

Scope of Work Maryland Workforce Association

Meeting Coordination and Facilitation Services

The Maryland Workforce Association (<https://marylandworkforceassociation.org/>) is made up of the twelve local workforce area directors in Maryland. The association collaborates with the Maryland Department of Labor and other state workforce partners to foster regional and statewide collaboration and share best practices.

The Maryland Workforce Association advocates for and promotes the public workforce system on a local, state, and national level. The advocacy includes building relationships with elected officials at all levels, outreach to businesses within the State, and building partnerships with other agencies and organizations to strengthen the system.

SCOPE OF WORK

MWA is seeking proposals for statewide meeting coordination and facilitation for business services staff who work within Maryland's workforce system. Business services staff provide critical services and connections to programs that help Maryland firms grow. They are key providers of labor market information, support for recruiting and hiring events, and can help businesses access programs and services that help them train, hire and retain talent. MWA expects successful bidder to plan and facilitate two (2) in-person meetings, and one (1) video or conference call option. All meetings must take place before June 30, 2020. MWA directors will provide meeting location options at no cost. In-person meetings should be held in central location/s to ensure maximum participation and attendance.

- I. **Agenda Planning and Communication** – Work with MWA to identify and create master list of business-facing staff who will be invited to participate in the meetings. In conjunction with MWA and business services staff, design and distribute meeting agendas. Review business services staff feedback gathered from 2019 "Raising the Bar" workforce development conference and implement techniques in response.
- II. **Meeting Facilitation** – Serve as lead meeting facilitator, use interactive approaches to gather feedback and group consensus, ensure meetings are productive and action oriented. Take notes and report back out to the group with action, notes and follow up as appropriate. Ensure meetings start and end on time and everyone has input.
- III. **Post-Meetings Planning Document** – Provide a summary report of meetings, highlights, action items, and recommendations for the future of the group.

Questions

Offerors can submit questions to procurement@tcclesmd.org by Noon on Wednesday, January 15, 2020. Responses to questions will be posted by Monday, January 20, 2020.

Deadline

To submit a bid, provide a price quote and narrative outlining your qualifications and abilities to deliver the services outlines in the scope of work. **Quotes can be submitted to procurement@tcclesmd.org . Deadline to submit a quote is 4:00 PM on Friday, January 24, 2020.**