

# Job Placement Strategy for TAACCCT Graduates

## Scope of Work for Request for Proposal For Qualified Vendors

### Overview

One of the key metrics of the TAACCCT grant is to place graduates into employment within the quarter after the quarter in which they complete training. Many programs of study conclude at the end of a quarter, leaving staff with a 90 day window to assist completers in finding employment and to generate a positive outcome towards the grant's Entered Employment Rate. To assist the partner colleges with job placement and to enhance the placement capacity of the local CareerLinks, a statewide strategy is being implemented. This strategy, for which we seek qualified vendors, will include delivering job placement services by region and by industry within the CareerLink Centers.

### Job Placement Strategy Structure

The 14 community colleges will be assigned to one of four specific regions in the state: Southeast, Central, Northeast and Western. Within each region, **up to 2** Job Placement staff (vendor) will be hired to identify jobs in the Advanced Manufacturing, Energy and Health Care Information Technology fields and to assist program completers in applying for these jobs. The staff selected will be co-located at a CareerLink (if space capacity exists) and the grant will pay the associated costs of being a partner in the center. The Project Directors from each college/region will work together to choose the appropriate Job Placement staff (vendor). Contracts, however, will be executed by the TAACCCT Grant Office (fiscal agent) and will be paid with allocated statewide funds. It is expected that the job placement staff person (vendor) may need to travel from one CareerLink Center to another to accommodate the volume and location of graduates.

The contracts will end on September 30, 2014.

### Scope of Service

It is expected that each Job Placement staff (vendor) will perform the following tasks:

- Meet with the Career Coaches of each college within the designated region to discuss the graduates and their training programs, graduation schedule, training programs and other related information
- Meet with individual students to discuss job expectations
- Outreach to employers to hire graduates
- Arrange interviews for graduates
- Provide on-going reports to Career Coaches regarding placement activity
- Share employer contacts with CareerLink center staff
- Submit monthly reports to Career Coaches and Project Directors regarding placement activity



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This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

Specific scope of services may vary slightly by region depending on need, programs offered and number of program completers.

Projected Job Placement Numbers by College and Region:

*\*each college identified a placement goal based on the number of expected program completers. For the purposes of this grant, a placement is counted as such if the program completer finds employment during the quarter after the quarter of program completion. The numbers below are estimated based on data as of 4/30/13 and may differ at the time of award and are provided as a reference point for potential bidders.*

Southeast:

Bucks County Community College	78
Community College of Philadelphia	93
Delaware County Community College	119
Montgomery County Community College	80
Total Southeast Region	370

Northeast:

Lehigh Carbon Community College	73
Luzerne County Community College	104
Northampton Community College	99
Total Northeast Region	276

Central:

Harrisburg Area Community College	524
Reading Area Community College	144
Total Central Region	668

West:

Community College of Beaver County	43
Butler County Community College	63
Community College of Allegheny County	67
Penn Highlands Community College	20
Westmoreland County Community College	63
Total West Region	256



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## Qualifications of Vendor

It is critical the vendor has previous experience in the following areas:

- Ability to successfully market a federal workforce program to employers
- Experience in finding employment for unemployed job seekers
- Capacity to be flexible and work on many assignments at once
- Familiar with the CareerLink System and how it assists job seekers and employers
- Completing reports in a timely fashion
- Compliant with federal audit procedures, sharing information with Program Monitors.

## Submission of Information

In addition to the submission guidelines presented in the RFP, interested vendors should submit the following information:

- Organizational History and ability to market to employers and work with job seekers
- Current contracts with Workforce Investment Boards (if applicable). Please identify funding stream (WIA, TANF, etc.)
- Budget narrative
- Budget

Vendors are encouraged to apply for those services for which they are most qualified. Vendors may submit a response to work one or more regions and/or one or more industry areas.



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