



**WORKSYSTEMS, INC.
REQUEST FOR QUALIFICATIONS AND INTEREST
SUMMER JOBS – WORKSITE DEVELOPMENT & COORDINATION**

I. Background

A. Administrative Entity

Worksystems, Inc. (WSI) is a nonprofit organization serving the City of Portland, Multnomah and Washington counties. The mission of the organization is to build a comprehensive workforce development system that supports individual prosperity and business competitiveness.

The organizational values essential to the growth and vitality of the system include:

- A skilled workforce that improves business and individual competitiveness, earning capacity, income and assets.
- Partnerships that support alignment, effectiveness and continuous improvement.
- High standards of accountability to the community.

In pursuit of its mission, Worksystems:

- Provides a single point of focus for regional workforce efforts.
- Builds linkages between regional government, business, labor, education and other leaders to enhance regional workforce programs and services.
- Invests in education, community-based and industry partners to provide skill development and related services.
- Supports projects to foster innovation, expand best practices and encourage system change.
- Coordinates workforce development activities with regional business, economic development and education strategies.
- Advocates on behalf of all regional residents by balancing worker/job seeker and business interests.
- Promotes system development, service alignment and workforce excellence.
- Evaluates system quality and outcomes.

B. Overview

Worksystems funds workforce development programs that serve eligible youth, adults and businesses throughout Multnomah and Washington counties. Funds invested in youth programs are targeted to prepare youth for successful attainment of high school diplomas or GEDs and support successful transitions to post secondary education and career ladder employment.

On February 19, 2009 the American Recovery and Reinvestment Act (ARRA) was signed into law. The intent of this bill is to create jobs, restore economic growth, and strengthen America's middle class through measures that include expanding educational opportunities and serving those in greatest need. Worksystems will administer ARRA funding for youth and adult workforce development programs.

Worksystems will use ARRA funds to support a comprehensive Summer Jobs program for low income youth between 16 – 24 years old who live in Portland, Multnomah, and Washington Counties. Key features of the program model are subsidized internships, academic remediation and credit recovery, and college and career exploration. ARRA funds will pay for all Summer Jobs program activities. We will develop contracts for: 1) employer of record and 2) worksite development and coordination.

The purpose of this Request for Qualifications and Interest is to identify qualified and interested entity(s) to deliver worksite development and coordination services for the Summer Jobs program.

II. RFQ Specifications

A. Program Model and Outcomes

The Summer Jobs program capitalizes on the summer months to engage low income young people ages 16-24 in work experience, academic remediation and career and college exploration. Summer is the peak time of the year that students disengage from school and don't return. These students often lack basic skills and are behind in credits to graduate on time. The program provides a meaningful summer work and in-depth academic experience aimed at making positive academic and employment gains during the summer months with a long-term goal of decreasing the high school dropout rate and increasing college participation rates. The Summer Jobs program serves eligible participants from Multnomah and Washington counties and the City of Portland.

Program Model

Recruitment

Summer Jobs candidates are recruited from local high schools, alternative schools and community based organizations.

Screening and Assessment

Candidates participate in two weeks of work-readiness training, academic and workplace skills assessment and screening to determine the appropriate work experience entry point and basic skill levels.

Work Experience

All Summer Jobs participants will participate in 6 weeks of paid part-time and some full-time work experience appropriate to their level of work readiness.

Basic Skill Remediation

Basic skill remediation will be provided to participants who are basic skill deficient for their grade level and behind in high school credit. Participating youth will receive credit recovery for academic skill gains.

College and Career Exploration

Youth will participate in industry and college road trips as part of their Summer Jobs experience. High growth, high demand industries will be targeted and participants will tour and speak to employees at several businesses to explore the full spectrum of career opportunities within a given industry. Participants will tour local colleges that specialize in programs that prepare students for work in the occupations highlighted during the industry road trip. Students will also learn about the college application process, how to access financial aid and support programs available on campus geared toward student success.

Support Services

All youth participants will be connected to a Summer Jobs staff person who will support and track their work, academic and college exploration experiences and problem solve challenges. Each participant will receive a bus pass for transportation to work and community college campuses. All youth will be set up with goals and next steps upon completion of their Summer Jobs experience.

Outcomes

Youth will gain a measureable increase in work readiness skills, which may include career and work-related awareness; job search techniques such as interviewing; positive work habits and behaviors such as punctuality, following instructions and regular attendance; and daily living skills that support employment.

Services Solicited

This solicitation seeks an entity(s) to develop and coordinate worksites for summer internships for participating youth in Multnomah and Washington counties. The successful bidder will:

- Recruit public, nonprofit and private sector employers who will provide internship sites for eligible youth
- Train worksite supervisors develop learning objectives for internships and evaluate youth work readiness
- Coordinate with youth service providers that recruit and support participating youth for internship matching

Specific roles and deliverables are outlined below in the Scope of Work section.

Year One Work Summer Internship Projections by County (numbers are approximate for planning purposes and the majority of internships may be subsidized):

- 1) Multnomah County & City of Portland

Summer Internships – 300

2) Washington County
 Summer Internships – 175

Timeline for Summer Job Worksite Development

Dates	Activity
April 27 – June 30, 2009	Worksite recruitment and selection
May 15 – June 30, 2009	Worksite Supervisor Training
July 1 – July 17, 2009	Collaborate with Program Partners to Match Youth with Summer Jobs
July 20 – August 28, 2009	Support Employer Success in Summer Jobs

B. Scope of Work

The scope of work will be to deliver a comprehensive program of paid internships for participating youth.

Worksite Development

- Identify and enroll employers as worksites for summer internship program
- Work with employers to determine specific criteria for internships and screen to employer specifications
- Coordinate with youth service providers to ensure youth are matched and placed in summer internships
- Develop and execute worksite learning agreements that specify learning objectives and employer responsibilities
- In conjunction with Worksystems, develop worksite training manual
- Train worksites to fulfill supervisory requirements including:
 - follow process for timely completion, approval and submittal of timesheets
 - meet program evaluation requirements
 - have a designated adult supervisor on site at all times
 - evaluate youth work readiness skills
- Monitor worksites to ensure that employer responsibilities are met and internship activities are completed
- Refer worksite problems to case manager at assigned youth service provider for resolution
- Coordinate with participating partners and Worksystems, Inc. on outreach, program launch activities, leveraging existing employer relationships, and ongoing coordination and management

Tracking and Evaluation

- Populate and maintain database of worksite information including employer contact information, employer address, worksite supervisors
- Report all employer enrollments, internship slots, and employer attrition
- Report internship start and end dates and completions

III. Proposal Requirements

A. Narrative

Please provide responses in the following areas to demonstrate your qualifications.

1. Demonstrated Ability

- a) Describe previous experience:
 - 1) developing paid internships/summer jobs or career exposure activities for youth and managing worksites.
 - 2) working with multiple partners to achieve shared program outcomes.
 - 3) training and supporting worksite supervisors so that work experiences are successful for employers and youth.
 - 4) serving as an intermediary between employer worksites and youth service providers.
- b) Describe your management capacity. Please include bios for staff in management positions with responsibility for performing key program functions – at minimum the program manager that will oversee the program proposed through the RFQ and the fiscal lead responsible for administrative and financial aspects of the program.
- c) Describe your fiscal capacity to manage this program. Describe major sources of funding. Include current financial statements.
- d) Describe mechanisms in place to manage data and generate reports.

2. Proposed Staffing Plan and Budget

Submit proposed staffing plan and budget to accomplish the scope of work. Please specify your geographic focus.

B. Outcomes

- x number of internships to be developed and filled (number to be determined)
- 75 percent of participating employers satisfied with coordination services
- 100 percent of worksites receive worksite supervisor training

Specific numbers attached to each deliverable will be negotiated with successful respondent(s).

C. Proposal Submission

- Submit responses to this RFQ in paper format only.
- A signed and completed copy of the Submission Cover Page must be included. 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 RFQ.
- Written responses to the narrative must be double-spaced, single-sided on numbered 8-1/2 x 11 pages with font size of 12 or larger. Responses may be no more than 10 pages.
- Include three (3) copies of all information in a single package – do not bind or staple the document or include any information that is not specifically requested. Do not send electronic copies.
- Include the Administrative Capacity Checklist with the documents/information requested on that form (these attachments do not count in the page requirements of the response).
- Your package must be labeled “Summer Youth Employment RFQ” and be addressed as follows:

Amy Parkhurst

Worksystems, Inc.

111 SW Fifth Avenue, Suite 1150

Portland, OR 97204

In order to be considered, all documentation – in hard copy – must be received in WSI offices by 12:00 noon on Friday, April 10, 2009. Any documentation received after the due date will be returned unopened. Qualifications shall remain valid through June 30, 2010. All documents received within the appropriate timeframe become the property of WSI and will not be returned.

D. Resource Documents

Please complete and submit the following documents which are posted with this RFQ as separate Resource Documents, labeled as shown:

- Resource Document 1: Submission Cover Page
- Resource Document 2: Administrative Capacity Checklist
- Resource Document 3: WSI Vendor Terms and Conditions

E. RFQ Timeline

Dates	Activity
Wednesday, March 11, 2009	RFQ Available on WSI website
Friday, April 10, 2009 Noon	RFQ Response due at Worksystems, Inc.
Friday, April 17, 2009	Evaluation process and recommendation completed
Friday, April 17, 2009	Provisional award notification/contract negotiation begins
Friday, April 24, 2009	Contract signed
Monday, April 27, 2009	Services begin

F. Inquiries

All inquiries related to this RFQ are to be submitted electronically. E-mail inquiries should be identified on the e-mail as "RFQ Inquiry" and sent to summeryouth@worksystems.org

Written questions received after the RFQ has been published and before 5:00 p.m., April 8, 2009, will be responded to within 48 hours by posting in the "Questions and Answers" section for this RFQ at Worksystems, Inc. – Resources & Funding. Questions received after April 8, 2009, will not be answered.

G. Cost of Preparing Proposals

Costs for developing the proposals are solely the responsibility of the respondents. WSI will not provide reimbursement for such costs.

H. Withdrawal

A submitted RFQ response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: summeryouth@worksystems.org.

I. Public Records

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).

J. Evaluation Factors

This Request for Qualifications review and evaluation process will identify providers who are determined to be qualified and interested in providing the program to meet the desired outcomes. Submissions will be evaluated on the following categories.

1. Demonstrated Ability – 80 points

Experience – 45 points

- Previous experience in conducting solicited service activities
- Previous experience in conducting activities similar to solicited service activities
- Demonstrated ability to successfully meet program outcomes in work experience and summer job development programs
- Demonstrated ability to engage employers in developing work experience opportunities for youth

Program Management Capacity – 35 points

- Demonstrated ability to effectively work with multiple partners to achieve shared program goals.
- Demonstrated ability to implement large-scale program in limited time frame
- Ability to consistently meet program timelines in program development, implementation, and reporting
- Availability of or access to adequate staffing and experience and expertise of key staff

2. Fiscal and Administrative Capacity – 20 points

- Demonstrated financial stability and capacity
- Demonstrated ability to track and report program data

K. RFQ Term

Agreements awarded through this RFQ will be funded through June 30, 2010. Up to three extensions will be available for subsequent program years at WSI's sole discretion. Contractor performance will be a factor considered in Agreement extension, as will funding availability.

L. Proposal Review Process

Contractors will be selected based on the rating of the RFQ responses. All responses will be screened by WSI staff for final review and determination. WSI reserves the right not to award all the funds available under this RFQ, and to extend contracts from year to year. Organizations determined qualified will be notified by Friday, April 17, 2009. WSI will make

contract awards contingent upon funding and successful contract negotiation. WSI reserves the right to fund all, parts or none of the identified services with qualified providers.

M. Proposal Appeal Process

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 Thursday, April 23, 2009. Appeals must be filed with at summeryouth@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 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 WSI. In the event an appellant fails to respond, the appeal will be dismissed and no further appeal will be accepted.

WSI's Executive Director and Director of Business Operations will review the appeal and issue a written response that is intended as a complete and final answer to the appeal.