

REQUEST FOR PROPOSALS

For the period May 1, 2022 – June 30, 2023

OREGON YOUTH EMPLOYMENT PROGRAM (OYEP)

RELEASE DATE:

Monday,
January 24, 2022

DUE DATE:

Tuesday,
March 8, 2022,
4 p.m. 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.

Eligible Applicants: To be considered for this funding opportunity, applicants must be community-based 501(c)3 non-profit organizations. Preference given to organizations led by black, indigenous, and people of color; other population-specific organizations led by those they serve; organizations with proven experience, expertise and effectiveness providing culturally responsive and/or culturally specific services to historically underserved individuals; and nonprofits with experience serving rural areas of Clackamas County.

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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 youth between 14 and 24 years of age under the Oregon Youth Employment Program (OYEP) of the Higher Education Coordinating Commission of the State of Oregon.

The contract resulting from this request for proposals is anticipated to begin May 1, 2022 and end June 30, 2023. 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.

Planned state OYEP funding for the program period is \$150,000. Bidders should ensure that the grand total of their proposal does not exceed \$150,000 for the program period. CWP may fund one or more proposals.

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

Eligible Applicants

To be considered for this funding opportunity, applicants must be community-based 501(c)3 non-profit organizations. Preference given to organizations led by black, indigenous, and people of color; other population-specific organizations led by those they serve; organizations with proven experience, expertise and effectiveness providing culturally responsive and/or culturally specific services to historically underserved individuals; and nonprofits with experience serving rural areas of Clackamas County.

Timeline

Date	Activity
Monday, January 24, 2022	Request for Proposals Released
Tuesday, March 1, 2022 – 4:00PM PST	End date for bidder’s questions
Tuesday, March 8, 2022 – 4:00PM PST	Proposals due
Monday, March 14, 2022	Evaluation process begins
Monday, March 28, 2022	Provisional contract award notifications
April 2022	Contract negotiations and signatures
May 1, 2022	Services begin

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

Inquiries

The website <https://www.clackamasworkforce.org/our-impact/procurement-and-rfps/> will be used as the primary mode of communication between Clackamas Workforce Partnership and potential bidders.

- Beginning January 24, 2022 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, March 1, 2022, 4 pm PST.

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

Internet Links

Higher Education Coordinating Commission Youth Workforce Programs

<https://www.oregon.gov/highered/institutions-programs/workforce/Pages/youth-workforce-programs.aspx>

HECC Equity Plan

[Equity-Lens.pdf \(oregon.gov\)](#)

Oregon House Bill 2092

<https://olis.oregonlegislature.gov/liz/2021R1/Downloads/MeasureDocument/HB2092/Introduced>

What is a local workforce development board?

<https://www.youtube.com/watch?v=juAXERBRoIM>

Clackamas Workforce Partnership Background and Information

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

Clackamas Workforce Partnership Policies

<https://www.clackamasworkforce.org/our-impact/board-policies-resolutions-and-bylaws/>

Clackamas Workforce Partnership Youth Services

<https://www.clackamasworkforce.org/for-people/youth-emerging-worker/>

Clackamas Workforce Partnership's Strategic Plan

<https://www.clackamasworkforce.org/wp-content/uploads/2021/06/2021-CWP-Strategic-Plan-FINAL-5.26.2021.pdf>

Oregon Workforce Talent and Development Board Plan

<https://wioaplans.ed.gov/node/3631> and

<https://www.oregon.gov/workforceboard/about/Documents/191021%20-%20WTDB%20Strategic%20Plan%20-%20FINAL%20One-Page%20Plan.pdf>

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 the Oregon Youth Employment Program (OYEP) 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 respondent.
9. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, state OYEP legislation, all applicable federal and State of Oregon policies, laws and regulations, and Clackamas Workforce Partnership policies.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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

Clackamas Workforce Partnership

Clackamas Workforce Partnership (CWP), the workforce development board in Clackamas County, is a non-profit agency that coordinates and oversees the public workforce system in Clackamas County, Oregon. CWP 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. As the policy and planning body for the local workforce development system, CWP invests funding necessary to operate the system through the new Oregon Youth Employment Program, the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs and other discretionary grant funds. The Board's oversight responsibility includes selection and monitoring of workforce development service providers, policy development, and establishment of local performance standards.

CWP aims to create pathways to what we term "Quality Jobs" for everyone in our region. There are many important components to Quality Jobs, but CWP prioritizes following:

- Wages sufficient to cover basic living expenses, a stable/predictable income, and opportunities to build wealth/assets;
- Working conditions that are safe, free from discrimination and harassment, and have a process to engage with workers and their ideas for improvement;
- Stable/predictable work hours;
- A package of benefits that facilitate a healthy, stable life; and
- Opportunity to build skills and advance in a career pathway.

Accordingly, both at a local and regional level, Clackamas Workforce Partnership focuses employment services on industry sectors that have the most need and/or potential for career path/living wage work. CWP's identified sectors include Manufacturing, Healthcare, Construction, Technology and the emerging sector of Early Learning.

Clackamas Workforce Partnership (CWP) is committed to continuously learning about the causes and impacts of historic, structural, and institutional racism and oppression. CWP recognizes that the foundations of public service systems are racist and oppressive in nature, and that our system continues to create and perpetuate barriers to opportunity for many of its intended users. CWP is committed to evolving a more equitable, inclusive, and accessible workforce system by evaluating – and changing as needed – policies, practices, programs, and service delivery models. CWP expects contracted partners and applicants to demonstrate a commitment to this work and a willingness to change, as needed, to better meet the needs of all workforce system customers, especially those most marginalized.

Oregon Youth Employment Program

The purpose of the Oregon Youth Employment Program (OYEP) is to:

- Provide equitable and inclusive opportunity and access to meaningful experiences for youth;
- To elevate collaborative impact within communities and their populations; and
- To develop youth and young adults (14-24) through skills training, work experience, career development and youth development.

OYEP is designed to provide meaningful career coaching, employment skills training, academic support and paid work experiences for youth between the ages of 14 and 24. OYEP creates pathways out of poverty for Oregon youth who have been historically underrepresented in youth employment and other workforce and education programs. A minimum of 75% of participants will be from communities of color, rural communities, communities that have faced generational poverty and other communities who have been historically underrepresented including but not limited to persons who are differently abled, those with mental health challenges and/or substance use disorders and the LGBTQI+ community.

The successful respondent will provide the following services to participating Clackamas County Youth using strengths-based, trauma-informed service delivery practices:

- Support each participant to create their own person-centered plan that outlines work readiness, career and educational goals;
- Use holistic case management to enable youth to mitigate/overcome barriers to employment/education success (transportation, childcare, housing, mental health challenges and others);
- Develop appropriate linkages and collaborative relationships with other organizations that possess the expertise and resources relevant to the needs of the participants;
- Provide work readiness instruction;
- Provide at least five weeks of paid internships, pre-apprenticeships or other work experience;
- Pay at least minimum wage for work performed by program participants;
- Provide academic support for earning high school graduation credit, completion of approved high school equivalency programs such as the General Educational Development (GED) certificate program or earning college credit for work experience or internships provided through the program;
- Expose program participants to in-demand occupations and targeted sectors;
- Coordinate with CWP's Program Manager on a continual basis regarding service delivery, cost efficiencies, budget management, effective partnerships, CWP's strategic direction and initiatives, and any other related matters to ensure the best possible service delivery; and
- Meet equal opportunity requirements for service delivery.

Community Partnerships/Leveraging/Participation in Workforce System

Clackamas County's Workforce Development System aims to ensure that all individuals in our county have equitable access to the career coaching, job skills training, job placement, work experiences and support services they need to successfully support themselves and their families. The successful respondent will be a key participant in CWP's efforts to reduce duplication, leverage resources and increase equitable access. As such, a representative(s) from the selected organization will attend CWP's convening of the area Local Leadership Team, CWP's Workforce Partner Network meetings, and participate in one of CWP's Board Advisory Groups if requested. The successful respondent will also partner with Worksource Oregon – Clackamas, Clackamas County's American Job Center, to ensure successful referrals and access to jobseeker services.

COVID-19 Health and Safety

As necessary during the COVID-19 pandemic, enrollment, career, and support services must be effectively delivered virtually, unless the selected respondent has comprehensive and safe protocols for in-person meetings between staff and customers.

Performance Expectations

Specific performance goals for the Oregon Youth Employment Program are set annually by the State of Oregon and Clackamas Workforce Partnership. Additional local performance measures may be established as deemed appropriate by Clackamas Workforce Partnership. The selected respondent will be held accountable for achieving all measures and targets. Performance goal areas may include, but are not limited to:

- Number of individuals served;
- Number of work experiences begun;
- Number of work experiences completed;
- Credential attainment rate;
- Skills training completed; and
- Employment/educational engagement at specific intervals post-participation.

Reporting Requirements

All successful respondents will be required to enter services and outcomes into the I-Trac Management Information System. All contractor staff will be required to complete the I-Trac user training provided. Contractors will also be required to submit a program narrative quarterly (or other requested frequency) documenting performance, challenges and program improvement recommendations.

3. PROPOSAL RESPONSE

Submission Requirements

All proposals must be received by Clackamas Workforce Partnership by 4:00PM (PST) on March 8, 2022. Proposals not received by this time will be automatically disqualified from competition.

An electronic copy of the proposal must be e-mailed to rfp@clackamasworkforce.org.

Proposals are limited to a maximum of 20 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.
- Please use 12-point Arial type, 1-inch margins and single spacing. This requirement does not apply to the documents in the Administrative Requirements section.
- 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 Clackamas Workforce Partnership at rfp@clackamasworkforce.org. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of 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 regarding 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 Clackamas Workforce Partnership within 10 calendar days of the contract award notification.
- Clackamas Workforce Partnership will issue a decision on appeals within 7 calendar days of receipt.



Proposal Cover Page

Administrative Organization:

Address:

Mailing Address:

Contact Person:

Phone:

E-mail:

BUDGET SUMMARY:

Funding requested \$ _____

Number of participants to be served: _____

Cost per participant: _____

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) 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. Program Alignment and Commitment to Equity (25 %)
- 7. Experience and Past Performance (25 %)
- 8. Program Design (40 %)
- 9. Program Cost (10 %)
- 10. Budget Form (included in the Program Cost 10%)



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 Oregon Youth Employment Program.

That the above-named proposer does hereby agree to execute all work related to this application in accordance with the State of Oregon Higher Education Coordinating Commission Workforce Investment Division issuances, Clackamas Workforce Partnership’s policies and guidelines, and other administrative requirements issued by the Governor of the State of Oregon. The named proposer shall notify 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 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 Clackamas Workforce Partnership.

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.

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
- Physical Abuse & Molestation

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. 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 Clackamas Workforce Partnership allowing attachment size of at least 5 Megabytes;
 - ◆ PCs with 4 GB RAM or more
 - ◆ One of the following Window's Internet browser programs: Microsoft Internet Explorer version 9 or newer; Google Chrome version 25.0 or newer, including Chrome 25.0 or newer for macOS.
 - ◆ 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 youth workforce development experience. Include a contact name, agency name, email, phone number, and city and state for each.

Program Alignment and Commitment to Equity (maximum 3 pages)

25%

As stated on Page 1, preference will be given to non-profit organizations led by black, indigenous, and people of color; other population-specific organizations led by those they serve; organizations with proven experience, expertise and effectiveness providing culturally responsive and/or culturally specific services to historically underserved individuals; and nonprofits with experience serving rural areas of Clackamas County. Describe, in a maximum of 3 pages, your organization’s alignment with this statement as well as how your organization centers equity in its work.

1. Describe your organization’s alignment with the description above.
2. What role does equity play in your organization? How does it inform your decision-making processes, staffing structure, and services?
3. Describe how you outreach to, partner with, and serve communities of color, rural communities, communities that have faced generational poverty, and other communities that have been historically underrepresented in youth employment services.

Experience and Past Performance (maximum 3 pgs)

25%

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 State of Oregon granted funds.

1. Explain how this proposal relates to your agency's mission and values.
2. Describe your expertise providing the youth employment services described in this request for proposals.
3. What is your experience meeting and/or exceeding performance measures for training and employment services for those you are proposing to serve? Describe specific quantifiable outcomes of past youth workforce development programs.
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 5 pgs)

40 %

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

1. Describe each of the innovative program and service design elements that will be provided or made available. Include the following:
 - Describe how you will serve the population you propose to serve. Identify the key characteristics of the population and describe the barriers to employment faced by this population.
 - Describe the outreach strategies that you plan on implementing to recruit and enroll youth in Clackamas County.
 - Provide a description of where and how youth 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. Include service delivery strategies that you will employ during COVID.
 - Describe how you will assess the population you will serve.
 - Describe how proposed innovative services and activities will lead to the attainment of local goals.
 2. How will your organization assure that the services offered will meet Clackamas County's industry needs? CWP's identified industry sectors that have the most need and/or potential for career path/living wage work are Manufacturing, Healthcare, Construction, Technology, and the emerging sector of Early Learning. Describe trainings, work experiences, or other services that will connect participants to career paths in these sectors.
 3. How will your organization ensure the population you serve will increase their skills (including soft skills), find and complete paid work experiences, earn credentials, 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?
 4. Explain how you will ensure continuous performance improvement in the program design described in your response.
-

Program Cost (maximum 3 pgs)

10 %

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 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.