

TABLE OF CONTENTS

1. GENERAL INFORMATION	2
Purpose and Amount of Request for Proposals	2
Timeline	3
Inquiries, Bidders' Conference	4
Internet Links	5
Provisions and Disclaimers	6
2. BACKGROUND	7
Clackamas Workforce Partnership	7
Adult and Dislocated Worker Services	8
Performance Expectations	10
3. PROPOSAL RESPONSE	11
Submission Requirements, Withdrawals	11
Appeals	12
Proposal Cover Page	13
Proposal Checklist	14
Statement of Completion	15
Administrative Requirements	16
Evidence of Expertise	18
Experience and Past Performance	18
Program Design	19
Staffing Plan, Program Cost	20

1. GENERAL INFORMATION

Purpose and Amount of Request for Proposals

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 Workforce Innovation and Opportunity Act (WIOA).

The contract resulting from this request for proposals is anticipated to begin July 1, 2018 and end June 30, 2020. Clackamas Workforce Partnership reserves the option to extend the contract for an additional three years on a year-to-year basis, based on future funding availability, contractor's satisfactory performance, and other factors as determined by Clackamas Workforce Partnership.

The federal government allocates WIOA Adult and Dislocated Worker funds annually each spring. Bidders should ensure that the grand total of their proposal does not exceed \$900,000 per program year. Clackamas Workforce Partnership strongly encourages respondents to leverage resources and build coalitions that result in an innovative and responsive system.

Closed

Timeline

Date	Activity
Friday, January 19, 2018	Request for Proposals Released
Monday, February 5, 2018 – 4:00PM	RSVP for bidder’s conference
Wednesday, February 7, 2018 – 1:00PM	Bidders conference
Monday, March 12, 2018	End date for bidder’s questions
Thursday, March 15, 2018 – 4:00PM	Proposals due
Monday, March 26, 2018	Evaluation process begins
April 2018	Provisional contract award notifications
May 2018	Contract negotiations
June 2018	Contracts signed
Monday, July 2, 2018	Services begin

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

Closed

Inquiries

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

- Beginning January 19, 2018 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 Monday, March 12, 2018.

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: Wednesday, February 7, 2018
TIME: 1:00PM – 2:00PM
LOCATION: Clackamas Workforce Partnership
365 Warner Milne Road, Suite 200
Oregon City, OR 97041

- All potential bidders are encouraged to attend, but attendance is not mandatory in order to submit a response.
- Bidders are asked to notify Clackamas Workforce Partnership at rfp@clackamasworkforce.org of their intention to attend the conference by Monday, February 5, 2018 no later than 4:00PM. 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/>

Training and Employment Guidance Letter 19-16

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16_acc.pdf

State of Oregon WIOA Policies and Guidance

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

Clackamas Workforce Partnership Background and Information

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

Clackamas Workforce Partnership's Strategic Plan

<http://www.clackamasworkforce.org/2016/10/03/cwp-releases-final-strategic-plan/>

Clackamas Workforce Partnership's Local Unified Plan

<http://www.clackamasworkforce.org/unified-plan/>

WorkSource Oregon Operational Standards

http://wsostandards.weebly.com/upload/1/8/7/9/58716091/wso_operational_standards_document_final_5-22-15.pdf

WorkSource Clackamas

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

Clackamas Workforce Partnership Policies

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

Columbia-Willamette Workforce Collaborative

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

Oregon Business Plan

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

Clackamas County Economic Landscape

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

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 services described in this request for proposals.
3. What is your experience meeting and/or exceeding performance measures for training and employment services? Describe specific quantifiable outcomes of past workforce development programs for the performance measures outlined in this RFP.
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 how you will serve the diverse populations outlined in Clackamas Workforce Partnership's local strategic plan. Identify the key characteristic(s) of the populations and describe the barriers to employment faced by these populations.
 - Describe the outreach strategies that you plan on implementing to recruit and enroll populations in this local workforce area.
 - Provide a description of where and how populations would access the services you are offering to provide. Describe how your service delivery model provides and/or makes the services accessible to all participants.
 - Describe how you will assess the populations you will serve.
 - How will your organization ensure that the services offered will meet the industry needs in this local workforce area? Describe your current or proposed engagement with businesses in Clackamas County.
 - Describe how proposed services and activities will lead to the attainment of local goals.
2. How will your organization ensure the populations you serve will increase their skills, earn credentials, find employment, keep employment, and advance in targeted industry occupations? What will your organization do to meet and/or exceed the performance measures described in this request for proposals?
3. Explain how you will ensure continuous performance improvement in the program design described in your response.

Staffing Plan (maximum 2 pages)

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. Please note that adult and dislocated worker funding has been combined for simplicity for this request for proposals. In actual practice, these two funding streams must be tracked and reported separately.
2. Provide, in a maximum of two pages, a budget narrative organized by budget form line item 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.