development of the regional Workforce Innovation and Opportunity Act (WIOA) four-year Workforce Development Plan; selects the region's

Administrative Entity/Fiscal Agent (AE/FA), New Mexico Workforce Connection (NMWC) Career OneStop Operator, Adult/Dislocated Worker (A/DW) Service Provider, and Youth Service Provider; oversees program monitoring; and develops the budget for implementing the WIOA program within New Mexico's Central Region. The Mid-Region Council of Governments (MRCOG) serves the WCCNM as the AE/FA, Central Region OneStop Operator, and A/DW Service Provider.

The WCCNM is focused on effective and equitable outreach efforts to serve priority populations, which are defined as Veterans; individuals with disabilities; English language learners (limited English proficient); out-of-school youth; adult and youth ex-offenders (justice-involved); public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.); homeless individuals, long-term unemployed; low-income workers; basic skills deficient individuals; and individuals over age 55. Workforce Connection of Central New Mexico that are integral to ensuring communities are economically vibrant and strong. The development of a separate entity to support and address gaps in providing a comprehensive approach to workforce development that is worker centered is necessary to move the Central Region and as a result New Mexico forward. As such, we are interested in determining the framework of this new nonprofit entity.

2.02 Goal and Purpose

WCCNM has a broad and diverse set of workforce challenges and opportunities. With the formation of the separate entity and the support of the separate entity working committee that includes leaders from government, foundations, higher education, senior citizens, immigrants, transportation, youth, tribal, business and workforce development, the purpose is to help with addressing gaps in funding and help with identifying and obtaining funding opportunities outside of WIOA with a primary focus on the Central region, but would include statewide initiatives.

SECTION 3: SCOPE OF WORK

3.01 Scope of Work

The Workforce Connection of Central New Mexico (WCCNM) Board is soliciting experts to help with the formation of a separate entity to support workforce initiatives. This effort will assist in furthering the WCCNM mission and other workforce related activities in New Mexico with a primary focus on the Central Region and may include other New Mexico workforce areas or statewide initiatives. If selected, a presentation of the research to the Local Workforce Development Board (LWDB) and/or subcommittee may be required.

SECTION 4: QUESTIONS AND REQUESTED INFORMATION

To inform the initiative for a separate entity formation, WCCNM is requesting parties submit responses to the Scope of Work (SOW) and the following areas of inquiries.

4.01 Research:

Definition: “other entity” refers to the separate nonprofit(s) created to support the mission of the Local Workforce Development Boards (LWDB).

- 1)** Research on similar structures for workforce boards and separate entity structures across the country
- 2)** Produce a report in table and written format of five to seven separate nonprofit entities, including for each:
 - a.** LWDB and other entity types. If there are multiple other entities, please describe their purpose (i.e. IRS designation, c3, c4, etc.)
 - b.** Bylaws, Mission and Vision, and other organizing documents for each
 - c.** What are the key differences (if any) on the focus geographic area and activities for the other entity as compared to the LWDB entity?
 - d.** 990 forms for each other entity for all years or five years, whichever is greater, and each LWDB entity for the five previous years
 - e.** Reason given for creating other entity type
 - f.** Dates formed
 - g.** Board structure of other entities:
 - i.** Number of members, at formation and current if different
 - ii.** Requirements and composition of board members presented in written and table format:
 - 1.** Roles of members and term structure (outside of new entity, e.g., CEO of certain local community college, Chair of LWDB entity, CEO of local (non-governmental) economic development agency, CEO of mid/large private employer, CEO of certain trade union, etc.)
 - 2.** Geographic representation (must reside and/or work within noted region)
 - 3.** Allow elected officials
 - 4.** Allow public employees
 - 5.** Number and roles of LWDB entity board members and staff members required to be on board of other entity (For example, Officers of the LWDB, Executive Director)
 - h.** Staffing structure and requirements for staffing structure of LWDB and other entities
 - i.** Does the LWDB utilize its staff to conduct activities for the other entity?
 - ii.** If so, provide details of the division of labor, firewall procedures, time tracking, types of activities, # of staff, etc.
 - iii.** If no, provide details of staffing for other entity: positions, activities, responsibilities, # of staff, etc.
 - i.** Fundraising for other entity
 - i.** Do the other entities have individual(s) or contractor that has fundraising included in their role?
 - ii.** If so, what is that structure, including compensation type, other duties, etc.

- j. Synopsis of interviews with individuals from the LWDB entity and the other entity, including:
 - i. Timeline of formation
 - ii. LWDB boards involvement in creation and ongoing collaboration and impact of other entity
 - iii. Successes
 - iv. Learnings
 - 1. Risks and concerns, specifically in regard to IRS regulations ex. arm's length, sharing staff among entities, sharing accounts
 - v. Frustrations
 - vi. Collaborations
 - vii. Most impactful funding partner(s)
 - k. Contact information and list of individuals who are willing to speak with the WCCNM Chair, Vice-Chair, Workforce Administrator or other appropriate representatives regarding the new entity formation, fundraising, staffing and operations processes
 - l. Table showing funding sources and amounts for the LWDB. Showing at least last three years of funding data available by funding source.
 - m. Analysis and evaluation of at least five potential funding sources for other entity including other organizations and other non-profits supporting workforce development boards:
 - i. Amount available
 - ii. Application Process
 - iii. When is the application period open
 - iv. Which types of entities are eligible for each grant
- 3) Your proposal must include:**
- a. Experience in workforce related initiatives
 - b. Experience working on projects that include a focus on diversity, equity and inclusion. Please see DOL's Initiative on Diversity and Inclusion: <https://www.dol.gov/agencies/odep/program-areas/employers/diversity-inclusion>
 - c. Project related qualifications of staff
 - d. Certification that the responding entity is a NM based company
 - e. Ability to complete Scope of Work within 30 days of contract execution.
 - f. Include a timeline for completion of each of the areas identified in the SOW

Proposal should not exceed \$15,000, exclusive of Gross Receipt Tax and is on a fixed price and fixed term.