

Attachment D

Massachusetts Regional Planning Support – 7 Regions Scope of Work

\$30,000 (Base – single area Planning Region)

\$40,000 (Planning Region is comprised of 2 local areas)

\$45,000 (Planning Region is comprised of 3 local areas)

\$50,000 (Planning Region is comprised of 4 local areas)

Region	Amount	Lead Board
1. Berkshire (single area)	\$30,000	Berkshire
2. Pioneer Valley (2 areas)	\$40,000	Hampden
3. Central (2 areas)	\$40,000	Central MA
4. Northeast (3 areas)	\$45,000	North Shore
5. Greater Boston (3 areas)	\$45,000	Metro North
6. Southeast (4 areas)	\$50,000	Bristol
7. Cape (single area)	\$30,000	Cape
Total Funding	\$280,000	

Each **Workforce Skills Cabinet region** is receiving funds to support alignment between economic development (business), education and workforce development through additional funding support for a) regional planning activities and b) the resulting outgrowth of strategic design to support demand-driven strategies (Demand-driven 2.0) aligned to regional planning outputs.

Allowable uses of funds include:

- **Convening and facilitation of 3-4 in-person *follow up regional sessions* and additional *communication*** or work related to ensuring that the core team builds a collaborative blueprint. Sessions must cover, at a minimum:
 - a) Session II: Supply Side Data and Refined Criteria and Industry/Occupation Priorities
 - b) Sessions III and IV: High-Level Objectives, Strategies, and Best Practices Aligned to Priority Industries and Occupations
 - c) Other: Teams may choose to convene an additional session after receiving feedback from WSC and prior to final submission of Blueprint. Teams may also choose to convene additional sub-committees or working sessions throughout regional planning process.
- **Support for direct engagement of businesses** within the identified high priority industries/occupations to confirm/finalize Blueprint
- **Support for critical stakeholder engagement** ensuring representation from education, workforce and economic development not present on the Core Team to confirm/finalize Blueprint
- **Support for Workforce Board(s) in organizing stakeholders (including Core team members and other critical stakeholders such as Career Center Directors) to develop strategies, action steps and training for service delivery partners to set up “demand driven” operational capacity** within the region(s) to increase the volume and quality of business outreach and place job seekers in unfilled jobs in high priority industries and occupations. As a larger region, there is an opportunity to strategize on demand-driven implementation in the following areas:
 - enhancing Board and Career Center staff investment in Demand-Driven 2.0;
 - staffing analysis and reorganization;
 - cross-training or re-training for Career Center staff and partner staff;
 - other, with approval.

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- **Support for additional labor market analysis** necessary to narrow down priority industries and occupations for future shared investment.
- **Support for development of the final *Labor Market Blueprint*** that meets state template expectations to support the region's capacity to produce high quality product.
- **Support for mapping an implementation/sustainability plan** after the blueprint is produced.

Considerations:

- For the purposes of this Scope of Work, the phrase "Core Team" is used to refer to representatives of the full Regional Planning Team. The "Core Team" includes:
 - All Workforce Board Directors in the region;
 - At least one representative from education (K-12, Vocational Schools, Community Colleges, State Universities);
 - At least one representative from economic development (Regional Economic Development Organization, MOBD, RPA, or local economic development organization);
 - Others are not required, but can be included if deemed necessary.
 - Core Team members may be selected by the Workforce Boards in the region.
- Regions may elect for a consultant to be hired by the designated Workforce Board Fiscal Agent (per local procurement procedures) to lead the work.
 - *The Consultant must be selected by the Core Team, as previously defined.*
 - Tri-sector Core Team must participate in writing and/or reviewing of the RFQ for the consultant and must be part of bid review team.
 - The designated Workforce Development Board Fiscal Agent will enter into a contract with the consultant on behalf of the tri-sector team that specifies tasks, timelines and costs pursuant to the RFQ.
- Or, regions may elect to use resources for in-house staffing. In this case, the Core Team, as previously defined, must sign off on the staff person identified to meet the deliverables of the MOU/Work Plan and the skill sets of the individual to do that work. The region must show that the staff person has the additional time with a schedule/work plan for hours/time similar to consultant schedule/work plan.
 - If using in-house staff, the staff work plan must build in time to regularly check-in with representatives from other systems.
- One member of Core Team must be identified as the direct project liaison for the consultant or designated/agreed-upon staff person.
- Regional team and regional consultant or staff must work with state level point of contact (*to be determined*) to ensure that blueprint aligns with state expectations. State level point of contact will provide technical assistance on Blueprint writing as necessary.

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Regional Work Plan:

The region must submit its **Work Plan** to EOLWD/DCS for authorization to proceed. The **Regional Work Plan** will include:

1. Designation of consultant or in-house staffing to support deliverables
2. Budget
 - a. Budget may include up to a maximum of 5% for Fiscal Agent Administrative expenses related to managing the contract
3. Budget Narrative

Please email the Regional Work Plan to Lisa.J.Caissie@Massmail.state.ma.us

Contracting:

- This contract represents the Scope of Work for discretionary support resources.
- The Regional Planning Team representatives will sign a Memorandum of Understanding as part of the Scope of Work for discretionary support resources with signatories from each of the Workforce Development Board Executive Directors within each of the WSC Regional Planning regions (5 of the 7 regions contain multiple Workforce Development Boards) and at least one representative each from education and economic development (previously defined as the “Core Team.” (MOU language is below)
- Each region has designated one Workforce Development Board’s fiscal agent to receive and manage funding on behalf of the region.
- All funds must be fully expended by January 30, 2018.

Reporting:

- Each region must submit a narrative report delineating progress made toward SOW deliverables as follows:
 - Regional Planning Support Mid-Point Report, due **September 29, 2017**
 - Regional Planning Support Final Report, due **February 23, 2018**

Please email Regional Planning Reports to Lisa.J.Caissie@Massmail.state.ma.us

MOU Language:

As representatives of the [REGION]’s Regional Planning Team, we affirm that the Work Plan submitted by [REGION] will meet the goals of the regional planning process, and are in agreement that the proposed Work Plan will best serve the needs of our region’s education, economic development, and workforce development systems.

MOU Signatories:

- Workforce Development Board Director(s)
- Economic Development Representative
- Education Representative