

**SCOPE OF WORK
STATE OF THE WORKFORCE REPORT
RFP#SOW-PY'16
JULY 18, 2016**

Note: Data by locality should be included for each metric in Sections II and III and published in an appendix to the report. For additional guidance as to level of detail for the following indicators, please see:

<http://opp-inc.org/wp-content/uploads/2015/06/OppInc-2010-SOW-with-cover-FINAL1.pdf>)

I. INTRODUCTION – Introductory description of the project.

II. LABOR – THE SUPPLY SIDE

- Population trends
 - Total population in 2000, 2010 and 2015 by sub-region, region, state and nation.
 - Average annual population growth by sub-region, region, state and nation.
- Age
 - Age breakdown in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
- Diversity
 - Population by racial breakdown in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
- Educational attainment
 - Educational attainment of population age 25 and over in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
- Income
 - Real per capita income in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Annual average percentage change in real per capita income in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Median earnings full-time year-round workers in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Current median earnings in region and US by 2 digit Standard Occupational Classification (SOC) code.

- Poverty
 - Poverty rates in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Number in poverty in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.
 - Children and elderly living in poverty in 2000, 2010 and 2014 (or latest) by sub-region, region, state and nation.

- Labor force
 - Labor force in 2000, 2010 and 2015 by sub-region, region, state and nation.
 - Labor force participation rate in 2000, 2010 and most recent by sub-region, region, state and nation.
 - Prime labor force participation rate in 2000, 2010 and most recent by sub-region, region, state and nation.
 - Employment to population ratio in 2000, 2010 and most recent by sub-region, region, state and nation.

- Unemployment
 - Unemployment rate in 2000, 2010 and most recent by sub-region, region, state and nation.

- Commuting patterns
 - Total job flow into, out and within by sub-region and region for 2004 and 2014.
 - Flow between LWDA 14 and LWDA 16 for 2004 and 2014.

(For reference see <http://www.hrtpo.org/page/hampton-roads-journey-to-work-maps> and <http://onthemap.ces.census.gov>.)

- Exiting military
 - Exiting military by occupation (data will be provided by Opportunity Inc.).

III. THE EMERGING WORKFORCE

STUDENT PROFILE

- Enrollment
 - K-12 enrollment in 2000, 2010 and most recent by sub-region, region, state and nation.

- Diversity
 - K-12 enrollment by race in 2000, 2010 and most recent by sub-region, region, state and nation.

ATTACHMENT A: SCOPE OF WORK



- Poverty
 - Free and Reduced Lunch Participation Rates in 2000, 2010 and most recent by sub-region, region, state and nation.

INVESTMENTS IN EDUCATION

- Pupil expenditures
 - Real Expenditures per Student by sub-region, region, state and nation in 2000, 2010 and most recent by sub-region, region, state and nation.
- Student-teacher ratios
 - Student/Teacher Ratio for Kindergarten - 7th Grade by sub-region, region, state and nation.
 - Student/Teacher Ratio for 8th - 12th Grade by sub-region, region, state and nation.
- Teacher salaries
 - Inflation-Adjusted Teacher Salaries by locality over the past 10 years.
- Teacher credentials
 - Percentage of teachers by bachelors and graduate degrees by locality.

ACADEMIC PERFORMANCE

- Graduation
 - Number of high school graduates for 2000, 2010 and most recent.
 - Cohort on-time completion rates 2000, 2010 and most recent.
- Drop-out
 - Drop-out rates by locality for 2000, 2010 and most recent.
- Standardized tests
 - Pass rates for 8th grade Standards of Learning (SOL) test
- Post secondary education
 - Graduates from public universities and community colleges 2000, 2010 and most recent.
 - Higher education graduates by degree type, 2014-2015, regional public institutions
 - Higher education completions by 2 digit Classification of Instructional Programs (CIP) code

IV. EMPLOYMENT – THE DEMAND SIDE

- Employment trends
 - Monthly employment percentage change from year ago, 2000 – most recent
- Labor force participation rates
 - Labor force participation rates 2000, 2010 and most recent by sub-region, region, state and nation.
- Wage and salary trends
 - Inflation-adjusted average annual wages 2000, 2010 and most recent by sub-region, region, state and nation.
 - Wage distribution by percent employed by sub-region, region, state and nation.
- Largest 50 employers
- Shifts in industry sector employment 2000, 2010 and most recent.
- Top occupations
 - Occupations ranked by current number of employees
 - Occupations ranked by 5 year growth %
 - Occupations ranked by 5 year growth #
 - Occupations ranked by annual openings #

V. WORKFORCE GAP ANALYSIS

- Analyze the current workforce educational attainment and compare it against educational attainment required for O*NET Career Clusters (<http://www.onetonline.org/find/career?c=0>).
- Analyze the surplus or gap in annual openings less regional completions for each SOC.

VI. CLUSTER WORKFORCE AND GAP ANALYSIS

- Cluster profiles:
 - For each of the clusters (and sub-cluster) listed below, provide:
 - Current employment
 - Past employment (5 years)
 - Projected employment (5 years)
 - Top 25 occupations in each cluster by total employment.
 - Provide an analysis of and surplus or gap in annual openings less regional completions for top 25 occupations in each cluster.

- Clusters
 - Manufacturing (sub-clusters, below)
 - Advanced Manufacturing
 - Food and Beverage Manufacturing
 - Ship Repair and Ship Building
 - Port Operations, Logistics and Warehousing
 - Life Sciences
 - Business Services
 - Information Analytics and Security
 - Tourism and Recreation
- Cluster Definitions
 - See ATTACHMENT B for NAICS codes represented in each cluster.
- Cluster gap analysis -
 - Analyze the surplus or gap in annual openings less regional completions for each SOC provided above.
 - Current workforce educational attainment compared against current educational attainment required for all current jobs and annual openings.
 - Annual openings and field of study completions.

VII. SUMMARY AND RECOMMENDATIONS

VIII. APPENDICES

July 18, 2016