

## Request for Proposals

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# Behavioral Health: Peer Workforce Training Program

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Worksystems is seeking qualified and experienced organizations to develop and operate a program of services supporting a peer workforce training program in the Behavioral Health field.

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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.

This project will fund a Program Operator to systemize the outreach, recruitment and occupational training of in-demand entry-level peer workforce positions funded by the Drug Addiction Treatment and Recovery Act (Measure 110).

Worksystems is seeking competitive proposals for an organization to collaborate with state-approved training providers, culturally specific organizations, state recognized certifying bodies and any other entity necessary to successfully execute the program. The selected respondent will work with identified training providers, certifying entities and the Behavioral Health Steering Committee, referenced as the Advisory Committee.

The Advisory Committee is comprised of employers, industry associations and current peer workforce professionals and their feedback advised the recommendations for this program as outlined in this Request for Proposals (RFP).

## Part II: Background

In November 2020, Oregon voters passed Measure 110. Behavioral Health Resource Networks were established to provide trauma-informed and culturally specific community-based services and support to people with substance use disorders. Various Behavioral Health Resource Networks and employers were funded to hire peer workers to address the growing gap between the need for services and the number of peer workers necessary to meet the demand for services. However, employers have been unable to hire and retain qualified peer workers to fill their open positions, especially for bilingual and culturally specific service delivery.

Peer worker practitioners are part of an emerging Healthcare field called Peer-Delivered Services. Formally established in 2007, peer workers are based on an important evidence-based model of care for addiction and mental health that includes empathy and support from a practitioner that has lived experience with recovery from substance abuse disorder.

This emerging field and workforce have experienced many challenges as reported by Oregon Health Authority's (OHA) Behavioral Health Workforce Wage Study Report, resulting in a shortage of peer workers and providers. In 2023, Worksystems formed the advisory committee comprised of behavioral health employers, associations and certifying bodies to identify and address the workforce challenges faced by the industry to meet their peer workforce needs.

The Advisory Committee identified a variety of entry-level peer-worker occupations that shared the same knowledge, skills, abilities and qualifications needed by employers funded by Measure 110. Worksystems facilitated the Advisory Committee to identify universal qualifications, Peer Worker candidate profiles, industry-specific workforce preparation needs and relevant existing state-approved Certified Recovery Mentor certification and training.

The awarded Program Operator will leverage the Advisory Committee’s recommendations to establish a systemwide program of outreach, recruitment and occupational training to serve as a pipeline of highly skilled and trained peer workers for behavioral health employers in Multnomah and Washington County.

The Peer Workforce training program is designed to leverage existing infrastructures and programs while addressing the current gaps in workforce development determined by the Advisory Committee. Program Operator will collaborate with the Advisory Committee who are committed to interviewing and hiring graduates from the program.

The Advisory Committee members include up to 30 employers and associations that are engaged in the Behavioral Health Field, both large and small organizations working with diverse populations.

## Part III: Available Funding

### Cost and Budget

The maximum award under this RFP is \$300,000 for a one year period of starting in 2024. Final budget details will be negotiated during contracting based on the selected proposal.

Contract extensions through 2029, may be available and will be dependent upon performance, funding and ongoing industry demand.

Respondents will complete a budget submission that reflects their actual costs in developing and delivering the project as outlined within this RFP. A final budget and corresponding performance will be developed with the selected respondent.

## Part IV: Program Design Requirements

### Target Populations

Black, Indigenous, People of Color (BIPOC), bilingual and/or participants with lived experience (as defined by MACHBO) and express an interest in the Peer field, are the target population for outreach and enrollment into the program.

### Overview

The selected respondent will take the information developed by the Advisory Committee and develop a comprehensive program that:

- Focuses on increasing the pool of peer workers qualified for and interested in working in the Behavioral Healthcare field.
- Provide ongoing education and training opportunities for peer workers once hired and working in the field to allow them to stay current on certifications.

The occupations to be served by this program may include but are not limited to:

Certified Recovery Mentor	Peer Support Specialist	Peer Mentor
Forensic Peer Support Specialist	Outreach Peer Support Specialist	Culturally Specific Recovery Support
Recovery Navigator	Barracks Support Staff	Residential Support Specialist
Residential Aide/Counselor	Patient Care Assistant	Street Outreach Worker
Engagement Specialist	Workforce Navigator	

It is anticipated that this work will best be accomplished by developing a workforce development program that includes:

- **Outreach and Attraction:** Industry-specific outreach with a goal of informing, educating and raising awareness about the nature of the job, suitability and opportunities.
- **Recruitment and Career Coaching:** Industry-specific career coaching specialized in Behavioral Health and Peer-Delivered services for people with lived experience, who are interested in the behavioral health field. Recruitment will prioritize participants in Worksystems’ employment and training programs.
- **Workforce Preparation Training:** Job readiness training based on Advisory Committee recommendations (listed below) and the needs of the learner. This could be cohort or individual training.
- **Existing Industry Recognized Training and Credentialing:** OHA-Approved Certified Recovery Mentor Training and Certification through MHACBO. This is recommended to be individual training to allow for learner choice when it comes to state-approved training programs to meet individual needs (culturally specific, preferred learning style, etc.).
- **Graduation, Employment and Retention:** Graduation and hiring events to connect engaged employers who are committed to job quality and the goals of the program to hire and retain graduates.
- **Career Pathway Connection:** Program design should prepare and connect graduates to career opportunities including advancement in non-degree, degree and apprenticeship Behavioral Health career pathways.

### Learning Curriculum

The curriculum is to address the knowledge, skills and abilities gap identified by employers. This is not intended to be a substitute for a specific employer’s on-boarding and training. Rather, these learning topics are meant to address common needs across employers. Additional training and continuing education may still be required by individual employers once a candidate is hired.

Learning Objectives	Identified Training Resource
<p><b>Industry-Specific Workforce Readiness Skills</b></p> <ul style="list-style-type: none"> <li>• Career exploration – Types of jobs, industries, employers, organizations, settings, pathways, etc.</li> <li>• Resume-building.</li> <li>• Interviewing.</li> <li>• Specific preparation for people with justice-involved backgrounds.</li> <li>• Industry-specific work-readiness skills – Communication, Technology and Computer Skills, Customer Service, Time Management, Working Independently, Working Under Pressure, working as a Team, Documentation, Crisis Intervention, De-escalation, Administering Drug Screening, etc.</li> <li>• Self-Care and resources – Common stresses, Compassion Fatigue and Burnout Definition and Recovery, Fostering resilience, Boundaries and Work Life Balance, Self-Assessment and Workbook, Vicarious Trauma, Community Recovery Resources.</li> </ul>	<p>To be determined by and delivered through Program Operator</p>
<p><b>Advanced Ethics and Regulatory Practices</b></p> <ul style="list-style-type: none"> <li>• According to MHACBO’s code of ethics.</li> <li>• Service relationship and boundaries.</li> <li>• HIPAA &amp; Confidentiality.</li> <li>• Professionalism.</li> <li>• Diversity, Disparity &amp; Equity.</li> <li>• Screening, Assessment, Evaluation and Interpretation.</li> <li>• Services and social media.</li> <li>• Supervision and Consultation.</li> <li>• Resolving Ethical Concerns.</li> <li>• Common Issues and Role Playing.</li> </ul>	<p>MHACBO</p>
<p><b>Mental Health First Aid</b></p> <ul style="list-style-type: none"> <li>• Recognize potential risk factors and warning signs of a variety mental health challenges.</li> <li>• Use a 5-step action plan to help people in crisis connect with professional help.</li> <li>• Examine the prevalence of various mental health disorders and need for reduced stigma.</li> <li>• Apply knowledge of the appropriate resource to treat and manage recovery.</li> <li>• Assess views and feelings about mental health problems and disorders.</li> </ul>	<p>Approved Certified Trainer of Mental Health First Aid</p>
<p><b>DEI in Social Services</b></p> <ul style="list-style-type: none"> <li>• History of racism, implicit bias, impacts of oppression and application in social services.</li> <li>• Theory and application of Trauma-Informed Care, Harm Reduction and Motivational Interviewing.</li> <li>• Strengths-based approach to effective solutions.</li> <li>• Ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities and races.</li> <li>• Ability to work with individuals who have experienced trauma in their lives and have not yet learned how to communicate in healthy ways.</li> <li>• Ability to display a non-judgmental attitude.</li> </ul>	<p>Multnomah County Assertive Engagement</p>

Learning Objectives	Identified Training Resource
<p><b>Certified Recovery Mentor Training</b></p> <ul style="list-style-type: none"> <li>40-hour state approved curriculum.</li> </ul>	<p>State-Approved Training Providers:</p> <ul style="list-style-type: none"> <li>Recovery Solutions</li> <li>MHAAO</li> <li>Daystar</li> <li>Jonny Gieber</li> <li>Juntos NW (Spanish)</li> <li>Miracles Club (African American)</li> <li>Lutheran Community Services NW (Immigrant and Refugees)</li> <li>Youth Era</li> </ul>

**Certification and Ethics Training**

MHACBO is a required partner in this program to conduct background checks, administer training vouchers to participants to state-approved providers, provide certifications and register graduates on OHA’s Traditional Health Worker Registry (THW).

**Employment**

The Advisory Committee will be actively hiring from the program. Any employer in the Portland Metro Region committed to pay prestige, retention and increasing the number of BIPOC and bi-lingual practitioners can hire from the program. A Memorandum of Understanding has been developed for use with employers hiring through the program.

Refer to the Behavioral Health: Peer Worker Training Program Overview (PowerPoint) Resource Document for additional details of the program design.

**Part V: Contractor Requirements**

Worksystems is seeking proposals from organizations that have experience in program management in the areas of workforce development, training, and placement. This Behavioral Health Training program is designed to increase diversity in the industry, therefore training providers should have experience working with diverse training providers and individuals from a variety of socioeconomic and cultural backgrounds.

The selected Program Operator must be able to successfully implement the Program Design Requirements outlined above. This will involve working with the Advisory Committee and finalizing the program development to include:

- An outreach and recruitment plan to reach the target participants.
- Turning the program design into an implementable set of services that achieve the required outcomes.
- Developing the Workforce Preparation Training outline into a curriculum and delivering it to the appropriate enrolled participants. This includes elements such as guest speakers, site visits and informational interviews.

- Making the partner connections necessary to refer participants who have completed the Workforce Readiness Skills into the remaining required training components.
- Manage program graduation logistics and hiring activities.
- Implementing appropriate career coaching elements to support participants through the training programs and related certifications to job search referrals to hiring employers.
- Communicate program outcomes in regular program reporting including training completion, credential attainment and hiring information.

## Performance

The Advisory Committee has identified the following long-term program objectives:

- Increase pay and other job quality characteristics for peer workforce practitioners. Goal: Average median wage of employed graduates is above \$21/hour.
- Increase the number of BIPOC and bilingual peer practitioners. Goal: 60 percent of participants identify as BIPOC and/or bilingual.
- Increase the number of qualified peer workers with the necessary knowledge, skills, abilities and qualifications. Goal: 60 to 80 graduates per year and 75 percent of successful program completers hired in the Behavioral Health field.
- Increase workforce preparedness and retention of peer workers. Goal: A to-be-negotiated percentage of employed graduates remain in their positions after 90 days and 6 months.

## Reporting

The successful respondent will be required to enter services and outcomes into the I-Trac Management Information System. All contractor staff will be required to complete the I-Trac user training provided by Worksystems. Contractor will also be required to submit a program narrative on a quarterly basis documenting performance, challenges, and program improvement recommendations.

## System for Award Management

The selected respondent organization will be required to:

- Register in the System for Award Management (SAM) prior to entering into a contract with Worksystems and provide its Unique Entity Identifier in each contract engagement.
- Maintain an active SAM registration with current information, including information on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federally funded contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency or pass-through entity.
- Represent and warrant that it is not, nor has been, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Additionally, selected CONTRACTOR must attest it has no knowledge of any proposed actions against it for its debarment, suspension, proposed debarment, declaration of ineligibility, or voluntary exclusion from participation in this transaction by any federal department or agency.



- Represent and warrant that it does not have an active exclusion record on its Unique Entity Identifier Number in SAM at [www.sam.gov](http://www.sam.gov).

Selected respondent will be required to notify Worksystems promptly upon its knowledge that any of the representations or warranties above are inaccurate.

## Part VI: Proposal Narrative Content and Evaluation Criteria

Proposals should be no longer than **five (5) pages**, single sided. Font size of 12 point is preferred. Page limitation excludes Proposal Submission Cover Sheet, Project Work Plan, Budget Narrative workbook, Administrative Capacity response, and Administrative Capacity documents submission.

### Section A: Executive Summary

(0 points)

Provide a summary of your proposal (no longer than one page) that includes:

- a) A brief description of your organization and history. Highlight the expertise and qualifications you will bring to Peer Workforce Training project.
- b) Identify and describe the professional qualifications of the individual (s) who will be coordinating and managing the program.
- c) Describe how your organization and programs work with diverse populations and ensures equitable, inclusive and culturally responsive services and supports to those you serve.

### Section B: Organizational Capacity and Demonstrated Success

(20 points)

- a) Briefly summarize your organization's structure. Indicate on an attached organizational chart where the proposed program fits.
- b) Describe your approach to working on a program that includes multiple partners from different organizations.
- c) Describe your previous experience connecting program graduates to employment opportunities. How would you work with MHACBO and training providers to facilitate employment connections for program participants?
- d) Describe your approach to developing and delivering training programs that prioritize the participant experience. Please note if you have experience delivering training for participants entering the peer workforce and how you approach delivering training for this specific learner.

### Section B Evaluation Criteria

- Organization's mission, structure and experience support the proposal.
- Demonstrated experience collaborating with diverse organizations and working with individuals from multiple cultures and socio-economic backgrounds.
- Demonstrated experience connecting program graduates to employment opportunities.
- Demonstrated experience developing and delivering training that enhances the engagement, mastery and retention of content.

## **Section C: Management and Staffing**

(15 points)

- a) Describe the roles of staff on your team who will be implementing the proposal. Include FTE you anticipate and key 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 overall staffing and management structure and the extent to which this adequately supports program operations and goal attainment.

### **Section C Evaluation Criteria**

- Discussion of staffing 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: Project Work Plan**

(30 points)

- a) Submit a project work plan that includes a project schedule, planned activities and key milestones throughout the project. Please stay within a four-page limit for the Project Work Plan.
- b) Discuss outreach strategies to bring participants into the program.

### **Section D Evaluation Criteria**

- Timeline is reasonable and project plan demonstrates an understanding of necessary activities to meet program goals.
- Describes outreach strategies to meet cohort goals of 15-20 participants for each of four cohorts over the course of the initial contract term.

## **Section E: Budget Narrative**

(30 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) \$450 per participant must be budgeted for the 40-hour State approved Career Recovery Mentor Training and associated background check.

### **Section E Evaluation Criteria**

- Costs are reasonable and align with the services described; the proposed budget is sufficient to perform the required tasks and demonstrates fiscal responsibility and reasonableness.
- 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.

- 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.

## **Section F: Administrative Capacity Requirements**

(100 points)

Please limit Administrative Capacity response to **four (4) pages**, not including the required documents.

- a) On the Administrative Capacity Checklist, please provide the organization's Unique Entity Identifier number for the Federal System for Award Management. Refer to System for Award Management Requirements below.
- b) Describe the staff positions in your organization's fiscal department.
- c) Provide the resume of the manager or director of your organization's fiscal department.
- d) Provide the name and a brief description of your organization's accounting system software.
- e) Describe how revenues and expenditures for specific grant funds are identified in your organization's accounting system.
- f) Describe your organization's process for recording personnel expenses by grant or cost center.
- g) 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.
- h) 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?
- i) Describe the procedures your organization uses to track and document funds spent on participants.
- j) Describe your organization's process and ability to protect participants' personal identity information.
- k) Describe your organization's process for comparing expenditures with budget amounts for grant awards.
- l) 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.
- m) Describe any deficiencies or disallowed costs noted in monitoring or audits by funders in the last three years; describe how findings were resolved.
- n) If applicable, describe any negative findings from the three most recent financial audits, and the resolution of the findings.

### **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.
- 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, and the 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**

(the number of evaluation criteria should be divisible by the number of points awarded)

- All required documents submitted.
- Financial Management systems are sufficient to trace funds to the level of expenditure required by the grant.
- Accounting processes for recording personnel costs and allocated expenses are reasonable and equitable to all grants and cost centers.
- Financial management systems are sufficient to track and report leveraged funds in the books and records.
- Financial management systems are sufficient to provide effective budget management and control over expenditures of grant funds.

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

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.

### **System for Award Management (SAM) Requirements**

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 in the SAM at [www.sam.gov](http://www.sam.gov) may not be awarded a contract.

Further, respondents are required to follow the requirements outlined earlier in this solicitation:

1. Be registered in the SAM prior to submitting an application or proposal.
2. Maintain an active SAM registration with current information, including information on a recipient's immediate and highest level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.
3. Provide its Unique Entity Identifier in each application or plan it submits.

## **Part VII: Proposal Review Process**

Proposals and respondent presentations will be evaluated by a committee of Worksystems staff and Behavioral Health employers. 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) Behavioral Health” ***no later than Monday, February 26, 2024 at 12:00 noon***. The Submission 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 or PDF) 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 and Signed Submission Cover Sheet	PDF
Proposal Narrative with Project Work Plan	PDF
Proposed Budget Narrative Workbook	Excel Workbook or PDF
Administrative Capacity Response	PDF
Administrative Capacity Documents	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 Monday, February 26, 2024. Late proposals will not be considered.

## Part IX: Award Notification

Provisional award results will be sent via e-mail by April 1, 2024.

## Part X: Administrative Detail

Issuing Organization	Total Available Funds	Agreement Form
Worksystems, Inc.	\$ 300,000	Subrecipient
Funding Source Details		
<p><b>Prosperity 10,000 ARPA Funding</b>            Awarding Agency: US Department of the Treasury            Funding Source: Federal ARPA Funds            ALN (formerly CFDA Number): 21.027            Federal Award Identification Number (FAIN): SLFRP4454            Federal Award Date: July 23, 2021            Amount: \$300,000 (100% of total available funds)            Pass-through Entity: Oregon Higher Education Coordinating Commission</p>		

## Inquiries

All questions related to this solicitation are to be submitted electronically via email with the subject “Behavioral Health” and sent to: [RFP@worksystems.org](mailto:RFP@worksystems.org). Questions received after the solicitation has been published and before close of business February 20, 2024 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 February 20, 2024 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 April 4, 2024. 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

- Behavioral Health: Peer Workforce Training Request for Proposals
- Behavioral Health: Peer Workforce Training Program Overview
- Submission Cover Page
- Budget Narrative Workbook
- Administrative Capacity Checklist
- Sample Subrecipient Contract

## 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.