



**WORKSYSTEMS, INC.
REQUEST FOR PROPOSALS
DEFENSE INDUSTRY CONTRACT THROUGH MANUFACTURING 21 AND ORGANIZATION
FOR ECONOMIC INITIATIVES**

PROJECT BACKGROUND

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. WSI has received funds, through Manufacturing 21 and administered by Organization for Economic Initiatives, to train the workforce of companies in Oregon and SW Washington (Clark and Cowlitz counties) that create products for the defense logistics supply chain. Trainings must benefit companies that make and sell products or components of products whose ultimate end user is the US Military.

SCOPE OF WORK

The successful proposal will address how the contractor will carry out the objectives described in these areas:

1. Enhance Defense Logistics Supply Chain: Training for companies that enhance the capabilities of defense supply chains. Companies must produce and sell a product or component of a product whose ultimate end user is the US Military. Training can be accessed by any employee of the company.
2. Streamlining Processes: Trainings will focus on producing a more cost effective product or development of new products that support the defense industry.
3. Consortia Applications: To maximize the cost effectiveness of funds for companies in the defense industry supply chain, consortia applications are encouraged and will be awarded additional points in the evaluation process. *At least two companies are required to represent a consortium.*

Funding for the Defense Industry Contract through Manufacturing 21 and Organization for Economic Initiatives will span from August 31, 2009 until August 30, 2011.

DELIVERABLES

Grant awardees will submit brief narrative reports with each invoice that state 1) how many workers were trained, 2) what training was completed and, 3) the value of training to the defense logistics supply chain.

AVAILABLE FUNDS

Funding for this project is \$265,000. To maximize the benefits of multi-company consortia and ensure funds are dispersed as efficiently and effectively as possible, this grant will be allocated in sums of no less than \$50,000 per award. Funds cannot cover capital expenses.



PROPOSAL RESPONSE

Proposal response must be double spaced with font size 12 or larger and no longer than 10 pages in length. Proposals must respond to the following:

Provide a summary that demonstrates how the company/companies served under this proposal make and sell a product or component of a product whose end user is the US Military. Include the location of the company.

Evaluation Criteria

- Company/companies make and sell a product for the defense logistic supply chain
- Verifiable link between product and US Military
- Company/companies are located in Oregon or SW Washington (Clark and Cowlitz counties)

Companies that do not meet the evaluation criteria above will not be considered for funding.

1. Describe what training will be provided and how it will enhance and or streamline the Pacific Northwest defense logistic supply chain. Include cost of training, number to be trained, and what certificates will be received. *(60 points)*

Evaluation Criteria

- Quality and ability of training to achieve contract goal
 - Training is cohesive, realistic, achievable
 - Training is reasonably priced
 - Training is related to company's Department of Defense contracts
2. Describe your experience and success implementing training within your own company or for other companies using Department of Defense or other restricted funds. *(20 points)*

Evaluation Criteria

- Demonstrated experience and past success in meeting contracted expectations and deliverables
 - Quality and ability of strategies to achieve outcomes
3. Provide a list of partner organizations and a summary of any leveraged and or matching funds. For training vendors interested in applying for funds to train businesses, provide references and letters of support from companies that plan to participate in the training. *(20 points)*

Evaluation Criteria

- Letters of support submitted by training vendors show need and commitment of NW defense logistic supply chain companies to participate in trainings
- Training partnerships maximize benefits of funding



Proposals must be received by 5:00 p.m. on Monday, December 7, 2009. See “Proposal Submission” section for further details on proposal submission requirements.

PROPOSAL EVALUATION

Proposals will be evaluated by a committee. The successful proposal will be selected based on the scoring using the criteria and point allocation described above under Proposal Response. During the evaluation process, the committee may, at its discretion, request any or all respondents to make oral presentations, which may be considered in making funding decisions.

Administrative Details

Issuing Organization Worksystems, Inc. (WSI)	Federal Awarding Agency U.S. Department of Defense	Available Funds \$265,000
Available Funding Sources Basic, Applied and Advanced Research in Science and Engineering		
CFDA Number 12.630	Agreement Form Vendor Agreement	
Services WSI is requesting proposals for delivery of training that will enhance and or streamline the ability of companies to make and sell a product or component of a product whose ultimate end user is the US Military. Companies must reside in Oregon or SW Washington (Clark and Cowlitz counties). Successful respondents will enter into contract negotiations with WSI based on their proposal and the system design requirements.		
RFP Term Vendor agreements awarded through this RFP will be funded from August 31, 2009 through August 30, 2011.		
Administrative Requirements Copy of documentation proving the organization is a legal entity (for example, certificate of incorporation, 501(c)(3) letter, etc.) and able to enter into a legal agreement with Worksystems, Inc. <i>This documentation will not count in the page limitations for this RFP.</i>		
Public Record Disclosure Respondents 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).		



Inquiries

All inquiries related to this RFP are to be submitted electronically. E-mail inquiries should be identified on the e-mail as “RFP Inquiry” and sent to DoD@worksystems.org. Written questions received after the RFP has been published and before 5:00 p.m. December 2, 2009 will be responded to within 48 hours by posting in the “Questions and Answers” section for this RFP at www.worksystems.org Funding Opportunities section. Questions received after December 2, 2009 will not be answered.

Timeline

Dates	Activity
October 28, 2009	Draft RFP Available on WSI website
November 4, 2009	Pre-RFP Conference
November 6, 2009	Final RFP let on WSI website
December 7, 2009	RFP closes at end of business
December 16, 2009	Provisional award notification/contract negotiation begins
December 22, 2009	Contract Signed

Cost of Preparing Proposals

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

Withdrawal

A submitted RFP response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: DoD@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 Monday, December 21, 2009. Appeals must be filed with Worksystems, Inc. at DoD@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.

Proposal Submission

Defense Industry Contract through Manufacturing 21 and Organization for Economic Initiatives: The proposals are to be submitted as follows:

- Complete and fax a signed copy of the Defense Industry Contract through Manufacturing 21 and Organization for Economic Initiatives Submission Cover Page (*Resource Document 1*). 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 RFP.
- Submit the proposal – including the Cover Page – in a format compatible to Office 97-2003 to DoD@worksystems.org no later than 5:00 p.m. on December 7, 2009.
- WSI will send a reply to the email acknowledging receipt and that the documents could be opened and viewed.
- It is the respondent's responsibility to ensure the electronic submission was received. If a WSI reply has not been received it is the respondent's responsibility to follow-up with another email or telephone call.

I. Resource Documents

The following documents are posted with this RFP as separate Resource Documents, labeled as shown:

- Resource Document 1: Defense Industry Contract through Manufacturing 21 and Organization for Economic Initiatives Submission Cover Page