

Request for Proposals

Organized Labor Liaison Services

Worksystems is seeking qualified and experienced organizations or individuals to function as the Organized Labor Liaison and deliver early intervention and Rapid Response services to employers and their union-represented employees who are impacted by layoffs or closures in the local area.



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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. The agency designs and coordinates 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.

Worksystems is seeking competitive proposals from qualified and experienced organizations to deliver Organized Labor Liaison services to employers and their represented workers who are impacted by layoffs and closures in the City of Portland, Multnomah, and Washington counties. These services are funded with Workforce Innovation and Opportunity Act (WIOA) Title IB Dislocated Worker formula funds from the U.S. Department of Labor.

Part II: Background

The goal of the workforce system is to give job seekers the skills and support they need to engage, advance, and succeed in the labor market and connect businesses with qualified workers. Worksystems convenes a variety of partners, including State agencies, cities, counties, service providers and businesses to consolidate expertise and align resources to jointly address workforce challenges facing the local area. Our task is to build a workforce development system with public investments that achieve high quality services and results. Worksystems engages with key industry sectors to understand labor market trends, identify current and emergent workforce needs and access a variety of resources to design workforce solutions that are developed and driven by industry.

WorkSource Portland Metro (WSPM) is a partner in the WorkSource Oregon system. It is the regional brand that supports a geographic network of five fully integrated WSPM Centers where trained and experienced staff from Worksystems' funded programs, the Oregon Employment Department and other system partners combine to serve a full menu of training and work-readiness services that address the evolving needs of a diverse customer base within the ever-present realities of a changing labor market and economy.

Part III: Available Funding

The total funding available for program year (PY) 2022 (July 1, 2022, through June 30, 2023) is estimated at \$90,000; respondents should use this amount for their proposal budget. Additional years' funding may be contracted for up to four one-year extensions through June 30, 2027, at a funding level to be determined each year based on available funds and contractor performance. Exact funds available in this RFP will not be known until the State of Oregon releases its PY22 allocations. Worksystems will negotiate final budgets with the successful respondent based on the State's final funding awards.

Part IV: Contractor Requirements

Qualifications

Worksystems is seeking an organization that has a demonstrated history of expertise and success in providing the array of Rapid Response and layoff management services described in Part V of this document. Respondents must demonstrate:

- An ability to deliver pre-layoff Rapid Response services to organized employees, their affiliated labor union representatives and employers who have been impacted by layoffs or plant closures.
- An ability to outreach to the proposed groups, including a cultural competence to serve minorities and limited English-speaking workers, and to offer service delivery strategies that are accessible to the proposed populations.
- Experience successfully working with unions, union staff, and union representatives.
- Existing relationships with regional unions and their staff, or the ability to successfully build these relationships.
- Knowledge of services and resources for dislocated workers available through WorkSource Portland Metro and WorkSource Oregon as well as in the community.
- Experience working with private- and public-sector employers.

Performance Requirements

The selected respondent will serve as the lead in providing timely, comprehensive layoff management services and outreach to area employers with represented employees in partnership with WSPM staff, local organized labor organizations and other engaged partners, following established protocols, policies, and guidelines, including but not limited to:

- Ensure union representation at initial employer and other on-site meetings where represented workers are being affected by layoffs or plant closures, and that these meetings are organized and conducted in accordance with established protocols and procedures.
- Serve as the lead by providing pre-layoff support and services to affected union workers in collaboration with the regional Rapid Response team, the State Dislocated Worker Unit and other appropriate partners, unions and signatory companies that contribute to the delivery of pre-layoff services.
- Provide union representatives, affected workers and employers with information about Trade Act policies and benefits and assist them when appropriate to complete and file Trade Act petitions.
- Provide affected union workers with information about the services and benefits offered by community service providers.
- Educate and promote WSPM and WorkSource Oregon opportunities and services to the labor community, including pre-apprenticeship and registered apprenticeship programs.
- Provide layoff update information in line with standardized communication protocols that have been established by the State Dislocated Worker Unit and/or the regional Rapid Response team.

- As appropriate, provide training, oversight and supervision of Peer Advocates who have been hired and funded on a temporary basis to provide an array of post-layoff services to an affected workforce.
- Participate in an array of union meetings representing Worksystems as the Organized Labor Liaison for the WSPM system.
- Provide advice to qualifying veterans about WSPM services in coordination with representatives from a variety of service providers – including the Oregon Employment Department’s veteran’s representatives and other veteran serving agencies – that enhances participation of veterans in WSPM system services.
- Actively participate in scheduled Rapid Response team meetings and other meetings related to the Organized Labor Liaison’s scope of work.
- Support the work of the Local Rapid Response Team as needed or requested. This may include the planning and/or review of Rapid Response processes, the creation of informational flyers and acting as a back-up resource for Rapid Response initiated for non-union employers and employees.

Reporting and Communication Requirements

The successful respondent will be required to utilize the Oregon Dislocated Worker Unit’s Oregon Rapid Response Activity Tracking System (ORRATS) and perform data entry regarding employer outreach efforts and work with Dislocated Workers. Contractor staff may also be required to utilize other software programs as directed by Worksystems, including, but not limited to, Smartsheet, I-Trac and other state MIS systems.

- Submit required quarterly performance and narrative reports and monthly billing invoices and other fiscal documents to Worksystems in a timely and thorough manner as outlined in contract agreements.
- Regularly share layoff/closure activity updates with Rapid Response team members, the Dislocated Worker Unit and other engaged workforce development partners via email, telephone, and other established reporting formats.
- Support all communication and marketing strategies established by Worksystems and WSPM in a positive, supportive, and professional manner and actively promote the WSPM system to employers, Dislocated Workers and other appropriate audiences who may benefit from its array of resources and services

Part V: Program Design Requirements

Worksystems leads and coordinates the local area’s Rapid Response services via the WSPM Rapid Response Team whose membership includes WorkSource staff who are co-located in our WSPM Centers, as well as an Organized Labor Liaison representative whose services are the target of this procurement. This team quickly responds to layoffs and closures within the region, providing layoff management and transitional services to employers and affected workers, including those who are represented by organized labor unions. These services include the initial investigation and clarification of the layoff/closure, follow-up telephone and on-site meetings with company representatives, workers and labor union leaders, and the formation of a labor/management transition team to plan and coordinate pre-layoff services including:

- Discussing layoff aversion strategies.
- Assistance in filing notices and petitions.
- Conducting on-site and/or virtual online worker information sessions on resources available to dislocated workers.
- Distributing, collecting, and analyzing worker surveys.
- Organizing on-site and/or virtual online workshops.
- Recruiting and hiring Peer Advocates.
- Planning job fairs/hiring events.
- Seeking additional resources (e.g., National Dislocated Worker Grant applications).

These services are typically coordinated with the State Dislocated Worker Unit, the Oregon Trade Act Unit, and other workforce development partners in Oregon and Washington. The Organized Labor Liaison provides a leadership role in coordinating and communicating all the above services when the layoff or closure involves one or more organized labor unions.

The State's Dislocated Worker Unit implements statewide Rapid Response activities. The Dislocated Worker Unit becomes automatically engaged when either of the following two events occur:

- A notice is filed under the Worker Adjustment and Retraining Notification (WARN) Act, which offers protection to workers, their families, and communities by providing notice 60 days in advance of covered plant closings and mass layoffs by employers with 100 or more full time employees.
- The filing of a Trade Adjustment Assistance petition authorized under the Trade and Globalization Adjustment Assistance Act of 2009. If the petition is certified by the Department of Labor, eligible workers are entitled to additional benefits and training opportunities to assist their return to suitable employment.

A response from either the State Dislocated Worker Unit or local Rapid Response team may also be initiated when an employer voluntarily notifies the State or local partners of an impending event, when a Dislocated Worker informs a staff member in the public workforce development system of an employer's workforce reduction or when staff becomes aware of such an event through public notices or other sources.

Except for the two events described above, the local Rapid Response team is the first point of contact for employers in all other dislocation events and may assist employers and affected workers in filing WARN notices and Trade Adjustment Assistance petitions. From the initial information available, local Rapid Response teams determine the immediate needs of workers and employers to establish appropriate "first steps" in responding as a workforce system, and then develop strategies with the employers and affected workers, as appropriate, for planning and delivering Rapid Response services.

Target Populations

Rapid Response services seek to support both businesses who are considering workforce reductions as well as workers facing potential layoff and/or Dislocated Workers who recently lost their employment at employers who let go of more than one employee.

While all recently and soon-to-be Dislocated Workers are supported with Rapid Response services, additional focus is given to workers who are involved with the Trade Adjustment Assistance Act (workers from businesses for whom a Trade Act petition has been or will be filed with the Department of Labor) as well as populations who are at heightened risk of long-term unemployment and/or housing insecurity. As an equity-minded organization, Worksystems stresses support of marginalized communities, immigrant communities, and communities of color.

Part VI: Proposal Narrative Content and Evaluation Criteria

Proposals should be no longer than 10 pages, single sided. Font size of 12 point is preferred. Page limitation excludes Proposal Cover Sheet and Budget Narrative.

Section A: Background and Experience

(40 points)

- a) Please describe your organization’s experience assisting union-represented individuals impacted by company layoffs and closures and your experience working with labor union representatives and employers.
- b) Outline your experience working with state and local workforce development staff, including those from WSPM, WorkSource Oregon and WorkSource Washington; the State Dislocated Worker Unit, Oregon Employment Department and Trade Act Programs; and affiliated Rapid Response specialists from other local areas and/or any combinations of these organizations.
- c) Describe your experience working with organized labor organizations, trade unions and pre-apprenticeship and registered apprenticeship programs.
- d) Describe your experience working with culturally underrepresented populations as well as individuals with literacy, education and language barriers that may make it difficult to engage in post-layoff training and attain reemployment success.

Section A Evaluation Criteria

- Demonstrated experience providing layoff management services to represented employees and their employers who have been impacted by layoffs and closures.
- Demonstrated experience collaborating with workforce development agencies and other partners who are engaged in providing pre-layoff and transitional support to represented workers who have been affected by layoffs or closures.
- Demonstrated experience working with organized labor organizations, trade unions, and labor representatives, as well as pre-apprenticeship and registered apprenticeship programs.
- Demonstrated experience working with culturally underrepresented populations as well as those with adult literacy and educational barriers.

Section B: Service Design and Implementation

(40 points)

- a) Discuss your organization’s capacity and plans to effectively deliver the early intervention/Rapid Response strategies and described services in Part V of this solicitation.
- b) Discuss your knowledge of WSPM and WorkSource Oregon services and resources that are available to job seekers and employers, and how you plan to advocate and assist affected workers access these services after their layoff.

- c) Identify the roles and responsibilities of other partner resources that are not identified in this RFP that may contribute to your proposed service design.
- d) Discuss strategies to increase customer satisfaction of both the affected workers and their employers through the provision of pre-layoff services and resources.

Section B Evaluation Criteria

- Demonstrated capability and competence to deliver stated strategies and services to workers and employers in partnership with organized labor, WSPM and agencies and partners who provide support to workers impacted by layoffs and closures.
- Clearly describes a strong knowledge and understanding of available WSPM/WorkSource Oregon services to job seekers and employers, and an understandable plan to transition workers to these services.
- Supplemental partners that contribute to the organization's service design are capably described.
- Relevance and quality of ideas to increase customer satisfaction of workers and employers are well articulated.

Section C: Management and Staffing

(10 points)

- a) Describe the roles of the staff in your organization who will be implementing the proposal, including the number of FTE you anticipate and key duties.
- b) Describe staff expertise related to the required services that are outlined in this solicitation.
- c) Describe how you will ensure the quality and effective delivery of these services.

Section C Evaluation Criteria

- Staffing plan describes program oversight and staff responsibilities related to the variety of required early intervention/Rapid Response services and activities that are described in this solicitation (3 points).
- Staff has experience working directly with represented Dislocated Workers and employers (4 points).
- Staffing plan demonstrates the ability to maintain consistent communication with organized labor, State and Local workforce development agencies and staff, and other key stakeholders (3 points).

Section D: Budget Narrative

(10 points)

- a) Submit a budget with line-item detail and/or billable hours per month and corresponding rates and deliverables that are proposed.
- b) The budget is to be developed for the necessary operations costs required to manage the services being proposed.

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.

Section D Evaluation Criteria

- Costs are reasonable and staffing costs align with services described; contains no unexplained amounts for miscellaneous or contingency.
- Budgeted costs are consistent with the proposal and the budget narrative demonstrates how the funds requested are necessary and essential to accomplish the scope of services for the project.
- Proposed budget is sufficient to perform the tasks described in the narrative.
- Budget justification is sufficiently detailed and demonstrates how cost estimates were derived including quantities, unit costs, allocation methods, and other similar quantitative detail sufficient for the calculation to be duplicated.
- Demonstrates fiscal responsibility and reasonableness.

Worksystems cannot enter into contract negotiations with an organization that is not legally established to conduct business within the State of Oregon or debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Organizations that have active exclusion records on their Unique Entity Identifier number reflected in the System for Award Management (www.sam.gov) may not be awarded a contract.

Successful respondents may be required to provide administrative documentation or assurances in accordance with Federal requirements prior to completion of contract negotiations.

Part VII: Proposal Review Process

Proposals and respondent presentations will be evaluated by a panel of Worksystems staff. 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 Applicant) Organized Labor Liaison Services” ***no later than Monday, June 20, 2022, at 12:00 noon***. The Cover Page 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 solicitation. Submission is electronic.

Please send the electronic submission of the proposal and the budget 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	Format
Completed, signed Proposal Cover Sheet	PDF
Proposal Narrative	PDF
Budget	Excel or PDF

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 June 20, 2022. Late proposals will not be considered.

Part IX: Award Notification

Provisional award results will be sent via email by June 27, 2022.

Part X: Administrative Detail

Issuing Organization Worksystems, Inc.	Total Available Funds \$ 90,000	Agreement Form Vendor/Pay for Deliverables
Funding Source Details Fund 210 WIOA Dislocated Worker Program Allocation Awarding Agency: US Department of Labor Funding Source: Workforce Innovation and Opportunity Act Title 1B – Dislocated Worker Formula CFDA/ALN Number: 17.278 Federal Award Identification Number (FAIN): AA-36341-21-55-A-41 Federal Award Date: July 1, 2021 Amount: \$90,000 – 100 percent Pass-through Entity: Oregon Higher Education Coordinating Commission		

Inquiries

All questions related to this solicitation are to be submitted electronically via email with the subject “Organized Labor Liaison Services” and sent to: RFP@worksystems.org. Questions received after the solicitation has been published and before close of business June 14, 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 June 14, 2022, 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 June 30, 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.