

REQUEST FOR PROPOSAL



Northeast PA Logistics and Transportation Industry Partnership Project Management Services

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Job Order Number: 661205



Northeast PA Logistics & Transportation Industry Partnership
A Joint Effort of the Luzerne/Schuylkill, Lackawanna, Northern Tier, and Pocono
Workforce Investment Boards and Supported by PA CareerLinks®

INTRODUCTION

Transportation and Logistics (L&T) impacts every part of our daily life. Food, clothing, raw and finished materials – all must be shipped to from their point of origin to their final distribution point. The entire US economy is reliant upon the transportation industry. Warehouse workers load trucks, maintenance workers maintain the warehouse equipment, truck drivers deliver goods to their destinations and diesel mechanics maintain the safe operations of the vehicles. Supervisors at all levels support ongoing operations. In 2002, transportation-related goods and services accounted for more than 10 percent—over \$1 trillion—of U.S. Gross Domestic Product. Transportation also contributes to the economy by providing millions of jobs. It allows men and women to earn their living by manufacturing vehicles and by driving, maintaining, and regulating them to allow for the safe and efficient movement of goods and people. One out of every seven jobs in the United States is transportation related. Transportation jobs in transportation industries as well as in non transportation industries employed nearly 20 million people in 2002, accounting for 16 percent of U.S. total occupational employment. Long-term industry projections for Pennsylvania anticipate a 44.2% growth in the Transportation and Logistics industry projected from 2004-2014, for a total employment demand of 104,720 trained workers¹. Schuylkill and Luzerne counties are at the heart of the transportation corridors. With a combined labor pool of 232,200 workers, L&T currently employs 10,806 workers, or 4.6% of the total workforce. The anticipated demand will create a need for 4,754 new L&T workers over the next 7 years in the two county areas alone!

The NEPA L & T Partnership's goal is to align economic and workforce development programs to meet the skill needs of logistics and transportation industry companies; the career goals of workers; and to attract and retain quality employers in the Northeastern Pennsylvania region. In order to achieve this, all involved in the Partnership will work as one to formalize the process, better align the services that are provided and more completely meet the specific needs of the industry cluster.

The L/S WIB, Inc. in partnership with the Lackawanna, Northern Tier, and Pocono Workforce Investment Boards, in conjunction with regional L&T companies, PA CareerLinks®, workforce and economic development agencies, and educational institutions have a strong interest in continuing to support and strengthen the L&T segment in Northeast PA. Learn more about the NEPA L & T Partnership at www.nepapeopleonthemove.org.

Project Objective

The project objective is to hire a qualified applicant in order to provide *limited* **Project Management Services** for the Northeast PA Logistics & Transportation Industry Partnership.

Project Manager Description of Duties and Responsibilities:

Title: Project Manager for the Industry Partnership

Summary: This *limited* position as Project Manager will be responsible for drafting the By-Laws for the NEPA Logistics and Transportation Industry Partnership. The By-Laws must cover how the Partnership will be governed, their operating procedures and their official use of the industry sustainability account from the industry partnership training cash match contributions. The Project Manager will report directly to the Luzerne/Schuylkill Workforce Investment Board, Inc., Executive Director, and/or L/S WIB, Inc staff and Industry Partnership Executive Committee members.

Essential Qualifications and Duties for Project Manager:

- An advocate for the Logistics & Transportation Industry with two to three years of experience
- Must have a Bachelor Degree
- Must have excellent writing skills
- Responsible for drafting the By-laws for industry partnership
- Develop written governance structure and operating procedures
- Develop written Sustainability Plan
- Schedule and conduct meetings to inaugurate the project activities when necessary
- Record meeting minutes
- Other duties specific to the partnership as assigned by the NEPA L & T IP Executive Committee.

Scope of Services/Deliverables

The Project Manager in conjunction with the L/SWIB staff and the Industry Partnership Executive Committee is responsible in coordinating the proposed efforts ensuring the targeted goals of the project are met by January 31, 2010 or to an extension of time permitted and approved by the NEPA L & T IP Executive Committee.

TIMETABLE

Proposals due by 4 PM on November 6, 2009

Official notification for an interview will be provided on or before November 10, 2009

Project period: November 23, 2009 to January 31, 2010. Deadline to complete project is January 31, 2010 with a review for additional hours if other project demands it.

Award of this position is based on availability of NEPA L & T IP sustainability funding and or Industry Partnership funding.

PROCEDURES FOR SUBMITTING RESUME/WRITING SAMPLE

Please send one electronic file of the resume/writing sample (please limit the writing sample to three to five page limit) Microsoft Word or Adobe PDF with salary requirements and anticipated additional expenses to:

trinamoss@lswib.org

Resume/writing sample must be received no later than 4 PM, November 6, 2009. Incomplete, illegible, or late submissions will not be reviewed.

PROPOSAL FORMAT

Each proposal must include the following three parts:

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| Part I | Cover Page (with signatures) |
| Part II | Applicant Resume with Salary Requirements |
| Part III | Writing Sample (3 to 5 page limit) |

Part I: Cover Page. A cover page is attached. The Applicant name, contact information, an email address with signature should appear on the cover.

Part II: Applicant Resume with salary requirements.

Part III: Writing Sample (please limit writing sample to three to five pages)

PART I

COVER PAGE

Name of Vendor _____		
Address _____		

City _____	State _____	Zip Code _____

Telephone Number (Work)	FAX Number (Work)	Email Address
Project Manager Signature's		DATE: