

REQUEST FOR PROPOSALS  
FOR PROFESSIONAL STAFFING SERVICES TO  
THE OREGON WORKFORCE PARTNERSHIP

**Purpose:**

The purpose of this RFP and any resulting contract award is to solicit proposals to qualify vendors for long-term professional staffing services to the Oregon Workforce Partnership. Successful applicant will demonstrate in writing and through interview demonstrated experience and successful performance in the areas defined under the scope of work.

**Staffing Summary:**

Under the direction of the OWP Board of Directors, develops policy positions that represent the shared interests of the association's members, represents the Oregon Workforce partnership in meetings and negotiations, enables learning and professional development among association members and the statewide workforce development system, increases public awareness of the workforce development system, disseminates information to the statewide membership, maintains and expands organizational capacity, and oversees daily operations of the Oregon Workforce Partnership.

**Background:**

Oregon Workforce Partnership (OWP) is an association of seven Local Workforce Investments Boards (WIBs) leading Oregon's workforce, training and job placement systems to meet the needs of job seekers and businesses. Each year, OWP members invest more than \$40 million throughout the state to educate and train more than 16,000 citizens and assist hundreds of employers. We do this because Oregon's future depends on keeping skilled workers and good companies thriving in our state.

OWP's members plan and implement local workforce development policy under the Workforce Investment Act of 1998 (WIA). WIA gave WIBs responsibility for local oversight of the state's one-stop delivery system for workforce development services. In Oregon this system is known as WorkSource Oregon. The goal of WorkSource Oregon is to coordinate the actions of many independent service providers into a single, seamless system that serves job seekers and businesses efficiently and effectively, and helps to give Oregon the most talented workforce in the world!

The annual budget for the association for the current program year (July 1 – June 30) is \$124,387.58. This includes dues paid by member boards and is allocated for

expenditures across Subcontract Expenses, Partnership Sponsorships, Conference/Training, Meeting Expenses, Dues/Misc., Advertising/Printing and Indirect.

The annual work plan for the association is attached.

### **What makes OWP unique?**

- We are a public/private partnership driven by business leadership across the state. More than 160 Oregon companies serve on WIBs to increase Oregon's competitiveness in today's and tomorrow's global economy.
- We work community-by-community, so that education, training and job placement efforts are aligned with the unique needs of local industries and citizens.

### **Scope of Work:**

1. Organizational Development & Staff Support -- Contractor will provide administrative and logistical support to OWP that includes:
  - a. Facilitation of Board and other meetings requested by the Board;
  - b. Assistance in the development of meeting agendas/minutes;
  - c. Ensuring that legal obligations of the agency are met;
  - d. Preparing association budget in conjunction with the Board Chair;
  - e. Appropriately administering the association's budget;
  - f. Representing OWP interests to state/federal representatives and partners as needed; and
  - g. Assist in the development and implementation of the association's annual work plan.
2. Policy Development and Educations -- Contractor will:
  - a. Provide information and or analysis about national and state workforce development initiatives;
  - b. Draft policy recommendations, position papers, materials and/or talking points for OWP members as directed; and
  - c. Maintain communications with federal/state partners as necessary.
3. Legislative Analysis – Contractor will:
  - a. Maintain tracking system of workforce-related Legislative bills and hearings information;
  - b. Monitor and provide reports on key legislative hearings, meetings and activities; and
  - c. Draft testimony, and/or legislative recommendations, provide testimony on behalf of OWP and/or coordinated legislative activities as directed.
4. Communications and Promotion – Contractor will:
  - a. Maintain OWP web based communications including updating legislative, advocacy, policy and programmatic materials;
  - b. Manage contractors engaged to complete marketing / communications efforts and materials; and

- c. Develop and maintain relationships with partner associations (i.e. business, labor, education and human services).

**PROPOSAL SUBMISSION REQUIREMENTS**

1. Proposals are to be received via e-mail to [jweller@worksystems.org](mailto:jweller@worksystems.org) no later than 3:00 pm on February 10, 2009.
  2. Proposals should detail experience and outline a plan to achieve the association's work plan goals by June 30, 2009.
  3. Proposals should not exceed five (5) pages total.
  3. Use 12 point Times New Roman type, 1 inch margins and single spacing.
- Responses to this RFP must be received by December 31 in order to be considered.

For more information about OWP, please see go to their website at <http://www.oregonwpartnership.org/>

For questions and additional information contact [jweller@worksystems.org](mailto:jweller@worksystems.org)