

PARTNER WORK

Request for Bids: Cross-Systems Coordination Consultant

Partner4Work (P4W) seeks to engage a consultant to help inform our knowledge of strategies and best practices related to cross-systems coordination between workforce development boards and community partners. The consultant will perform the following activities:

- **Planning** – Meet with key Partner4Work staff to help plan and implement a Coordination Council strategy modeled on national best practices.
- **Technical Assistance** – Support P4W staff in the planning, launch and operation of its Coordination Council strategy by providing ongoing guidance, sharing relevant resources, and troubleshooting challenges. Consultant will provide support via monthly phone/videoconference calls, email communications, and site visits (see below).
- **Meeting Support** – Attend Coordination Council launch meeting (tentatively planned for August 2019) and attend subsequent quarterly meetings for a period of one calendar year (August 2019 – July 2020). Prior to each meeting, the consultant will review and provide written feedback on meeting agendas and presentations. The consultant will attend and observe meetings and meet with key P4W personnel following each meeting to debrief and identify key takeaways and opportunities for action.
- **Documentation Support** – In addition to the services described above, the consultant will aid in the development of key Coordination Council documents, including drafting a Coordination Council Partner Memorandum of Understanding (MOU) and reviewing/providing feedback on materials developed by P4W to frame, promote, and evaluate the Coordination Council.

Expected Deliverables

- Coordination Council Framework: Review draft and provide feedback (June/July 2019)
- Coordination Council Launch Agenda: Review draft and provide feedback (July 2019)
- Coordination Council Meeting Invitation: Review draft and provide feedback (July 2019)
- Coordination Council Evaluation Framework: Provide samples from other coordination councils; draft MOU for P4W Coordination Council and provide feedback on revisions (2019/2020 TBD)
- Coordination Council Partner MOU: Provide samples from other coordination councils; draft MOU for P4W Coordination Council and provide feedback on revisions (2020 TBD)
- Monthly Technical Assistance Sessions: 60-minute conference call or videoconference each month with key P4W staff
- Debriefing Sessions: 60-minute debriefing sessions following each Coordination Council meeting (Quarterly or Bi-Monthly, TBD)

Please submit bids no later than 5:00 PM on June 25th, 2019 to lsaulle@partner4work.org.