



**ANTHONY HOLT**  
SUMNER COUNTY MAYOR

September 7, 2021

To Whom It May Concern:

Sumner County is soliciting Statements of Interest and Qualifications from professional consulting services firms for the purpose of selecting a qualified company to conduct the work of the TN ECD ThreeStar grant contract as awarded to Sumner County. The project purpose, methods, research process and deliverables are attached for your review.

Interest firms should address the following selection criteria: qualifications of the individual or firm, experience with government funded projects, professional services, research and consulting management experience, and timeline for completion and the project budget.

Statement of Interest and Qualifications must be received at the above address no later than September 20, 2021. Questions and inquiries can be directed to Mr. Jimmy Johnston, Forward Sumner, at 615 206 6624.

Sincerely,

Anthony Holt  
Sumner County Mayor



**STATEMENT OF INTEREST AND QUALIFICATIONS  
FORWARD SUMNER - SUMNER COUNTY WORKFORCE CABINET**

- 1) Alignment of the local workforce development programs and services from the workforce cabinet consisting of the President of Volunteer State Community College; President, TCAT – Nashville; Director, Sumner County Schools; Chief Local Elected Official; Chair NMWB; Director NMWB; Private Sector Representatives**

Purpose of the Project:

Optimize the workforce development opportunities within Sumner County by coordinating the alignment of the workforce cabinet and other organizations that support workforce development within the county and fill the gap between the entities and business.

Build and map an action plan to remediate the alignment gaps complete with timeline and budget

Project Methods:

- Facilitation services for the workforce cabinet meetings to ascertain the alignment gaps in the Sumner County workforce development ecosystem.
- Identify the gaps in the alignment of the workforce development services as provided by the Forward Sumner workforce cabinet
- Build action plans through research and data to support the pathways that remediate the alignment gaps
- Map the action plans with timeline and budget

Project and Research Process:

- Identify best practices in countywide comprehensive workforce development programs of similar scope and size.
- Define terms for purpose of this contract, i.e., workforce development, workforce development services, workforce services, alignment.
- Identify duplication of effort and make suggestions relative to streamlining and enhancing services.

Deliverables: (i.e., database, mapping, key findings, description)

- Onsite and on-call facilitation services for all members of the workforce cabinet.
- Detailed action plan that identifies gaps in services and alignment and recommendations for programmatic requirements.

Timeline:

September 15<sup>th</sup>, 2021 - December 31<sup>st</sup>, 2021

Budget:

Project Cost: \_\_\_\_\_

In-Kind Contribution: \_\_\_\_\_

*Funded in partnership by*  
The Tennessee Department of Economic and Community Development



**ThreeStar**



**STATEMENT OF INTEREST AND QUALIFICATIONS  
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**2) Research and comprehensive database development for the Forward Sumner Center for Labor Market Intelligence**

Purpose of the Project:

- Identify the data gaps in the Forward Sumner Center for Labor Market Intelligence through research and provide information that will tell the story to enhance and promote the alignment of the local workforce development services.
- Identify the data gaps through research and provide information on the holistic view of the Sumner County economy and labor force.

Project Methods:

- Identification and consolidation of the big data that is available through the many and varied data sets, both public and private, i.e., TN Labor and Workforce Development, TN ECD, TVA, GNRC, TACIR, THEC, Chmura, Burning Glass-Emsi;
- Specific research on the occupations resulting from the current Sumner County Schools 'pathways' and identification of skill sets, potential wages, job postings, and work based learning opportunities.
- Specific research on the labor participation rate and unemployment rate including definition and history.

Project and Research Process:

- Build on to the Forward Sumner Center for Labor Market Intelligence to promote the alignment of local workforce development services through data and collaboration. Provide annual updates to the existing reports in the center.
- Provide recommendations as to the best practice private sector sources for workforce development information, i.e., county, cities, zip codes, blocks.

Deliverables: (i.e., database, mapping, key findings, description)

- Provide a comprehensive Sumner County economic impact database that includes the process that will be followed to provide annual updates as necessary.
- The comprehensive database will include but not limited to: annual measurables – labor demographics, including occupational data updates; job, employment, and population growth; project flow, capital investment, per capital income, tax revenues, unemployment rates, public education gains and graduation rate, crime rates, building permits and housing starts, leading employers, business & industry sectors by percentage of local economy and average wage rates.
- A community profile document that highlights the Sumner County characteristics.

Timeline:

October 4<sup>th</sup>, 2021 - April 1<sup>st</sup>, 2022

Budget:

Project Cost: \_\_\_\_\_

In-Kind Contribution: \_\_\_\_\_

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