

## Notice of Funds Availability

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# Community Construction Training Program

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Worksystems is seeking funding proposals from respondents qualified through the Community Construction Training Program (CCTP) Request for Qualifications for new project funding opportunities.



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## Contents

Contents..... 2

Part I: Introduction..... 2

    Overview..... 2

Part II: Funding Opportunity Project Description ..... 3

    Scope A: Pre-Apprenticeship Training Program Services (PATP)..... 3

    Scope B: Apprenticeship Retention Services ..... 4

    Information Pertinent to Both Scopes..... 4

Part III: Response Requirements ..... 5

Part IV: Evaluation..... 6

Part V: Proposal Review Process..... 7

Part VI: Proposal Submission ..... 7

Part VII: Award Notification ..... 7

Part VIII: Administrative Detail..... 7

    Inquiries ..... 8

    Withdrawal ..... 8

    Appeals ..... 8

    Resource Documents..... 8

Part IX: Additional Provisions and Disclaimers ..... 9

## 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.

### Overview

It is anticipated that over 20,000 new construction jobs will be created over the next ten years in the Portland Metro area, outpacing other industries in the region. These jobs directly support the region’s overall economic health and are high paying jobs, averaging over \$25 per hour. Current and future building trends, both public and private, are rapidly increasing the demand for skilled tradespeople in the region. Over one third of the region’s construction workforce is at, or nearing, retirement age.

Contractors are currently looking across the country to fill positions. How can we work together to address training and workforce needs locally and ensure these opportunities reach people of color, women and low-income people? Together, local agencies and industry leaders want to build the present

and future workforce through placement into Registered Apprenticeships in the construction trades, increase retention for existing workers who have faced institutional bias, and support a diverse workforce becoming new diverse business owners.

In response to these construction training and workforce needs Worksystems coordinates and manages the Community Construction Training Program (CCTP). CCTP is designed to increase the available pool of qualified and diverse candidates that possess the skills necessary to enter and be retained in Registered Apprenticeships. CCTP services are targeted to increase the number of women and people of color entering construction career pathways and includes the following services: outreach, career coaching, Pre-Apprenticeship Training Program (PATP) and retention in Registered Apprenticeships (RAs).

Worksystems administers and coordinates a CCTP qualified training provider list through a Request for Qualifications solicitation. Worksystems will contract for outreach, career coaching, training and retention services with selected organizations to provide foundational construction recruitment, training, placement, and retention services to targeted populations to grow the region's diverse pool of Registered Apprentices.

## Part II: Funding Opportunity Project Description

Within CCTP Worksystems has funds available to support the enrollment of new PATP participants from groups historically underrepresented in the construction trades and for increasing the retention rates in RAs.

This notice outlines the process that training providers qualified through Worksystems' CCTP qualifying process must follow to be considered for this funding. Applicants for this funding must be qualified and experienced Pre-Apprenticeship Training Programs (PATP) or Registered Apprenticeship Programs (RAs), who are approved by the Bureau of Labor and Industries (BOLI), with a strong history of serving disadvantaged, underrepresented people in the construction trades, including people of color, women and low-income people.

The funding currently available for PATP is explicitly for increasing the overall number of PATP participants served in our region. Therefore, these CCTP funds will be awarded to and prioritized for organizations with clear plans to increase their total capacity regarding the number of PATP participants they successfully serve above the number that they currently serve. Capacity building is a central goal of this funding. Awards will prioritize organizations that demonstrate long-term planning around their ability to successfully serve a higher volume of participants from targeted backgrounds.

The funding currently available for RA is explicitly for increasing the retention rates for diverse early term Registered Apprentices. Therefore, these CCTP funds will be awarded to and prioritized for RAs who have a demonstrated history of successful retention rates with diverse Registered Apprentices. Awards will prioritize organizations that can demonstrate a commitment to Apprenticeship retention rates.

### Scope A: Pre-Apprenticeship Training Program Services (PATP)

Provided through PATPs, contractors provide Pre-Apprenticeship program services prioritizing women and people of color to provide them with the necessary occupation-specific hard and soft skills to meet construction industry pre-requisites to obtain employment as Registered Apprentices or placement in comparable construction careers. Services include core PATP training, career coaching and support

service payments. Support services payments include but are not limited to work clothing, tools, transportation. Refer to the CCTP Regional Program Standards (RPS) for allowable PATP services and support service expenses.

Worksystems has approximately \$540,000 in grant funds to provide PATP services for approximately 36 PATP participants. PATP services must be provided between Spring 2024 and June 30, 2025.

**Scope B: Apprenticeship Retention Services**

Services are targeted to early-term (0-2 years) Registered Apprentices in construction trades, prioritizing women and people of color. Contractors engage with Apprentices who indicate a need for support in order to remain and succeed in their chosen Apprenticeship. Services include engagement with Apprentices who indicate a need for support in order to remain and success in their chosen Apprenticeship and support service processing and payments. Support services payments include but are not limited to work clothing, tools, transportation. Refer to the CCTP Regional Program Standards (RPS) for allowable RA services and support service expenses.

Worksystems has approximately \$67,500 in grant funds to provide retention services for approximately 45 early term diverse Registered Apprentices during their Apprenticeship, including hardship funds and transportation reimbursement for active Apprentices in good standing.

*(NOTE: 20% of funds listed above need to be utilized no later than 9/30/24)*

**Information Pertinent to Both Scopes**

**CCTP Demographic Targets**

To help increase the number of people of color and women entering construction career pathways, a selected CCTP provider will prioritize the recruitment of diverse candidates that have been underrepresented in the construction trades.

Enrollment Targets	Goal
Female	55%
African American or Black	40%
Asian or Pacific Islander	15%
Hispanic or Latinx	25%
American Indian or Alaska Native	15%
Non-Specific Low-Income Individuals	5%

**CCTP Performance Indicators Scope A PATP**

The following performance measures apply to PATP contractors.

Performance Indicators (PATP)	Percent
Participants enrolled in a BOLI recognized PATP	100%
Participants who complete the PATP and earn a certificate	83%
Participants who apply to a Registered Apprenticeship Program or comparable construction job	83%
Participants who successfully enter a Registered Apprenticeship Program	67%
Participants who obtain employment in the construction industry (includes Registered Apprenticeship Program starts)	83%

**CCTP Performance Indicators Scope B RA**

The following performance measures apply to RA contractors.

Performance Indicators (Apprenticeship Retention)	Goal
Number of early-term (0-50% completion) Registered Apprentices (participants) served	100%
Number of participants who complete retention services	80%
Number of participants who are retained for 6 months after registration	67%
Average hourly wage at participation (registration date) *No performance goals, but tracking and reporting required	NA
Average hourly wage 6 months after participation (registration date) *No performance goals, but tracking and reporting required	NA

**Part III: Response Requirements**

**Scope A: Pre-Apprenticeship Training Program Services**

Qualified respondents interested in adding new trainees to their PATP may submit a proposal and budget response to the questions below. Proposals are to be limited to not more than three pages.

Please note which project scope(s) your organization is applying for, and include the following details (separated for each scope):

1. What is your organization’s current training capacity?
2. How many new, additional participants will be served with this funding beyond those participants you currently serve in your training programs?
3. How do you plan to meet this number and/or what will you need to successfully increase the number of participants you serve? (e.g., Will you need to hire more instructors? Will you need to add an evening or weekend class?) Please be as specific as possible.
4. What are the anticipated demographics of the new participants?
5. What outreach strategy or strategies do you expect to utilize for reaching the new participants you would be serving with this funding? Do you have dedicated staff or staff time for community outreach and enrollment to increase enrollments?
6. What portion of your current PATP completers go on to Registered Apprenticeships and construction related employment? Please provide separate answers and provide an explanation of these results, including the timeline of participants being placed.
7. What portion of your current PATP completers do you estimate are ready to immediately begin an Apprenticeship or construction related employment? What if any obstacles or considerations affect this number?
8. What are the anticipated start and end dates for the proposed trainings (service period is between Spring 2024 and June 30, 2025)?
9. Will your organization be leveraging any existing funding or resources to serve these additional participants?

10. Please include a brief narrative description of how your organization plans to reach the performance outcomes by the end of the performance period, including the demographic goals

### **Scope B: Apprentice Retention Services**

Qualified respondents interested in increasing the number of diverse early term Registered Apprentices served may submit a proposal and budget response to the questions below. Proposals are to be limited to not more than three pages.

1. Please describe how your organization currently supports and connects services to diverse Registered Apprentices.
2. Please describe how you will outreach to and connect with diverse BOLI-registered early term Apprentices to ensure utilization of support services? Please be as specific as possible.
3. How long does your organization continue to support each Registered Apprentice and how? Please describe your engagement approach and ongoing support activities.
4. What retention efforts has your organization found to be most effective? Please explain.
5. What outreach strategy or strategies do you expect to utilize for reaching diverse Apprentices you would be serving with this funding? Do you have dedicated staff or staff time for outreach and engagement?
6. Please provide your retention outcomes for the last three years, including number and graduation rates for women and people of color Apprentices in your program.

## **Part IV: Evaluation**

Worksystems will review all complete responses to this solicitation and evaluate them equally (20% weight for each evaluation criteria) as follows:

### **Scope A: Pre-Apprenticeship Training Program Services**

- Clear and feasible strategy for outreach, capacity building and serving additional participants above respondent's current base as described and outlined in budget.
- Prior performance and success in reaching PATP training goals.
- Relationships with and commitments from RAPs to engage program completers.
- Proven history of successfully working with participants in targeted demographics.
- Total number of new participants to be served and overall training costs.

### **Scope B: Apprentice Retention Services**

- Clear and feasible outreach strategies.
- Clear and feasible retention strategies.
- Prior performance and success in the retention of diverse Apprentices.

Depending on the number of qualified responses, Worksystems may work with respondents to negotiate budgets and numbers served as necessary to the available funding.



## Part V: Proposal Review Process

Proposals will be evaluated by a panel of Worksystems staff. The funding recommendation will be made to the Executive Director for final decision.

## Part VI: Proposal Submission

Worksystems must receive the proposal and all related documents marked “(Name of Applicant) CCTP NOFA” **no later than Monday, April 1, 2024.** The Cover Page must be signed by an individual authorized to represent the organization, to act on its behalf and to legally bind it in all matters related to the solicitation. Submissions are electronic.

Please submit the electronic copy of the proposal to [RFP@worksystems.org](mailto:RFP@worksystems.org). Worksystems will send an email confirmation to the address on the cover page acknowledging receipt.

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 Monday, April 1, 2024. Late proposals will not be considered.

## Part VII: Award Notification

Provisional award results will be sent via e-mail by April 29, 2024.

## Part VIII: Administrative Detail

Issuing Organization Worksystems, Inc.	Total Available Funds \$ 607,500	Agreement Form Subrecipient
<p>Funding Source Details</p> <p><b>Fund 561 Multnomah County Construction Funder Collaborative</b>  Awarding Agency: Multnomah County  Funding Source: Multnomah County  ALN (formerly CDA) Numbers: N/A  Federal Award identification Number: N/A  Federal Award Date: N/A  Amount: \$493,728  Pass-Through Entity: N/A</p> <p><b>Fund 556 Multnomah County Construction Diversity and Equity Fund</b>  Awarding Agency: Multnomah County  Funding Source: Multnomah County  ALN (formerly CDA) Numbers: N/A  Federal Award identification Number: N/A  Federal Award Date: N/A  Amount: \$113,772  Pass-Through Entity: N/A</p>		

## Inquiries

All questions related to this solicitation are to be submitted electronically via email with the subject “CCTP NOFA Inquiry” and sent to: [RFP@worksystems.org](mailto:RFP@worksystems.org). Questions received after the solicitation has been published and before close of business March 27, 2024 will be responded to within two business days by email to all qualified organizations. Questions received after March 27, 2024 will not be answered.

## Withdrawal

A submitted solicitation 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 May 2, 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

Resource documents for this Notice of Funding Availability are posted on Worksystems’ website with this document.

- CCTP Submission Cover Page
- Budget Narrative Workbook
- CCTP Sample Statement of Work
- Sample Contract Terms and Conditions
- CCTP Regional Program Standards



## Part IX: Additional Provisions and Disclaimers

- Worksystems reserves the right to waive informalities and minor irregularities in offers received.
- This solicitation 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 solicitation are not in excess of those that would be charged any other individual for the same services performed by the bidder.