

**WORKSYSTEMS, INC.  
REQUEST FOR PROPOSALS  
WORKFORCE AUDIT**

**PROJECT BACKGROUND**

In July 2007, the State of Oregon received a \$5 million, three-year grant under the US Department of Labor's WIRED program (Workforce Innovation in Regional Economic Development). The State designated Worksystems, Inc. (WSI) as the administrator and fiscal agent for the grant. Our WIRED region includes Multnomah, Washington, Clackamas, Columbia, Marion, Yamhill, and Polk counties in Oregon and Clark, Cowlitz, and Wahkiakum counties in Washington. The goal of the WIRED grant is to transform the regional economy through several talent development strategies that involve a partnership of business, workforce and economic development, and education. One of the grant deliverables is an audit of manufacturing workforce demand, supply, and related training capacity.

**SCOPE OF WORK**

Accurate workforce demand, supply, and training data are essential for regional talent management. We will contract with an expert consultant to identify current and projected manufacturing workforce demand, supply, and training capacities. The project will identify skill and training gaps and inform the Regional Workforce Council, local Workforce Investment Boards (WIBs), and stakeholder organizations.

**Goal:** Greater regional capacity to respond to workforce supply and demand issues in targeted sectors.

**Objectives:** (1) regional analysis of projected manufacturing-related occupational and skill demands, based at least in part on 2006-2016 industry and occupational projections from the Oregon Employment Department; (2) regional analysis of projected manufacturing-related occupational and skill supply; (3) identification of skill gaps and training capacity gaps; and (4) recommendations for a strategic alignment of regional workforce and training resources with demand.

The contractor will be expected to produce a written report, including relevant tables and graphs, that details the study process, findings and recommendations consistent with the project's goal and objectives. The contractor will also deliver presentations to the Regional Workforce Council and up to five additional stakeholder groups (such as local WIBs).

**AVAILABLE FUNDS**

Up to \$75,000 is available for this project. These funds were awarded to the State of Oregon through the U.S. Department of Labor's Workforce Innovation in Regional Economic Development program.

## **PROPOSAL SUBMISSION**

- Proposal response must be single spaced, on 8-½ inch x 11-inch pages, with font size 12 or larger and submitted electronically. Proposal responses must include the following:
  1. Cover letter identifying the independent contractor or agency, with contact information and indication of legal capacity to do business in the State of Oregon. Describe your experience conducting similar analyses. Include 3 client references. *(20 points - not more than 1 page)*
  2. Work plan describing your strategy and methods for collecting, assembling, and presenting the required information. Discuss the data sources, key informants, and analytical methods you will use. *(35 points - not more than 5 pages)*
  3. Timeline showing major milestones and delivery of the specified products. *(15 points - not more than 1 page)*
  4. Individual resume or summary of qualifications for the person or persons to be assigned to this project, addressing their abilities to collect, assemble and present this data and analysis. *(10 points - not more than 1 page for each person).*
  5. Bid amount and budget, including justification of all necessary costs, including hours of effort, rates, disbursements, overhead and proposed reimbursement schedule *(20 points - not more than 1 page).*
- Proposals are must be received by 4:00 PM on Wednesday, December 17, 2008.
- Send proposals via email to Cary Harkaway, [charkaway@worksystems.org](mailto:charkaway@worksystems.org).
- Late proposals will not be considered.
- Questions should be sent to Mr. Harkaway via email: [charkaway@worksystems.org](mailto:charkaway@worksystems.org). Questions must be received by 4:00 PM on Tuesday, December 2, 2008. Answers will be posted on the Worksystems web site: [www.worksystems.org](http://www.worksystems.org).

## **Proposal Evaluation**

- Proposals will be evaluated by a committee. The successful bidder will be selected based on the scoring of the proposals using the criteria and point allocation described above under Proposal Submission. During the evaluation process, the committee may, at its discretion, request any or all respondents to make oral presentations, which will be considered in making the decision.
- Upon receipt of proposal, WSI will open documents to ensure they can be read and then e-mail bidder confirmation of proposal receipt.
- A decision will be made by Friday, January 9, 2009, and all respondents will be notified of the results by the end of the following week.

## **Right to Reject Proposals**

Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP. Worksystems reserves the right to reject any or all proposals submitted.

## **ADDITIONAL INFORMATION**

- Costs for developing the proposals are solely the responsibility of the bidders. WSI will not provide reimbursement for such costs.
- A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to [charkaway@worksystems.org](mailto:charkaway@worksystems.org).
- Applicants are advised that most documents in the possession of WSI are considered public records and subject to disclosure under the State Public Records Law (ORS 192.410 -192.505).
- Bidders who have submitted a proposal have the right to protest the award. WSI's process for addressing protests is available upon request.

***Worksystems, Inc. is an equal opportunity employer/program.***

***Auxiliary aids and services are available upon request to individuals with disabilities.***

***To place a free relay call in Oregon dial 711.***

***This project is 100% funded with a [\\$5,000,000 WIRED](#) grant through the State of Oregon and U. S. Department of Labor.***