



WorkSource

M O N T G O M E R Y

Connecting Employers & Job Seekers

Serving Montgomery County, Maryland

SCOPE OF WORK FOR FEDERAL WORKFORCE CAREER CENTER

Release Date: July 14, 2025

Responses Due: July 22, 2025, no later than 5:00 pm ET

Contract Period: August 2025 thru December 2025

**A maximum of one (1) six-month extension may be exercised based on performance and funding.*

WorkSource Montgomery (WSM), its programs and contract service providers are Equal Opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Programs and initiatives offered by WSM are supported in part by Montgomery County and the American Recovery Plan Act.

1. Purpose for Scope of Work (SOW)

WorkSource Montgomery (WSM) invites responses to the following Scope of Work (SOW). The purpose of the SOW is to select multiple organizations to provide services as part of the Mobilize Montgomery Federal Workforce Career Center (FWCC). Selected partners will support the Federal Workforce Career Center (FWCC) in providing high-quality, specialized career services for federal workers and contractors affected by workforce reductions.

2. WorkSource Montgomery

[WorkSource Montgomery](#) (WSM) focuses on linking local and regional economic development and workforce efforts in Montgomery County, Maryland. WSM develops a deep understanding of target and emerging industry demands, creating sustainable workforce solutions that are tailored to the region. This increases the ability of individuals to compete for higher-quality jobs and employers to compete within the marketplace.

Vision:

- Economic development, education, and the system of talent development are aligned locally and regionally to sustain a vibrant economy in Montgomery County.

Mission:

- To meet the talent attraction, development, and retention needs of strategic industries.
- To meet the needs of the underemployed and unemployed.
- To develop career pathways that lead to sustainable wage jobs and support a thriving mission.
- To provide entrepreneurship guidance for new small businesses.

WorkSource Montgomery's Roles:

- We catalyze change in the community to build an effective workforce development system.
- We are a community facilitator and convener to identify employer and job seeker issues and act collectively with partners to address them.
- We act as an intermediary/broker between the supply and demand sides of the workforce system to ensure mutually beneficial relationships and outcomes.
- We advocate addressing workforce development issues at the local, state, and national levels.

3. Scope of Work/Services Requested

- **Executive Career Coaching**
 - Services must be delivered by certified executive coaches through a nationally recognized credentialing body such as the International Coaching Federation.
 - Helps executives and other professionals assess career goals and align them with their values, strengths, and market opportunities.
 - Offers personalized guidance for navigating complex transitions such as industry changes or role redefinition.
 - Enhances executive presence, leadership communication, and decision-making skills
 - Provides support for personal branding, networking strategy, and high-level job search tactics.
 - Includes structured feedback, goal setting, and accountability to accelerate professional growth.

- **Technical Resume Writing**
 - Must possess an industry recognized credential related to resume writing.
 - Resume development services tailored for federal workers transitioning to the private sector or other government roles.
 - The provider must demonstrate experience with federal and technical resumes (IT, scientific, management, program analysts, etc.).

- **Entrepreneurial Skills Coaching**
 - One-on-one and/or group-based coaching to help clients explore self-employment and business startup options.
 - Topics may include business ideation & market research, business planning, financial projections to determine viability of funding sources, legal formation, and early-stage marketing.

- **Wellness**
 - One-on-one and/or group based.
 - Must have the required licensure or certification to provide mental health counseling. Licensures and certifications may include but are not limited to Licensed Clinical Professional Counselor and Certified Clinical Mental Health Counselor.
 - Help individuals manage stress, anxiety, depression, trauma, and life transitions.
 - Provides a confidential space for clients to explore thoughts, feelings, and relationships.
 - Utilizes therapeutic methods such as cognitive-behavioral therapy, mindfulness, or talk therapy.
 - Encourages the development of coping strategies and emotional resilience.
 - Supports overall mental wellness, self-awareness, and improved quality of life.

4. Period of Performance

Contract Period begins August 1, 2025, and ends December 31, 2025. A maximum of up to one (1) nine-month extension may be exercised based on performance and funding.

5. Eligible Applicants

- Your firm has been selected as a candidate for consideration to provide the finance consulting services described herein. You are invited to submit a written response to the SOW.
- There is no expressed or implied obligation for WSM to reimburse firms for any expenses incurred in preparing proposals in response to this request.
- The specific details outlined herein shall be considered minimum unless otherwise indicated. The specifications, terms, and conditions included with this IFB shall govern in any resulting contract(s) unless approved otherwise in writing by WSM.
- All applicants must have technical competence, knowledge, expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry out the work described in this IFB. Applicants must meet high standards of public services and fiduciary responsibility. WorkSource Montgomery requires assurance that the selected applicant's performance of the terms and conditions of any

agreement resulting from this IFB be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity, and accuracy. If WorkSource Montgomery determines, at its sole discretion, that the selected applicant is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement effective immediately and without recourse. Such termination shall be final and binding, and the applicant shall have no right to reinstatement, reconsideration, or appeal.

6. Application Process

Selected bidders must submit proposals on or before **July 22, 2025, by 5:00pm ET via email** to procurement@worksourcemontgomery.com. Emails with attached proposals must have the subject line "Federal Workforce Career Center - [Organization Name]." Late or incomplete proposals will not be considered. Proposals must contain all the components listed below in the same general order provided. Strong proposals will demonstrate a full understanding of the requirements described in this IFB and validate the capacity, expertise, and certifications to meet WSM's standards and goals. Bids that fail to follow this order or are missing components may not be considered.

7. Proposal Components

- **Cover Sheet (1 Page Maximum)**
 - Use Cover Sheet template provided in Attachment A.

- **Executive Summary (1 Page Maximum)**
 - Describe the organization's qualifications, brief history, and alignment with the services requested. If applicable include ownership statuses of the firm if minority owned, woman owned, or locally owned in Montgomery County, MD.
 - Describe the key personnel to be utilized on the contract, attach their resumes, and indicate their level of expertise and prior experience relevant to requested services.

- **Service Delivery Overview (2 Page Maximum Per Service Category)**
(Provide the following for each service category proposed i.e., Executive Career Coaching, Technical Resume Writing, Entrepreneurship Coaching, & Wellness)
 - Describe experience and approach to executing the scope of work.
 - Describe any relevant credentials held by those delivering services.
 - Describe content to be covered.
 - Describe intended outcomes upon completion or delivery of the service and how outcomes are tracked.

- **References (1 Page Maximum)**
 - Use Reference template provided in Attachment C.

- **Proposed Pricing (1 Page Maximum)**
 - Use Reference template provided in Attachment D.

- **Other Required Documents**
 - Complete Conflict of Interest Form using Attachment B.

- Certificate of Good Standing with the State of Maryland or applicable home state.
- Good standing with SAM.gov (if not available with response, proof will be required prior to contract execution).

8. Timeline

The table below provides a timeline of activities for this procurement. In the event dates are changed, WSM will post an updated timeline to the procurement website.

Activity	Date
SOW Release	07/14/2025
Proposal Deadline (email only)	07/22/2025
Interviews Completed (if necessary)	08/01/2025
Notification to Respondents	08/08/2025
Contract Start Date	08/18/2025

9. Review and Selection Process

Responses to this SOW should be completed according to the requirements. Responses should be typed in 12-point font, single-spaced, 1" margins on all sides, and with page numbers. Submit completed proposals electronically via email in PDF file format to WorkSource Montgomery at procurement@worksourceomtgomery.com with the subject line: "**Federal Workforce Career Center - [Organization Name].**"

Selection Statement for Request for Proposal (RFP)

WSM is committed to ensuring that the selection process for this SOW is fair, transparent, and based on the qualifications of the respondents. The evaluation and selection of proposals will primarily focus on the respondent's ability to meet the requirements outlined in the RFP and demonstrate relevant experience, expertise, and capacity.

Key factors that will guide the selection process include, but are not limited to:

- Demonstrated expertise and qualifications specific to the scope of work.
- Relevant experience with similar projects, particularly within the non-profit, public, or other relevant sectors.
- Capacity to meet project timelines and deliverables.
- Overall approach, methodology, and understanding of the project scope.
- Quality of references and past performance.

WSM reserves the right to select the respondent that, in its sole discretion, is best qualified to meet the needs of the project and aligns with the organization's goals. Cost will be considered, but qualifications, experience, and alignment with project objectives will be the primary factors in making the final selection

10. Notice of Award

All respondents will be notified by email as to their selection status by August 8, 2025.

Attachment A: Cover Sheet

Please complete this **mandatory** cover sheet accordingly.

Organization Name	
Address	
Phone Number	
Number of Years in Business	
FEIN #	
Services Proposed (Select all that apply to this application)	<input type="checkbox"/> Executive Career Coaching <input type="checkbox"/> Technical Resume Writing <input type="checkbox"/> Entrepreneurship Coaching <input type="checkbox"/> Wellness
DUNS #	
Contact Person	
Contact Person's Email Address	
Signatory Authority Signature	

Attachment B: Conflict of Interest Form

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if WorkSource Montgomery awards a contract. A conflict of interest arises if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the IFB. WorkSource Montgomery reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name

Signature

Date

*Note: Completion of this form is **mandatory for** contract award consideration.*

Attachment C: References

Respondents are required to provide three letters of references who can verify their experience, along with a contact phone number or email. References should be for experience in the past 10 years.

Reference #1 Name: _____

Title and Organization: _____

Phone # and email: _____

Length of Partnership:

Reference #2 Name: _____

Title and Organization: _____

Phone # and email: _____

Length of Partnership:

Attachment D: Proposed Pricing

A. Executive Career Coaching

1-on-1 Costs (Per Session):

Weekly Capacity (How many can you do per week):

Group Cost (Per Session):

Ideal group size:

Weekly Capacity (How many can you do per week):

B. Entrepreneurship Coaching

1-on-1 Costs (Per Session):

Weekly Capacity (How many can you do per week):

Group Cost (Per Session):

Ideal group size:

Weekly Capacity (How many can you do per week):

C. Resume Development

1-on-1 Costs (Per Session):

Weekly Capacity (How many can you do per week):

Group Cost (Per Session):

Ideal group size:

Weekly Capacity (How many can you do per week):

D. Wellness

1-on-1 Costs (Per Session):

Weekly Capacity (How many can you do per week):

Group Cost (Per Session):

Ideal group size:

Weekly Capacity (How many can you do per week):