



Request for Proposals: External Evaluator for UpSkill Miami

Opportunity: To provide evaluation and assessment of the impact of UpSkill Miami.

Section 1 – Reference Background

In July 2023, United Way Miami (UWM) launched UpSkill Miami, a transformative new fund that invests in workforce development initiatives in Miami Dade County.

UpSkill Miami fosters strategic collaborations, bringing together underserved populations, training providers and employers in Miami-Dade County. The fund serves to upskill and reskill the local workforce, offering them training, support and employment opportunities in high-demand industries.

By creating a pathway to jobs that provide economic mobility and avenues for career growth, we can profoundly transform the lives of many in our local community.

Objective

The purpose of this RFP is to identify an External Evaluator (individual or firm) that will perform a comprehensive evaluation and assessment of the results of the workforce training initiatives funded by UpSkill Miami, placement outcomes post training and the overall success of the program model structure.

UpSkill Miami has invested in four industry sectors: healthcare, transportation, construction trades and energy.

Training partners are as follows: (a) Miami Dade College and United Home Care Services (healthcare) (b) The CDL School (transportation); (c) Florida International University and Florida Memorial University (construction trades); (d) Florida Power & Light (energy). Employer partners are: Baptist Health South Florida, Jackson Health System, United Home Care Services (healthcare) and Florida Power & Light (energy).

Key Elements of the Engagement

External Evaluator will engage UpSkill Miami and UWM leadership, Center for Financial Stability staff, Mission United staff, training provider and employer partners, individuals who completed training, and those who were not placed in employment to assess the program results and success of the model.

The key deliverables for the External Evaluator are as follows:

- Evaluate the effectiveness and impact of program design
- Evaluate client level economic impact
- Evaluate community level economic impact
- Provide recommendations for improved programmatic impact

Budget

Include a schedule of fees as estimated by you or your organization for the project, and a budget which should include the estimated hours needed for each segment of the engagement. Our budget for this evaluation is up to \$150,000. While we, of course, prefer the most cost-effective solution, all proposals that fall reasonably within this range will be considered and weighed based on their merits.

Projected Timeline

Action Item	Responsible	Date
Request for Proposal released	UWM	March 1, 2024
Proposal Submission Deadline	External Evaluator Applicants	March 22, 2024
Proposal Reviews Completed	UWM	March 28, 2024
Top 3 Finalists interviewed (if needed)	UWM	April 2, 2024
External Evaluator selected	UWM	April 8, 2024

Section 2 – Instructions for Submission of Proposals

Proposal must be received no later than 5:00 P.M. on Friday, March 22, 2024. Submit proposals via email to upskillmiami@unitedwaymiami.org. Please cc Gizelle Ortiz-Velazquez (ortiz-velazquezg@unitedwaymiami.org) in the email. Proposals must be submitted via email. Proposals received after the deadline will not be considered.

Section 3 – Proposal

To maintain comparability and enhance the review process, the contents of the proposals should include the following:

- a. Title Page – Include the RFP subject, consultant or organization name, local address, telephone number, name of the contact person, and the date.
- b. Table of Contents – Include a clear identification of the material by section and page number.
- c. Profile of the Proposer
- d. State whether you/your organization is/are local, regional, national, or international.
- e. Describe the range of consulting activities performed by you or your organization.
- f. Briefly describe your prior experience working in Miami-Dade County.
- g. Describe your experience undertaking projects of this scope and design. Please include an executive summary describing one or more similar projects and the results of those engagements.
- h. Describe your prior experience working with foundations or other funders. Include references from at least three prior engagements that include the nature of the engagement and the scope of work.
- i. Provide a timeline and execution plan for completing this assignment.
- j. Describe the proposed staffing plan and what staffing resources you would need from UWM to complete this assignment. Include the primary team members, their qualifications, their roles and the percentage of their time dedicated to this engagement.

Additional Data – Any additional information, which you or your organization considers pertinent for consideration, should be included in a separate section of the proposal.

Section 4 – General Information

UWM will not be liable for costs incurred in preparing the proposals.

Questions not answered in this Request for Proposal may be directed to Gizelle Ortiz-Velazquez at ortiz-velazquezg@unitedwaymiami.org

UWM reserves the right to reject all proposals submitted and request additional information from proposers. The award will be made to the individual or firm who, in the opinion of UWM, is best qualified for this engagement.

Addendum

UpSkill Miami is an impactful innovation in workforce training. It is a fund that invests in workforce development initiatives and is a resource for Miami-Dade County families to get access to life-changing job opportunities. It allows for the expansion of skills and securing employment in industry leading fields. UpSkill Miami's aim is to facilitate transformative change that has a lasting impact and is sustainable.

UpSkill Miami's focus

- The reskilling and upskilling of the Miami-Dade County workforce
- Creating strategic partnerships with employers and training providers
- Providing access to training, support and employment
- Working in key industries with high need and growth opportunities

Key Industry Sectors (Phase 1 and 2)

- Healthcare
- Transportation
- Construction
- Energy

Employer Partners

- Baptist Health of South Florida*
- Florida Power and Light*
- Jackson Health Systems
- United Home Care Services*

Training Provider Partners

- Baptist Health of South Florida*
- The CDL School
- Miami Dade College
- Florida International University
- Florida Memorial University
- Florida Power and Light*
- United Home Care Services*

* *Partner is both an employer and a training provider*

Phase 1 and 2 Investment

Partner	Structure	Length
Baptist Health of South Florida	Scholarship/Stipend	1 year
Jackson Health System	Scholarship/Stipend	1 year
United Home Care Services	Scholarship/Stipend	1 year
Miami Dade College	Scholarship/Stipend	1 year
The CDL School	Scholarship/Stipend	6 months
Florida International University	Full Funding	1 year
Florida Memorial University	Full Funding	1 year
Florida Power and Light	Stipend	6 months

Proposed number trained/credentialed/hired/placed

Partner	Proposed Number	Proposed Hiring/Placement Percentage
Baptist Health of South Florida	119	100%
Jackson Health Services	100	100%
United Home Care	50	100%
Miami Dade College	100	80%
The CDL School	120	90%
Florida International University	150	85%
Florida Memorial University	125	85%
Florida Power and Light	15	100%

Wrap Around Services

All individuals participating in UpSkill Miami funded training programs will be able to access wrap around services provided through the United Way Center for Financial Stability, Mission United and United Way partner agencies. These services include:

- Stipend
- Financial Coaching
- Legal Services (provided by Legal Services of Greater Miami)
- Mission United (assistance provided to veterans)
- Financial Assistance for Emergency Situations
- Other resources as needed and eligible

CONFLICT OF INTEREST

See Attachment A

Attachment A:

UNITED WAY MIAMI VENDOR/CONSULTANT CONFLICT OF INTEREST

United Way Miami (UWM) promotes ethical business practices, professional integrity, and objectivity in all financial transactions, and is committed to complying with applicable procurement laws and regulations, including requirements that apply to conflicts of interest. UWM requires consultants to provide professional, objective, and impartial advice and always hold UWM interest paramount, without consideration for future work and strictly avoiding conflicts with other assignments or their own interest. To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWM as well as undermine the public’s trust in all UWM organizations, prospective consultants:

- Will not knowingly take any action, or make any statement, intended to influence the conduct of UWM in such a way to confer any financial benefit on themselves, their immediate family members, or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- Should not implicitly or explicitly express a quid pro quo agreement to the benefit of a UWM employee or Board member, their family, close acquaintances, or associates.
- Must disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, if they are Board members, or any committee upon which they serve and withdraw as appropriate from any discussion, review or vote in connection with such matter.
- Must disclose if they hold a position that requires all official communications with them to become a matter of public record.
- Understand that if a conflict of interest exists, they are not eligible to submit a proposal.
- Confirm that neither they nor any of their relatives nor any business with which they are associated have any personal or business interest in or potential for personal gain from the organizations listed below or projects linked to United Way Miami, Inc.
 - Baptist Health South Florida
 - The CDL School
 - Florida International University
 - Florida Memorial University
 - Florida Power & Light
 - Jackson Health System
 - Miami Dade College
 - United Home Care Services

ACKNOWLEDGEMENT

I have read and understand this Conflict of Interest statement. As a consultant of United Way Miami, Inc. I agree to follow the standards contained herein.

Signature

Date

Print Name/Title

Organization/Company Name