

# REQUEST FOR PROPOSALS

For the period July 1, 2023 – June 30, 2025  
(with option to extend)

---

## WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH SERVICES

**RELEASE DATE:**  
**January 17, 2023**

**DUE DATE:**  
**March 9, 2023**  
**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](http://www.clackamasworkforce.org)

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

## TABLE OF CONTENTS

<b>1. GENERAL INFORMATION</b>	<b>2</b>
Purpose and Amount of Request for Proposals	2
Timeline	3
Inquiries, Bidders' Conference	4
Internet Links	5
Provisions and Disclaimers	6
<b>2. BACKGROUND</b>	<b>7</b>
Clackamas Workforce Partnership	7
Youth Services	8
Performance Expectations	9
<b>3. PROPOSAL RESPONSE</b>	<b>10</b>
Submission Requirements, Withdrawals	10
Appeals	11
Proposal Cover Page	12
Proposal Checklist	13
Statement of Compliance	14
Administrative Requirements	15
Evidence of Expertise	17
Experience and Past Performance	17
Program Design	18
Staffing Plan, Program Cost	19

## **1. GENERAL INFORMATION**

### **Purpose and Amount of Request for Proposals**

Clackamas Workforce Partnership, in the local workforce development area comprised of Clackamas County, Oregon, is soliciting competitive proposals for the delivery of workforce development services to youth ages 14-24 under the Workforce Innovation and Opportunity Act (WIOA).

The contract resulting from this request for proposals is anticipated to begin July 1, 2023, and end June 30, 2025. 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 Youth funds annually each spring. Bidders should ensure that the grand total of their proposal does not exceed \$500,000 per program year. Clackamas Workforce Partnership strongly encourages respondents to leverage resources and build coalitions that result in an innovative and responsive system.

## Timeline

Date	Activity
Tuesday, January 17, 2023	Request for Proposals Released
Monday, January 30, 2023, 12:00PM	RSVPs due for virtual bidders' conference
Tuesday, January 31, 2023, 9:30-11AM	Bidders' conference
Monday, March 6, 2023	End date for bidder's questions
<b>Thursday, March 9, 2023, 4:00PM</b>	<b>Proposals due</b>
Monday, March 13, 2023	Evaluation process begins
April 2023	Provisional contract award notifications
May 2023	Contract negotiations
June 2023	Contracts signed
Monday, July 3, 2023	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 January 17, 2023, interested parties can download the Request for Proposals from the website.
- Any inquiry related to this request for proposals must be submitted via email to [rfp@clackamasworkforce.org](mailto:rfp@clackamasworkforce.org).
- Questions will not be answered over the phone or via email response.
- A question-and-answer page on the website will be updated as often as daily, if necessary, through Monday, March 6, 2023.

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

## Bidders' Conference

A virtual Bidders Conference will be held for interested parties on:

DATE: Tuesday, January 31, 2023

TIME: 9:30AM – 11:00AM

LOCATION: **Microsoft Teams**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 273 541 342 128

Passcode: i4dufE

- 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](mailto:rfp@clackamasworkforce.org) of their intention to attend the conference by Monday, January 30, 2023 no later than 12:00PM. 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/>

*Workforce Innovation and Opportunity Act – Youth Program*

<https://www.dol.gov/agencies/eta/youth/wioa-formula>

*Training and Employment Guidance Letter 21-16*

<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-21-16>

*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/>

*Quality Jobs Initiative*

<https://www.clackamasworkforce.org/for-businesses/quality-jobs-initiative/>

*Clackamas Workforce Partnership’s Strategic Plan*

<https://www.clackamasworkforce.org/our-impact/trends-data-and-annual-reports/>

*Clackamas Workforce Partnership Youth Services*

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

*WorkSource Oregon Operational Standards*

<https://wsostandards.weebly.com/>

*WorkSource Oregon*

<https://worksourceoregon.org/>

*Clackamas Workforce Partnership Policies*

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

*Clackamas County Economic Landscape*

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

## 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 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, 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. CWP also reserves the right to negotiate program improvements and/or cost efficiencies.
11. CWP may negotiate a modification of services to be delivered with the selected bidder.
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

### **Clackamas Workforce Partnership**

Clackamas Workforce Partnership, the workforce development board in Clackamas County, is a non-profit agency that coordinates and oversees WorkSource Oregon – Clackamas’ partners and the public workforce system in Clackamas County.

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. 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 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. Workforce Southwest Washington, Clackamas Workforce Partnership, and Worksystems 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.

Clackamas Workforce Partnership has an increased focus on equity throughout our organization and the workforce system. The successful respondent will be expected to embrace and actively participate in Clackamas Workforce Partnership’s Diversity/Equity/Inclusion and Quality Jobs initiatives.



## Youth Services

The Workforce Innovation and Opportunity Act (WIOA) is designed to help individuals access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled employees they need to compete in the global economy. Every year, the key programs that form the pillars of WIOA help tens of millions of people to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the American Job Center (or “WorkSource Oregon” in Oregon) system is job-driven—responding to the needs of employers and preparing people for jobs that are available now and in the future.

The Department of Labor requires WIOA Youth Programs include 14 specific elements in their service delivery (detailed in [Training and Employment Guidance Letter 21-16](#) and at [WorkforceGPS](#)):

1. Tutoring, study skills training, instruction, and dropout prevention
2. Alternative secondary school services or dropout recovery services
3. Paid and unpaid work experience
4. Occupational skills training
5. Education offered concurrently with workforce preparation and training
6. Leadership Development Opportunities
7. Supportive Services
8. Adult Mentoring
9. Follow-up Services
10. Comprehensive Guidance and Counseling
11. Financial Literacy Education
12. Entrepreneurial Skills Training
13. Services that Provide Labor Market Information
14. Postsecondary Preparation and Transition Activities

The successful respondent(s) will provide these services to a minimum of 167 youth ages 14-24 who generally live and/or work in Clackamas County. The services provided by the selected respondent(s) will increase the number of young people in our region who overcome significant barriers in order to succeed in education and/or training as well as gain, retain, and advance in employment.

The successful respondent will be an active participant at WorkSource Oregon – Clackamas and in the WorkSource Oregon system, will participate in the Local WorkSource Oregon - Clackamas Leadership Team, will adhere to WorkSource Oregon Operational Standards, and will attend Clackamas Workforce Partnership’s partner meetings.

## Performance Expectations

Specific performance goals are set by the Department of Labor, State of Oregon, and Clackamas Workforce Partnership annually. 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.

All WIOA performance is managed, tracked, and reported to the State and Department of Labor through the I-Trac data management system. 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 selected respondent may also need to track employer contacts in other data systems.

Selected respondents will be held accountable for achieving the below measures for Program Year 2023 (July 1, 2023-June 30, 2024). These performance measures adjust annually.

Performance Measure	Level
Employment Rate – 2 <sup>nd</sup> quarter after exit	49.1%
Employment Rate – 4 <sup>th</sup> quarter after exit	49.1%
Median earnings in the 2 <sup>nd</sup> quarter after exit	\$3,200
Credential Attainment Rate - Percentage of participants enrolled in training/education programs who obtain a recognized postsecondary credential or diploma during participation or within 1 year after program exit.	62.7%
Measurable Skills Gain - Percentage of participants in an education or training program who achieve measurable skill gains during participation.	44.1%

### 3. PROPOSAL RESPONSE

#### Submission Requirements

All proposals must be received by Clackamas Workforce Partnership by 4:00PM (PST) on Thursday, March 9, 2023. 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](mailto: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. 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 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 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:

Organization Type:

Non-profit Organization

Government Organization

For-profit Business

Other: Please specify:

Address:

Mailing Address:

Contact Person:

Phone:

E-mail:

**BUDGET SUMMARY:**

	Amount	Percentage
Participant Services		
Direct Service Personnel		
Program Support		
Total		100%

**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](mailto: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 (35 %)
- 7. Program Design (30 %)
- 8. Staffing Plan (10 %)
- 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 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 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 a current list of staff responsible for performing key grant functions along with the current job descriptions and resumes for listed staff - 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. 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 Windows 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 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)**

**35%**

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. Describe your organization and its expertise providing the youth workforce services described in this request for proposals.
2. What is your experience meeting and/or exceeding performance measures for training and employment services for youth ages 14-24 from the populations you propose to serve? Include specific quantifiable outcomes of past youth workforce development programs for the performance measures outlined in this RFP.
3. Describe your organization's experience with fiscal management including use of acceptable accounting practices and controls.
4. Describe additional funding sources your organization manages and the stability of these funding sources.
5. Demonstrate your experience in implementing and maintaining continuous organizational and performance improvement processes.

**Program Design (maximum 6 pgs)**

**30 %**

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 historically underserved 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 assure 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.
2. How will your organization ensure the population you serve will increase their skills (including soft skills), earn secondary and post-secondary credentials, find and complete paid work experiences, find and keep employment, and advance in targeted industry occupations through your provision of the 14 WIOA Youth service elements?
3. Describe how you will implement the Quality Jobs Initiative into your program design.
4. What will your organization do to meet and/or exceed the performance measures described in this request for proposals? Explain how you will ensure continuous performance improvement in the program design described in your response to ensure goals are attained.

**Staffing Plan (maximum 2 pages)**

**10 %**

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 ensure 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 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.

Note: The first Quality Job Standard is self-sufficient wages, where a sufficient income is offered for employees to afford a decent standard of living. An average wage based on the labor market in Clackamas County for this line of work is \$24.04 per hour for a 40-hour work week, or equivalent salary.