



REQUEST FOR PROPOSALS

**For the period July 1, 2009 – June 30, 2011
(With option to extend)**

WORKFORCE INVESTMENT ACT (WIA) ADULT AND DISLOCATED WORKER SERVICES

**RELEASE DATE:
February 11, 2010**

**DUE DATE:
March 18, 2010
4:00PM (PST)**

Workforce Investment Council of Clackamas County (WICCO)
365 Warner Milne Road, Suite 202
Oregon City, OR 97045
(503) 657-6644
www.wicco.org

WICCO 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 RFP

The Workforce Investment Council of Clackamas County (WICCO) in Workforce Region 15, Clackamas County, is soliciting competitive proposals for the expansion of the delivery of workforce development services to adults and dislocated workers under the Workforce Investment Act Title IB. Successful respondents will be required to provide continuity of service to WorkSource Clackamas populations with significant barriers to employment (Service Delivery Option A) and/or design and deliver job search and job retention/advancement workshops to job seekers and career changers (Service Delivery Option B) throughout the contracted period.

The contracts resulting from this RFP are anticipated to begin July 1, 2010 and end June 30, 2012. The WICCO reserves the option to extend the contract for an additional three years on a year-to-year basis, based on future funding availability, contractors' satisfactory performance, and other factors as determined by the WICCO.

The federal government allocates WIA Adult and Dislocated Worker funds annually each spring. Bidders should ensure that the grand total of their proposal does not exceed the amounts below.

SERVICE DELIVERY	SCOPE OF WORK	2010-2011 ESTIMATED WIA FUNDING ALLOCATION	2011-2012 ESTIMATED WIA FUNDING ALLOCATION
Option A	Providing career and employment services to populations with barriers to employment	\$200,000	\$200,000
Option B	Designing and delivering job search and job retention/advancement workshops	\$100,000	\$100,000

We are expecting to fund multiple proposals with a minimum proposal of \$25,000.

Timeline

Date	Activity
Thursday, February 11, 2010	RFP Released
Monday, February 22, 2010 – 5:00PM (PST)	RSVP for Bidders' Conference
Wednesday, February 24, 2010 – 1:30PM (PST)	Bidders' Conference
Monday, March 15, 2010 – 4:00PM (PST)	End date for Bidder's Questions
Thursday, March 18, 2010 – 4:00PM (PST)	Proposals Due
Monday, March 22, 2010	Evaluation Process Begins
April 2010	Provisional Contract Award Notifications Contract Negotiations
June 2010	Contracts Signed
Thursday, July 1, 2010	Services Begin

The WICCO reserves the right to make changes to the above timeline.

Inquiries

The WICCO's website (www.wicco.org) will be used as the primary mode of communication between the WICCO and potential bidders.

- Beginning February 11, 2010 interested parties can download the Request for Proposals from the website.
- Any inquiry related to this RFP must be submitted electronically to rfp@wicco.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 4:00PM on March 15, 2010.

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 24, 2010
TIME: 1:30-3:30PM
LOCATION: WICCO Office
365 Warner Milne Road, Suite 202
Oregon City, OR 97045

- All potential bidders are encouraged to attend, but attendance is not mandatory to submit an RFP response.
- Bidders are asked to notify the WICCO at rfp@wicco.org of their intention to attend the conference by 5:00PM on February 22, 2010.
- WICCO staff will take verbal questions during the conference, but may choose to defer answers. Deferred answers will be posted on WICCO website within two days after the conference.

Internet Links

Workforce Investment Act Law and Regulations

<http://www.doleta.gov/usworkforce/wia/act.cfm>

U.S. Department of Labor Training & Employment Guidance Letter #17-05

Common Measures Policy and Change1:

<http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>

<http://wdr.doleta.gov/directives/attach/TEGL/TEGL17-05c1.pdf>

U.S. Department of Labor Training & Employment Notice #09-08

Program Year 2007/Fiscal Year 2008 Performance Reporting and Data Validation Timelines

http://wdr.doleta.gov/directives/corr_doc.cfm?docn=2664

State of Oregon WIA Policies

<http://www.oregon.gov/CCWD/RAP/wia1b.shtml>

Oregon Business Plan

<http://www.orbusinesscouncil.org/obp.html>

Economic Development Plan – Clackamas County

<http://www.clackamas.us/docs/business/planreview.pdf>

WorkSource Clackamas

<http://worksourceclackamas.org/index.asp>

WICCO Policies

<http://www.wicco.org/cgi-bin/display.cgi?page=about>

WICCO Background and Information

<http://www.wicco.org>

Provisions and Disclaimers

1. All solicitations are contingent upon availability of funds.
2. The WICCO reserves the right to accept or reject any or all proposals received.
3. The WICCO reserves the right to waive informalities and minor irregularities in offers received.
4. This RFP does not commit the WICCO to award a contract.
5. Proposals should follow the format set forth in the Proposal Response section of the RFP and adhere to the requirements specified therein.
6. The WICCO reserves the right to request additional data or oral discussion or documentation in support of written offers.
7. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIA.
8. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal WIA legislation, all applicable federal regulations, State of Oregon policies, and WICCO policies.
9. Service provider selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37,2, and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 OR 46 CFR part 31, whichever is applicable.
10. The WICCO reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
11. The contract award will not be final until the WICCO and the bidder have executed a mutually satisfactory contractual agreement. No program activity may begin prior to final WICCO approval of the award and execution of a contractual agreement between the successful bidder and the WICCO.
12. The WICCO 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. The WICCO 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 acceptance of final WICCO PY10-11 budget. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
14. The proposal warrants that the costs quoted for services in response to the RFP 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 WICCO are considered public records and subject to disclosure under the State of Oregon's Public Records Law.

2. BACKGROUND

Workforce Investment Council of Clackamas County (WICCO)

The Workforce Investment Council of Clackamas County (WICCO) is the Region 15 Local Workforce Investment Board (LWIB). The WICCO 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 WICCO 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 Investment Act (WIA) Adult, Dislocated Worker, and Youth programs. The LWIB is staffed by the WICCO.

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

Guiding principles of the WICCO include:

- *The workforce development system operates as a talent development system with a goal to create an educated and prepared workforce.*

In a growing economy, the workforce

development system has an opportunity to play a critical role in fueling business competitiveness by developing talent. When we prepare workers to take advantage of new and increasing job opportunities in high growth-high demand occupations, vital sectors of our economy will thrive.

- *The workforce development system acts as an economic development resource.*

In order to strengthen workforce and economic development partnerships, our vision is to leverage respective expertise and resources to recruit, retain, and grow our business community and economy. We understand that a skilled workforce is the key to attracting high wage – high growth industries to Clackamas County.

- *The workforce development system maintains a demand-driven focus.*

The workforce development system must operate as a seamless system functionally organized around service delivery rather than an array of separate programs with separate processes.

The mission of the WICCO is:

To develop a highly skilled workforce that creates sustained economic prosperity in Clackamas County.

The WICCO has targeted five industry sectors in order to provide more in-depth, industry specific services. The five strategic industry areas are manufacturing, retail, healthcare, transportation, and apprenticeships and trades. In addition, Oregon’s Business Plan has identified engineering and clean technology as industries that have regional focus.

Adult and Dislocated Worker Services

The federal Workforce Investment Act of 1998 (WIA) was implemented in July 2000 to consolidate, coordinate, and improve employment, training, literacy and vocational rehabilitation programs in the United States. WIA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed.

OPTION A

The successful respondent(s) will provide career development, training and employment services through the use of strength-based service delivery practices to populations experiencing significant barriers to employment. The education and training outcomes achieved as a result of the services provided by the selected respondent will increase the number of adults and dislocated workers with significant barriers in gaining and retaining employment.

Services will be provided to adults and dislocated workers ages 18 and over who meet the regulatory eligibility definitions for WIA Adult and Dislocated Worker formula funds. WIA enrollments will be done in coordination with WorkSource Clackamas and the WorkSource Clackamas Welcome Team. Participants, through the welcome process, will be dual registered and enrolled in WIA and Wagner Peyser services. This process includes gathering of eligibility data and documentation, completion of the IMatchSkills registration and a standardized basic skills assessment. This process is consistent with State performance measures which are focused on the skill development of job seekers.

Directly and through partner relationships, the selected respondent will be responsible for providing outreach, employability assessment, job skills training, and job placement in coordination with Oregon Employment Department. The successful respondent will be expected to work with Clackamas Community College to ensure that participants have access to education and work-based learning. Follow-up retention services to individuals facing significant barriers to employment will also be required.

Successful respondents will have a presence at WorkSource Clackamas, attend WICCO partner meetings, and participate in the One-Stop delivery system as per the Memorandum of Understanding included in the Local Unified Plan.

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

SERVICE DELIVERY SCOPE OF WORK

Option A

Provide outreach, career development, employment and retention services to one or more of the following WIA populations:

- *Mentally ill*
- *Homeless*
- *Disabled*
- *Long-term unemployed (18 months or longer)*
- *Non-English speaking*
- *Criminal background*
- *Addiction*
- *Domestic violence*

OPTION B

The successful respondent will design and deliver responsive and innovative job search and employment retention and advancement workshops to ensure WIA participants find, keep and advance in jobs.

The successful respondent will provide an analysis of the employment workshop needs of the WIA populations in Region 15. In response to the needs assessment, the selected respondent will design, market and deliver dynamic, fast-paced, and effective job search and employment retention and advancement workshops with a goal of instilling hope and motivation in attendees. The selected respondent will also design and implement networking sessions at WorkSource Clackamas and outlying areas in Workforce Region 15, helping job seekers and career changers connect in order to increase their potential to find employment.

At least once per month the selected respondent will provide outreach services in outlying communities throughout the region. These outreach services will include an orientation to WorkSource Clackamas and its menu of resources and services. The selected respondent will be responsible for setting up the venue and recruiting attendees to these orientation sessions, and reporting attendance results.

The selected respondent will be responsible for ensuring workshop enrollments are at full capacity, evaluating the satisfaction of attendees and reporting these results to WICCO. It is expected that the design of these workshops will result in increased job placements for WIA participants.

Successful respondents will work closely with the existing Clackamas Menu of Resource and Services (CMRS) advisory team and the Menu of Resources and Services coordinator. The selected respondent will have a presence at WorkSource Clackamas, attend WICCO partner meetings, and participate in the One-Stop delivery system as per the Memorandum of Understanding included in the Local Unified Plan.

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

SERVICE DELIVERY SCOPE OF WORK

Option B

Provide job search and job retention workshops and community outreach services for WorkSource Clackamas job seekers and career changers

- *Training needs assessment*
- *Design and delivery of workshops and networking sessions*
- *Community outreach presentations*

Performance Expectations

The expectation for participants served is that they find employment, keep employment and advance in employment in order to become self-sufficient. Specific performance goals are set by the DOL, State of Oregon, and WICCO annually. Local performance measures may be established as deemed appropriate by the WICCO Board. Selected respondents will be held accountable for achieving all measures and targets.

All performance is managed, tracked and reported to the State and DOL through the I-Trac data management system and Oregon Employment Department (OED) IMatchSkills, the WorkSource Oregon Registration Program (WORP), and the WorkSource Oregon Information System (WOMIS). With assistance from a WICCO designated trainer, successful respondents will ensure that staff receive training in one or more of these information systems. Successful respondents will be contractually required to input data on served individuals into one or more of these systems and will be responsible for the accuracy of this data.

OPTION A

Adults and dislocated workers served must meet or exceed the three common measures the Department of Labor (DOL) has developed for adult and dislocated worker services, the goals for which will be set annually during contract negotiation. For more details regarding these measures, see internet link on page 5 for Training and Guidance Letter #17-05.

OPTION B

The workshops designed are expected to meet the needs of the WIA Adult and Dislocated Workers in Region 15 and therefore are expected to be filled to capacity on an ongoing basis. Workshops will be initially evaluated at Kirkpatrick's Level 1; assessing participant's reactions to the course including whether they learned anything, the likelihood that they'll apply the content, the effectiveness of particular instruction strategies and the effectiveness of the course "packaging." Level 2 to Level 4 evaluation may occur during the contract period. Goals for these measures will be set annually during contract negotiations.

3. PROPOSAL RESPONSE

Submission Requirements

All proposals must be received by the WICCO by 4:00PM (PST) on March 18, 2010. 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:

Workforce Investment Council of Clackamas County
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@wicco.org. However, this emailed copy will not serve as the formal proposal submittal.

- Proposals are limited to a maximum of 20 pages, not including the requested documentation in the Administrative Requirements section, the sample curriculum or the video.
- 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 RFP.
- Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.

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 WICCO. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the WICCO 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 WICCO within 10 calendar days of the contract award notification.
- The WICCO 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: _____

Fax: _____

E-mail: _____

BUDGET SUMMARY:

Option A Program: \$_____

Number of participants to be served: _____

Option B Program: \$_____

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@wicco.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 Workforce Investment Act (the legal signatory for the organization applying).
- That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Investment Act, U.S. Department of Labor, State of Oregon Community College and Workforce Development Department issuances, Workforce Investment Council of Clackamas County (WICCO) policies and guidelines, and other administrative requirements issued by the Governor of the State of Oregon. The vendor shall notify WICCO 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 WICCO 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 Workforce Investment Council 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 RFP 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
- 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 Investment Act

- A description of the organization's technological capabilities. WICCO requires minimum capacity at:
 - ◆ Business-grade, broadband internet connectivity
 - ◆ Network and workstation virus protection that is fully functional and updated at least weekly
 - ◆ Individual E-mail accounts for staff working with WICCO Management Information Systems (MIS) allowing attachment size of at least 5 Megabytes
 - ◆ PCs with Internet Explorer 7 or newer, 1 GB of RAM or more, Pentium 4 Processor or better, 4 GB of available disk space
 - ◆ 17 inch (or larger) monitor of a 1024 x 768 resolution that is comfortable for the user.

Evidence of Expertise

Pass/Fail

1. Community References: **(maximum 1 pg)**
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.
2. Option B only: **(not included in overall page count)**
 - Provide sample curriculum of employment, career and job search workshops that your organization would deliver.
 - Provide a non-returnable DVD, flash drive or weblink video showing the presentation style of the individual(s) who would deliver the workshops.

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 the RFP.
3. What is your past experience meeting and/or exceeding performance measures for services?
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 your outreach strategies that reflect the demographics of this service area.
 - Provide a description of where and how a customer would access the services you are offering to provide.
 - Describe how proposed services and activities will lead to the attainment of our local goals and challenges.
 - How will you assure that the services you offer will meet the needs of the industry sectors the WICCO has targeted?
 - Describe your relationships to businesses in Clackamas County. How will you ensure the populations you serve will find employment, keep employment and advance in their jobs?
 - Explain how your organization has the capacity to deliver the services described.
2. Describe how you will assess the populations you will serve.
3. What will you do to meet and/or exceed the performance measures described in this RFP?
4. 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 Budget Form, in a maximum of one page (available in Excel format on the WICCO 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.

Program Year 2010-2011

**WIA Adult & Dislocated
Worker Funds**

Total Funds Requested \$ -

General & Administrative

Personnel (Admin & Fiscal staff)

Title	\$	-
Title	\$	-
Fringe % of wages	\$	-
Personnel Subtotal	\$	-

Administrative - Other

Materials & Supplies	\$	-
Operations	\$	-
Fixed Fee: Commercial (for-profit) organizations only	\$	-
Indirect Costs	\$	-
Non-Personnel Subtotal	\$	-

Total General & Admin Costs \$ -

Direct Participant Costs

Personnel (Intensive, Training, Retention staff)

Title	\$	-
Title	\$	-
Title	\$	-
Fringe % of wages	\$	-
Personnel Subtotal	\$	-

Participant

Intensive Services	\$	-
Support Services	\$	-
Training-ITAs	\$	-
Training-OJT/CT	\$	-
Participant Subtotal	\$	-

Total Direct Costs \$ -

Total PY10-11 Budget: \$ -