

## Request for Proposals

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# Community Construction Training Program – Multnomah County

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On behalf of the Construction Manager/General Contractors for the Multnomah County Central Courthouse and Health Department Headquarters projects, we are seeking proposals from qualified and experienced Pre-Apprenticeship Training Programs with a strong history of serving disadvantaged and under-represented people, including people of color, women, and low income people, to provide foundational construction training and employment services to targeted populations for the purpose of growing the region's diverse registered apprenticeship pool.

Released  
April 5, 2017



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## Part I: Introduction

Worksystems is the fiscal agent for the Construction Apprenticeship & Workforce Solutions (CAWS) program, and 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 nearly \$300 million in our community.

CAWS is a local program dedicated to improving the representation of people of color and women in the construction trades. Its mission is to support, inform and advocate for the development of a regional comprehensive system that creates a diverse and skilled workforce for the construction industry and thereby increasing the representation of people of color and females in successful construction trades careers.

Multnomah County has negotiated and executed Project Labor Agreements (PLAs) to be used on the Multnomah County Central Courthouse and Health Department Headquarters Projects. Worksystems and the CAWS program has been designated by the Construction Manager/General Contractors (CM/GC) for each of the County Projects to be the project manager and administrator of each Project's outreach, training and recruitment funds.

As part of the implementation of each PLA, the Project teams will establish a Labor Management Community Oversight Committee (LMCOC) to oversee the implementation of the PLA on each Project.

Worksystems will administer and coordinate the targeted procurement for the purposes of selecting qualified and experienced BOLI-approved Pre-Apprenticeship Training Programs (PATP) with a strong history of serving disadvantaged, underrepresented people in the construction trades, including people of color, women and low income people. Worksystems will contract for comprehensive workforce development services with selected PATPs to provide foundational construction training and employment services to targeted populations in order to grow the region's diverse pool of registered apprentices.

## Part II: Background

Multnomah County, industry stakeholders, Union Representatives, equity partners, and community members have worked together to develop PLAs for each of the County Projects that will strengthen our communities, bring benefits to workers and community members, promote the training and placement of women and people of color, and help to grow the demand for minority and women-owned businesses.

These funds are intended to:

- Maximize apprenticeship opportunities in the construction trades for women and people of color.
- Ensure that employment on the County Projects equitably reflects the diversity of the County by supporting workforce training programs and duly registered apprenticeship programs.

- Ensure the full and equitable participation of women-owned, minority-owned and disadvantaged businesses on the County Projects, including the use of appropriate goals and strategies to increase participation and capacity where warranted.
- Provide opportunities for people of color, women and local residents from economically disadvantaged neighborhoods to participate in pre-apprenticeship and apprenticeship programs.
- Avoid the disruption of strikes or lockouts.

### **Key Parties to the Project Labor Agreement**

- Multnomah County
- Construction Manager/General Contractors
- Signatory Unions
- Equity Stakeholders (initially identified as NAMC-Oregon and OAME)
- Subcontractors who sign Letter of Assent

### **Key Purposes of the Project Labor Agreement**

- The public receives full benefit of the County's public works construction projects.
- The County optimizes diverse community participation by racial and ethnic minorities and women.
- The County benefits from a highly skilled and well-trained workforce and expands skilled labor in the community through use of apprentice programs.
- The Courthouse and Health Department Headquarters Projects are completed on schedule and without disruptions by labor unrest, through a framework of labor-management-community cooperation.
- Each PLA establishes a fair and balanced approach for the County's dealings with union and open shop contractors and employees; signatory and non-signatory contractors; certified Minority or Women owned business, Small Disadvantaged business, and Emerging Small Business firms; and equity stakeholders in the community.

Through the PLAs, project funds have been set aside for technical assistance, outreach, and training. The goal of this solicitation is to support construction training, job placement and entry into registered apprenticeship for community residents by the award of grants to qualified, BOLI-approved Pre-Apprenticeship programs.

## **Part III: Available Funding**

\$270,000 is available from the County Projects for Community Construction Training Programs. These resources are expected to be available for the period June 1, 2017 through December 31, 2018. Respondents should use the resource information below to develop proposals. Final budgets will be negotiated with the successful respondents.

## Community Construction Training Program Resources

Total Available for Contracts	\$270,000
Respondents must propose projects with a budget of \$50,000 minimum to a maximum of \$150,000 (consortia submissions may submit a budget that is higher than the maximum). Two to four awards will be made through this solicitation.	

Based on the targeted demographics and the nature of the services, the County’s project delivery team intends to fund more than a single respondent or project.

## Part IV: Contractor Requirements

### Eligibility

Eligible respondents for this RFP must be qualified PATPs approved by the Oregon State Apprenticeship & Training Council through the Oregon Bureau of Labor and Industries.

### Qualifications

Eligible PATPs with a strong record of serving historically disadvantaged or underrepresented people, including people of color, women, and low-income people. Respondents must demonstrate:

- History of providing high quality foundational construction training and preparation services resulting in participants gaining entry into registered apprenticeships.
- History of achieving construction employment outcomes for the targeted 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 these populations.
- Strong administrative capacity.

A group of two or more eligible respondents may submit a consortia proposal. For awarded consortia proposals, Worksystems will contract with one lead organization who will be responsible for all financial and program performance aspects of the project.

### Performance Requirements

Selected respondents’ performance will be evaluated based on:

- The number and percentage of participants who achieve a BOLI recognized PATP certificate.
- The number and percentage of participants who successfully enter a Registered Apprenticeship program.

- The number and percentage of participants who obtain employment in the construction industry.
- The number and percentage of participants who are retained as an Apprentice during the construction of the two County Projects that are funding this program.

Respondents will propose performance goals for each of these measures in their submission. Final performance goals will be negotiated with selected respondents prior to the start of each program.

### **Reporting Requirements**

The LMCOC will review program performance through the term of the contract. All successful respondents will be required to enter services and outcomes into the I-Trac Information Management System and contractor staff will be required to complete the I-Trac user training provided by Worksystems. Contractors will also be required to submit a program narrative report on a quarterly basis documenting performance, challenges and program progress to date.

## **Part V: Program Design Requirements**

### **Program Overview**

The goal of the Community Construction Training Program is to invest in the capacity of BOLI-approved PATP programs for the purpose of increasing the available pool of qualified and diverse candidates that possess the skills necessary to gain entry and enter employment as a Registered Apprentice. Selected respondents will provide individualized guidance, career coaching, and job search assistance for participants as they progress through training and into employment as Registered Apprentices. Some or all the participants who will be served by the PATPs will be connected to the SNAP 50/50 Employment and Training program to optimize the expansion of future training resources that will be dedicated to ongoing support of these efforts.

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

- Focus on one or more of the Target Populations.
- Strong links to employers. Training should be designed in consultation with employers; meet the needs of the construction industry and its local employers; lead to employer- and industry-recognized credentials; qualify and prepare participants for employment broadly throughout the industry; 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.
- 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.
- Key supports that provide ongoing coaching, mentoring and support services to ensure training completion and success in the industry as a Registered Apprentice.

Additional foundational construction training, job placement and retention services successful respondents will be expected to deliver during the course of the program include the following:

- Program and construction trades orientation
- Trades-specific screening and assessment
- Intake and enrollment
- Basic skills tutoring
- Pre-Apprenticeship training
- Trades-related “short term” certificate training – i.e. OSHA certifications, flagging, fork lift operation, etc.
- Case management
- Career coaching
- Work readiness training
- Soft skill development
- Construction employment related financial education
- Entry-level job placement (to support the two County Projects funding this program)
- New Apprentice retention services

### Program Phases

Participation in the Community Construction Training Program is generally divided into three phases:

- Training
- Placement in Employment as a Registered Apprentice
- Retention

To accommodate different paths that participants may take timelines are not prescribed for any phase, but the Training and Placement in Employment must occur during the funding period and Retention is tracked and reported even when occurring outside the funding period.

In the **Training** phase, participants are screened into the program, engage in preparation, skill development, industry exposure and training services.

At the **Placement in Employment** phase, participants are working toward the trade of their choice; pursuing employment as a Registered Apprentice; or enter into a Registered Apprenticeship. Funded projects will provide job search, placement assistance, and job development services as needed during this phase.

**Retention** is the final phase of the program. Programs will provide coaching and support for participants to retain employment, advance on the job, or move to a new job (as the rules of the apprenticeship allow). Once the participant is placed in employment or gains entry into Registered Apprenticeship, the retention phase begins and lasts for the duration of the County Projects.

### Target Populations

In keeping with the goals set out in the County’s Social Equity programs, as well as the County’s approval of PLAs that set aspirational workforce goals on the County Projects for female and ethnic minority male participation, this solicitation is seeking proposals reflective of the need to build out a qualified diverse pool of apprentices.

The goal of this solicitation is to prepare 60 diverse participants with the necessary occupational-specific hard and soft skills to meet the construction industry prerequisites to gain entry, obtain employment

and be retained as a Registered Apprentice. Of the 60 participants to be served under this solicitation, at least one-third of all participants trained must be female and no more than two-thirds are to be ethnic minority males.

Based on current BOLI demographics and persistent underrepresentation of specific minorities within the trades, the following targeted demographics apply to the participants for recruitment purposes:

Of All Participants Trained	Of the 60 Total	Male	Female
50% be African American	30	20	10
13% be Asian or Pacific Islanders	8	6	2
10% be Hispanic	6	4	2
12% be American Indian or Alaska Native	7	5	2
15% are low income and disadvantaged individuals non-race-specific	9	5	4

Proposals should identify the number and the targeted ethnicity and gender of participants to be served in its program proposals. Worksystems will work with successful respondents to address any recruitment shortfalls related to the targeted demographics across the funded proposals before programs begin. Over enrollment to the extent possible is encouraged.

## Part VI: Proposal Narrative Content and Evaluation Criteria

Proposals should be no longer than 10 pages, single sided. Font size of 12 point is preferred. Page limitation excludes Proposal Cover Sheet, Executive Summary, Consortia overview (if applicable), Organization Chart, Administrative Capacity response and the Budget Narrative.

### Consortia Applications

(0 points)

Consortia applications must include the following information (limited to 2 pages, not including the organization chart) which is not counted in the response total maximum pages. If a consortia award is made, the contract implementing the award will be between the consortia's lead partner and Worksystems only. If the respondent is not a consortium, this section and requirements do not apply.

- Describe the consortia and identify each member's roles and responsibilities – attach an organization chart showing the relationships among partners, proposed roles and responsibilities, proposed FTE for each entity, and identify the lead partner. Describe your past experience working with the identified partner(s).
- Describe why these partnerships support your ability to meet the desired outcomes.
- Describe how you will evaluate the overall effectiveness of the partnership.

Budget Narrative workbooks must be completed and submitted by all partners, following the instruction in Section E. The lead partner workbook should reflect the entire program budget including all partner subcontracts. Each subcontracting partner must complete a narrative workbook for their share of the costs reflected in the subcontract line of the lead partner budget workbook. The proposal review and evaluation will be based on all submitted budgets.

### Section A: Executive Summary

(0 points)

Provide a one page summary of your proposal that includes:

- Target population
- Service delivery location
- Funding requested
- Brief description of key services and activities

### Section B: Organizational Capacity and Demonstrated Success

(35 points)

- a) Briefly summarize your organization's mission, history, and organizational structure. Indicate on an attached organizational chart where the proposed project fits.
- b) Describe your experience delivering foundational construction training services for the targeted population you propose to serve.

- c) Describe specific quantifiable outcomes of past foundational construction training programs for the populations you propose to serve. Please include data on numbers served, race and ethnicity, gender, income level and other demographic information relevant to your proposal.
- d) Describe your experience with and examples of using data and management information systems for tracking customer services, outcomes, and program performance.
- e) 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.
- f) Describe organizational and staff competence and expertise in delivering services to the target populations.

### **Section B Evaluation Criteria:**

- Demonstrated organizational focus on construction workforce development programs with a specific capacity for delivering occupational skills training aligned with construction industry and registered apprenticeship standards.
- Evidence that past foundational construction training programs have facilitated employment and entry into Registered Apprenticeships for the targeted populations.
- 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 training, coaching, employment placement and program management.
- Competence in providing construction industry-relevant training to targeted populations.

### **Section C: Target Population and Service Design**

(35 points)

#### ***Target Population***

- a) Describe the population(s) you propose to serve, and the number of participants. Proposals that intend to serve multiple populations should clearly indicate the populations in this section, as well as on the demographic plan.
- b) Indicate performance goals of the respondent's program:
  - The number and percentage of participants who achieve a BOLI recognized PATP certificate.
  - The number and percentage of participants who successfully enter a Registered Apprenticeship program.
  - The number and percentage of participants who obtain employment in the construction industry.
  - The number and percentage of participants who are retained as an Apprentice during the construction of the two County Projects that are funding this program.

#### ***Outreach and Recruitment***

- c) Discuss your organization's outreach strategies to recruit the targeted participants for training.
- d) Describe how you tailor service delivery to the proposed population.

#### ***Construction Career Coaching and Career Planning***

- e) Describe your process for continuously engaging participants through the different stages of program services.

- f) Describe how you will facilitate participant engagement with external resources or leverage services available through WorkSource Portland Metro.

### ***Construction Skills Training***

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

### ***Job Readiness, Employment and Retention Services***

- j) Indicate anticipated key resource needs of participants and describe how you plan to meet these needs. Indicate whether services will be provided by your organization or by other organizations and through what process (e.g. referral, established agreements, etc.)
- k) Describe how you will assist participants in finding employment, including how plans for employer engagement will impact the hiring of your participants.
- l) Describe services to be provided during the retention period, including how participants will be supported to access further training or services to move along their career pathway.

### **Section C Evaluation Criteria**

- Demonstrated knowledge of industry sector, its hiring projections, its employment practices, its pathways and access points.
- Demonstrate that proposed Community Construction Training Program synthesizes needs of target industry and local employers with needs of the targeted population into the Training design.
- Articulate a training recruitment and screening process for making appropriate matches between participants, the training program, and the potential career path jobs.
- Understanding of role of coaching and support service in training.
- Knowledge of community resources and WorkSource services and ability to integrate services into training and career plans.
- 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 construction sector employment for program participants, and support their retention and advancement and assure participant progress toward career track employment.
- Demonstrated ability to assist graduates of training programs through Retention phase.
- Proposed plan to place graduates in construction apprenticeships that result in employment on the County Projects and to track their work progress.

## **Section D: Management and Staffing**

(10 points)

- a) Describe the roles of staff on your team who will be implementing the proposal. Include FTE you anticipate and key duties for each position.
- b) Discuss your organization's overall staffing and management structure and the extent to which this adequately supports program operations and goal attainment.

### **Section D Evaluation Criteria**

- Discussion of staffing clearly describes program oversight and staff responsibilities.
- Evidence that staffing is sufficient to support all required program design components.
- Demonstrated organizational focus on diversity and cultural competency.

## **Section E: Budget Narrative**

(10 points)

- a) A completed budget narrative workbook must be included in the response. Please note that the budget narrative workbook contains several worksheets (each with a separate tab at the bottom of the open file). Successful respondents may be asked for supporting cost documents at the time of contract negotiation.
- b) The budget is to be developed for the necessary operations costs required to manage the program being proposed.
- c) If respondent is applying as a consortium, each partner must also provide a completed budget narrative workbook with the application. Applicant's partners must supply the same level of detail and narrative budget justification that describes how the categorical costs are derived; and discuss the necessity, reasonableness, and allocation of their proposed costs.

### **Funding Restrictions**

- All proposed project costs must be necessary and reasonable. Determinations of allowable costs will be made in accordance with the PLAs. Disallowed costs are those charges that are determined as unallowable in accordance with the applicable PLA or other conditions required by the funding source.
- Equipment or capital expenditures may not be purchased with funds for this project.

### **Section E Evaluation Criteria**

- Costs are reasonable and staffing costs align with services described.
- Budgeted costs are consistent with the proposal and the budget narrative demonstrates how the funds requested are necessary and essential to accomplish the scope of services for the project.
- Proposed budget is sufficient to perform the tasks described in the narrative.
- Budget justification is sufficiently detailed and demonstrates how cost estimates were derived including quantities, unit costs, allocation methods, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The applicant's budget clearly delineates any allocation of resources to partners if applicant is applying as a consortium.
- Contains no unexplained amounts for miscellaneous or contingency.
- Demonstrates fiscal responsibility and reasonableness.
- Provides complete and accurate required budget forms.

## **Section F: Administrative Capacity Requirements**

(10 points)

Please limit Administrative Capacity response to 3 pages, not including the required documents.

- a) Describe your organization's fiscal staffing structure and accounting system.
- b) Describe the internal control processes your organization uses to safeguard funds.
- c) Describe the procedures your organization uses to properly track and document funds spent on participants.
- d) Describe your organizations processes/ability to protect participant's personal identity information.
- e) Describe your organization's processes for budget management and oversight.
- f) Describe your personnel management system.
- g) If applicable, discuss any negative findings from the applicant's three most recent financial audits, and the resolution of negative findings.

Additional documents required for administrative capacity response to submit for this RFP:

- Copy of documentation proving legal entity (for example, certificate of incorporation, 501(c)(3) letter, etc.).
- Copy of the organization's most recent audited financial statements and management letter and the A-133 audit if applicable.
- The organization's insurance certificate evidencing coverage for: General Liability, Professional Liability, Worker's Compensation, Motor Vehicle, Property and Equipment, and Employee Dishonesty.

### **Section F Evaluation Criteria**

- Demonstrated ability to safeguard funding.
- Demonstrated ability to manage budgets.
- Demonstrated capacity to meet requirements as required by the contract.

All respondents must submit one set of the Administrative Capacity documentation requirements to Worksystems along with the program service delivery proposals.

Worksystems cannot enter into contract negotiations with an organization that is not legally established to conduct business within the State of Oregon. Organizations meeting this minimum standard will be evaluated for Administrative Capacity.

Successful respondents may be required to provide additional administrative documentation or assurances prior to completion of contract negotiations.

## **Part VII: Proposal Review Process**

The proposals will be evaluated by a review panel based on a scoring matrix using the elements described above to determine which proposals will be awarded funding through this RFP. The review panel will make the final selection decisions for provisional funding, pending successful contract negotiation.

**Part VIII: Proposal Submission**

Worksystems must receive the proposal and all related documents marked “(Name of Respondent) Community Construction Training Program” ***no later than Monday, May 8, 2017, at 12:00 noon***. The Cover Pages 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 one (1) original with signature along with (6) six copies of the entire proposal package to:

Worksystems, Inc.  
1618 SW First Ave, Suite 450  
Portland, OR 97201

Additionally, please send an electronic copy of the proposal and administrative capacity documents (in PDF format) and the budget workbook (in Excel format) to [RFP@worksystems.org](mailto:RFP@worksystems.org). Worksystems will send an email confirmation to the address on the cover page acknowledging receipt of the electronic and hard copy submissions.

Complete proposal packages will include the following documents:

Proposal Documents	Submit Hardcopy	AND Electronically to RFP@worksystems.org
Completed, signed Proposal Cover Sheet	(1) One signed original (6) Six copies	PDF format
Proposal Narrative, including all required supporting documents	(1) One original (6) Six copies	PDF format
Budget	(1) One original (6) Six copies	Excel file
Administrative Capacity Response	(1) One signed original no copies	PDF format

It is the respondent’s responsibility to ensure the submission was received. If a Worksystems email has not been received, it is the respondent’s responsibility to follow-up with an email or telephone call before 12:00 noon, on May 8, 2017. Late proposals will not be considered.

**Part IX: Award Notification**

Provisional award results will be sent via e-mail by May 23, 2017.

**Part X: Administrative Detail**

Issuing Organization Worksystems, Inc.	Total Available Funds \$ 270,000	Agreement Form Subrecipient
<p>Funding Source Details</p> <p><b>Hoffman Construction</b>  Awarding Agency: Hoffman Construction  Funding Source: Multnomah County Central Courthouse Project  CFDA Number: N/A  Federal Award Identification Number (FAIN): N/A  Federal Award Date: N/A  Amount: \$ 225,000 – 83 percent of total  Pass-through Entity: None</p> <p><b>JE Dunn Construction</b>  Awarding Agency: JE Dunn Construction  Funding Source: Multnomah County Health Department Headquarters Project  CFDA Number: N/A  Federal Award Identification Number (FAIN): N/A  Federal Award Date: N/A  Amount: \$ 45,000 – 17 percent of total  Pass-through Entity: None</p>		

**Inquiries**

All questions related to this solicitation are to be submitted electronically via email with the subject “Community Construction Training Program RFP Inquiry” and sent to: [RFP@worksystems.org](mailto:RFP@worksystems.org). Questions received after the solicitation has been published and before close of business May 3, 2017, will be responded to within two business days by posting in the “Questions and Answers” section for this RFP at [www.worksystems.org](http://www.worksystems.org) News & Events section. Questions received after May 3, 2017 will not be answered.

**Withdrawal**

A submitted RFP response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: [RFP@worksystems.org](mailto: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 May 26, 2017. Appeals must be sent to: [RFP@worksystems.org](mailto: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.

### Timeline

Date	Activity
April 5, 2017	RFP solicitation available at <a href="http://www.worksystems.org">www.worksystems.org</a>
May 3, 2017	Last date for Proposer’s RFP Questions for Clarification
May 8, 2017, NOON Deadline	Proposals, related documents and Administrative Capacity package due
May 9, 2017 – May 22, 2017	Review and selection period
May 23, 2017	Provisional award notification – contract negotiation begins
May 26, 2017	Appeal period closes
TBD	Contract start date

### Resource Documents

- Budget Workbook
- Administrative Capacity Cover/Checklist
- Submission Cover Page
- Two Project Labor Agreements – ***Please Note:*** Questions regarding the content of the Project Labor Agreement are outside this procurement process and should be directed to [khaines@worksystems.org](mailto:khaines@worksystems.org). The questions will be forwarded to the appropriate party for a direct response.

## Part XI: Additional Provisions and Disclaimers

- Worksystems reserves the right to waive informalities and minor irregularities in offers received.
- This RFP 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, oral discussion, or documentation in support of written offers.
- 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 bidders and Worksystems staff, and continued availability of funds.
- 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 regulations, and/or Local regulations 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.
- The review committee, in consultation with 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 the review panel and Worksystems the services proposed are not needed, or the costs are higher than the review panel/Worksystems finds reasonable in relation to the overall funds available, or if past management concerns lead the review panel/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 bidders 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 program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- All bidders 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 RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.