



REQUEST FOR QUOTES

PROJECT MANAGER FOR WORKFORCE 2030 PLAN

Deadline for Submission: Tuesday, August 12th, 2025, by 3 p.m. EDT

In accordance with Public Law 101-166, Section 511, known as the Stevens Amendment, this Request for Quote (RFQ) is 100 % funded with Federal funds. The Agreement to be entered into as a result of this will also be 100% funded with federal funds. For more information visit <https://www.lancastercountywib.com/wp-content/uploads/2023/05/Stevens-Ame-1.pdf>

REQUEST FOR QUOTES

Objective:

The Lancaster County Workforce Development Board (LCWDB) seeks quotes from qualified vendors or individuals to manage the development and implementation of the **Lancaster County Workforce 2030 Plan**. This two-phase project will require the coordination of key stakeholders, development of deliverables for community engagement and strategy alignment, and implementation of measurement mechanisms to ensure long-term progress. Proposals are due no later than **Tuesday, August 12th, 2025, by 3:00 p.m. EDT**.

I. Scope of Work

Title: Workforce 2030 Project Manager

Classification: Contracted

Contract Period: August 19th, 2025 – June 30, 2026 (10–15 hours/week on average)

Location: Remote, Hybrid, and On-Site as needed

Scope of Position

The Lancaster County Workforce Development Board, in collaboration with the Lancaster Chamber and the Economic Development Company of Lancaster County, is spearheading a countywide effort to align workforce development strategies through the creation of the **Lancaster County Workforce 2030 Plan**. This two-phase project will convene business leaders, community stakeholders, and regional partners to develop a unified vision, identify actionable solutions through collaborative engagement, and establish mechanisms to monitor and guide long-term progress. To support this effort, a project manager will be contracted to help lead stakeholder facilitation, synthesize input into strategic deliverables, and coordinate the design and implementation of tools that will track progress toward the shared 2030 workforce goals.

Essential Functions

- Facilitate stakeholder meetings to explore workforce resources and assets.
- Lead three large-scale community engagement meetings with business leaders and partners to identify Workforce 2030 priorities and strategies.
- Analyze existing materials and data provided by LCWDB, Lancaster Chamber, and EDC, including: Asset maps, Shared partner goals, Stakeholder inventories.
- Provide content and guidance for workforce-related fall events, including a STEM Alliance presentation.
- Create a visual ecosystem map that identifies relationships and resources across Lancaster County.
- Outline implementation and measurement mechanisms, working with EDC and partners to establish ROI metrics.
- Final deliverables will include: Ecosystem map, Roles and responsibilities guide, Workforce 2030 Plan progress measurement framework.

Project Manager Responsibilities:

- Engage stakeholders in a timely and professional manner
- Manage meeting facilitation, data synthesis, and report drafting
- Accurately represent project goals in all communications
- Collaborate with the LCWDB, Lancaster Chamber, EDC, and other partners
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LCWDB Responsibilities:

- Provide data and strategic materials
- Coordinate meeting logistics, communications, and stakeholder outreach
- Set expectations and approve deliverables

Education and Experience Requirements

- Must have a combined 3-5 years' experience of employer services, workforce development, project management experience
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Must possess a high level of project management skills with the proven ability balance multiple priorities simultaneously
- Should be able to converse with a wide range of professionals and demonstrate a positive professional attitude
- Must be comfortable with presenting information to large audiences in professional/clear manner
- Must be available for local travel to attend in-person meetings with stakeholders when necessary
- Must possess a valid driver's license and automobile

Physical Demands:

- While performing the duties of this position, the employee is frequently required to walk, sit, and talk or hear. Occasionally, employee will be required to climb stairs and drive to and from locations.
- There are no special vision requirements listed for this position.

Interested applicants should email their proposal/quote to Anna Ramos, Executive Director of the Lancaster County Workforce Development Board at aramos@lancastercountywib.com

II. Response to Quote

In responding to this RFQ please include a summary of the quote, general description of the planning activities, a work plan if applicable, and budget. Please also include references or similar projects that may have been worked on.

III. Quote Submission

Quotes should be prepared in a straightforward manner to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

Address the Quote to: Anna Ramos, Executive Director
Lancaster County Workforce Development Board
1046 Manheim Pike, Second Floor
Lancaster, PA 17601

Email address: aramos@lancastercountywib.com

Subject line: Project Manager Workforce 2030 Plan

Deadline for Receipt of Proposal: No later than 3:00 PM (EDT), Tuesday, August 12th, 2025

LCWDB Board may request representatives of the bidding organization to appear for

interviewing purposes. Travel expenses and cost related to the interview will be the responsibility of the bidder.

LCWDB will reach a decision on awarding the contract no later than Wednesday, August 13th, 2025.

IV. Additional information

Consultants may provide any additional information they feel will assist LCWDB in the selection process.

Equal Employment Opportunity

LCWDB provides equal employment opportunities to all qualified individuals without regard to race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status, or genetic information.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Auxiliary aids and services are available upon request to individuals with disabilities. Language Assistance Services are provided at no cost. Equal Opportunity Employer/Program.