

REQUEST FOR QUOTE – PROFESSIONAL SERVICES:  
CAREER PATHWAY COLLABORATIVE COORDINATOR

**Background**

In June 2015, Metropolitan Community Services, dba (MCS-T.O.U.C.H.) was awarded the Training to Work 3 – Adult Reentry grant funded by the U.S. Department of Labor, (DOL). The purpose of the grant is to develop and implement career pathway programs in demand sector occupations for men and women, including veterans and people with disabilities, who are at least 18 years old and who are enrolled in a work release program (WRP). As described by the USDOL, “This grant program is designed to strengthen the communities where the majority of ex-offenders return. The grant will provide training and employment for inmates age 18 and older participating in work release programs.” The program focuses on training opportunities that lead to industry recognized credentials and job opportunities along career pathways. Program partners are expected participate in the Career Pathway Collaborative (CPC) led by T.O.U.C.H. The CPC leadership team will create a career pathways program(s) with identified career pathways in demand sectors within the community and define specific responsibilities for each organization.

**Statement of Need**

Metropolitan Community Services, dba (MCS-T.O.U.C.H.) is soliciting price quotations for a Career Pathway Collaborative Coordinator, (CPC Coordinator). The CPC Coordinator will assemble an active and engaged Collaborative and chair the CPC leadership team. The leadership team will be responsible for the following outcomes:

- Identifying and mapping out clear career pathways in demand sectors and occupations using real-time labor local market information and promoting active employer involvement to ensure training and education programs are meeting the skills needs for employers.
- Use evidence based research to develop program design and delivery of participant services.
- Monitor the performance/effectiveness of specific services.
- Identify specific roles and responsibilities for each CPC Member.
- Encourage new membership and promote long term sustainability of the CPC beyond the grant period.

**Minimum Qualifications**

- Individuals having at least two (2) years of experience and expertise necessary to carry out the duties and responsibilities outlined in the Statement of Need.
- Outstanding interpersonal skills in interfacing and communicating with a diverse group of people.
- Applicants must have excellent skills in oral and written communication, strategic thinking, and messaging.

- Strong organizational skills and careful attention to details.
- Skillful use of Microsoft Suite (e.g. Word and Excel).

### **Key Responsibilities**

#### **Career Pathway Collaborative**

- Schedule quarterly CPC leadership team meetings and notify partners of upcoming meeting dates.
- Develop CPC meeting agendas and related material with Program Director and CEO,
- Distribute meeting material as appropriate.
- Conduct and facilitate CPC meetings to include taking and distributing meeting minutes.
- Conflict resolution among CPC members.
- Lead recruitment of new CPC members.

#### **Career Pathway Collaborative Leadership Team**

- Encourage the leadership team's role in meeting CPC and grant outcomes.
- Discuss issues confronting the program identified in the meetings with the Program Director and CEO.
- Other duties as mutually agreed upon.

### **Evaluation Criteria**

Applicants will be evaluated based on their experience as well as their qualifications and ability to provide the scope of services requested.

### **Term of Contract**

This is a contracted position beginning October 1, 2015-September 30, 2016, with an option to renew for two additional years through September 30, 2018.

### **Compensation**

This is an independent contractor position. Contractor shall provide the services described above and shall be reimbursed on an hourly basis at a rate mutually agreed upon between Metropolitan Community Services, dba (MCS-T.O.U.C.H.) and the selected contractor.

### **Submission Instructions**

Applicants must submit the following:

1. Cover Letter that includes summary of relevant experience and cost estimate
2. Resume
3. 2 professional References

All documents must be submitted electronically via email to: Lena Sloutsky at [lsoutsky@touchimp.org](mailto:lsoutsky@touchimp.org) by 5pm on Friday, September 18, 2015.