

## **Request for Proposals**

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# **Washington County Career Coaching For Housing-Insecure Populations**

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Worksystems is seeking qualified and experienced organizations or individuals to provide outreach and career coaching services to individuals and families experiencing homelessness in Washington County.



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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: Program Design & Requirements

Career Coaching is relationship-based guidance and coaching dedicated to increasing the self-sufficiency of participants through unsubsidized employment. It includes assessment of employment-related skills, identification of achievable career and training goals and development of an achievable career plan. Coaching services are designed to support participants in overcoming barriers to employment and to achieve their career and employment goals. The retention and advancement component of career coaching assists participants in stabilizing their employment, identifying employment advancement opportunities and/or securing new employment that is in line with their career plan.

This project implements rapid rehousing services, which is an evidenced-based practice for quickly engaging an individual or family experiencing homelessness back into permanent housing when long term support and services are not required to sustain the tenancy of the household. Rapid Rehousing is delivered without pre-conditions such as sobriety, income or employment and services are tailored to meet the unique needs of each household.

Further, this project combines Career Coaching (as part of Housing Stability Case Management), Housing Search and Placement and Rental and Financial Assistance to support individuals and families into permanent housing. It is aligned with Washington County's Housing Coordinated Entry System and requires close coordination with a network of community partners.

### Target Populations

The program serves individuals and families who meet one of these three categories of homeless:

- Lacks a fixed, regular, adequate nighttime residence.
- Fleeing or attempting to flee domestic or other violence.
- Qualified as homeless before moving into their current housing.

### Geographic Service Area

Washington County.

## Part III: Available Funding

Contracts resulting from this RFP are anticipated to begin Program Year (PY) 2022 (July 1, 2022, through June 30, 2023). 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. Bidders should use the funding estimates below for their proposal. Worksystems will negotiate final budgets with the successful bidder(s).

Grant Funds	Amount
Keys to Progress	\$ 59,000
Washington County Department of Housing	\$ 59,000
<b>Total Available</b>	<b>\$ 118,000</b>

As funds are available in future years of this procurement cycle, Worksystems may select to expand the program and fund qualified proposals submitted through this RFP that were not selected for the initial award.

### Part IV: Contractor Requirements

Eligible applicants must be qualified Supportive Housing Services Tri-County providers (publish date June 8, 2021) and culturally specific organizations.

To be considered culturally specific, over 50 percent of the clients the organization serves must be from a specific cultural community; the organization’s staff ratio of that community must be over 50 percent (based on headcount not FTE); and the organization’s leadership must be over 50 percent of the specific community.

### Part V: Key Deliverables, Outcomes & Reporting Expectations

Contracted provider(s) will be responsible to deliver the following outcomes:

Washington County Career Coaching Program	Goal
<b>Enrollment capacity</b> Includes Intensive phase participants and actively engaged participants in Retention and Advancement phase.	30-35
<b>Success Measures</b>	<b>Goal</b>
Attainment of Unsubsidized Employment	70%
Attainment of Career Track Employment	60%
Retention in Employment	70%
Advancement in employment as demonstrated by gain in earnings, wage or benefits.	30%

Housing outcomes are tracked in the Keys to Progress network. Selected respondent will collaborate with Housing Hub staff.

## Reporting

All successful respondents will be required to enter services and outcomes into the I-Trac Management Information System and the Housing Management Information System (HMIS).

HMIS is the information system designated by the Continuum of Care to comply with HUD's data collection, management, and reporting standards. I-Trac is Worksystems' data management system for tracking and reporting employment and training programs. All contractor staff will be required to complete the I-Trac user training provided by Worksystems and HMIS user training provided by Community Action program partner.

Contractors will also be required to submit a program narrative on a quarterly basis documenting performance, challenges, and program improvement recommendations.

## Part VI: Proposal Narrative Content and Evaluation Criteria

Proposals should be no longer than seven pages, single sided. Font size of 12 point is preferred. Page limitation excludes Proposal Cover Sheet, any required attachments, the Budget Narrative and the Administrative Capacity response.

### Section A: Organizational Capacity and Demonstrated Success

(20 points)

- a) Briefly summarize your organization's mission, history, and organizational structure. Indicate on an attached organizational chart where the proposed program fits.
- b) Please identify which cultural community the organization serves at over 50 percent and discuss the staff ratio and leadership makeup of that community, each of which must be over 50 percent.
- c) Describe your experience working on projects where you had to coordinate closely with other community service providers.
- d) Describe specific quantifiable outcomes of any past career coaching services.

#### Section A Evaluation Criteria

- Demonstrated experience coordinating and collaborating with other community service providers
- Demonstrated culturally specific organization

### Section B: Target Population and Program Design

(30 points)

- a) Describe your approach and strategy to serving adults and families who experience homelessness.
- b) Describe your experience delivering services to individuals and families who experience homelessness.
- c) Describe your experience providing services in Washington County.
- d) Describe your program design for the components described within this solicitation
- e) Address the expected outcomes as listed above and strategies to achieve them

## **Section B Evaluation Criteria**

- Demonstrated understanding of challenges that homeless individuals and families are facing in Washington county and appropriate ways to address them
- Demonstrated experience of delivering services to individuals and families who experience homelessness
- Demonstrated experience of providing services in Washington county
- Discussion of specific outreach strategies that are appropriate for homeless populations
- Discussion of the strategies needed to achieve the expected outcomes

## **Section C: Staffing and Equity Strategy**

(30 points)

- a) Describe the roles of staff on your team who will be implementing the proposal. Include FTE you anticipate and major duties for each position. Include staffing for leveraged components of the program that will not be funded by this award.
- b) Discuss your organization's ability to address culturally responsive service provision competencies and strategies

## **Section C Evaluation Criteria**

- Staffing plan clearly describes program oversight and staff responsibilities.
- Evidence that staffing is sufficient to support all required program design components.
- Demonstrated organizational focus on diversity and cultural competency.

## **Section D: Budget Narrative**

(20 points)

- a) A completed budget narrative workbook must be included in the response. Please note that the budget narrative workbook contains several worksheets (each with a separate tab at the bottom of the open file). 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 operations costs required to manage the program being proposed.
- c) If Respondent is applying as a consortium, each partner must also provide a completed budget narrative workbook with the application. Applicant's partners must supply the same level of detail and narrative budget justification that describes how the categorical costs are derived; and discuss the necessity, reasonableness, and allocation of their proposed costs.

## **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.
- To claim any administrative costs that are also indirect costs, the applicant must have an approved Federal indirect cost rate or must obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency within 90 days of receiving a cost reimbursable contract award.

### Additional documents required for Budget Narrative response to submit for this RFP

- Copy of the organizations most current approved Federal indirect cost rate if indirect costs are included in the budget.

### **Section D Evaluation Criteria**

- Costs are reasonable and staffing costs align with services described; proposed budget is sufficient to perform the tasks described in the narrative.
- 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.
- 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.
- The applicant's budget clearly delineates any allocation of resources to partners if applicant is applying as a consortium.
- Contains no unexplained amounts for miscellaneous or contingency; demonstrates fiscal responsibility and reasonableness; provides complete and accurate required budget forms.

### **Section E: Administrative Capacity Requirements**

(100 points)

Please limit Administrative Capacity response to 3 pages, not including the required documents.

- a) Describe the staff positions in your organization's fiscal department.
- b) Provide the resume of the manager or director of your organization's fiscal department.
- c) Provide the name and a brief description of your organization's accounting system software.
- d) Describe how revenues and expenditures for specific grant funds are segregated in your organization's accounting system in compliance with Uniform Grant Guidance requirements at 2 CFR 200.
- e) Describe your organization's process for tracking and recording personnel expense by grant or cost center.
- f) Describe your organization's prior experience managing federal and/or other governmental funding. Include experience in managing multiple funding sources funding a single project in the description.
- g) Describe the processes your organization uses to safeguard federal and other governmental funds. How does your organization ensure that funds are used only for allowable costs?
- h) Describe the procedures your organization uses to track and document funds spent on participants.
- i) Describe your organization's process and ability to protect participants personal identity information.
- j) Describe your organization's process for comparing expenditures with budget amounts for grant awards.
- k) Describe your organization's experience with tracking and reporting leveraged funds (non-grant funded resources used to support grant activities and outcomes) in compliance with Federal reporting requirements.
- l) Describe any deficiencies or disallowed costs noted in monitoring or audits by funders in the last three years; describe how findings were resolved.
- m) If applicable, describe any negative findings from the three most recent financial and A-133 audits, and the resolution of the findings.
- n) If any of the work proposed will be sub-contracted, discuss the administrative and fiscal controls your organization will use, the experience of the staff to operate those controls and to oversee sub-contractors, and how these factors will offer effective fiscal controls and oversight of sub-contractors.

Documents required for administrative capacity response to submit for this RFP:

- IRS 501(c)(3) tax-exempt letter, or other proof of entity legal status (such as certificate of incorporation).
- Federally negotiated Indirect Cost Rate Agreement, if applicable.
- Shared costs policy (also known as cost allocation plan).
- Two references that can attest to the organization's ability to administer State, Federal, Local (public) or foundation funds through a contractual arrangement.
- Most recent audit reports, including:
  - Financial statements
  - Management letter
  - Report required by Uniform Grant Guidance and Schedule of Expenditures of Federal Awards (previously called "A-133" audit), if applicable.
- Timekeeping policy.
- Organizational staff chart, indicating where the staffing for this project will reside within this structure.
- Procurement policies.
- Insurance certificate evidencing coverage for: General Liability, Professional Liability, Worker's Compensation, Motor Vehicle, Property and Equipment and Employee Dishonesty.

**Section E Evaluation Criteria**

- All required documents submitted (15 points).
- Financial Management systems are sufficient to trace funds to the level of expenditure required by the grant (25 points).
- Accounting processes for recording personnel costs and allocated expenses are reasonable and equitable to all grants and cost centers (25 points).
- Prior experience with managing contract funds, including federal and/or other governmental funding (20 points).
- Financial management systems are sufficient to provide effective budget management and control over expenditures of grant funds (15 points).

All respondents must submit one set of the Administrative Capacity documentation requirements to Worksystems, along with the program service delivery proposals.

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 meeting this minimum standard will be evaluated for Administrative Capacity. Organizations that have active exclusion records on their Unique Entity Identifier number reflected in the System for Award Management ([www.sam.gov](http://www.sam.gov)) may not be awarded a contract.

Successful respondents may be required to provide additional administrative documentation or assurances in accordance with Federal requirements prior to completion of contract negotiations. The list of required contracting documentation may be viewed in the sample "Terms and Conditions" posted in the Resource Documents section of the RFP webpage.

## Part VII: Proposal Review Process

Proposals and respondent presentations will be evaluated by an internal staff committee. 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) Washington County Career Coaching” ***no later than Tuesday, September 6 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 RFP. Submissions are electronic.

Please submit the electronic copy of the proposal and administrative capacity documents (in pdf) and the budget workbook (in Excel) to [RFP@worksystems.org](mailto: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 and attachments	PDF
Budget	Excel
Administrative Capacity Response	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 September 6. Late proposals will not be considered.

## Part IX: Award Notification

Provisional award results will be sent via e-mail by September 26.

## Part X: Administrative Detail

Issuing Organization Worksystems, Inc.	Total Available Funds \$ 118,000	Agreement Form Subrecipient
<p>Funding Source Details</p> <p><b>Keys to Progress Washington County ESG-CV</b>          Awarding Agency: US Department of Housing and Urban Development          Funding Source: CARES Act          CFDA/ALN Number: 14.231          Federal Award Identification Number (FAIN): E-20-DW-41-0001          Federal Award Date: 10/09/2020          Amount: \$59,000 – 50 percent of funding          Pass-through Entity: Oregon Housing and Community Services Department (Funds passed through Community Action Organization)</p> <p><b>Washington County Department of Housing*</b>          Washington County Career Coaching for housing-insecure populations          Awarding Agency: Washington County          Funding Source: Washington County          CFDA/ALN Number: N/A          Federal Award Identification Number (FAIN): N/A          Award Date: TBD          Amount: \$59,000 – 50 percent of funding          Pass-through Entity: TBD</p> <p><i>*Complete funding details were not available at the time this RFP was published. Funding details will be made available to selected respondent(s).</i></p>		

### Inquiries

All questions related to this solicitation are to be submitted electronically via email with the subject “Washington County Career Coaching” and sent to: [RFP@worksystems.org](mailto:RFP@worksystems.org). Questions received after the solicitation has been published and before close of business August 30, will be responded to within two business days by posting in the “Questions and Answers” section for this RFP at [www.worksystems.org](http://www.worksystems.org) News and Events section. Questions received after August 30 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](mailto: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 September 29. Appeals must be sent to: [RFP@worksystems.org](mailto: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

- Budget Workbook
- Administrative Capacity Cover/Checklist
- Submission Cover Page
- Contract Terms and Conditions
- Economic Opportunity Program Regional Program Standards
- Keys to Progress Regional Program Standards

## 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.
- 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.
- 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.