

Request for Proposals

Portland Economic Opportunity Program

Worksystems is seeking qualified and experienced organizations for Career Coaching services for low-income City of Portland residents.

Released
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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.

We are seeking competitive proposals for Career Coaching services for low-income City of Portland residents.

Part II: Background

Worksystems and Prosper Portland have aligned efforts to help individuals from marginalized and underserved communities gain career track employment by co-investing in a program called the Economic Opportunity Program (EOP). This Program systemically ties long-term, relationship-based Career Coaching services funded by Prosper Portland to workforce preparation, training, and employment resources funded by Worksystems through WorkSource Portland Metro (WSPM) – the region’s publicly-funded workforce development system. Since 2012, the EOP has served low-income¹ adults facing barriers to employment who want to engage in career coaching, skill development, and training to achieve their employment goals.

Prosper Portland and Worksystems are committed to ensuring that the EOP advances social and economic equity. The Portland EOP will support implementation of the City’s equity goals as outlined in the [Advance Portland Plan](#), which aims to increase participation of BIPOC communities in economic opportunities and help Portland residents achieve upward economic mobility through access to high-wage, quality jobs. The Portland EOP will invest in industry-based and industry-driven job training aligned with in-demand quality jobs in the Portland region’s growing industries, including:

Priority Industry Clusters	Athletic & Outdoor Food & Beverage Manufacturing Green Cities Metals & Machinery Software & Media
Local Serving Industries	Construction Healthcare Warehousing & Transportation
Regional Competitive Industry Clusters	Computers & Electronics Including semiconductors and associated supply chain companies.

The City’s Advance Portland Plan also prioritizes Future-ready quality jobs in growing industries that are resilient in the face of automation, responsive to climate impacts and/or opportunities in the green economy. The Portland EOP aims to connect City of Portland residents with quality jobs, which pay at

¹ “Low-Income” is defined as at or below 50% median family income for the City of Portland.

least a self-sufficient wage (approximately \$57,000 and above), provide benefits and offer a career pathway. This aligns with Worksystems’ commitment to quality jobs across all of its workforce initiatives.

Quality Jobs Initiative

The Department of Labor and Worksystems are prioritizing advancing quality jobs in the workforce system through guidance, performance measurement, strategic use of funding opportunities, and provision of technical assistance to support quality jobs workforce strategies.

A quality job helps workers achieve economic stability and mobility, while prioritizing diversity and worker voice. The Columbia-Willamette Workforce Collaborative convened a Quality Jobs Council, comprised of 19 cross-sectoral participants representing businesses, workers, labor, service providers and government agencies to develop a regional definition of a quality job to include 1) self-sufficient wages, 2) safe working conditions/worker engagement, 3) predictable hours, 4) comprehensive benefits, 5) accessible hiring and onboarding practices and 6) training and advancement opportunities.

Worksystems will continually engage with employers to increase quality job opportunities for populations served in Worksystems' programs that have been historically underrepresented in careers with elements of high job quality and build partnerships that raise job quality in meaningful ways for all residents in our region. Additional guidance and training regarding career coaching with an emphasis on job quality will be provided by Worksystems.

Part III: Available Funding

Funding is estimated at \$1,103,036 and is a combination of local and Federal grants. Contracts resulting from this Request for Proposal (RFP) are anticipated to begin Program Year (PY) 2024 (July 1, 2024, through June 30, 2025). Additional years’ funding may be contracted for up to four one-year extensions through June 30, 2029, at a funding level to be determined each year based on available funds and contractor performance. Worksystems will negotiate final budgets with the successful respondents.

Proposal budgets must minimally support 1 FTE career coach; no career coach position can be less than .5 FTE dedicated to Portland EOP.

Part IV: Contractor Qualifications, Performance & Reporting Requirements

Qualification Requirements

A demonstrated history of success in providing Career Coaching or similar services leading to employment for low-income, high need populations.

Designation as a U.S. Department of Housing and Urban Development certified Community Based Development Organization (CBDO) is required to be awarded a contract under this RFP. Respondents need to be currently CBDO certified or be willing to obtain CBDO certification. See Resource Documents “Community Based Development Organization Requirements” for information about CBDOs.

Performance Requirements

Portland EOP Career Coaching Contractor performance will be evaluated with the following measures.

Measure		PY23 Goal
Employment Rate in Q2 following the Exit to Follow-Up Date		71%
Employment Rate in Q4 following the Exit to Follow-Up Date		72%
Advancement in employment as demonstrated by gain in earnings, wage, hours or benefits.		60%
Data Points		
Number of Occupational Skills Training starts	Attainment of Unsubsidized Employment by Full Program Exit	
Number of Occupational Skills Training completions	Attainment of Career Track* Employment by Full Program Exit	
Number of Work Experience starts	Average wage for those placed in employment at exit to follow-up	
Number of Exits (into Follow-up)	Average wage for those placed in employment at full program exit	
Number of Full Program Exits	Number of participants served that are people of color	

*Career Track Employment is defined as a job or position within an occupation that is part of an articulated career track and that is identified in the participant’s Career and Resource Plan. Employment in a job along that career track provides ongoing opportunities to advance skills and increase earnings over time, such that a participant can earn a living wage that meets their self-sufficiency standard goal as well as attain other job quality characteristics as listed in our Quality Job Framework.

Reporting Requirements

All successful respondents 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. Contractors will also be required to submit a program narrative on a quarterly basis documenting performance, challenges and program improvement recommendations, as well as participant success stories.

System for Award Management Requirements

Selected CONTRACTOR 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.

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

Part V: Program Design Requirements

Population to be Served

The Portland EOP is designed to serve low-income, adult residents of the City of Portland who face multiple barriers to employment, have an immediate or near-term goal to become employed, and want to engage in coaching, skill development, and training, as needed, to achieve their goal. Allowable Career Boost services (targeted supplemental Portland EOP career coaching services) will also be provided for a subset of Portland EOP program participants who are receiving Supplemental Nutrition Assistance Program (SNAP) benefits (also referred to as food stamps).

The Program

The Portland EOP funds Career Coaching to help eligible participants secure career track employment. Selected contractors will provide individualized, long-term guidance and coaching for participants as they work through a career plan. Career Coaches are expected to provide support every step of the way, particularly at transition points, such as when an individual begins career coaching services, enters occupational skills training, completes training, or becomes employed. EOP Career Coaches are expected to provide proactive, ongoing engagement with participants and facilitate connections to support services needed to help participants succeed. Portland EOP service definitions include:

Career Coaching: Long-term, relationship-based guidance and coaching dedicated to increasing participant self-sufficiency through individualized career planning using Career Mapping and supported connection to workforce preparation activities, training and employment. Worksystems will provide training and support for Contractors to provide this best practice format of Career Coaching.

Career Coaching services include:

- Outreach and recruitment in underserved communities.
- Career Mapping (defined below).
- Development of a career plan that incorporates WorkSource services (defined below).
- Ongoing coaching of participants through a career plan.
- Facilitating engagement in WorkSource services.
- Identifying and connecting to community resources needed to address barriers.
- Provision of support services.
- Job search assistance, job development, and placement.
- Post-program follow-up services.

Outreach and Recruitment: Career Coaching provider organizations must reach out to and recruit potential eligible participants from the identified target populations.

Intake and Enrollment: At intake, Contractor staff will assess potential participants to determine if Portland EOP services would benefit them, and if the potential participant is eligible for Portland EOP and Workforce Innovation and Opportunity Act (WIOA) Adult program services. Eligibility elements include:

- Age 18 or older.
- Resident of the City of Portland.
- Have a household income of 50 percent or less than the median family income for City of Portland.
- Are in compliance with Selective Service Registration requirements (when applicable).
- A subset of Portland EOP participants are expected to be receiving Supplemental Nutrition Assistance Program (SNAP) benefits and enrolled in the Career Boost program. EOP Career Boost goals will be negotiated based on provider customer flow and performance.

Selected respondents will focus on enrolling individuals who have a goal of employment and want to engage in Program services to meet the goal. When a potential participant is deemed eligible and appropriate for services, Contractor staff will follow enrollment procedures defined by Worksystems' regional program standards.

Caseload Management: Career Coaching contractors will maintain a caseload of 30 to 35 participants per 1.0 FTE. Once a participant exits the program, Contractors will have three (3) months to enroll a new participant to fill the vacated EOP slot and maintain a full caseload.

Support Service Coordination and Provision: Career Coaches will identify and coordinate support to meet basic the needs of participants. Wherever possible, Career Coaches will first identify leveraged supports or other resources in the community to support participant needs. When necessary and feasible, a portion of Portland EOP provider budgets may be set aside for provision of support services to pay for allowable costs related to participation in the Program. Other support may be accessed from Worksystems-funded programs (e.g. childcare program) or leveraged from community partners. Covered support service costs include but may not be limited to transportation, test fees and books associated with skill development and job training, items associated with job search and employment, including telephone, interview clothes, work clothes, and uniforms, rent assistance and childcare.

Career Mapping and Career Planning: A key feature of the Portland EOP is Career Mapping, a best practice career exploration model that has proven effective with people who face multiple barriers to employment. In the Career Mapping process, the participant and Career Coach identify the participant's strengths and capacities, work -related preferences, and skills. During the Career Planning process, the Career Coach assists the participant to set short- and long-term career goals and develop concrete strategies for meeting these goals and addressing barriers to employment that use resources leveraged or provided by the Career Coaching provider, at WorkSource and in the community. This person-centered process results in a career plan that is revisited and updated on an ongoing basis as the participant reaches milestones and meets goals. Career Coaches will receive training to conduct Career Mapping and ongoing technical assistance to maximize the effectiveness of the process.

Essential Skills Development and Coaching: Career Coaches will provide ongoing guidance to help participants build key employability and life skills such as conflict management, working collaboratively, and managing finances.

Resource Navigation and Connection: Through the course of the Program, participants will confront obstacles to their stability. Career Coaches are charged with ensuring that participants learn about and access appropriate resources.

WorkSource Connection and Navigation: Most participants will access employment and training services from WorkSource during the course of their engagement in the Program. Career Coaches will advise participants on the use of WorkSource services, help identify the most appropriate services, and support attendance and completion by checking in with participants on a regular basis and troubleshooting barriers to participation, particularly during training activities. WorkSource Liaisons are in place to assist in facilitating participant and organization connections to WorkSource. The Program is designed to meet participants where they are. As a result, use of WorkSource services will vary by individual.

WorkSource Services that can be accessed to support an individual's Career Plan include:

- Resume, interview, soft skill and job search workshops.
- Short-term vocational training leading to employer-recognized certificates.
- Scholarships for occupational skills training leading to employer-recognized credentials.
- Direct-hire training programs that engage employers to interview and hire program graduates.
- Pre-apprenticeship programs and other targeted sector-based occupational training.
- Cohort occupational skills training.
- Paid Work Experience.
- On-the-Job Training.

Job Search Assistance, Job Development, and Placement: Career Coaches will provide ongoing job search and placement support. Selected respondents will familiarize themselves with Worksystems' target industries and Quality Jobs Framework, connect to the quality job employers engaged by Worksystems to help guide participants to opportunities, and utilize these and other career-related resources developed by Worksystems to help guide participants to opportunities with maximum potential for high wages, advancement, career growth and upward mobility.

Follow-up Services: Selected respondents will provide robust follow-up support for participants once they have entered employment. Follow-up services are aimed at helping participants retain employment and/or advance in employment. Participants will receive up to one year of follow-up services.

Program Phases

Participation in the Portland EOP is divided into two phases: An In-Program phase and a Follow-up phase. During the In-Program phase, participants engage in preparation, training, and job search activities that are identified in collaboration with a Career Coach to progress toward the employment goal. It is anticipated that most participants will have strong engagement in WorkSource services during the In-Program phase.

The transition from In-Program to the Follow-up phase happens when a participant finds employment that meets their career goal. During the Follow-up phase, Career Coaches provide the coaching and supports necessary for participants to retain employment, advance on the job, or move to a new job with higher pay, better hours, or more benefits. This should include ongoing communication, regular meetings and check-ins, and proactive engagement with participants.

WorkSource Liaison

WorkSource Liaisons are WorkSource staff assigned to work with agencies funded under this RFP to support the smooth functioning of the Portland EOP. They serve two major functions: 1) provide resources, support, training, and technical assistance to Career Coaching staff, and 2) assist Worksystems Contract Managers and Career Coaches in identifying system needs, problems and solutions. WorkSource Liaisons play a critical role – ensuring that participants receive effective Career Coaching services, have easy access to WorkSource and achieve their training and employment goals.

Part VI: Proposal Narrative Content and Evaluation Criteria

Proposals should be no longer than ten (10) pages, single sided. Font size of 12 point is preferred. Page limitation excludes Proposal Submission Cover Sheet, Budget Narrative workbook, Administrative Capacity response (4-page limit) and Administrative Capacity documents submission.

Section A: Executive Summary

(-0-points)

Provide a brief summary of your proposal no longer than one-page that includes:

- a) Brief overview of organization.
- b) Target population and number of participants to be served.
- c) Service delivery location.
- d) Funding amount requested.

Section B: Organizational Capacity and Demonstrated Success

(49 points)

- a) Briefly summarize your organization's mission, history and organization structure.
- b) Describe your experience operating workforce development or similar programs for low-income individuals with multiple barriers to employment.
- c) Describe specific quantifiable outcomes of past workforce development or similar programs with individuals described above that result in attaining self-sufficient wages and other job quality characteristics.
- d) Describe your experience with and examples of using complex data and management systems (I-Trac or other) for tracking customer services, outcomes, and program performance.
- e) Indicate anticipated key resource needs of participants and describe how you plan to meet these needs. Indicate whether services will be provided by your organization or by other organizations and through what process (e.g. referral).
- f) Provide examples of how you facilitated participant engagement and successful navigation of complex service delivery systems.
- g) Are you currently approved by the Portland Housing Bureau as a Community Based Development Organization? If not, are you willing to form a Community Based Development Organization in order to be eligible to receive U.S. Department of Housing and Urban Development Community Development Block Grant funding?

Section B Evaluation Criteria

- Mission and structure are aligned with goals of the Portland EOP.
- Demonstrated experience and effectiveness administering workforce development or similar programs for target populations.

- Evidence of program history of positive outcomes in workforce development or similar programs for target populations that result in attaining self-sufficient wages and other job quality characteristics.
- Demonstrated experience using detailed data management system to track customer service and program performance.
- Evidence that the respondent is bringing additional resources that enhance program activities and outcomes and demonstrates willingness and know-how to find needed resources outside their organization.
- Examples of incorporating services from other services providers in participant plans and facilitating participant connections to complex service delivery systems.
- Have current CDBO designation or indicate willingness to form a CDBO organization.

Section C: Target Population

(15 points)

- a) Discuss outreach and engagement strategies to bring participants from target populations into the program. Describe any specific population focus that you will incorporate into the EOP.
- b) Describe how you will engage the target populations.
- c) Describe expertise and practices used that make you effective in serving the target population.

Section C Evaluation Criteria

- Alignment with Portland EOP target population, focus on underserved and marginalized communities and groups and demonstrated knowledge of populations to be served.
- Evidence of effective outreach and engagement strategies sufficient to meet enrollment goals.
- Evidence of population-specific expertise and use of effective and current practices for serving target population.

Section D: Program Design and Components

(25 points)

- a) Describe how you will deliver the required Portland EOP Career Coaching services, including practices and processes that make you effective.
- b) Discuss strategies and best practices that will be used to engage and retain Program participants and promote their success.
- c) Describe how you will facilitate participant access to WorkSource services.
- d) Describe how you will integrate exposure to WorkSystems target industries, Prosper Portland priority sectors and the Quality Jobs Framework into your delivery of Portland EOP services.
- e) Describe your plan for meeting the Portland EOP performance outcomes.

Section D Evaluation Criteria

- Delivery model is comprehensive, well-organized and designed to support outcomes.
- Respondent demonstrates understanding of and/or experience in effective workforce development strategies and practices for the target population.
- Demonstrates a clear plan for facilitating access to and maximizing use of WorkSource services.
- Demonstrates understanding of WorkSystems target industries, Prosper Portland priority sectors and Quality Jobs Framework and has a plan for using these tools in Career Coaching.
- Evidence of strong focus on achieving performance goals, effective practices and processes in place to track and stay up to date on performance.

Section E: Management and Staffing

(16 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 person. Indicate Career Coach to participant ratio.
- b) Describe staff experience in workforce development, including relevant certifications, training, cultural competencies and lived experience. If staff are to be hired, describe the qualifications and experience you will be seeking.
- c) Describe how this program fits within your organization and how it will be supported by management. Describe how you will ensure consistent program service delivery during staffing transitions and temporary absences.

Section E Evaluation Criteria

- Discussion of staffing clearly describes program oversight and staff responsibilities.
- Staffing is sufficient to support all required program services.
- Staff competencies and strengths align with the EOP program goals and are suited to meeting the needs of target population.
- Support of management is clearly demonstrated and sufficient to meet program expectations and goals. Demonstrates a clear plan for consistent service delivery during staffing transitions and temporary absences.

Section F: Budget Narrative

(16 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.

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 may obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency within 90 days of receiving a cost reimbursable contract award; or may use the Federal De Minimus rate; or may engage with Worksystems to develop an allowable and approved indirect rate for the project.

Section F Evaluation Criteria

- Costs are reasonable and staffing costs align with services described.

- 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.
- 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 G: Administrative Capacity Requirements

(100 points)

Please limit Administrative Capacity response to 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 expense 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 participant 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 Uniform Grant Guidance audits (previously known as "A-133" 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).
- Organizational staff chart, indicating where the staffing for this project will reside within this structure.

- Most recent audit reports, including: Financial statements, management letter, and the report required by Uniform Grant Guidance and Schedule of Expenditures of Federal Awards, if applicable.
- Most recent monitoring reports conducted by Federal, State and local agencies.
- Insurance certificate evidencing coverage for: General Liability, Professional Liability, Worker's Compensation, Motor Vehicle, Property and Equipment, Employee Dishonesty and Sexual/Physical Abuse/Molestation (for Youth Contracts).
- Two references that can attest to the organization's ability to administer State, Federal, Local (public) or foundation funds through a contractual arrangement.
- Federally negotiated Indirect Cost Rate Agreement, if applicable.
- The following fiscal and administrative policies:
 - Financial Reporting
 - Cost allocation plan.
 - Indirect cost allocation
 - Payroll, Personnel and Timekeeping policies.
 - Procurement and purchasing policies.
 - Record Retention policy
 - Travel policy
 - Conflicts of interest.

Worksystems reserves the right to ask for other, relevant information, policies and procedures as required for the project or funding included in this RFP.

Section G Evaluation Criteria

- 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.
- Past experience with managing federal and other governmental funding.
- Financial management systems are sufficient to provide effective budget management and control over expenditures of grant funds.

All respondents must submit one 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 Resource Documents, sample "Terms and Conditions."

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 may not be awarded a contract.

Further, respondents are required to:

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 staff representatives from Worksystems, Prosper Portland and community partner organizations. The Administrative submission will be reviewed by Worksystems' Fiscal Department team.

The funding recommendations will be made to the Worksystems' Executive Director for final decision.

Part VIII: Proposal Submission

Worksystems must receive the proposal and all related documents marked "(Name of Applicant) Portland Economic Opportunity Program" ***no later than Monday, February 19, 2024 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. 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 Narrative Workbook	PDF
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 Monday, February 19, 2024. Late proposals will not be considered.

Part IX: Award Notification

Provisional award results will be sent via e-mail by **April 1, 2024** [previously May 1, 2024].

Part X: Administrative Detail

Issuing Organization	Total Available Funds	Agreement Form
Worksystems, Inc.	\$ 1,103,036	Subrecipient
<p>Funding Source Details</p> <p>WIOA Adult Program Allocation Awarding Agency: US Department of Labor Funding Source: Workforce Innovation and Opportunity Act Title 1B – Adult Formula ALN (formerly CFDA Number): 17.258 Federal Award Identification Number (FAIN): AA-38551-22-55-A-41 Federal Award Date: June 14, 2022 Amount: \$64,268– 6% of total Pass-through Entity: Oregon Higher Education Coordinating Commission</p> <p>Prosper Portland City General Funds – Adult Awarding Agency: City of Portland Funding Source: City of Portland General Fund ALN (formerly CFDA Number): N/A Federal Award Identification Number (FAIN): N/A Award Date: N/A Amount: 296,676– 27% of total Pass-through Entity: Prosper Portland</p> <p>Prosper Portland Community Development Block Grant – Adult Awarding Agency: US Department of Housing and Urban Development Funding Source: Community Development Block Grant program for Entitlement Communities ALN (formerly CFDA Number): 14.218 Federal Award Identification Number (FAIN): B-21-MC-41-003 Federal Award Date: September 22, 2017 Amount: 742,092– 67% 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 “Portland Economic Opportunity Program” and sent to: RFP@worksystems.org. Questions received after the solicitation has been published and before close of business February 13, 2024 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 13, 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.

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** [previously May 6, 2024]. 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

Resource documents for this RFP are posted on Worksystems' website with this Solicitation.

- Request for Proposals Document
- Submission Cover Page
- Administrative Capacity Checklist
- Budget Narrative Workbook
- Sample Subrecipient Contract
- Community Based Development Organization (CBDO) Certification Requirements; link at [Certified Community Organizations Partnered with PHB | Portland.gov](#)

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.