



## Request for Proposal for an Industry Job Demand and Emerging Skills Survey

### General Requirements

The Economic Alliance Houston Port Region is currently seeking proposals for the design, implementation and analysis of an **Industry Job Demand and Emerging Skills Survey** for the four Texas Gulf Coast Counties of Harris, Chambers, Galveston and Brazoria. These four counties have been selected due to the abundance of energy, refining and petrochemical manufacturing operations.

All proposals for this **Industry Job Demand and Emerging Skills Survey**, herein referred to as the “Project”, are due back for consideration by January 1, 2008.

This “Project” represents the culmination of the work of an Industry Task Force, a two year collaborative effort between the petrochemical industry and communities in this same four county region.

Funding for this “Project” is provided by a workforce cluster grant obtained from the Texas Workforce Commission. The RFP and overall project management, as stipulated by the grant guidelines, will be provided by the same non-profit economic development organization that managed the previously mentioned collaborative effort.

In addition to the Economic Alliance Houston Port Region, the consultant shall work closely during the project with designated representatives from the WorkSource (operated by the Gulf Coast Workforce Board), the Texas Workforce Commission and the newly formed Gulf Coast Petrochemical and Refining Industry Network to better ensure alignment with state and local workforce development strategies. This includes collaboration during the design phase.

Because the project is being aided by resources provided by the Economic Alliance Houston Port Region (Economic Alliance), the Texas Workforce Commission (TWC), the Gulf Coast Workforce Board (WorkSource), and the Gulf Coast Petrochemical and Refining Industry Network (GCPIN), the logos of these groups shall be included upon request on the project’s external communications.

Although the RFP covers the specific project scope, the consultant is encouraged, whenever possible, to ensure the final product includes the capability and capacity to add legacy projects that come out of the work.

## **Project Background**

### **Issue/Problem which is foundation for the "Project"**

A major problem identified by economic developers, training managers and plant managers from a two-year project that spanned from 2005 to 2007 was the lack of detailed public data of the collective projected hiring needs of the petrochemical and refining manufacturing companies in Harris, Chambers, Galveston and Brazoria counties for the next five to seven years.

The impact of the refining and petrochemical manufacturing cluster on the economy of these four counties is significant. According to a study by Dr. Ray Perryman in 2005 conducted by the Economic Alliance Houston Port Region, more than 350,000 indirect and direct jobs rely upon this economic cluster in the four counties of Harris, Chambers, Galveston and Brazoria. Considering this enormous impact, it is imperative that the leaders of these four counties work together to help our manufacturing companies compete globally. Forecasting and appropriately tooling the adequate workforce is imperative.

A large number of the workers in the petrochemical and refining industry and their suppliers will be retiring in the next ten years. The colleges need to help address the worker shortage and be prepared with adequate resources, i.e. staffing, equipment and facilities. Current data is built on national data that has not been updated since the gulf coast hurricanes and numerous plant expansions. A local validation is required.

### **Project Solution**

Utilizing an online survey process, provide a forecasted workforce job demand needs and resulting skills gap analysis which the education and business community can utilize for the next five to ten years. This data will be used to better ensure that the appropriately tooled and talented workforce pool is in place on a timely basis in the energy, refining and petrochemical manufacturing Texas Gulf Coast counties of Harris, Chambers, Brazoria, and Galveston.

### Consultant Milestones and Deliverables

A survey expert consultant, experienced in workforce analysis, shall be hired to fulfill the following activities:

**By December 20, 2007**      **Submission of proposal in response to the RFP (Request for Proposal) to Economic Alliance Houston Port Region**

- RFP shall be posted on the Economic Alliance website for reference.
- A list of "Frequently Asked Questions" shall also be posted on the Economic Alliance website during the submission period as needed.

**By January 1, 2008**      **Final selection of Survey Consultant**

- Written notification of the outcome of the selection process shall be provided to all submitting consultants by Friday, January 4<sup>th</sup>.

**By March 1, 2008**      **Completion of online draft survey tool, in addition to a printable and Powerpoint version.**

- At the beginning of the initial development of the survey questions, the consultant shall meet at least once with the identified experts of the following key stakeholder groups to refine concepts and needs of the survey:
  - TWC and WorkSource
  - GCPIN
  - EHCMA (East Harris County Manufacturers Association)
  - Other key industry groups identified during the process as critical
- The consultant shall interface during this phase with the Economic Alliance (the "Project" management entity) to ensure the online product is tested for functionality, accurate site content and that it fits design parameters outlined in above step.
  - The Economic Alliance shall furnish the formatting logos necessary for branding the "Project" appropriately.

**Between March 1 through March 31, 2008**

- During this time period, the Economic Alliance will work with other groups to host a series of communications meetings with industry plant manager groups in the four county region to promote the rollout of the survey.
- Feedback obtained from these meetings will be provided to the consultant and possible revisions may be needed for the final survey product.

**By April 1, 2008**

**Survey process begins and is implemented online from April 1 - April 30, 2008.**

- By April 1, the consultant shall provide the final survey tool in an online format. The online survey website shall offer a link to print the survey.
- The Economic Alliance Houston Port Region shall be responsible for disseminating the announcement to groups and companies which begins the survey process.
- Printed survey response shall be discouraged; however if received, the Economic Alliance Houston Port Region shall be responsible for keypunching data online.
- The minimum amount of companies to be surveyed is listed below:

<b>County</b>	<b>Estimated # Companies to be Surveyed</b>
Harris	135
Chambers	10
Galveston	15
Brazoria	15
	<hr/> <b>175</b> <hr/>

**During April 30<sup>th</sup> through May 1**

**The consultant shall use this time period to create and develop the final "Project" package that shall include:**

- Final survey results in Powerpoint format
- Analysis of survey results in Powerpoint format
- Recommendations to achieve the targeted industry's job demand and emerging skills requirements for the next 5 - 10 years.
- Analysis expertise shall be provided to the consultant by the WorkSource and TWC during the phase

**By May 1\* (preferred),**

**Final project report shall be due from consultant**

- \*More time may be allotted for this work. At no time shall this phase extend longer than 60 sixty days and past June 1, 2008.

**July 1 - July 31, 2008**

During this time period the Economic Alliance, working with other groups and stakeholders, shall hold a series of communications meetings with industry plant manager groups, GCPIN, the WorkSource other civic leaders in the four county region to disseminate the survey results.

- Consultant shall be available to participate in at least one series of communications meetings that shall be held in a one day period.

**Project Scope Revisions:**

Any changes not covered by this scope shall be agreed upon by all parties.

**Consultant Fee:**

The consultant shall be paid \$25,000 for the above scope of work, payable upon delivery of project report.

**Project Management Entity Contact Information:**

Questions may be directed to the Project Management Entity:

Economic Alliance Houston Port Region  
908 West Main Street  
La Porte, Texas 77571  
Office: 281-867-1112  
[www.allianceportregion.com](http://www.allianceportregion.com)

Point of Contact:

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