

Request for Proposals

Forest Product Industry

Workforce Development Issues and Opportunities

7/26/07

Organizational Overview

This Request for Proposals (RFP) is presented by the Associated Logging Contractors, the Idaho Forest Products Commission, and the Intermountain Forest Association, hereinafter referred to collectively as the "Group." The Associated Logging Contractors (ALC) is an organization of loggers, transporters and related businesses that advocates for logging interests on various issues and provides services such as insurance and safety training with the overall goal of maintaining a viable, thriving logging industry. The Idaho Forest Products Commission (IFPC) is a state agency with the mission of providing information and educational opportunities about Idaho's forests and the forest product industry in Idaho. The Intermountain Forest Association (IFA) is an organization of wood product manufacturers and timberland owners which develops and implements policies aimed at securing a stable and sustainable supply of timber on public and private lands.

Project Goals

The goals of this project are to:

- 1) produce an overview of current and future workforce issues for Idaho's forest products industry (both logging and milling sectors) as shaped by the issues and challenges facing general manufacturing businesses and the forest industry regionally and as a whole;
- 2) provide a slate of short-term and long-term opportunities, suggestions, ideas and/or recommendations to improve the competitive advantage of Idaho's forest businesses in the region to recruit, hire and retain a highly-skilled and committed workforce and assist in keeping the industry viable into the future; and
- 3) share the project findings and recommendations with members of the forest products industry and others.

Scope of Work and Project Description

Scope of Work

The Group wants to learn what individuals, businesses, organizations and government can do to help forest businesses in the Idaho Region (Idaho, western Montana and eastern Washington) improve their ability to competitively recruit, hire and retain a high quality workforce.

To accomplish this, the project will involve collecting information and data on current and future workforce needs for general manufacturing businesses, the forest products industry as a whole, and the Idaho's forest industry in specific; surveying employers, employees and others to identify workforce and recruiting

issues associated with the regional forest products business sector and; identifying ways to meet the training and educational requirements specific to forest industry jobs. The project will also involve creating a slate of short and long term opportunities, suggestions, ideas and/or recommendations from the collective findings to improve the competitive advantage of Idaho's forest businesses to recruit, hire and retain a highly-skilled and committed workforce and assist in keeping the industry viable into the future.

A report of the findings and recommendations will be required in written form and as also a presentation to members of sponsoring organizations and others.

Project Description and Required Deliverables

The project will consist of four components as follows: 1) **Workforce Issues Overview:** Gather timely and relevant information on current and future workforce issues for Idaho's forest product industry, the forest products industry as a whole and general manufacturing businesses; 2) **Idaho Workforce Survey:** Develop and conduct a workforce survey of Idaho forest products businesses, operators, employees, and others to reflect their opinions and observations of workforce issues; 3) **Report:** Produce a report including a summary of workforce issues overview and findings from the regional workforce survey as well as a slate of possible recommendations the forest industry might implement to improve their competitive advantage in recruiting, hiring and retaining a qualified workforce in the region; 4) **Summit:** Develop and conduct a Workforce Development Summit to present the project findings and recommendations to people in the forest products industry and others.

1) Workforce Issues Overview:

The winning bidder will collect information about workforce issues for Idaho's forest products industry, the forest products industry as a region and a whole and general manufacturing businesses. The overview is not intended to require research for new data but rather the collecting of existing data. Workforce issues shall include, but are not limited to employment trends, placement and needs, wage and compensation data, barriers to employment, geographical source and education/skill levels of employees. Information sources may include, but are not limited to the U.S. Department of Commerce, Idaho Department of Commerce and Labor, U.S. Forest Service, Idaho Department of Lands, career and guidance counselors, educational institutions, regional and national trade publications or surveys on relevant employment trends, etc. The winning bidder is expected to collaborate with the Group in determining the information gathered and sources to be used.

2) Idaho Workforce Survey: The winning bidder will develop and conduct a survey to reflect opinions and observations of workforce issues as they pertain to forest product manufacturing by major operational segments (such as machine operation, maintenance, sales & administration), forest managers, loggers,

transporters, forest consulting organizations, forest management contract labor and natural resource professionals.

Survey data will be collected by conducting interviews of professionals, workers, contractors, state and federal departments and agency personnel and related careers in the regional forest products business sector. The interviews may be accomplished through a variety of methods. The survey will focus on workforce issues, worker shortages, methods and techniques used to recruit, hire and retain qualified employees, barriers and benefits to employment in the forest products industry in the region, recruiting sources, career opportunity/path issues, life style issues, education and training needs, and other issues. The winning bidder is expected to collaborate with the Group to define the survey and determine profiles and numbers of survey participants. The Group will provide contacts to participate in the survey. These interviews are to be conducted in the summer/fall of 2007. Findings shall be compile the data in a shareable electronic format(s), included in a written report and present a summary of findings at the Workforce Development Summit.

3) The Report

The report is expected to include an overview of current and future workforce issues for Idaho's forest products industry, the forest products industry as a whole and as a region and manufacturing in general and a summary of the survey findings including a brief discussion of how the interviews were conducted, a profile list of survey participants, and data observed in the survey.

The report should also include a slate of short-term and long-term workforce challenges, outline the benefits and barriers to working in forest businesses and identify opportunities, ideas and recommendations to improve the competitive advantage of Idaho's forest businesses to recruit, hire and retain a highly-skilled and committed workforce and assist in keeping the industry viable into the future. The winning bidder is expected to collaborate with the Group on the report format.

4) Summit

The winning bidder will conduct and moderate a Workforce Development Summit for Idaho's forest product businesses and others in Spring of 2008. The report, outlined above, will provide the platform for the Summit. The winning bidder will be expected to collaborate with the Group to develop an effective and productive summit agenda, identify possible presenters, present project findings, introduce speakers, keep to the agenda, and assist in formulating conclusions about workforce issues from speaker presentations and the project findings to develop solutions that Summit attendees can put into practice at their respective businesses. The Group will promote the Summit and solicit participation in the event.

Proposal Format

Proposals may be submitted in written or electronic format. All proposals should contain a section which details the steps to be taken to meet the project's goals within budget constraints. The proposal should detail how the four components of the project will be implemented and accomplished within the set timeframe. Suggestions on how the Group's project goals might be accomplished through means other than those outlined in this RFP are also welcome.

Timeline:

- Workforce Issues Overview Completed by November 15, 2007.
- Workforce Survey Completed by December 15, 2007
- Report provided to the Group by January 30, 2008
- Workforce Development Summit in Spring 2008, prior to April 20, 2008

Other Considerations: All conclusions, illustrations, graphs, drawings, and written documents will be the property of the Group. The Group will provide appropriate support documentation and contact information for the successful completion of the project.

Budget, Expense and Accounting:

The project is not to exceed a total cost of \$30,000 including travel and all other expenses. Travel and lodging costs directly associated with the project will be billed at cost. Ground travel will be billed at the current IRS rate. Air travel will be by coach with a major U.S. airline. Lodging and meals will not exceed \$100 per day. All postage, UPS ground, overnight delivery, and shipping charges will be billed at cost. All telephone and data transmission charges will be billed at cost. Billing for services and products completed will be submitted at the end of each month. Billing for travel, lodging, meals, postage, shipping, communications, et cetera, will be invoiced separately at the end of each month and paid upon receipt of invoice. A schedule for remuneration of professional fees will be negotiated upon award of the contract.

Submission Deadline and Notification

Submissions must be received by August 31, 2007. Bidders will be notified by September 21, 2007 as to the Group's decision.

Questions and Submissions:

Questions about this project and submissions may be directed to:

Betty J. Munis
350 North 9th Street, Suite 304
P. O. Box 855
Boise, ID 83702
e-mail: ifpc@idahoforests.org
Tel: 208/334-3292
Fax: 208/334-3449