

Request for Qualifications

Community Construction Training Program

Worksystems is seeking to qualify programs with a strong history of serving communities that have had less access to opportunities in Pre-Apprenticeship Training and Registered Apprenticeships, including people of color, women and low-income people. Qualified programs will be able to respond to future funding opportunities that are specific to providing foundational construction career coaching, training, employment and retention services to targeted populations to grow and continue to diversify the region's Registered Apprenticeship pool.

Released
March 18, 2024





Contents

Contents..... 2

Part I: Introduction..... 3

 Overview..... 3

Part II: Background..... 4

Part III: Contractor Requirements..... 4

 System for Award Management Requirements..... 4

Part IV: Program Selection and Design Requirements..... 5

 Overview..... 5

 Target Populations..... 6

 Eligible Categories of the Program..... 6

Part V: Proposal Narrative Content and Evaluation Criteria..... 6

 Section A: Executive Summary..... 7

 Section B: Organizational Capacity and Demonstrated Success..... 7

 Section C: Targeted Population & Service Design..... 8

 Section D: Administrative Capacity Requirements..... 9

Part VI: Proposal Review Process..... 11

Part VII: Proposal Submission..... 12

Part VIII: Award Notification..... 13

Part IX: Administrative Detail..... 13

 Inquiries..... 13

 Withdrawal..... 13

 Appeals..... 13

 Resource Documents..... 13

Part X: Additional Provisions and Disclaimers..... 15

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 people 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).

Through this Request for Qualifications Worksystems will coordinate and administer targeted Notices of Funds Availability (NOFA) solicitations for the purpose of selecting qualified and experienced organizations with a connection to Pre-Apprenticeship Training Programs (PATP) and/or Registered Apprenticeship Programs (RAs) who are approved by the Oregon Bureau of Labor and Industries (BOLI). Worksystems will contract for outreach, career coaching, training and retention services with selected organizations to provide foundational construction recruitment, career coaching, training, placement, and retention services to targeted populations to grow the region's diverse pool of Registered Apprentices.

Please Note: This Request for Qualifications will qualify successful respondents to be eligible for current and future funding opportunities that match similar outcome goals.

Part II: Background

Worksystems intends to continue to develop a list of qualified providers to provide outreach, career coaching, training and retention services for the Community Construction Training Program (CCTP). Worksystems may develop future contracts with providers identified on the CCTP qualified training provider list as new funding sources become available. If an applicant has previously been selected to be on the CCTP qualified training provider list, they are not required to apply again through this Request for Qualifications to remain on the qualified training provider list to be eligible for current and future Notices of Funds Availability (NOFA).

Response to this Request for Qualifications will add approved programs to the list and increase availability for those future opportunities. Proposals will be reviewed for experience and success working with target populations.

Part III: Contractor Requirements

Eligible respondents must be connected to approved programs by the Oregon State Apprenticeship & Training Council through BOLI as a qualified PATP or RA.

Eligible providers should have a strong record of serving historically underrepresented communities, including people of color, women, and low-income communities.

Respondents must demonstrate:

- History of or clear plan for providing high quality, foundational construction training and preparation services resulting in participants entering Registered Apprenticeships.
- History of or clear plan for achieving construction employment outcomes for the target populations.
- Experience designing and delivering foundational, construction-specific vocational training using best practice approaches, such as contextualized learning, hands-on applications, and strong connections to and involvement of Registered Apprenticeship programs and construction industry employers.
- History of and ability to outreach to the targeted population and competence to serve the target populations.
- Strong administrative capacity.

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 IV: Program Selection and Design Requirements

Overview

Selected organizations will provide individualized guidance, career coaching, preparatory training and/or retention services for participants as they progress through training and into employment as Registered Apprentices. A percentage of the training opportunities funded through CCTP awards will be reserved for participants receiving public assistance and qualified through the local area's SNAP 50/50 program.

Selection will be based on ability to demonstrate a service design reflective of the following characteristics:

- Focus on one or more of the Target Populations identified below.
- Program and construction trades orientation:
 - Trades-specific screening and assessment
 - Intake and enrollment
- Strong links to **BOLI registered programs** as evidenced with a letter of agreement or MOU.
 - Pre-apprenticeship
 - Registered Apprenticeship
- Pre-Apprenticeship Training should be a BOLI registered program in good standing designed in consultation with industry partners; meet the needs of the construction industry and its local employers; lead to recognized credentials; qualify and prepare participants for Registered Apprenticeship; and connect participants with employment opportunities within the industry.
 - Training customized to the needs of the targeted populations, including basic literacy skills; hands-on technical skills; job readiness; exposure to the industry; and industry-specific soft skill development and reinforcement.
 - Trades-related "short term" certificate training – i.e. OSHA certifications, flagging, fork-lift operation, etc.
 - Construction employment-related financial education.
- A rigorous recruitment and screening process that works to make an appropriate match between the participant and the program, and between the participant and their targeted trade.
- Provide ongoing career coaching, mentoring, case management, and support service payments to ensure training completion and success in the industry as a Registered Apprentice.

- Robust retention services that serve the needs of diverse early term Registered Apprentices.

Target Populations

CCTP funds are targeted towards 55% women and the following people of color groups: African American; Asian or Pacific Islanders; Hispanic; and American Indian or Alaska Native.

Eligible Categories of the Program

CCTP services fall within one or more of these program design categories. Please indicate [on the CCTP Submission Cover Page](#) one or more categories your organization is applying for:

- Outreach/Recruitment/Career Coaching:** Contractors recruit candidates for target construction career pathways, prioritizing women and people of color. Program design includes plans to identify and communicate with diverse candidates, including specific recruitment channels and communication platforms.

Outreach/Recruitment can include a deeper level of services including career exploration, career coaching and support service payments to support the success of participants and referrals to Registered Apprenticeship or PATP services as appropriate. Outcomes for Outreach/Recruitment career coaching services may include employment or entry into a Registered Apprenticeship program.
- Pre-Apprenticeship Training Program (PATP):** Provided through BOLI-registered 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 in comparable construction careers. Services include core PATP training, occupational career coaching and support service payments as necessary to support the success of participants.
- 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.

Part V: Proposal Narrative Content and Evaluation Criteria

Proposals should be no longer than 5 pages, single sided. Font size of 12 point is preferred. Page limitation excludes Proposal Cover Sheet, Administrative Capacity Response, Organizational Chart, letter of agreement or MOU with a construction-related BOLI registered Pre-Apprenticeship and/or BOLI Registered Apprenticeship program (only required for applicants who are not a BOLI Registered Pre-Apprenticeship or Registered Apprenticeship program), and EEO report and plan (only required for Registered Apprenticeship applicants).

Section A: Executive Summary

(0 points)

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

- a) Description of program's target population
- b) Service delivery location

- c) Description of key services and activities

Section B: Organizational Capacity and Demonstrated Success

(36 points)

- a) Briefly summarize your organization's mission, history, and organizational structure. Indicate on an attached organizational chart where the proposed project fits.
- b) Discuss your organization's overall staffing and management structure and the extent to which this adequately supports program operations and goal attainment.
- c) Describe your experience or plan for delivering foundational construction outreach/training/retention services for the targeted population(s) you propose to serve.
- d) Describe specific quantifiable outcomes of past foundational construction programs for the population(s) you propose to serve. Please include data on numbers served, race and ethnicity, gender, and other demographic information relevant to your proposal and in support of your targeted population(s).
- e) Describe your experience with and examples of using data and management information systems for tracking customer services, outcomes, and program performance.
- f) Describe the roles of key staff on your team who will be implementing the proposal. Include FTE you anticipate and key duties for each position.
- g) Describe organizational and staff competence and expertise in delivering services to the target populations.
- h) Describe your experience working collaboratively with both public and private partners.

Section B Evaluation Criteria

- Demonstrated organizational focus on construction workforce development programs with a specific capacity for delivering services aligned with construction industry and Registered Apprenticeship standards. Discussion of staffing clearly describes program oversight and staff responsibilities.
- Evidence that past foundational construction programs, or plans outlined, have facilitated or can reasonably be expected to facilitate employment entry and retention in Registered Apprenticeships for the targeted population(s).
- Evidence that past efforts have resulted in retention for diverse Registered Apprentices.
- Experience using data management systems to track customer service and program performance.
- Evidence staffing is sufficient to support all required program design components to provide for effective outreach, career coaching, training, employment placement and program management.
- Competence in providing construction industry-relevant services to targeted populations and demonstrated organizational focus on diversity and cultural competency.

Section C: Targeted Population & Service Design

Outreach/Recruitment/Career Coaching

(40 points)

- a) Describe your organization's connections to construction-related BOLI registered Pre-Apprenticeship and/or BOLI Registered Apprenticeship programs. Describe your experience successfully referring participants to opportunities into these programs. Attach a letter of agreement or MOU with a construction-related BOLI registered Pre-Apprenticeship and/or BOLI Registered Apprenticeship program(s) (**required**).
- b) Discuss your organization's outreach strategies to recruit the participants from the targeted population(s) for training for construction related career opportunities.
- c) Describe how you tailor service delivery such as career coaching to the proposed population(s).

Pre-Apprenticeship Training Program

(42 points)

- a) Discuss your knowledge of the construction industry, partnerships and best practice approaches to accomplishing the goals of this solicitation.
- b) Describe the proposed training program and design and how it meets the requirements of CCTP. Include training objectives, activities, assessments, targeted vocational and occupational skills, entry requirements and criteria, and credentials to be earned.
- c) Describe industry or employer input and engagement in training design and ongoing industry or employer engagement.

Apprenticeship Retention Services

(39 points)

- a) Indicate anticipated key resource needs of participants and describe how you plan to respond to those needs with this resource.
- b) Describe how you will assist participants in stabilization to increase their retention in the Apprenticeship program, both financial and non-financial strategies to support Apprentices.
- c) If a BOLI registered Apprenticeship program, provide your latest EEO report and plan (**required**).

Section C Evaluation Criteria

Outreach/Recruitment/Career Coaching

- Ability to serve target populations, including women and people of color.
- Demonstrated partnership (s) with BOLI-certified PATPs and/or RAs that will result in referrals of participants into these programs.
- Articulates a training recruitment and screening process for making appropriate matches between participants, the training program, and the potential career pathways.
- Understanding of role of career coaching and support service in training.
- Knowledge of community resources and WorkSource services and ability to integrate services into training and career plans.

Pre-Apprenticeship Training Program

- Ability to serve target populations, including women and people of color.
- Ability to gather and integrate industry and employer input into training design.
- Ability to sustain industry engagement.
- Ability to provide effective training and services to individuals recruited through community partners.

- Ability to anticipate and support resource needs of participants.
- Articulated plans for helping find placement into BOLI-Registered Apprenticeship for program participants and support their retention and advancement in employment.

Apprenticeship Retention

- Ability to serve target populations, including women and people of color.
- Ability to respond to support service needs of Apprentices.
- Ability to administer support services and document services and payments.

Section D: 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 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 Uniform Grant Guidance audits (previously known as "A-133" audits), and the resolution of the findings.
- o) If any of the work proposed will be sub-contracted, discuss the administrative and fiscal controls your organization will use, the experience of the staff to operate those controls and to oversee sub-contractors, and how these factors will offer effective fiscal controls and oversight of sub-contractors.

Documents required for administrative capacity response to submit for this Request for Qualifications:

- 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 Request for Qualifications.

Section D 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 ~~two sets 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 Request for Qualifications 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 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 VI: Proposal Review Process

Proposals and respondent presentations will be evaluated by an independent committee of subject matter experts. The Administrative submission will be reviewed by Worksystems' Fiscal Department team.

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

Part VII: Proposal Submission

Worksystems must receive the proposal and all related documents marked “(Name of Applicant) CCTP REQUEST FOR QUALIFICATIONS” ***no later than Monday, April 1, 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 Request for Qualifications. Submissions are electronic.

Please submit the electronic copy of the proposal and administrative capacity documents (in pdf) 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
EEO report and plan (only required for Registered Apprenticeship applicants)	PDF
Administrative Capacity Cover Sheet	PDF
Administrative Capacity Response	PDF
Administrative Capacity Documents	PDF
Letter of Agreement or MOU with a construction-related BOLI registered Pre-Apprenticeship and/or BOLI registered Apprenticeship program (only required for applicants who are not a BOLI Registered Pre-Apprenticeship or Registered Apprenticeship program)	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, April 1, 2024. Late proposals will not be considered.

Resource Documents

Resource documents for this Request for Qualifications are posted on Worksystems’ website with this document.

- Submission Cover Page
- Administrative Capacity Cover Page

Part VIII: Award Notification

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

Part IX: Administrative Detail

Inquiries

All questions related to this solicitation are to be submitted electronically via email with the subject “CCTP REQUEST FOR QUALIFICATIONS Inquiry” and sent to: 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 posting in the “Questions and Answers (Q&A)” section for this Request for Qualifications at www.worksystems.org News and Events section. Questions received after March 27, 2024 will not be answered.

Withdrawal

A submitted Request for Qualifications 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 noon on May 2, 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 Request for Qualifications as posted on Worksystems’ website with this Solicitation.

- Proposal Cover Page
- Administrative Capacity Cover Page
- Sample Contract Terms and Conditions
- CCTP Sample Statement of Work

- CCTP Regional Program Standards

Part X: Additional Provisions and Disclaimers

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