

REQUEST FOR PROPOSALS

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

PROSPERITY 10,000 ADULT AND DISLOCATED WORKFORCE SERVICES

RELEASE DATE:

June 1, 2022

DUE DATE:

June 24, 2022

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.*

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 expanded delivery of workforce development services to adults, 18 and over, under the Future Ready Oregon investment package.

<https://www.oregon.gov/highered/policy-collaboration/Pages/Future-Ready.aspx>

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

Bidders should ensure that the grand total of their proposal is not less than \$10,000 nor exceed \$149,999 for the period of this one-year project.

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

Timeline

Date	Activity
Tuesday, June 1, 2022	Request for Proposals Released
Tuesday, June 21, 2022 – 3:00PM	End date for bidder's questions
Friday, June 24, 2022 – 4:00PM	Proposals due
Friday, July 1, 2022	Evaluation process begins
July 2022	Provisional contract award notifications
July 2022	Contract negotiations
July 2022	Contracts signed
July 2022	Services begin

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 Clackamas Workforce Partnership and potential bidders.

- Beginning June 1, 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 Wednesday, June 22, 2022.

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

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. Clackamas Workforce Partnership reserves the right to waive informalities and minor irregularities in offers received.
4. This RFP does not commit Clackamas Workforce Partnership to award a contract.
5. Proposals should follow the format set forth in the Proposal Response section of the request for proposals and adhere to the requirements specified therein.
6. Clackamas Workforce Partnership reserves the right to request additional data or oral discussion or documentation in support of written offers.
7. Costs for developing the proposals are solely the responsibility of the respondent.
8. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to State of Oregon policies, laws and regulations, and Clackamas Workforce Partnership policies.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

BACKGROUND

Clackamas Workforce Partnership

Clackamas Workforce Partnership (CWP) is the designated nonprofit workforce development board that coordinates and oversees the public workforce system in Clackamas County. As one of the state's nine workforce development boards, CWP is an affiliate of WorkSource Oregon, and invests funding necessary to operate the public workforce system in Clackamas County. WorkSource Oregon services are available to Clackamas residents through WorkSource Clackamas, the area's one-stop shop for employment, education, and training resources. CWP funds these services through the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs, as well as other discretionary grant funds.

CWP is guided by a Board of Directors, comprised of local business and community leaders, and appointed by the Board of County Commissioners. CWP's Board members and staff work to promote and expand workforce development activities to ensure the long-range economic vitality of the region, and equitable economic prosperity for all. CWP is the policy and planning body for the workforce development system in Clackamas County. CWP's oversight responsibility includes selection and monitoring of workforce development service providers, policy development, establishment of local performance standards, and investments into and operation of the local workforce system. CWP staff execute Board-approved workforce development activities in the region.

CWP staff work closely with neighboring regions to ensure quality services are delivered throughout the broader region and state. Workforce Southwest Washington, CWP, and Worksystems, Inc. formed the Columbia-Willamette Workforce Collaborative in 2011. This unique, cross jurisdictional partnership provides a unified approach to meet the needs of people and communities, serve employers and industry interests, support equitable economic development, and guide public workforce investments. By working together, the Collaborative aligns capabilities and resources to improve the region's ability to identify and address key issues and barriers, leverage and layer funding streams, to coordinate ideas and strategies, pursue resources and fill gaps, link workforce supply and industry demand, and to support continuous learning and skills development opportunities for the region's workforce.

CWP has and continues to implement the principles of diversity, equity, inclusion, accessibility, belonging, and justice into our organizational operations and structure; contracting and funding practices; resource allocation; program development and evaluation; customer service and quality assurance; partnership development activities; and public engagement strategies. Successful proposals will demonstrate an understanding of and commitment to advancing these principles, and strategies for advancement. Applicants should anticipate coordinating with CWP staff to ensure contractual activities promote equitable access to resources and service delivery, and are responsive to the needs of historically marginalized communities and the needs of Clackamas County residents.

Future Ready Oregon Adult and Dislocated Workforce Services

The State of Oregon has committed to supporting the educational and training needs of Oregonians through the establishment of *Future Ready Oregon*. *Future Ready Oregon* is a comprehensive \$200M investment package that supports increased education and training opportunities for Oregonians; the development of more benefited, family-wage careers opportunities for Oregonians; and the prioritization of Oregonians most impacted by the Covid-19 pandemic, as well as communities that have been historically underserved and marginalized (due to structural, systemic, and institutional biases).

This grant reflects one component of *Future Ready Oregon* known as the *Prosperity 10,000 Program*. *Prosperity 10,000* is a program of the Higher Education Coordinating Commission (HECC) and is administered by Local Workforce Development Boards (LWDBs), including CWP.

Prosperity 10,000 funds are to be used to:

1. To provide career coaching, occupational training, and job placement services;
2. To provide wraparound services that are necessary to facilitate reengagement in the workforce, including, but not limited to, transportation, childcare and rental assistance;
3. To provide paid work experiences and paid training, including stipends, wages, and other income supports for individuals from priority populations; and
4. To support strategic and community-specific recruitment and engagement efforts.
5. Increase the number of adult and dislocated workers who gain, retain, and advance in employment (with an emphasis on individuals experiencing barriers to resources)

CWP seeks to invest in innovative ways to enhance and expand existing workforce programs, and the development of new programs and service delivery models. The selected respondents should provide services that ensure we are equitably serving all Clackamas County residents impacted by Covid-19 and socio-economic inequities, including Adult and Dislocated Workers.

The successful respondent will provide services that result in participants receiving industry-recognized certificates and credentials, and entering a targeted position within one of the following sectors: Healthcare; Manufacturing; Construction; Transportation; and Early Learning and Education. Employer-driven, rapid reskill-upskill training that is delivered to cohorts of participants with identified barriers to employment will also be considered.

Occupations considered in-demand or with significant annual openings or vacancies will be the priority for occupational training funding. Awarded service providers will use the CWP Training Strategic Occupation List to ensure the occupations participants are being trained for are in demand. On-the-Job Trainings (OJTs) are strongly encouraged to be used for occupational training and are excluded from the Strategic Occupations List requirement. Directly and through partnerships, the selected respondent will be responsible for providing outreach, employability assessment, career coaching, skills training, job placement, and support services.

NOTE: During COVID, the selected respondent may work with participants remotely. Enrollment, career, and support services will need to be effectively delivered virtually, unless the selected respondent has developed comprehensive safety protocols for brief in-person meetings between staff and customers. Processes need to be in place to deliver all necessary services in a timely manner, regardless of format.

Equitable, Accessible, and Responsive Service Delivery

Through this RFP, funds will be used to advance opportunities for adults and dislocated workers from underserved and historically marginalized communities in Clackamas County, including the following populations: Black, Indigenous, and People of Color (BIPOC); members of federally recognized tribes; women; immigrants and refugees; non-native English speakers; LGBTQ+ and trans/non-binary individuals; veterans; people with disabilities; people with behavioral health needs; people in recovery from substance use disorder; low income individuals and families; rural residents; people without a high school diploma or higher education credential; people without basic reading, writing, or math skills; youth (16 – 24); people 55 or older; the housing insecure and the unhoused; people with legal records; and public benefits recipients.

Successful respondents will ensure services are accessible, strengths-based, and client directed. Respondents will work to incorporate – as possible and when able – best practices in trauma informed service delivery, and services that are culturally/population-specific or responsive. Successful respondents will demonstrate use or understanding of these practices in their current service delivery models, or a demonstrated commitment to the development and incorporation of these practices throughout the contract cycle (with support from CWP).

Similarly, successful respondents will be familiar with best practices in audience-specific outreach and engagement activities and how they may be applied to Clackamas County, or a demonstrated commitment to the development and incorporation of these practices throughout the contract cycle (with support from CWP).

Performance Expectations

The expectation for participants served is that they find employment, keep employment, and advance in employment to become self-sufficient. A history of successful performance in the below metrics is desired.

All characteristics (including names and social security numbers) of participants and their performance will be managed, tracked, and reported to the State via the statewide data management system, I-Trac. The successful respondent will be contractually required to input data on served individuals into I-Trac and will be responsible for the accuracy of this data. CWP will provide training on this data management system to selected respondents.

The selected respondent will be held accountable for achieving the below measures during the project year and is expected to serve, at minimum, their proposed number of participants.

Performance Measure	Level
Participation rate by women	50%
Program completion	80%
Entered employment	75%
Minimum placement wage	\$17.00

PROPOSAL RESPONSE

Submission Requirements

All proposals must be received by CWP by 4:00PM (PST) on Friday, June 24, 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@clackamas-workforce.org.

- Include all of the required forms (proposal, administrative requirements, and budget) that pertain to your proposal. Failure to do so will disqualify your proposal from competition.
- 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 CWP. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of CWP 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 CWP within 10 calendar days of the contract award notification.
- CWP will issue a decision on appeals within 7 calendar days of receipt.

Proposal

Administrative Organization:

Organization Type:

- Non-profit Organization Government Organization For-profit Business
 Other: Please specify:

Address:

Mailing Address:

Contact Person:

Phone:

E-mail:

BUDGET: (40%)

Funding requested \$ _____ (please include budget template provided on website)

Number of participants to be served: _____

Cost per participant: _____

PROPOSAL: (60%)

Please summarize your program design 1000 words or less. Include the priority populations you intend on serving.

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 for I-Trac access. CWP 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 CWP allowing attachment size of at least 5 Megabytes;
- ◆ PCs with 4 GB RAM or more
- ◆ One of the following Window's Internet browser programs: 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.