



Regional Sector Partnership Consultant

Request For Proposals

Charleston, South Carolina
Date: March 19, 2026

Due Date: April 16, 2026
Time: 3:00 PM

Contact Information:

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Procurement/Contracts Administrator
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**REQUEST FOR PROPOSALS
REGIONAL SECTION PARTNERSHIP CONSULTANT
RFP # WIOA2026-01**

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SECTION 1: OVERVIEW

The Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) is soliciting proposals from qualified consultants or organizations to serve as the Regional Sector Partnership Consultant for the South Coast Region, supporting sector partnership activities focused on healthcare and diversified manufacturing.

The selected proposer will provide coordination, facilitation, and administrative support to advance employer-driven workforce initiatives and strengthen collaboration among regional workforce partners.

The timeline shown below is an estimated schedule of the RFP process:

Proposal Issue Date	March 19, 2026
Deadline for Submission of Technical Questions	April 2, 2026
<ul style="list-style-type: none">• Questions to jasonm@bcdcog.com	
Deadline for Receipt of Completed Proposals	April 16, 2026 by 3:00 PM

Note: The deadline shown above April 16, 2026 (3:00 PM) is extremely important. The completed proposal must be received on or prior to that deadline. If it is not received by the deadline, it cannot be considered.

The proposal should be electronically delivered to:

Berkeley-Charleston-Dorchester Council of Governments
Attn: Jason McGarry, Procurement/Contracts Administrator
jasonm@bcdcog.com

SECTION 2: INTRODUCTION

BCDCOG serves as the workforce and economic development coordinating body for Berkeley, Charleston, and Dorchester Counties. Through this Request for Proposals, BCDCOG seeks a Consultant that can lead structured regional engagement efforts among employers, education and training providers, workforce development partners, and economic development stakeholders to address workforce needs, skills gaps, and priority occupations in the South Coast Region.

SECTION 3: SCOPE OF WORK

3.1 - Overview of Services

BCDCOG is seeking a qualified consultant to serve as the Regional Sector Partnership Consultant for the South Coast Region. The Consultant will provide structured coordination, facilitation, and administrative support to advance sector partnership efforts focused on healthcare and diversified manufacturing.

3.2 - General Responsibilities

The Consultant shall serve as the primary point of contact for sector partnership activities and

shall be responsible for maintaining consistent communication and coordination among partners across the South Coast Region.

3.3 - Specific Tasks and Activities

A. Meeting Coordination and Facilitation

- Coordinate and schedule sector partnership meetings, including both regional and sector-specific meetings.
- Arrange planning calls with business leaders and key partners to develop meeting agendas.
- Prepare and distribute meeting invitations, agendas, and materials.
- Facilitate meetings and prepare written summaries documenting attendance, discussion topics, and action items.

B. Partner Engagement and Communication

- Serve as the primary point of contact for employers and partner organizations.
- Recruit and engage partners to support sector partnership priorities.
- Track action items and follow up with partners.

C. Sector Strategy Support

- Facilitate healthcare and manufacturing sector partnership activities.
- Review and share relevant labor market data.

D. Tools and Resource Development

- Develop a South Coast Employer Resource Guide.

E. Reporting and Documentation

- Maintain documentation of activities and prepare a final summary report.

3.4 - Baseline Scope Assumptions (For Pricing Purposes)

- Up to two (2) regional sector partnership meetings
- Up to four (4) local or sector-specific meetings
- Meeting facilitation, coordination, and written summaries
- Development of the Employer Resource Guide
- Development of a final summary report

SECTION 4 : PROPOSAL SUBMISSION FORMAT

To be considered responsive, each proposal must be organized in the format outlined below and submitted as a single, searchable PDF file. Proposals that do not follow this format may be deemed non-responsive. The Technical Proposal shall not exceed twenty (20) pages. Appendices and the Cost Proposal are excluded from this limit.

Proposals must include two (2) separate components:

1. Technical Proposal
2. Cost Proposal (Appendix A)

The Technical Proposal and Cost Proposal shall be clearly labeled and provided separately in your submission.

All proposals must be submitted electronically to jasonm@bcdco.com by the date and time stated in this RFP.

Below is the submission format:

A. Cover Page

Include the following information:

- RFP Title: Regional Sector Partnership Consultant
- RFP Number: WIOA2026-01
- Consultants' Name
- Primary Contact Name
- Email Address and Phone Number

B. Table of Contents

- Provide a clear table of contents with page numbers.

C. Technical Proposal

The Technical Proposal should include, at a minimum, the following sections:

- Firm Qualifications and Experience
 - Description of the firm and relevant experience providing facilitation, coordination, workforce development, or sector partnership services.
 - Experience working with employer-driven initiatives, workforce development boards, regional partnerships, or similar programs.
- Project Team and Roles
 - Identification of key personnel and their roles.
 - Brief resumes or summaries of relevant experience.
- Understanding of the Scope of Work
 - Demonstrated understanding of the Regional Sector Partnership Consultant role and responsibilities described in this RFP.
- Proposed Approach and Methodology
 - Description of how the proposer will perform the required services, including:
 - Meeting coordination and facilitation
 - Partner engagement
 - Sector strategy support
 - Development of the Employer Resource Guide
 - Reporting and documentation
- Schedule and Availability
 - General timeline for completing the baseline scope tasks.

D. Cost Proposal (Appendix A)

The Cost Proposal must be submitted using the form provided in Appendix A – Cost Proposal Form and must include:

- A single Total Fixed Fee (Not-to-Exceed) amount.
- Confirmation that the fee includes all labor, travel, materials, and administrative costs.
- Informational allocation of costs by task.
- Any pricing assumptions or limitations.

E. Formatting Requirements

- File format: PDF
- Page size: 8.5” x 11”
- Proposals should be concise and well-organized

F. Submission Conditions

- Proposals must be submitted electronically.
- Late submissions will not be accepted.
- Proposers are responsible for confirming successful delivery prior to the deadline.

SECTION 5 : EVALUATION CRITERIA

Proposals will be evaluated by a selection committee based on the proposer’s qualifications, understanding of the project, approach, and cost. The award will be made to the proposer whose proposal is determined to be the most advantageous and best overall value to BCDCOG.

BCDCOG reserves the right to request clarifications, conduct interviews, or negotiate with one or more proposers prior to award.

Evaluation will be based on the following criteria:

1. Qualifications and Experience (40%)
 - a. Experience providing facilitation, coordination, or consulting services for workforce development, sector partnerships, or similar initiatives.
 - b. Demonstrated experience working with employers, workforce development partners, education providers, or economic development organizations.
 - c. Experience managing projects of similar scope and complexity.
2. Understanding of Scope and Proposed Approach (40%)
 - a. Demonstrated understanding of the Regional Sector Partnership role and responsibilities.
 - b. Quality, clarity, and feasibility of the proposed approach and methodology.
 - c. Ability to effectively coordinate meetings, engage partners, develop resources, and deliver required documentation.
3. Cost Proposal (20%)
 - a. Reasonableness of the proposed fixed fee in relation to the scope of work.

- b. Consistency of pricing assumptions with the baseline scope and requirements of the RFP.
- c. Completeness and accuracy of the Cost Proposal Form (Appendix A).

SECTION 6 : GENERAL TERMS & CONDITIONS

The contract will have a provision requiring the Contractor to maintain compliance as follows:

In rendering the performance hereunder, the Contractor shall comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, with the regulations promulgated thereunder, and with the following:

Applicable Federal Laws and appropriate OMB Circulars

- Laws of the State of South Carolina
- WIOA Policies as adopted by the South Carolina Department of Employment and Workforce
- Local Laws
- Local WIOA Plan
- Local Workforce Development Board Policies
- U.S. Department of Labor Statement 29 CFR 37.20 Regarding the Non Discrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 and as reauthorized.

In the event of a conflict between such laws and regulations and the terms of this agreement, precedence shall be given to the laws and regulations.

Other Contract Provisions – The contract may have provisions which are not described in this RFP. Those provisions may be necessary due to in applicable laws or regulations, provisions added or changed to reflect negotiations made subsequent to the issuance of this RFP, requirements not known at the time of the issuance of this RFP, or for other reasons.

Appendix A – Cost Proposal

[Appendix A Cost Proposal Form.pdf](#)