

MaturityWorks for Business
A project of The WorkPlace, Inc.
Southwestern Connecticut's Regional Workforce Development Board

REQUEST FOR QUALIFICATIONS (RFQ)

Staffing Sales Contractor

Proposal Due Date: Friday, May 21, 2010, 2:00 p.m.

Submit Electronically to: Joyce Barclay
jbarclay@workplace.org
The WorkPlace, Inc.

Release Date: Tuesday, May 11, 2010

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1. INTRODUCTION

The WorkPlace, Inc. is issuing a Request for Qualifications (RFQ) for contracting services to assist in the utilization of employer hiring incentive funds through matching placement agencies to MaturityWorks for Business “job candidates”.

Accordingly, The WorkPlace, Inc. is inviting contractors to respond to this RFQ.

Included in this RFQ is a scope of services, responsibilities, and other information describing this opportunity.

All questions pertaining to this RFQ shall be directed to Joyce Barclay, Assistant Vice-President, at 203-610-8520. The due date and time for submissions is Friday, May 21, 2010 at 2:00 p.m.

2. COMPENSATION AND TIMELINE

The base salary for this position shall be \$15,000 for a planned contract period of June 15, 2010 through September 30, 2010. In addition, a commission of \$1,250 per job placement shall be paid upon a successful match. The actual amount paid to the contractor will vary depending on the final scope of each task assigned.

3. OBJECTIVES AND GOALS

Mature Worker Employer Incentive Program

MaturityWorks for Business will offer staffing agencies and their clients (employers) in the region a hiring incentive when they hire MaturityWorks for Business job candidates. The staffing industry has dedicated and ambitious professionals whose goal is to generate business by meeting the permanent and temporary-to-permanent placement needs of employers. The staffing industry can use a partnership with MaturityWorks for Business to increase their business by offering the employer a financial incentive to hire MaturityWorks for Business job candidates.

The staffing sales contractor will work with placement agencies to create 12 hiring incentives (when they hire a job candidate) with at least six (6) different employers. Hiring incentives will be available for direct hire and temp-to-perm placements only.

4. SCOPE OF SERVICES/RESPONSIBILITIES

The WorkPlace, Inc. is seeking qualified contractors to complete the following responsibilities. Additional responsibilities may be identified.

- Generate and grow client base by marketing MaturityWorks for Business candidates for direct hire and temp-to-perm staffing solutions.
- Interact with all levels of management, developing and maintaining strong working relationships with recruiters and hiring managers to gain a better understanding of personnel needs, business trends and position requirements.
- Match job candidates to fulfill staffing agency job orders and maintain ongoing contact.
- Utilize one-on-one communication fostering a consultative relationship and increased placements with the client.
- Work with program staff and job candidates on resumes, interview preparation, etc.
- Maintain a database to update and track all activity
- Coordinate with program staff to schedule interviews for job candidates; follow-up on feedback
- Screen, interview and match job candidates for appropriateness of skills and experience in relation to position requirements.
- Develop sales strategies prior to contacting leads

Minimal Qualifications

Contractors submitting proposals must meet the following minimum requirements:

1. Four-plus years of outside sales experience including relationship selling, developing new business, maintaining existing business, strategic prospecting and cold calling, planning, preparing, and presenting sales presentations
2. Demonstrated success developing and managing new leads and clients as well as meeting/exceeding goals and targets
3. Proficient computer skills (MS Word, Excel and Outlook) with an inherent ability to use recruitment databases and other search engines.
4. Deadline-driven and has a sense of urgency
5. Excellent influencing and negotiating skills
6. Effective sales presentation skills
7. Ability to strategize and "think outside of the box"
8. Ability to successfully target and qualify desired prospects and get to decision makers
9. Use of personal vehicle to travel within southwestern, south-central, and northwestern Connecticut.

5. QUALIFICATION SUBMITTAL AND REQUESTED INFORMATION

All submissions are to be made electronically via email. Submittals should include:

- (a) Cover letter: provide a brief letter of introduction
- (b) Experience: Resume detailing experience and qualifications, specifically the contractor's experience with similar projects;
- (c) References: provide a minimum of three references for work completed of similar scope
- (e) Email proposal to:

Joyce Barclay
Assistant Vice-President
The WorkPlace, Inc.
jbarclay@workplace.org

Deadline for Submittal:

Friday, May 21, 2010 at 2:00 p.m.

The WorkPlace, Inc. will evaluate the responses based on the qualifications, background, and experience.

6. SELECTION PROCESS

The WorkPlace, Inc. will conduct a formal selection process to determine the best qualified contractor to the projects needs, as follows:

- 1) The selection committee shall screen and rate all proposals submitted. Ratings shall be based on the following criteria (among others):
 - a) Professional qualifications;
 - b) Relevant experience on projects of similar size and scope;
 - c) Demonstrated capacity to deliver timely and high quality services;
 - d) Reference checks on previous projects.
- 2) The highest rated proposers may be invited for interviews;
- 3) The selected contractor will enter into contract negotiations with the The WorkPlace, Inc.

This RFQ does not commit The WorkPlace, Inc. to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All proposers shall pay their own costs incurred in preparing for, traveling to and attending interviews. The WorkPlace, Inc. reserves the right to accept or reject this proposal in part, or in its entirety.

7. Principals and Rejection Statement

Contractors are advised that The WorkPlace, Inc. will only deal with the principals with regard to this RFQ. Furthermore, it is to be understood by the principals that The WorkPlace, Inc. is not obligated to accept any proposal or to negotiate with any proposers, and The WorkPlace, Inc. reserves the right to accept the proposal which, in its sole opinion, will best serve the public interest. Additionally, The WorkPlace, Inc. reserves the right to negotiate simultaneously with more than one contractor if, in its sole opinion, The WorkPlace, Inc. believes that simultaneously negotiating with more than one contractor is in the best interests of the organization.

8. Ownership of Submitted Materials

All proposals and related materials received by The WorkPlace, Inc. become its property and may be returned only at The WorkPlace, Inc.'s option.

Please direct any requests for information or clarification in writing to:

Joyce Barclay
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The WorkPlace, Inc.
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Bridgeport, CT 06604
Phone: 203-610-8520
e-mail: jbarclay@workplace.org