



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

WV PURCHASING DIV. Request for Quotation

Fax 304-558-3970

Aug 11 2010 11:21am P001/004

WWV11865

1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 FRANK WHITTAKER
 304-558-2316

SECURITY

Attn: Roy Vanderford
 Thomas P Miller Associates
 1630 N Meridian Street
 Indianapolis IN 46202

SECURITY

BUREAU OF EMPLOYMENT PROGRAMS
 OFFICE OF ADMIN. SUPPORT-5302
 112 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305-0112 558-2634

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/11/2010				
BID OPENING DATE: 08/17/2010		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 2 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE REVISED TECHNICAL QUESTIONS AND ANSWERS CONTAINING QUESTIONS THAT WERE PREVIOUSLY OMITTED FROM ADDENDUM NO. 1 IN ERROR, AND TO EXTEND THE BID OPENING DATE AND TIME.						
THE BID OPENING DATE AND TIME IS CHANGED TO: 08/17/2010 AT 1:30 PM.						
***** END ADDENDUM NO. 2 *****						
0001	1	LS		961-20		
CONSULTING SERVICES.						
***** THIS IS THE END OF RFQ WWV11865 *****						TOTAL: \$64,900.00

RECEIVED

2010 AUG 16 A 9:48

PURCHASING DIVISION
 STATE OF WV

Fax: 317-894-5370
 Contact: Roy Vanderford, Senior Vice President

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: <i>Roy Vanderford</i>	TELEPHONE: 317-894-5508	DATE: 8/13/10
TITLE: Senior Vice President	FERN: 30-0025201	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



Thomas P. Miller and Associates

August 13, 2010

Frank Whittaker, Buyer
Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Dear Mr. Whittaker,

Thomas P. Miller and Associates, LLC (TPMA) ("vendor") is pleased to present the attached quotation and background information in response to WWV11-865. TPMA has extensive experience in state and regional workforce development and economic development planning projects. Along with our subcontractor, Center for Economic Options, we provide the organizational competencies and collective experience to create a transformational talent development strategy for the Advantage Valley Region.

We look forward to the opportunity with WORKFORCE WEST VIRGINIA (WFWV) and its partners on this important project. If you have any questions, please feel free to contact Roy Vanderford (Phone: 317-894-5370, Fax: 317-894-5370, Email: rvanderford@tpma-inc.com) or me directly (Phone: 317-894-5508, Email: millertp@tpma-inc.com).

Sincerely,

Tom Miller
President & CEO
Thomas P. Miller and Associates, LLC

WORKFORCE WEST VIRGINIA
Cost Proposal/Bid Sheet for RFQ WWV-11-865
(Regional Innovation Grant Consultant)

Name of Proposing Firm or Vendor: Thomas P. Miller and Associates, LLC

Task	Number of Hours*	Rate per hour	Total Proposed Cost
Entrance Conference (3.4 a.)	50	\$125	\$6,250
Consulting Report including SIP and feasibility studies (3.4 b. 1-8)	260	\$100	\$26,000
Physical and electronic copies of work papers (3.4 c.)	16	\$50	\$800
Three (3) on-site consultations (3.4 g.)	48	\$125	\$6,000
Power Point presentation of SIP (3.4.f)	16	\$100	\$1,600
Review or assist in marketing or promotional items (3.4.k)	40	\$100	\$4,000
Monthly status reports (3.4 i)	60	\$100	\$6,000
Analyze analysis software (3.4.l)	80	\$100	\$8,000
Exit Conference (3.4 h.)	50	\$125	\$6,250
Grand Total	620		\$64,900 **

*Number of hours provided above are for calculation and comparison purposes only and are not intended to reflect the number of hours projected to complete each task listed.

Note: The hourly rates listed are considered firm for the life of any purchase order that results from this RFQ.

Ancillary expenses (travel, meals, lodging, etc.) are to be included in Total Proposed Cost and proposed hourly rates.

**Bid award will be based on the Grand Total of the Total Proposed Costs

Mandatory Requirements

TPMA is a consulting and management firm based in Indianapolis, Indiana with extensive experience in workforce development policy and planning projects from around the United States. From its founding in 1989, TPMA has followed a vision of incorporating workforce development and education advancement approaches into the mainstream of economic development strategy. TPMA believes that in order to enhance a region's economic value, workforce development strategies must be cultivated to meet the demands of the 21st century knowledge economy.

TPMA has extensive experience on US Department of Labor Workforce Innovations in Regional Economic Development (WIRED) and Regional Innovation Grant (RIG) planning and implementation projects in regions throughout the United States and worked with numerous Workforce Investment Boards (WIBs) on strategic plans. Recent project examples include:

- **Oh-Penn Regional Innovation Grant (RIG) region** - TPMA assisted the bi-state Oh-Penn Regional Innovation Grant (RIG) region, which includes Mahoning, Columbiana, and Trumbull counties from Northeast Ohio and Mercer and Lawrence counties in West Central Pennsylvania with the development of an Action Plan that outlines a sustainable and collaborative approach to further develop its workforce for its key business sectors and spur economic growth. The engagement included labor market research, employer interviews, stakeholder input sessions and an interactive Oh-Penn Interstate Summit to collect and validate insights for strategies for economic growth. The project established the nation's first bi-state workforce investment area approved by governors of Ohio and Pennsylvania. The Oh-Penn region was awarded a \$550,000 grant from the Walmart Foundation's "America Works" Initiative in April 2010 to implement recommendations from the action plan including the launch of the Oh-Penn Competitiveness Council.
- **North Country Regional Innovation Grant Region (New Hampshire, Vermont, Maine)** - Coos County in New Hampshire and its surrounding areas in Vermont and Maine, had been plagued by large job losses due to the closing of paper mills. The geography of the region and the prevailing lifestyle limited the region's interest in attracting large industrial employers. The region, though, is home to three world-renowned hotels that attract high-income individuals from around the world. In deeper analysis of the region, TPMA discovered that even though the region promoted itself as a tourist destination, there was little activity beyond the hotel properties to encourage visitors to extend their stays or to encourage additional expenditures. As a result of our analysis of business support assets, lifestyle demands, and opportunities, TPMA proposed an entrepreneurial strategy that leveraged the region's hospitality assets, the 'independent' lifestyle of the North Country's residents, and university and community college programs in the area.
- **North Dakota Legislative Council** - TPMA worked on behalf of the North Dakota Legislative Council Workforce Committee to complete a study of the North Dakota's workforce system as defined in Section 20 of House Bill No. 1018. Through this process, we conducted five focus groups around the state that culminated in a Workforce Congress held in 2008. This process resulted in legislative recommendations for workforce development considered during the 2009 Legislative Session (see link for additional details: <http://www.legis.nd.gov/assembly/61-2009/docs/pdf/19209.pdf>).
- **Santee-Lynches Council of Governments (South Carolina)** - Lynches region that led to the identification of three target industry clusters: metals manufacturing; transportation, distribution, logistics (TDL); and energy. The task was to identify both opportunities and threats, recommend strategies for retaining and

growing industries within these three industry clusters, and to consider workforce and training implications resulting from this industry focus.

- **Workforce Solutions Alamo (Texas)** - TPMA completed a BRAC-impact study to detail the likely workforce and economic effects of BRAC and Military Transformation decisions on the larger San Antonio community and the workforce implications of these changes. In addition to explaining the quantitative dimensions of change, the study results provided concrete methods for mitigating occupational disruptions and shortages resulting from new military and contractor missions. It also gave special consideration to the role of military spouses. Similarly, the project mapped out new regional economic development opportunities, particularly in the medical and life sciences sector and in defense contracting.
- **Fort Knox Realignment: Workforce and Economic Impact (Kentucky)** - Along with ERISS Corporation and Workforce Associates, TPMA was commissioned to develop an effective internal and external plan with strategies to address regional economic and workforce supply and demand issues in response to the 2005 BRAC impact at the Ft. Knox Military Installation in Kentucky. The realignment has resulted in significant transfers of functions into and away from Ft. Knox, with the net results of a loss of blue collar and technical support positions and a large increase in white collar, management, and information technology positions. TPMA worked with Lincoln Trail Area Redevelopment District (LTADD) leaders to capitalize on the positives of these changes and to communicate these changes throughout the region, while developing solutions to retrain and reposition the blue-collar workforce most affected by the negatives of these changes.
- **CT-NY Talent for Growth WIRED Region (Connecticut, New York)** - TPMA developed a regional workforce plan for the bi-state region (Southwestern Connecticut; Putnam County, Westchester County, and City of Yonkers in New York) CT-NY Talent for Growth WIRED region. TPMA worked with client staff, employers, regional workforce, economic development, and educational leaders to define the workforce and in-demand occupations in health care and information technology. A regional workforce plan was developed to address regional skills gaps and promote economic growth.
- **Metro Denver WIRED Initiative (Colorado)** - TPMA developed a report that recommend strategies for building upon existing workforce development, education and economic development programs to create an enhanced "next generation" talent development system serving the Metro Denver region. The report is organized around five major sections. The first presents an overview of key "drivers" of the study, including regionalism and cluster-based strategies for talent development. The next section presents the findings and opportunities discovered after a review of existing talent development programs within the Metro Denver Region and a similar review of regional models from across the United States. The implications of these research findings and opportunities are described in the next section, followed by a compelling set of recommendations and finally, a call for regional action.

TPMA does not have any litigation taken or pending against the vendor, Workforce West Virginia or by any government regulatory bodies during the past three (3) years.

TPMA does not have any external quality control review reports that reflect negatively on the vendor within the past three (3) years.

TPMA is able to complete the action and deliver the reports required in section 3.2 under timeline with the defined project period to conclude no later than July 24, 2011.

Each employee assigned to the project has at least one year of experience providing consulting services related to the Workforce Investment Act. Qualifications for each team member are provided below:

Roy Vanderford - Senior Vice President for Workforce Strategies, TPMA

- Knowledge of best practices in WIA and workforce development from consulting and technical assistance work in over 30 states;
- Hands-on operational knowledge from experience as director of three workforce boards (Evansville, Indiana; Louisville, Kentucky; Indianapolis, Indiana).
- Knowledge of regional planning efforts including the WIRED (Workforce Innovation in Regional Economic Development) initiative, having served as primary author for two successful WIRED applications (Metro Denver and Southeast Missouri) and worked on planning projects with the CT-NY Talent for Growth (Southwestern Connecticut and Westchester, Putnam Counties in New York), Metro Denver (Colorado), Southeast Missouri (Greater Cape Girardeau), Wired 65 (Greater Louisville, KY), Wall Street West (Northeast Pennsylvania), North Central Indiana (Greater Lafayette, IN), Southwest Indiana (Greater Evansville, IN), CT and OneKC (Greater Kansas City) regions
- Recent work with Regional Innovation Grant (RIG) regions including the Oh-Penn RIG Region (Greater Youngstown, Ohio), Quad States Regional Transformation region (Greater Southwest Missouri), and Employers First Consortium (Greater Cincinnati, Ohio)

Tom Miller - President and CEO, TPMA

- Founded TPMA on the notion of the incorporation of workforce development into the mainstream of economic development strategy.
- Results-oriented, client-focused leader whose hands-on approach to consulting sets the tone for TPMA.
- Served as executive director of the Indiana Department of Employment and Training Services where he applied his entrepreneurial propensity to the public sector (now the Indiana Department of Workforce Development).
- Work numerous TPMA projects throughout the country most recently with the North Dakota Legislative Council, Wall Street West WIRED Region in Pennsylvania, CT-NY Talent for Growth WIRED Region, North Country Regional Innovation Grant (RIG) Region (New Hampshire), Pee Dee Workforce Investment Board (South Carolina), Lowcountry Workforce Investment Board (South Carolina), Vincennes University (Indiana), and Memphis Bioworks Foundation (Tennessee).
- Holds a Master of Public Affairs from Indiana University at Indianapolis and an undergraduate degree in Political Science from Anderson University.

Jonathan Faris – Director of Operation, TPMA

- Joined TPMA in 2005 and has consulted on numerous projects related to the Workforce Investment Act
- Recent project experience include completing asset map report for the Wall Street West WIRED region in Northeast Pennsylvania where Jonathan served as lead author of the final report; providing workforce development policy recommendations for the North Dakota Legislative Council based upon insights from regional forums; developing a regional workforce plan for the CT-NY Talent for Growth WIRED Region (Southwestern Connecticut; Putnam County, Westchester County, and City of Yonkers in New York) to address workforce challenges identified in health care and information technology industries; and creating a talent development system model for the nine-county Metro Denver region that links workforce system, economic development, and education leaders to work cooperative to meet the talent needs of employers.

- Jonathan holds a bachelor's degree in history and political science from Indiana University-Bloomington and a master's degree in public affairs from Indiana University-Purdue University-Indianapolis (IUPUI).

Lucy Houchin – Project Consultant, TPMA

- Joined TPMA in 2008 and has worked on numerous projects related to WIA
- Lucy Houchin provides project management, research and writing support and assists in developing strategies and initiatives for workforce and economic development projects.
- Recent projects Lucy has contributed to include a regional Action Plan for the Oh-Penn Interstate Region, the nation's first bi-state workforce investment area; co-author of the Oh-Penn Interstate Region's successful application to the WalMart Foundation's "America Works" Initiative; a Community Needs Assessment for the Hancock Education Alliance, Inc.; developing workforce development strategies for the Waccamaw Workforce Investment Board, SC; and development of a work readiness credential strategy for the Capital Region of New York.
- Lucy earned a Bachelor's degree in English from Butler University.

To provide knowledge of the Advantage Valley region and West Virginia workforce and economic issues, TPMA is partnering with the **Center for Economic Options (CEO)**, a non-profit organization based in Charleston, West Virginia (910 Quarrier Street, Suite 206, Charleston, WV 25301). CEO works with entrepreneurs and innovators who share a commitment to development that is socially, economically and environmentally sustainable. For nearly 30 years, CEO has supported and encouraged local, sustainable business development. They also work to make sure that people understand why local, sustainable businesses matter - to communities, the economy, and the environment. CEO has a long history of small scale sustainable business development initiatives that have helped people become more economically self-reliant and thrive in their communities. Staff members assigned to this project are:

Pam Curry, Executive Director, Center for Economic Options

- Became Executive Director in 1988, and has led CEO to become a nationally-recognized leader in the nonprofit community with a particular emphasis on rural development, network formation, sustainable development, social purpose enterprise creation, and community development.
- Plays a lead role in forming and facilitating collaborations and networks , such as the **Advantage Valley Entrepreneur Development System** Collaboration which successfully competed for one of only six grants awarded by the W.K. Kellogg Foundation in support of a special initiative to promote entrepreneurial systems. Served as the nonprofit representative and facilitated collaborative actions within the diverse group. Took the lead in promoting the importance of local enterprise and advocated support for disadvantaged rural small scale specialty farms, artisans and for market access and resources.
- Leadership and vision for CEO's development of **The Green Business, Green Jobs Accelerator program** - a networking, information and job development initiative focused on the emerging green economy.
- Serves on numerous boards and advisory committees including Marshall University's Lewis College of Business, A Vision Shared's Entrepreneurial and Sustainability Teams, WV Green Up Team, Advisor for Central Appalachia College Alliance for Sustainability, and founding member of the Central Appalachian Network (CAN).
- Honored with: the **Presidential Award for Excellence in Microenterprise Development**; WV Women's Commission's **Women in Business Award**; and U.S. Small Business Administration's **Regional Small Business Advocate, Home-based Business Advocate, and Vision 2000 Model of Excellence Award for Rural Business Development awards**.

- Holds a B.B.A in Marketing and Economics from Marshall University with graduate work in Social Work at WVU College of Graduate Studies.

Marilyn Wrenn , Operations and Development Director, Center for Economic Options

- Joined CEO 1999 with strong background in strategic planning, community organizing, research and analysis, enterprise development strategies, and resource development.
- Marilyn takes the lead with program development and coordination, analysis, participatory facilitation, resource development and strategic planning.
- Lead developer and coordinator of CEO's social purpose enterprise models, including **Showcase West Virginia and Appalachian by Design**.
- Skilled results-oriented community and group facilitator and strategist.
- Has authored or jointly authored papers on the state's nonprofit industry, the economic impact of West Virginia's small-scale manufacturing sector, and has developed numerous marketing and informational campaigns and publications including the award-winning video, "Microenterprise: NOT Business as Usual".
- Marilyn is a graduate of the University of Kentucky with a B. S. and a M. A. in Communications. She is accredited by the American Economic Development Council Inc.

Procurement Specifications

TPMA in partnership with the Center for Economic Options (CEO) will work with WORKFORCE WEST VIRGINIA (WFWV) and its partners to achieve the following objectives:

- Identify a workforce for growing and targeted industry clusters that offer the best economic development opportunities for the regions assets;
- Predict a regional skill shed;
- Complete a SWOT analysis (strengths, weaknesses, opportunities, and threats) to guide research, planning, and program creation for the emerging industries;
- Provide asset mapping studies;
- Increase the number of stakeholders involved with the project;
- Increase the understanding of roles in the WIRED framework for economic and workforce or talent development;
- Collaborate with core leadership for analysis and implementation of the SIP (strategic implementation plan);
- Identify funding and resources available or needed to implement and sustain the SIP;
- Offset the effects of job loss events by recruiting, educating, training, preparing, and place dislocated workers and other untapped labor pools for employment opportunities in growing and targeted industries.

Scope of Work

TPMA in partnership with CEO will provide the following services:

- a. Participate in an on site entrance conference involving interviews of management and other significant staff;
- b. Make a professional analysis and prepare a regional Strategic Implementation Plan (SIP) for Workforce and Talent Development related to Advantage Valley. The SIP must include the following:
 1. Identification of industry clusters;
 2. Analysis of census data related to laborer sheds and worker community patterns;
 3. Research and data analysis;
 4. A table that combines the findings of b.1, b.2, and b.3;
 5. An analysis and discussion of the SWOT (Strength, Weakness, Opportunity, and Threats) identification of industry clusters;
 6. Suggestions on how to meet the workforce needs of the twenty-first century industries grown and competing in a global economy using “real time” information to shorten the critical path between “available” to “working” that will align the continuum of education and workforce training programs with economic development opportunities;
 7. Conduct a feasibility study to develop a STEM (science, technology, engineering, and math) referral process development system for the dislocated worker that will provide students and dislocated workers in the STEM career pathways with education and workforce services;
 8. A table of implementation goals for the Regional Strategic Implementation Plan;
 9. A one to two page executive summary of conclusions written in plain English with index references to the body of the report;
- c. 30 bound original copies and an electronic Microsoft Word 2007 copy of the final report and electronic Microsoft Excel 2007 copy of all tables and charts;
- d. The study shall incorporate innovative tools such as asset mapping, social networking architecture, and interactive map overlaying in the design of the strategic plan to detail KASOC (knowledge, ability, skill, and other characteristics);
- e. Provide a physical and an electronic copy of work papers, tables and models in Microsoft Word and Excel 2007 format;
- f. Provide a physical and an electronic copy of a presentation outlining the basis and implementation of the Strategic Implementation Plan (SIP) in Microsoft PowerPoint 2007 format;
- g. Provide three (3) on site consultations, which may include presentations at meetings or presentations to the Legislature, in addition to the entrance and exit conferences;
- h. Provide an on site exit conference with management and significant staff as designated by the Commissioner of WorkForce West Virginia;
- i. Provide status reports per section 3.2 to the designated WFWV representative;

- j. Attend a joint meeting of the executive committees of the Kentucky, Ohio, and West Virginia Workforce Investment Boards;
- k. Review and provide assistance of marketing and promotional awareness items;
- l. Provide assistance in reviewing various analysis software that may include features for asset mapping, interactive or live layer mapping, custom or express reports, benchmarking reports, comparison reports, geographic rank reports, radius or drive-time analysis, new functionality to password protect LMI data uploads.

References

Thomas P. Miller and Associates (TPMA)

- Bert Cene, Executive Director, Mahoning and Columbiana Training Association (Oh-Penn Project), Ph: (330) 747-5639, Email: bcene@mctaworkforce.org
- Steve Bares, President and Executive Director, Memphis BioWorks Foundation. Ph: (901) 866-1400, Email: sbares@memphisbioworks.org
- Jackie Heuser, Director, Office of Workforce Opportunity, New Hampshire Department of Resources and Economic Development, Ph: (603) 229-3470, Email: jheuser@nhworkforce.org

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Thomas P. Miller and Associates, LLC Attn: Roy Vanderford

Authorized Signature: [Signature] Date: 8-13-10

State of INDIANA

County of Marion, to-wit:

Taken, subscribed, and sworn to before me this 13th day of August, 2010

My Commission expires 8-26, 2016

AFFIX SEAL HERE

NOTARY PUBLIC [Signature: Karen R. Rosenberger]

