



IRONWORKER MANAGEMENT PROGRESSIVE ACTION COOPERATIVE TRUST (IMPACT)

REQUEST FOR QUALIFICATIONS AND RESUMES

IMPACT Survey Administration,
Data Collection, and Analysis Services

Resumes reflecting the proposer's qualifications must be submitted
no later than close of business on August 22, 2014 to
e-mail address: cmenches@impact-net.org

Contact for questions:

Dr. Cindy Menches, P.E.
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1. STATEMENT OF PURPOSE

Ironworker Management Progressive Action Cooperative Trust (IMPACT) is requesting qualifications and resumes from individuals to provide survey administration, data collection, and data analysis services. This RFQ contains background information, a scope of work, and instructions to enable interested individuals to prepare and submit their resume for consideration.

2. BACKGROUND OF IMPACT

Organized in 2002, IMPACT is a labor-management advocate with a mission to promote a fair and competitive market and job opportunities for ironworker contractors and union ironworkers. IMPACT is comprised of over 120,000 individual members and over 3,500 ironworker contractors throughout the United States and Canada. The primary mission of IMPACT is to expand job opportunities for union Ironworkers and their ironworker contractors through progressive and innovative labor management cooperative programs. IMPACT is a joint, labor-management, non-profit trust formed under Section 302(c) (9) of Labor-Management Relations (Taft Hartley) Act.

3. IMPACT MISSION STATEMENT

The IMPACT mission statement is to (1) improve the economic competitiveness of the Ironworking industry; (2) Identify and expand work opportunities for Iron Workers and ironworker contractors; (3) Help resolve problems which reduce the competitiveness and economic development of the industry not susceptible to resolution within the collective bargaining process. We aim to:

- Establish innovative marketing programs and tools for promoting the Ironworking industry on the local and national levels
- Develop educational programs to advance safety and health. Conduct research and perform studies to minimize hazards within the industry
- Assist in the establishment and maintenance of quality training and apprenticeship programs
- Sponsor meetings, seminars and programs concerning issues affecting the industry.
- Communicate and educate the public and our customers on issues of concern to the industry

4. PROBLEM STATEMENT

IMPACT is committed to becoming a data-driven organization. We are seeking to establish a detailed, comprehensive, and standardized metrics program to assist us in making sound organizational decisions. A fundamental goal is to institute continuous data collection on a variety of subjects in order to use the data to drive programmatic decision-making. Previously, we have conducted surveys on our services, customer satisfaction, course evaluations, customer needs, and more. Historically, the response rate has been low, the data is inconclusive, and/or the data has been insufficient to assist with decision-making. We are seeking the services of an individual to assist with survey development, data collection, data entry, and data analysis.

5. SCOPE OF EMPLOYMENT SERVICES

The following duties will be performed as part of the scope of employment services:

- Annually, IMPACT requests its ironworker contractor members to update their demographic and company information in our MatrixMaxx database. Historically, our compliance rate has been low. As a result, you will call contractors to interview them. You will follow a script,



identify who you are, explain why you are calling, and request that the contractor participate in a brief interview so that you can update their information in our MatrixMaxx database. Once you have collected the information from the contractor, you will be responsible for entering it into the MatrixMaxx database. You may also be asked to run reports from the database for review by IMPACT staff members. Prior to initiating this activity, you will receive training on how to access, enter data, manipulate, and run reports in the database.

- IMPACT has previously conducted numerous educational courses for contractors. During these courses, the participants completed a course evaluation, and these evaluations have already been entered into spreadsheets. We would like to perform retrospective surveys to determine (1) which concept from the course each participant has used most and least frequently in their practice, (2) which concept has been most and least useful following their completion of the course, and (3) whether the participant or the participant's company has experienced quantifiable benefits from taking the class, such as increased volume of work, more successful bids, better payment terms, greater productivity, and more. Consequently, you will assist with designing and administering the retrospective surveys. You will identify course participants, locate their contact information, design an on-line survey using IMPACT's survey software, send out the survey, follow-up with phone calls to encourage the participant to complete the survey, and/or interview the participant to complete the survey on their behalf. You may be required to enter data following phone conversations or interviews. Once the data has been collected, you will analyze the data and develop reports with appropriate charts, graphs, tables, text, and statistics. Therefore, you must have strong analytical and written communication skills.
- In September 2014, IMPACT will launch an internet-based Contractor Education and Training Needs Assessment Survey. With over 3,500 ironworker contractors as members, our desire is to achieve a minimum 15% response rate, but a much higher rate is our goal. You will be asked to call contractors to determine whether they have responded to the survey, and if they have not, you will interview them to complete the survey on their behalf. Once you have collected the data from the contractor, you will be responsible for entering it into the survey software. You will also be required to analyze the data using basic statistical techniques (including running summary statistics, t-tests, and creating contingency tables). From the data, you will develop reports to summarize the results of the Needs Assessment.
- To aid in achieving our goal to become a data-driven organization, IMPACT has launched a Metrics program to measure features of our programs that we believe are critical to making major organizational decisions, including how to allocate limited resources to best meet the needs of our ironworkers and ironworker contractors. Our Metrics Program is in its infancy, and you will assist with the process of (1) defining the important questions that we need to answer, (2) defining the critical decisions that we need to make, (3) determine what we know right now, (4) determine what variables to measure so that we can make decisions and answer questions, (5) identifying appropriate measurement and analysis techniques, and (6) pilot testing the metrics. As part of this process, you may be asked to participate in meetings, develop data collection instruments, collect data, analyze data, and develop reports.



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6. QUALIFICATIONS

The ideal candidate should be a graduate student with strong oral and written communication skills. You should have completed coursework in statistical analysis and be familiar with, or have coursework in, survey techniques. A background in engineering, mathematics, statistics, educational psychology, statistically-based psychology, or statistically-based sociology is preferred, although other educational backgrounds will be considered.

7. WORK HOURS AND PAYMENT FOR SERVICES

The individual will work 10-20 hours per week, based on IMPACT workload and the applicant's schedule. The hourly wage rate is \$15-\$20/hour depending on qualifications.

8. SUBMISSION REQUIREMENTS

Resumes reflecting the individual's qualifications shall be sent as a single PDF or Word document to:

Dr. Cindy Menches, P.E.
IMPACT Director of Contractor Training & Development
cmenches@impact-net.org

Resumes should be received no later than close of business on August 22, 2014. However, the advertisement will remain open until the position has been filled.