

2023 Request for Proposals Military Spouse Employment Review



February 6th, 2023

REQUEST FOR PROPOSALS 2023 Military Spouse Employment Review

The South Sound Military & Communities Partnership (SSMCP) is seeking bids for professional services from professional consulting firms (hereinafter called “Consultant”) to conduct a Military Spouse Employment Review. Requests for Proposals (RFPs) can be found on the City’s website at:

<https://www.ssmcp.org/ssmcp-request-for-proposals-rfps/>. The City of Lakewood will act as the project sponsor. The SSMCP will serve as the project coordinator, and as the point of contact for consulting services. Following selection, the consultant will prepare a coordinated Work Plan including a refined scope, schedule, budget, and project organization chart.

The South Sound Military & Communities Partnership (SSMCP) works to address issues that affect military and civilian communities around JBLM and to foster outcomes that are mutually beneficial for the South Puget Sound region.

The funds provided in this grant would allow SSMCP to accomplish the following tasks while continuing its collaborative partnership with JBLM to ensure continued operations, functions and missions at JBLM:

- 1.) Conduct research to capture primary and secondary barriers to employment, to better understand the needs of military spouses to gain employment through a statewide research collection.
- 2.) Identify strategies to assuage impediments to military spouse employment through community partners, DoD, military installation commands as well as through legislative action at the local state and federal levels.

Submittals must be filed with the City Clerk’s Office at 6000 Main Street SW, 3rd floor, Lakewood, Wash., 98499, by 4:30 pm PST on **Thursday, February 23rd, 2023**. In order to be considered, qualifications and proposals must be received by this date and time. The City of Lakewood reserves the right to reject any and all submittals.

The City of Lakewood does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. The selected vendor must be able to demonstrate EEO/ADA compliance.

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For additional information, contact Bill Adamson, Program Director for the South Sound Military & Communities Partnership (SSMCP), at 253.983.7772 or e-mail <badamson@cityoflakewood.us>.

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REQUEST FOR PROPOSALS CITY OF LAKEWOOD

PROPOSALS to Conduct a **Military Spouse Employment Review**

Professional Services

I. INTRODUCTION AND PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive negotiation for professional services to assist the South Sound Military & Communities Partnership in conducting a Military Spouse Employment Review. A full narrative and needs description for this project is attached as **Attachment A**.

II. STUDY AREA

III. SCOPE OF WORK

The consultant and/or its sub-consultants will be responsible for completing the tasks in the Scope of Work (**Attachment B**). Project costs cannot exceed \$91,350.

IV. PROJECT SCHEDULE

The start date for this project is 1 March 2023 and this project shall be completed by 1 May 2024.

V. PROJECT ORGANIZATION AND MANAGEMENT

The City of Lakewood will act as the project sponsor. The SSMCP will serve as the project coordinator, and as the point of contact for consulting services. Following selection, the consultant will prepare a coordinated Work Plan including a refined scope, schedule, budget, and project organization chart.

VI. REPORTING REQUIREMENTS

The Consultant shall be responsible for the following reporting requirements:

1. Semi-monthly reports to Project Manager that shall include updates on the status of the planning process and the project expense reports.
2. A critical path schedule for the planning effort detailing the start of the project, major deliverable dates, estimated meeting dates and estimated completion dates for the deliverables.
3. Provide complete pricing. Appropriateness and flexibility of pricing arrangements.
4. Any additional services or procedures of benefit to the SSMCP and the City not specifically required herein, which the Contractor offers to provide and believes will be beneficial to the project.

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5. Other requirements as determined during the contracting process.

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VII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

All respondents should submit a written proposal to include information about the respondent directly related to each of the Selection Criteria outlined in Section VIII below. All information should be submitted succinctly. By submitting a proposal, offerors certify that all information provided in response to this RFP is true and accurate.

A. RFP Response:

In order to be considered for selection consultants must submit a complete response to this RFP. Five (5) proposal copies must be submitted no later than **4:30 PM on Thursday, February 23rd, 2023** to:

**RFP: Military Spouse Employment Review
City Clerk, City of Lakewood
6000 Main St SW
Lakewood, WA 98499-5027**

B. Proposal Format:

Submit applications on white 8.5 x 11 inch paper only. The proposal and all supporting material shall be limited to 20 pages, (not including cover sheet) and use a standard Arial font. The font size must be 11 point or larger. The margins must be at least one inch on all sides and all pages must be numbered.

C. Proposal Contents:

Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the City giving a lowered evaluation of the proposal. The City may reject proposals that are substantially incomplete or lack key information. Proposals received after the response time and date will not be opened or considered for award.

D. Proposal Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

E. Required Proposal Elements:

Proposals should be as thorough and detailed as possible so that the City may properly evaluate the Consultant's capabilities to provide the required services. Consultants are required to submit the following items as a complete proposal:

1. A written narrative statement on **Qualifications and Experience:**
 - a. Describe the qualifications and experience of the firm in developing plans as described in the Scope of Work.
 - b. Experience with applied research and data management regarding employment and related Office of Local Defense Community Cooperation (OLDCC) / Economic Adjustment (OEA) projects.
 - c. Expertise in forming and working with multi-agency partnerships.

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2. **Specific plans** for providing the proposed services, including:
 - a. What, when, and how the service will be performed; and
 - b. Ability to complete the project within the estimated time frame.

3. **Explain how specific tasks will be accomplished:**
 - a. Familiarity with the US military
 - b. Meetings with subject matter experts in all overlay areas
 - c. Learning about past efforts and assessments
 - d. Learning about other military communities in the state of Washington and nationwide with spousal employment barriers that could impact the spouses ability to gain or retain employment
 - e. The parties involved in developing this study at a minimum will be JBLM, Fairchild Air Force Base, Naval Base Kitsap, Naval Air Station Whidbey Island, Naval Station Everett and its respective surrounding jurisdictions where military families reside and work.
 - f. Given the substantial complexity of such a multi-part overlay, a robust process including all involved stakeholders would be expected.

The City reserves the right to reject any and all proposals.

The City encourages disadvantaged, minority, veteran, and women-owned consulting firms to respond. The described project is subject to federal funding; any contract award is contingent upon receipt of that funding.

The Consultant shall comply with the regulations relative to nondiscrimination. The Consultant shall comply with the American Disabilities Act of 1992, as amended.

VIII. EVALUATION AND AWARD CRITERIA

A. Evaluation Criteria:

The City will use a Selection Committee to review and evaluate all Statements of Qualification submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria detailed below. The Selection Committee may choose to ask the top ranked firms to attend a presentation/interview as part of the evaluation process.

The successful consultant is expected to provide a multidisciplinary team with the demonstrated qualifications, experience and expertise to complete the desired analysis, as well as demonstrate a capacity to manage the Project and direct the efforts of the team. Experience in conducting multi-jurisdictional studies involving military installations and familiarity employment research is important. In addition, the consultant must demonstrate an interest in the Project, convey an understanding of the federal and Washington State laws as it pertains to military spousal employment, provide references for similar projects, demonstrate positive public participation skills, show an ability to work within the time schedule and provide the deliverables noted in the Proposed Work Program.

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Evaluation Criteria	Point Value
Understanding of project requirements, scope and tasks and quality of proposed approach to address the scope of work.	20
Adherence to RFP instructions.	10
Military & public participation; the ability to effectively communicate with military organizations, federal, state and local governments, tribes, and the general public during a pandemic.	15
Pricing.	10
Capacity of the Respondent to perform the required work activities within the given time limitations, taking into consideration current and planned workload.	10
Experience addressing planning and coordination in urbanized regions experiencing military and civilian growth.	10
Knowledge of the 2022 Growth Coordination Plan, familiarity with Washington State military installations, and legislation surrounding military spousal employment.	10
Professional qualifications and experience of the individuals the Respondent will assign to provide the required services.	10
Names, addresses and telephone numbers of clients for whom the Respondent has performed projects of similar or related size and type.	5
TOTAL: 100	

B. Award of Contract:

The City shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible.

Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. The City will provide third party notification should any proprietary information be requested by the public or competitors. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, the City shall select, in the order of preference, two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price.

IV. RFP AVAILABLE ONLINE

Available on-line at:

<https://www.ssmcp.org/ssmcp-request-for-proposals-rfps/>

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For further information, please direct questions to Maria Tobin, SSMCP Program Coordinator at 253-241-7854 or mtobin@cityoflakewood.us

CITY OF LAKEWOOD

Briana Schumacher

City Clerk

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Attachment A: Narrative

Nation-wide studies have found that while military spouses have similar or higher labor participation rates to civilian counterparts, they tend to have higher unemployment and underemployment than their non-military-connected counterparts. In addition, military family financial readiness within the communities surrounding the high-cost area of Joint Base Lewis McChord (JBLM) is most often contingent upon the ability of military spouses to gain employment. This planning study is intended to document the specific purpose and needs for increased cooperation, improved process for communications, to develop and improve conditions to optimize military spousal employment opportunities. This study will document relevant, existing data, decisions, processes, policies and regulations across the State of Washington impacting military spousal employment that can be utilized during the evaluation of existing policies and affect advocacy efforts.

The purpose of the study is to define both the direct and indirect barriers to employment for military spouses across the State of Washington and its impacts to the military mission. This study will compare and contrast policies, available funding, educational opportunities, and job placement resources across every major military installation in the State against and compare those with other military installations throughout the country. The DOD and the DOL establish the need to improve collaboration with government, private, non-profit, educational, and labor partners to support growing employment opportunities for military spouses.

The research to be completed within this funding request would be directed toward research applications that could be easily replicated for expansion to all military communities nationwide or extrapolated to address military spouse employment barriers across the United States. The research in this funding request would gain the input of military installation leaders while encompassing all branches of the military across the state of Washington to identify the barriers to employment based on branch, in addition to the geographic location of the military installation, and more accurately define and improve military family resiliency for our military communities.

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ATTACHMENT B: SCOPE OF WORK

(Military Spousal Employment Review)

SSMCP seeks Contractor support for the Project, including the following:

- Subject matter expertise to conduct research, analysis, strategic guidance, advising, resolution strategies and outreach support.
- Facilitate and support outreach, meetings, workshops, and other stakeholder engagement activities with project such as assemble and compile data from focus groups

Task 1.0 Project Management-

The selected Contractor will, at a minimum: assist SSMCP staff with agenda items for regularly scheduled meetings; track and facilitate milestone meetings; and submit monthly schedule, budget, and project status reports.

The selected Contractor will prepare a Project Management Plan (PMP) to include, at a minimum, the following elements:

- Scope
- Budget
- Schedule of tasks, meetings, milestones, delivery dates
- Regular (e.g., monthly) meetings and milestones
- Expectations of SSMCP and stakeholder committee input, (e.g., documents to be provided, coordination required, etc.)
- Team structure, including Subcontractors
- Team member contact information, including names and locations of key staff
- QA/QC plan

Task 1.0 Develop project work plan and conduct kick-off Meetings

1.1 Finalize the work plan, project schedule, and list of project stakeholders

1.2 With project stakeholders, define the project study area

- Task One – Deliverable 2: Project Team Meetings Schedule (at least 12)
- Task One – Deliverable 3: Progress reports (monthly and final) timeline
- Task One – Deliverable 4: Financial and other federal reports (4-6 copies)

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Task 2.0 Interview key stakeholders to gain their perspective on the effectiveness of existing military spousal employment programs, regulations, and resourcing across the State of Washington

- 2.1 Develop a network diagram showing stakeholder roles and responsibilities, recommend other value-added organizations for the project stakeholder group
- 2.2 Assess the effectiveness of state-level military spouse employment policies
- 2.3 Evaluate military spouse employment programs by installation and branch component
- 2.4 Conduct state-wide surveys directed toward military spouses to accurately gauge both direct and indirect barriers to employment
- 2.5 Evaluate private, corporate, and businesses party creative solution options to support military spousal employment
- 2.5 Conduct state-wide military spouse workforce surveys to assess direct and indirect barriers to employment (basic needs, accessible childcare, housing availability, and JBLM mission readiness and operations tempo)
- 2.6 Recommend ways to integrate and improve the military spousal employment programs as part of this study.

Task 3.0 Evaluate options for different locales to increase employment opportunities for active military spouses across the State.

Task 4.0 Evaluate shortfalls/gaps in policy and recommend ways to improve military spousal employment.

Task 5.0 Compare and contrast prior military spousal employment surveys

- 5.1 Determine the differences between the two sets of findings and explain why they are different.
- 5.2 Determine the impact to Washington State of having conflicting findings. Recommend a way to rectify the perceived gaps in understanding the outcomes of prior surveys.

Task 6.0 Project Final Report

The Contractor shall handle the development of a final project report, including all the activities listed below:

- Outline for Draft Military Spousal Employment Review Final Report
- Draft Military Spousal Employment Review Report
- Present Draft Report to Technical Review Committee, Policy Committee, and Relevant Entities
- Incorporate installation feedback into the final report

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- Complete Final Deliverables: Military Spousal Employment Review Report and Supporting Documents; High-level summary recommendations memo.
 - Deliverable 1: Proposed outline for the final report, including presentation and outline
 - Deliverable 2: Military Spousal Employment Review Report and Supporting Documents; Draft and Final
 - Deliverable 3: High-level recommendations memo including Installation Resilience project priority list; Draft and Final (5 copies)
 - Deliverable 4: Presentations on the final report (up to 3 copies)

The Contractor shall review and incorporate all input and feedback from SSMCP and the DoD OLDCC. All final documents will require approval for release from JBLM. The contractor will work with SSMCP to incorporate changes and feedback from the military installations and surrounding Counties. The final report will prioritize all projects from each of the installations into a single regional list.