



The Portland Metro Workforce Development Board

Portland Economic Opportunity Program Request for Proposals

Questions and Answers

This information may be edited for clarity

January 18, 2024 SOLICITATION CORRECTION:

The Award date and Appeals cutoff date have been changed.

- The **Awards date** as shown on page 15, Part IX, has changed from May 1, 2024 to **April 1, 2024**.
- The **Appeals cutoff date** as shown on page 16, Part X, has changed from May 6, 2024 to **April 4, 2024**.

February 12, 2024

- Q1 Can we use 10-point font for a chart?
A1 Yes.

January 29, 2024

- Q1 Is this for new or existing partners, or both?
A1 Please see the answer to January 25, 2024 Question 1.

- Q2 What is the length of the partnership?
A2 As found in the Request for Proposals Part III Available Funding, “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.”

January 25, 2024

Additional information on Worksystems’ Quality Jobs Framework can be found at <https://worksystems.org/quality-jobs-initiatives/>.

- Q1 We are not yet certified as a CBDO. Is the RFP only open to those ten organizations already qualified as a CBDO?
A1 **This RFP is open to any organization that currently has Community Based Development Organization (CBDO) designation or is willing and able to obtain CBDO certification. Obtaining a designation as a CBDO is required to be awarded a contract under this RFP.**
- Q2 Is a CBDO required to operate within a specific neighborhood, or can it provide services throughout the City of Portland?
A2 **The CBDO must operate primarily in the City of Portland.**
- Q3 Will this RFP be open every year?
A3 **No, this procurement will be valid through June of 2029.**
- Q4 Part VI Section G: Administrative Capacity Requirement states that two references are required. Is that to be letters of reference or contact information?
A4 **As found on the Administrative Capacity Checklist resource document, the reference information must include:**
- Name of project and funding source
 - Grant or contract liaison name and telephone number
 - Amount of grant or contract