

Request for Proposals

Driving Diversity

Waste and Recycling Driver Training Provider

Worksystems is seeking qualified and experienced organizations to deliver CDL-B and waste and recycling industry specific driver training for participants referred through the WorkSource Portland Metro one-stop system.



Released
January 10, 2022



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Part I: Introduction

Worksystems is a non-profit agency that supports economic growth in the City of Portland, Multnomah and Washington counties by pursuing and investing resources to improve the quality of the workforce. We design and coordinate workforce development programs and services delivered through a network of partners to help people get the skills, training and education they need to go to work or to advance in their careers. Our partners include employers, labor groups, government, community colleges, high schools, community-based and economic development organizations. Since 1998, Worksystems has invested over \$300 million in our community.

Part II: Background

Worksystems pursues relationships with industries and employers who benefit from hiring diverse, qualified job seekers from our programs, and who in turn benefit our partnerships and programs by hiring the job seekers we serve. Over the past year Worksystems has worked with the Portland Haulers Association to develop an industry specific training that prepares job seekers for waste and recycling hauling careers.

The Portland Haulers Association is comprised of 11 waste and recycling hauling companies who serve residential and commercial customers across Portland and are committed to increasing diversity and inclusion within their workforces.

Together, Worksystems and the Portland Haulers Association developed and launched a 12-week, industry-specific training covering essential learning objectives, competencies and certifications needed for waste and recycling drivers such as safety, inspections, route sheet reading, hydraulic controls, customer service and health and CDL B certification.

Throughout the program, students are engaged with Portland Haulers Association member companies through industry presentations, worksite tours, ride-along opportunities and employer networking. Portland Haulers Association member companies send HR representatives to hire graduates at a job fair held at the end of the course.

Worksystems organized and situated this partnership within the context of our network of partners and system to directly connect our workforce development programs to employer demand. We recruit trainees through our partners and programs that provide intensive career coaching. Careers in the waste and recycling industry are stable, family wage and well-benefited positions with a future.

Driving Diversity curriculum will be made available to successful respondents. The course is intended to be delivered using waste and recycling industry equipment such as garbage trucks, totes (garbage bins), containers, hydraulic systems, etc. This equipment is not provided as part of the project.

Part III: Available Funding

Worksystems is seeking proposals from experienced training providers who can deliver CDL B training as well as waste and recycling driver specific training content. Driving Diversity is a program focused on increasing diversity in the industry, therefore training providers should have experience delivering training for diverse students from a variety of socioeconomic and cultural backgrounds.

Cost and Budget

The total maximum award under this RFP is \$354,000 for services to be performed between May 1, 2022, and February 28, 2023. We are targeting a minimum of three trainings during this period with a minimum of 15 students trained per cohort (45 total). Final budget details will be negotiated prior to finalizing the contract.

Contract extensions will be available for up to a total of five years (through April of 2027) at Worksystems' sole discretion. Contractor's performance will be a factor considered in agreement extension, as will availability of additional funds. Location for delivery of courses and targeted participants may be restricted to specific jurisdictions based on the sources of funding.

This first-year funding is restricted to serving City of Portland and/or Multnomah County residents.

Part IV: Contractor Requirements

In consultation with Worksystems, the selected Driving Diversity training provider will:

- Support recruitment of program participants. Recruitment must be focused on participants in Worksystems' employment and training programs using methods directed or approved by Worksystems.
- Train diverse students to meet program goals.
- Participate in meetings for joint planning and continuous improvement of the program with Worksystems, Portland Haulers Association and SE Works.
- Provide input into program recruitment, screening, graduation and hiring activities.
- Participate in regular (currently held weekly) operations meetings with Worksystems and SE Works recruitment staff to plan for upcoming courses.
- Provide program orientation sessions for participants referred from WorkSource Portland Metro centers and partner agencies. This includes screening candidates for CDL eligibility requirements such as DOT physical and driving record check.
- Support students in obtaining their CDL learner's permit.
- Coordinate the inclusion of Portland Haulers Association members in the trainings including guest speakers, site visits, informational interviews, etc.
- In collaboration with Worksystems, Portland Haulers Association and SE Works, organize ongoing hiring events. Prioritize student access for Portland Haulers Association members (program co-sponsors) to hire graduates.
- Coordinate with WorkSource partners to ensure referred students are enrolled in WorkSource and eligible for program services prior to starting classes.
- Communicate program outcomes to WorkSource partners such as training completion, credential attainment and hiring information.
- Responsible for delivering classes in a variety of formats based on current COVID protocols.

- Provider will use program branding and communication as directed by Worksystems including “Driving Diversity,” “City of Portland ARPA Workforce Program,” “WorkSource Portland Metro” and other brands.

Part V: WorkSource Portland Metro System

WorkSource Portland Metro provides access to a robust menu of preparatory, training and employment services such as career exploration, job readiness validation, occupational skills training and job search assistance. Prior to the current pandemic and economic downturn, the system served over 30,000 job seekers annually. Program participants will be recruited from WorkSource Portland Metro partners and must be registered with WorkSource, eligible for and appropriately enrolled to receive program services.

WorkSource Centers

WorkSource Portland Metro is comprised of five one-stop centers:

- WorkSource Gresham
- WorkSource North/Northeast
- WorkSource Southeast
- WorkSource Tigard
- WorkSource Beaverton-Hillsboro

WorkSource Partners

Key WorkSource partners include:

- Worksystems, the Local Workforce Development Board, convenes and coordinates partner activities, oversees services and pursues and integrates resources. Worksystems funds career and skill development services that are provided by partners stationed in WorkSource Centers.
- Portland Community College, Mt Hood Community College, SE Works and Immigrant and Refugee Community Organization (IRCO) provide career and skill development services in the WorkSource Centers. They are Workforce Innovation and Opportunity Act (WIOA) Title 1B-funded providers of services to eligible adults and dislocated workers.
- Oregon Employment Department provides customer intake, job search assistance and workforce recruitment services for local employers.
- Oregon Department of Human Services’ Self-Sufficiency Programs deploy Supplemental Nutrition Assistance Program (SNAP) Navigators to help job seekers enroll in SNAP and workforce services targeted to SNAP recipients.
- The NextGen WIOA-funded youth program serves low-income and out-of-school youth ages 17-24.
- Oregon Department of Vocational Rehabilitation, Job Corps, YouthBuild and WIOA Senior Services Title V programs have staff located at one or more WorkSource Centers.
- Other WIOA partners such as Oregon Commission for the Blind and community college adult education/ESL programs are referral and planning partners.

Aligned Partner Network

The Aligned Partner Network comprises more than 25 community-based organizations that serve a diverse array of residents who experience poverty and barriers to employment. These organizations provide one-on-one Career Coaching to participants including outreach, career plan development and barrier reduction as they progress through services to employment and advancement.

Many key services incorporated in career plans, such as occupational training and job placement, are provided through the WorkSource Portland Metro system. The Aligned Partner Network includes organizations from the Economic Opportunity Program, a City of Portland-funded employment program; A Home for Everyone, a joint City of Portland/Multnomah County-funded initiative to provide rent assistance and eviction prevention for individuals engaged in career services; and NextGen and other community-based organizations that partner with Worksystems to bring workforce services to their populations.

Part VI: Proposal Narrative Content and Evaluation Criteria

Proposals should be no longer than four pages, single sided. Font size of 12 point is preferred. Page limitation excludes Proposal Cover Sheet, reference information and the budget narrative.

Section A: Organization Description and Experience

(30 points)

- a) Briefly describe your organization and history. Highlight the expertise and qualifications you will bring to the Driving Diversity training provider role, including State education and training certifications the organization holds.
- b) Identify and describe the professional qualifications of the individual(s) who will deliver training instruction.
- c) Provide two business references, including telephone and email contact information for a representative with first-hand knowledge of your organization's work.

Section A Evaluation Criteria

- Experience delivering CDL training with a track record of successfully supporting individuals in obtaining their CDL and moving them into employment. State certifications in place. Experience demonstrates cultural competence, experience and commitment to working with diverse populations, all genders and people with barriers to employment such as houselessness, justice-involved individuals, etc.
- Demonstrates instructor certification, knowledge and experience delivering CDL training.
- References demonstrate success as an educator and collaboration and customer service with community and other stakeholders.

Section B: Program Design Components

(30 points)

- a) Describe how you update training curriculum to include new laws, rules, regulations and changes in the industry. Describe how would you integrate and quickly integrate and deliver Waste and Recycling Driver training into existing curriculum.
- b) Describe equipment you will use in delivery of training. Describe your plan for acquiring access to industry-specific equipment.
- c) Describe your approach to working on a program that includes multiple partners from different organizations.
- d) Describe your previous experience connecting program graduates to employment. How would you work with Portland Haulers Association member companies to facilitate employment connections for program participants?

Section B Evaluation Criteria

- Demonstrated experience incorporating new content to curriculum and ability to deliver it quickly.
- Equipment description demonstrates understanding of the Waste and Recycling Driver industry and includes a plan for acquiring access to equipment if not already available.
- Description demonstrates a collaborative approach to working with multiple organizations and their ability to work and understand other organization's perspectives. Demonstrates a track record of building relationships with employers and preparing graduates for post-training employment.

Section C: Project Work Plan

(20 points)

- a) Submit a project work plan that includes a project schedule, planned activities and key milestones throughout the initial project timeline (May 2022 to February 2023.)

Section C Evaluation Criteria

- Timeline is reasonable and project plan demonstrates an understanding of necessary activities to meet program goals.

Section D: Budget Narrative

(20 points)

- a) Submit a budget that includes line-item narrative detail and justification for proposed project costs. Successful respondents may be asked for supporting cost documents at the time of contract negotiation.
- b) The budget is to be developed for the necessary costs required to manage the program being proposed.

Section D Evaluation Criteria

- Costs are reasonable and align with services described; proposed budget is sufficient to perform the required tasks and demonstrates fiscal responsibility and reasonableness.
- Contains no unexplained amounts for miscellaneous or contingency.

Funding Restrictions

- All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles. Disallowed costs are those charges that are determined as unallowable in accordance with the applicable Federal cost principles or other conditions required by the funding source.
- Equipment or capital expenditures may not be purchased with funds for this project.

Part VII: Proposal Review Process

Proposals will be evaluated by a review panel of Worksystems staff and representatives from the Portland Haulers Association. The funding recommendation will be made to the Executive Director for final decision.

Part VIII: Proposal Submission

Worksystems must receive the proposal and all related documents marked “(Name of Respondent) PDX Metro Works” ***no later than Monday, February 14, 2022, at 12:00 noon***. The Cover Page(s) must be signed by an individual authorized to represent the organization, to act on its behalf and to legally bind it in all matters related to the RFP.

Proposals are to be submitted electronically and will be shared in that format with the review panel. Please submit the electronic copy of the proposal and budget narrative to RFP@worksystems.org. Worksystems will send an email confirmation to the address on the cover page acknowledging receipt.

Complete proposal packages will include the following documents:

Proposal Documents	Submit Electronically to RFP@worksystems.org
Completed and signed Proposal Cover Sheet	PDF format
Proposal Narrative	PDF format
Budget Narrative	PDF format

It is the respondent’s responsibility to ensure the submission was received. If a Worksystems confirmation email has not been received, it is the respondent’s responsibility to follow-up with another email or telephone call before 12:00 noon on February 14, 2022. Late proposals will not be considered.

Part IX: Award Notification

Provisional award results will be sent via e-mail by March 7, 2022.

Part X: Administrative Detail

Issuing Organization Worksystems, Inc.	Total Available Funds \$ 354,000	Agreement Form Vendor
<p>Funding Source Details</p> <p>American Rescue Plan Act Awarding Agency: US Department of the Treasury Funding Source: Coronavirus State and Local Fiscal Recovery Funds (SLFRF) CFDA Number: 21.027 Federal Award Identification Number (FAIN): SLFRP0178 Award Date: TBD Amount: \$354,000 – 100 percent of total Pass-through Entity: Prosper Portland</p>		

Inquiries

All questions related to this solicitation are to be submitted electronically via email with the subject “Driving Diversity” and sent to: RFP@worksystems.org. Questions received after the solicitation has been published and before close of business February 8, 2022, will be responded to within two business days by posting in the “Questions and Answers” section for this RFP at www.worksystems.org News and Events section. Questions received after February 8 will not be answered.

Withdrawal

A submitted RFP response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: RFP@worksystems.org.

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 appeal must be submitted in writing by March 10, 2022. Appeals must be sent to: RFP@worksystems.org. All appeals are public information.
- The organization/individual filing the appeal must specify the basis of the appeal and provide an alternative the appellant would find acceptable. 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 based on a violation of the process established for the solicitation.

During any part of the review or consideration, the appellant may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by Worksystems. In the event an appellant fails to respond, the appeal will be dismissed, and no further appeal will be accepted.

Worksystems' Executive Director and Chief Operating Officer will review the appeal and issue a written response that is intended as a complete and final answer to the appeal.

Resource Documents

- Submission Cover Page
- Professional Services Agreement template

Part XI: Additional Provisions and Disclaimers

- Worksystems reserves the right to waive informalities and minor irregularities in offers received.
- This RFP does not commit Worksystems to award a contract.
- This RFP is for WIOA services and other related programs and funding streams which may become available to Worksystems during the funding period.
- Worksystems may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
- Worksystems reserves the right to request additional data or oral discussion or documentation in support of written offers.
- By providing contact information for references, respondents are authorizing Worksystems to contact the reference and discuss respondents' work.
- No costs will be paid to cover the expense of preparing a proposal.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Worksystems and be subject to disclosure under the Freedom of Information Act. Applicants are advised that most documents in the possession of Worksystems are considered public records and subject to disclosure under the State of Oregon's Public Records Law.
- Formal notification to award a contract and the actual execution of a contract are subject to the following: Receipt of anticipated funding, results of negotiations between selected respondents and Worksystems staff, and continued availability of funds.
- Any changes to the WIOA program, performance measures, funding level, or board direction may result in a change in contracting. In such instances, Worksystems will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
- Proposals submitted for funding consideration must be consistent with – and if funded, operated according to – relevant federal legislation, all applicable federal regulations, State of Oregon policies, and Worksystems policies and procedures.
- Additional funds received by Worksystems may be contracted by expanding existing programs. These decisions shall be at the discretion of Worksystems.
- Worksystems may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of Worksystems, the services proposed are not needed, or the costs are higher than Worksystems finds reasonable in relation to the overall funds available, or if past management concerns lead Worksystems to believe that the bidder has undertaken more services than it can successfully provide.
- Worksystems has a right to fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
- All respondents must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- All respondents must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- Worksystems reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. 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.