



Request for Proposal (RFP) - Development of Seafood Butchery Workforce Development Program

RFP# 24-513

February 28, 2025

Background

The Southwestern Oregon Workforce Investment Board (SOWIB) is a non-profit organization serving as the local workforce development board for Coos, Curry, and Douglas Counties. SOWIB's mission is to develop, oversee, and implement the area's strategic plan for workforce development and allocate federal and other resources to appropriate workforce development activities and services, as prescribed in the Workforce Innovation and Opportunity Act (WIOA).

Overview

The Southwestern Oregon Workforce Investment Board (SOWIB) is seeking proposals from qualified contractors to assist in developing a Seafood Butchery Workforce Development Program as part of its broader strategy to support the South Coast's maritime sector, particularly in fishing and seafood processing. Funded by HB 3410, SOWIB aims to build a safe, skilled workforce for local fishers and seafood processors while addressing the needs of individuals transitioning out of homelessness. This project will equip participants with both technical seafood butchery skills and broader workforce development services, helping them secure stable, long-term employment in the growing seafood industry. The program will leverage existing partnerships and resources, building on successful initiatives like the Oregon Coast Visitors Association's (OCVA) high school programs.

Scope of Work

The selected contractor will be responsible for supporting the planning and development of the Seafood Butchery Workforce Development Program, focusing on the following areas:

- 1. Program Structure Development:**
 - Finalize the design and operational logistics of the seafood butchery training program.
 - Define clear participant outcomes, including both technical and workforce readiness skills.
 - Identify and develop a sustainable operational model that includes facilities, resources, and budget requirements.
- 2. Partnership Strengthening:**
 - Engage and collaborate with key stakeholders such as workforce development leaders, housing organizations, industry partners, and tribal representatives to ensure cross-sector integration and long-term sustainability of the program.
 - Engage partners that provide housing support, case management, and employment services to help participants overcome barriers to employment.
- 3. Facilities and Resources Identification:**
 - Assess and identify appropriate training facilities with necessary equipment and resources to support the program's needs.
 - Develop an operational budget for the program, including costs for facilities, training, and support services.

4. Implementation Planning:

- Create a recruitment framework for selecting program participants.
- Develop a detailed training delivery plan, including technical seafood butchery, food safety, value-added seafood preparation, and job readiness skills.
- Establish a framework for job placement and post-placement support, including internship opportunities and career advancement pathways.

5. Sustainability and Funding:

- Identify and explore sustainable funding opportunities for program continuation.
- Develop a long-term strategy for integrating the program within the existing maritime workforce development ecosystem on the South Coast.

Timeline

The project will span from mid-March to June 2025, with key milestones as follows:

• **March – May 2025:**

- Finalize program design, including training objectives, participant criteria, and logistical needs.
- Assess facilities and resources.
- Develop a preliminary budget for program operations.
- Conduct outreach and follow-up meetings with existing stakeholders and recruit additional partners.

• **May – June 2025:**

- Align the program with other maritime sector training initiatives and regional partners.
- Explore funding options and identify pathways for integrating wraparound support services (housing, case management, etc.).
- Develop a draft program plan, including training curriculum and employment pathways.

Deliverables

1. Facilities and Logistics Assessment Report
2. Draft South Coast Seafood Butchery Training Program Framework and Budget
3. Partnership Agreements among Key Stakeholders including training locations
4. Draft Program Implementation Plan

Proposal Requirements

Proposals should include the following components:

1. **Approach and Methodology:** Provide a detailed approach to completing the scope of work outlined above, with a focus on collaboration, program design, and sustainability.
2. **Qualifications:** Demonstrate relevant experience in workforce development, maritime industry training, and working with vulnerable populations. Experience with homelessness support systems is a plus.
3. **Staffing Plan:** Outline the qualifications and roles of key personnel who will be involved in the project.



4. **Timeline:** Provide a clear timeline for completing each of the project phases, aligned with the overall program deadlines.
5. **Budget:** Include a breakdown of costs for each phase of the project, with justifications for each expenditure.
6. **References:** Provide at least two references from similar projects or relevant partnerships.
7. **Page Limit:** 3 pages

Submission Details

Proposals may be submitted via:

- **Email:** info@sowib.org
- **Mail:** PO Box 415, Coos Bay, OR 97420
- **In Person:** SOWIB Offices, 990 S 2nd St, Coos Bay, OR

Applications due: March 14, 2025 and will be reviewed as they are received.