

REQUEST FOR PROPOSALS

For the period July 1, 2017 – December 31, 2020
(with an option to extend)

NW Promise
Department of Labor H-1B America's Promise Job-driven
Grant
and
Workforce Innovation and Opportunity Act
Adult and Dislocated Worker Services

RELEASE DATE:
March 6, 2017

DUE DATE:
April 21, 2017
4:00PM (PST)



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

365 Warner Milne Rd, Suite 202
Oregon City, OR 97045
(503) 657-6644
www.clackamasworkforce.org

The Clackamas Workforce Partnership is an equal opportunity employer / program. Auxiliary aids and services available upon request to individuals with disabilities.

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1. GENERAL INFORMATION

Purpose and Amount of Request for Proposals

The Clackamas Workforce Partnership, in the local workforce development area comprised of Clackamas County, is soliciting competitive proposals for the delivery of workforce development services to adults and dislocated workers under the NW Promise Department of Labor H-1B America's Promise Job-driven Grant Program and the Workforce Innovation and Opportunity Act (WIOA).

The contract resulting from this request for proposals is anticipated to begin July 1, 2017 and end December 31, 2020. The Clackamas Workforce Partnership reserves the option to extend the contract for an additional 18 months based on future funding availability, contractor's satisfactory performance, and other factors as determined by the Clackamas Workforce Partnership.

Planned total funding for the three and one-half year period of this RFP is \$155,750 to fund a .5 FTE Community Based Organization (CBO) Career Coach and the delivery of supportive services to participants enrolled in the grant.

The Clackamas Workforce Partnership strongly encourages respondents to leverage resources and build coalitions that result in an innovative and responsive system.

Timeline

| Date | Activity |
|------------------------------------|---|
| Monday, March 6, 2017 | Request for Proposals Released |
| Tuesday, March 21, 2017 – 4:00PM | RSVP for bidder’s conference |
| Thursday, March 23, 2017 – 11:00AM | Bidders conference |
| Tuesday, April 18, 2017 – 3:00PM | End date for bidder’s questions |
| Friday, April 21, 2017 – 4:00PM | Proposals due |
| Monday, April 24, 2017 | Evaluation process begins |
| May 2017 | Provisional contract award notifications |
| May 2017 | Contract negotiations |
| June 2017 | Contracts signed, service providers trained |
| Monday, July 10, 2017 | Services begin |

The Clackamas Workforce Partnership reserves the right to make changes to the above timeline.

Inquiries

The website (<http://www.clackamasworkforce.org/>) will be used as the primary mode of communication between the Clackamas Workforce Partnership and potential bidders.

- Beginning March 6, 2017 interested parties can download the Request for Proposals from the website.
- Any inquiry related to this request for proposals must be submitted electronically to rfp@clackamasworkforce.org.
- Questions will not be answered over the phone.
- A question and answer page on the website will be updated as often as daily, if necessary, through Tuesday, April 18, 2017.

Bidders are responsible to check the web page frequently to stay connected and apprised throughout the process.

Bidders' Conference

A Bidders Conference will be held for interested parties on:

DATE: Thursday, March 23, 2017
TIME: 11:00AM-12:00PM
LOCATION: The Clackamas Workforce Partnership
365 Warner Milne Road, Suite 202
Oregon City, OR 97045

- All potential bidders are encouraged to attend, but attendance is not mandatory in order to submit a response.
- Bidders are asked to notify the Clackamas Workforce Partnership at rfp@clackamasworkforce.org of their intention to attend the conference by Tuesday, March 21, 2017 no later than 4:00PM.
- The Clackamas Workforce Partnership staff will take verbal questions during the conference, but may choose to defer answers. Deferred answers will be posted on the Clackamas Workforce Partnership's website within two business days after the conference.

Internet Links

Workforce Innovation and Opportunity Act

<http://www.doleta.gov/wioa/>

State of Oregon WIOA Policies and Guidance

<http://www.wioainoregon.org/policies-and-guidance.html>

Oregon Business Plan

<http://www.oregonbusinessplan.org/>

Clackamas County Economic Landscape

<http://www.clackamas.us/business/economiclandscape.html>

WorkSource Clackamas

<http://worksourceoregon.org/home/worksourcecenters/238-oregon-city>

The Clackamas Workforce Partnership Policies

<http://www.clackamasworkforce.org/policies/>

The Clackamas Workforce Partnership Background and Information

<http://www.clackamasworkforce.org/>

The Columbia-Willamette Workforce Collaborative

<http://www.workforcecollaborative.org/>

Provisions and Disclaimers

1. All solicitations are contingent upon availability of funds.
2. Clackamas Workforce Partnership reserves the right to accept or reject any or all proposals received.
3. This request for proposals (RFP) is for WIOA and NW Promise services and other related programs and funding streams which may become available to Clackamas Workforce Partnership during the funding period.
4. Clackamas Workforce Partnership reserves the right to waive informalities and minor irregularities in offers received.
5. This RFP does not commit Clackamas Workforce Partnership to award a contract.
6. Proposals should follow the format set forth in the Proposal Response section of the request for proposals and adhere to the requirements specified therein.
7. Clackamas Workforce Partnership reserves the right to request additional data or oral discussion or documentation in support of written offers.
8. Costs for developing the proposals are solely the responsibility of the respondents.
9. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, federal WIOA legislation, all applicable federal regulations, State of Oregon policies, and Clackamas Workforce Partnership policies.
10. Service provider selected for funding must also ensure compliance with the following, as applicable: U.S. Department of Labor regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37, 2, and 98; and 2 CFR Part 200.
11. Clackamas Workforce Partnership reserves the right to modify or alter the requirements and standards set forth in this request for proposals based on program requirements mandated by state or federal agencies.
12. The contract award will not be final until Clackamas Workforce Partnership and the bidder have executed a mutually satisfactory contractual agreement. No program activity may begin prior to final Clackamas Workforce Partnership approval of the award and execution of a contractual agreement between the successful bidder and Clackamas Workforce Partnership.
13. Clackamas Workforce Partnership reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
14. Clackamas Workforce Partnership reserves the right to determine both the number and the funding level of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this request for proposals will be rejected.
15. The proposal warrants that the costs quoted for services in response to the request for proposals are not in excess of those that would be charged any other individual for the same services performed by the bidder.
16. Applicants are advised that most documents in the possession of Clackamas Workforce Partnership are considered public records and subject to disclosure under the State of Oregon's Public Records Law.

2. BACKGROUND

The Clackamas Workforce Partnership

The Clackamas Workforce Partnership of Clackamas County is a non-profit agency that coordinates and oversees the public workforce system in Clackamas County. The Clackamas Workforce Partnership brings together business and community leaders, appointed by the Board of County Commissioners, to promote and expand workforce development activities to ensure the long-range economic vitality of the region. The Clackamas Workforce Partnership Board is the policy and planning body for the workforce development system in Clackamas County and invests funding necessary to operate the system through the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs as well as other discretionary grant funds. The Board is staffed by the Clackamas Workforce Partnership.

The Board's oversight responsibility includes selection and monitoring of workforce development service providers, policy development, and establishment of local performance standards.

Clackamas Workforce Partnership staff work closely with neighboring regions to assure quality services are delivered throughout the broader region and state. The Southwest Washington Workforce Development Council, the Clackamas Workforce Partnership of Clackamas County and Worksystems, Inc. formed the Columbia-Willamette Workforce Collaborative in 2011. This unique, cross jurisdictional partnership provides a unified approach to serve industry, support economic development, and guide public workforce investments. By working together the Collaborative aligns capabilities and resources to improve the region's ability to leverage and layer funding streams, to coordinate ideas and strategies, to pursue resources and fill gaps, to link workforce supply and industry demand, and to enable life-long learning and advancement.

NW Promise

NW Promise is a \$6 million H-1B training grant through the U.S. Department of Labor's *America's Promise* grant program for unemployed and underemployed individuals, ages 18 and over. The NW Promise initiative will cultivate a diverse, homegrown talent pipeline to meet the hiring needs of the Healthcare sector and create a pathway to high-paying Health careers for over 900 workers in the City of Portland; Multnomah, Washington and Clackamas Counties; and SW Washington state. Funding will help jump start regional efforts to train under-represented individuals to meet the critical need to diversify the region's Healthcare sector in order to provide culturally competent care. The project will utilize innovative, collaborative approaches to create a sustainable, high-quality source of local Healthcare talent.

The Clackamas Workforce Partnership is dedicated to working with people from all backgrounds regardless of their employment challenges. All of the Clackamas Workforce

Partnership's service providers strive to work with people who need workforce services the most. Through this RFP, funds will be targeted to serve specific populations in Clackamas County including people of color, the LGBTQ community, people with disabilities, and other low income residents.

This RFP is procuring for a service provider who will:

- Join the NW Promise's regional workforce partnership to help implement the program model that will increase diversity in the Healthcare sector and close the income gap in underrepresented, disadvantaged populations,
- Provide guidance on culturally specific recruitment and outreach strategies to ensure diverse participants are connected to the grant,
- Assist with outreach and recruitment of participants, and
- Provide customer-centered career planning and coaching, supportive services and placement support to program participants.

CBO Career Coach Staff Roles and Responsibilities

The CBO Career Coach Staff will:

- A. Serve as a representative of the NW Promise program and its partners.
- B. Serve as the initial point of contact for all potential participants, providing access to and expertise about the services available.
- C. Implement required program elements as defined by program standards provided by funder. Participate in regional meetings to share program information and best practices and to identify technical assistance needs.
- D. Conduct outreach, recruit, and provide orientation to potential program participants in line with established program standards and procedures.
- E. Provide priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by this grant. The regulations implementing this priority of service can be found at 20 CFR. part 1010 (<https://www.dol.gov/VETS/E8-30166.pdf>).
- F. Verify and document participant eligibility in accordance with guidelines, and ensure that each participant signs a media/photo release.
- G. Coordinate and provide Career Coaching to participants throughout their enrollment.
- H. Make final enrollment decision and complete enrollment process for participants determined eligible and assessed appropriate for Workforce Innovation and

Opportunity Act (WIOA) and NW Promise services through the orientation and enrollment process.

- I. Conduct career mapping workshops and facilitate a career/employment development plan for all participants.
- J. Facilitate access to WorkSource services for participants.
- K. Coordinate training and OJT service delivery with Clackamas Workforce Partnership's primary service provider (Clackamas Community College's Workforce Development Division) and other WorkSource partners.
- L. Issue supportive services (<http://www.clackamasworkforce.org/media/uploads/P-08.pdf>) which support a participant's career and employment plan.
- M. Coordinate access to job placement services provided through Integrated Placement team, and/or contractor partnerships.
- N. Maintain participant case files in accordance to funder's NW Promise Regional Program Standards.
- O. Maintain regular contact with participants during program participation, including training and placement.
- P. Conduct and record employment confirmations.
- Q. Track and record participant activities and outcomes in I-Trac, the statewide WIOA and the local NW Promise service and performance tracking data management system.
- R. Monitor and evaluate progress toward performance outcomes and participate in the development of quarterly progress narrative reports.

Successful respondents will have a presence at WorkSource Clackamas, will attend Clackamas Workforce Partnership's partner meetings, and will attend a minimum of once per month NW Promise grant specific meetings in order to be fully integrated into the WorkSource Clackamas workforce system.

Performance Expectations

The enrollment goal for this RFP is 36 participants. Page 10 has the anticipated loading chart for grant enrollments and NW Promise performance metrics.

NW Promise Performance Chart

| | July – Dec 2017 | Jan – Dec 2018 | Jan – Dec 2019 | Jan – Dec 2020 |
|---|------------------------|-----------------------|-----------------------|-----------------------|
| Unemployed or Underemployed New Worker Enrollments | 6 | 18 | 30 | 36 |
| Enrolled in Education/Training Activities | 6 | 16 | 27 | 33 |
| Completed Education/Training Activities | | 5 | 26 | 32 |
| Completed AND received a degree/Credential | | 4 | 18 | 23 |
| New Workers Obtained Employment | 1 | 7 | 20 | 30 |

All WIOA and NW Promise performance is managed, tracked and reported to the State and Department of Labor through the WorkSource Oregon Information System (WOMIS) and the I-Trac data management system. With assistance from a Clackamas Workforce Partnership designated trainer, successful respondents will receive training in these information systems. Successful respondents will be contractually required to input data on served individuals into I-Trac and will be responsible for the accuracy of this data.

The expectation for participants served is that they find employment, keep employment and advance in employment in the Healthcare industry in order to become self-sufficient. Local performance measures may be established as deemed appropriate by the Clackamas Workforce Partnership Board. Selected respondents will be held accountable for achieving all measures and targets.

3. PROPOSAL RESPONSE

Submission Requirements

All proposals must be received by the Clackamas Workforce Partnership by 4:00PM (PST) on Friday, April 21, 2017. Proposals not received by this time will be automatically disqualified from competition. A postmark will not be accepted if the proposal does not arrive by the deadline. Please mail or deliver hard copies of proposals to:

Clackamas Workforce Partnership
Adult and Dislocated Worker RFP Response
365 Warner Milne Road, Suite 202
Oregon City, Oregon 97045

The submitted proposal package must include one (1) original copy of the proposal in a sealed envelope marked “Request for Proposals” and one (1) copy of the documentation in the Administrative Requirements section. In addition, an electronic copy of the proposal should be e-mailed to rfp@clackamasworkforce.org. However, this emailed copy will not serve as the formal proposal submittal.

- Proposals are limited to a maximum of 19 pages, not including the requested documentation in the Administrative Requirements section.
- Include all of the required forms, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition.
- Print on both sides of the page.
- Please use 12-point Arial type, 1-inch margins and single spacing.
- Staple your proposal but do not bind it in any other way, or use dividers with tabs.
- All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the request for proposals.
- Any submitted proposal shall remain a valid proposal for one year after the closing date of the request for proposals.

Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the Clackamas Workforce Partnership. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the Clackamas Workforce Partnership and may be subject to public disclosure according to the Freedom of Information Act.

Appeals

The following process has been established to address appeals:

- The appeal must be due to what the respondent considers a flaw in the Evaluation Committee's funding recommendation process.
- The organization filing the appeal must specify the basis of the appeal and provide an alternative. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for funding is also not open to an appeal, nor is a complaint about the amount of funding granted. The appeal must be a violation of the process established for this solicitation.
- The appeal must be submitted in writing to the Clackamas Workforce Partnership within 10 calendar days of the contract award notification.
- The Clackamas Workforce Partnership will issue a decision on appeals within 7 calendar days of receipt.



Proposal Cover Page

Administrative Organization:

Organization Type:

Non-profit Organization Government Organization For-profit Business

Other: Please specify:

Address:

Mailing Address:

Contact Person:

Phone:

E-mail:

PROPOSAL SUMMARY:

Please summarize your program design in a brief paragraph.

Proposal Checklist

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified.

Before submitting your proposal, check the following:

- One (1) original of the proposal.
- One (1) copy of the required documents.
- One (1) electronic copy of the proposal emailed to rfp@clackamasworkforce.org

Proposal Response Package Requirements

- 1. Proposal Cover Page
- 2. Proposal Checklist
- 3. Statement of Compliance
- 4. Administrative Requirements (pass/fail)
- 5. Evidence of Expertise (pass/fail)
- 6. Experience and Past Performance (20 %)
- 7. Program Design (40 %)
- 8. Staffing Plan (15 %)
- 9. Program Cost (25 %)
- 10. Budget Form (included in the Program Cost 25%)



Statement of Compliance

As the authorized signatory official for:
Submitting Organization

I hereby certify:

That the above named proposer is legally authorized to submit this application requesting funding under the DOL H-1B Job Training Grant and Workforce Innovation and Opportunity Act. That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Oregon Community College and Workforce Development Department issuances, Clackamas Workforce Partnership of Clackamas County policies and guidelines, and other administrative requirements issued by the Governor of the State of Oregon. The vendor shall notify the Clackamas Workforce Partnership within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and

That the above named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and

That the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that the Clackamas Workforce Partnership reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of the Clackamas Workforce Partnership of Clackamas County.

Authorized Representative Signature

Typed Name and Title

Date

Administrative Requirements

Pass/Fail

- Copy of documentation proving legal entity (for example, certificate of incorporation, 501(c)(3) letter, etc.)
- Provide current job descriptions and resumes for staff in management positions with responsibility for performing key grant functions – at minimum the program manager that will oversee the program proposed through the request for proposals and the fiscal lead responsible for administrative and financial aspects of the subgrant.
- A copy of the organization’s current Financial Administration policies and procedures, or fiscal guidelines.

Organization’s most recent financial information – provide a copy of the highest level documentation applicable to the organization:

- A-133 single audit financial statements and letter to management, and all associated response letters – OR -
- Independently audited financial statements and letter to management report, and all associated response letters – OR -
- Unaudited annual financial statements
- Current cost allocation plans for direct and indirect costs and, if applicable, a copy of the approved federal indirect cost rate.
- Timekeeping policies and procedures that address allocation of employee time by activity and funding source.

Organization’s current insurance coverage for:

- General Liability
- Worker’s Compensation
- Professional Liability Errors and Omissions
- Motor Vehicle

- Property and Equipment
- Employee Dishonesty

Include the single-occurrence limits, aggregate limits and deductibles.

- A copy of the organization's current personnel policies and procedures table of contents.
- Assurance of compliance with Federal Civil Rights law, including but not limited to:
 - ◆ Title VI – Civil Rights Act of 1964
 - ◆ Section 504 – Rehabilitation Act
 - ◆ Title IX, Education Amendments Act of 1972
 - ◆ Age Discrimination Act of 1975
 - ◆ Section 188 of the Workforce Innovation and Opportunity Act
- A description of the organization's technological capabilities. The Clackamas Workforce Partnership requires minimum capacity at:
 - ◆ Business-grade, broadband internet connectivity;
 - ◆ Network and workstation virus protection that is fully functional and updated at least on a weekly basis;
 - ◆ Individual e-mail accounts for staff working with the Clackamas Workforce Partnership allowing attachment size of at least 5 Megabytes;
 - ◆ PCs with 2 GB RAM or more, and 20 GB or more of available disk space
 - ◆ One of the following Internet browser programs: Microsoft Internet Explorer version 9 or newer; Google Chrome version 25.0 or newer; Mozilla Firefox version 21.0 or newer.
 - ◆ Monitor capable of at minimum a 1024 x 768 resolution that is comfortable for the user.

Evidence of Expertise (maximum 1 pg)

Pass/Fail

Community References:

Provide contact information of two community references that can talk about your workforce development experience. Include a contact name, agency name, email, phone number and city and state for each.

Experience and Past Performance (maximum 3 pgs)

20%

Demonstrate, in a maximum of three pages, your organization's past experience and qualifications to provide the services requested and the ability to ensure fiscal compliance related to the expenditure of federally granted funds.

1. Explain how this proposal relates to your agency's mission and values.
2. Describe your expertise providing the population-focused services described in this request for proposals.
3. What is your past experience meeting and/or exceeding performance measures for employment services? Describe specific quantifiable outcomes of past workforce development programs for the population(s) you are proposing to serve. Please include performance data on numbers served which may include race and ethnicity, gender, income level and other demographic information.
4. Describe your organization's experience with fiscal management including use of acceptable accounting practices and controls.
5. Describe additional funding sources your organization manages and the stability of these funding sources.
6. Demonstrate your experience in implementing and maintaining continuous organizational and performance improvement processes.

Program Design (maximum 6 pgs)

40 %

Describe, in a maximum of six pages, the design of the program to be provided.

1. Describe each of the program and service design elements that will be provided or made available. Include the following:
 - Describe the population(s) you propose to serve. Identify the key characteristic(s) of the proposed population and describe the barriers to employment faced by this population. Provide justification of the workforce development and employment service needs of the underrepresented population(s) you are proposing to serve.
 - Describe the outreach strategies that you plan on implementing to recruit and enroll the barriered population(s) you are proposing to serve in this local workforce area.
 - Provide a description of where and how a customer would access the services you are offering to provide.
 - Describe how you will assess the populations you will serve.
 - How will your organization assure that the services offered will meet the Healthcare industry needs in this local workforce area? Describe your relationships to Healthcare businesses in Clackamas County.
 - How will your organization ensure the population(s) you serve will increase their skills, earn credentials, find employment, keep employment and advance in Healthcare occupations?
2. Explain how your organization has the capacity to deliver the services described.
3. What will you do to meet and/or exceed the performance measures described in this request for proposals?
4. Explain how you will ensure continuous performance improvement in the program design described in your response.



Staffing Plan (maximum 1 page)

15 %

1. Provide a staffing plan for implementation of the proposal. Include the full time equivalent (FTE) you anticipate and the key duties for each position recommended.
2. Describe your staff development plan and how you will assure that the staff delivering these services will have the skills they need to be effective.

Program Cost (maximum 3 pgs)

25 %

1. Complete the budget form, in a maximum of one page (available in Excel format on the Clackamas Workforce Partnership website), listing anticipated costs by line item.
2. Provide, in a maximum of two pages, a budget narrative organized by budget form line items which describes the methodology used to arrive at the budget figures. Include a description of in-kind and/or leveraged resources that you will be providing.