Worksystems is seeking a qualified and experienced organization or consortium to launch and manage an innovative program to connect diverse job seekers with culturally-competent, industry-specific career mentoring services.

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October 24, 2017
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Part I: Introduction

Worksystems, Inc. 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.

Worksystems is seeking competitive proposals for the design and implementation of a career mentoring program intended to connect diverse job seekers with culturally-competent, industry-based career mentoring services.

Part II: Background

Worksystems serves as the local Workforce Board and oversees the public workforce system in Multnomah and Washington County, which includes five WorkSource centers and a variety of community, business and training partners. Worksystems coordinates an assortment of WorkSource-based training and employment programs to connect job seekers with careers, with a focus on four target industries: Healthcare, IT/Software, Manufacturing and Construction. These training and employment programs connect diverse job seekers with career coaching, industry training, support services, work-readiness and job search support.

In addition to core training and employment services, Worksystems strives to make additional services available that will increase the likelihood of job seeker success in the target industries. Worksystems is seeking proposals to launch a new, enhanced service in 2018: Industry-based career mentoring. Initially, Worksystems will implement mentoring for jobseekers in the Healthcare and IT/Software sectors. Based on the pilot’s success and future available funding streams, Worksystems may choose to expand mentoring services to other appropriate industries, occupations, or activities.

Part III: Available Funding

Worksystems is allocating a minimum of $250,000 for services to be delivered through December 31, 2020. The budget submission must include projected costs for this three-year period. Worksystems acknowledges that the true program costs may be higher, and will consider budget proposals that exceed this minimum amount. All budget costs must be necessary and justified to the program and allowable to the funding sources. Leverage resources built into budgets will be viewed favorably during evaluation. Worksystems will negotiate final budgets with the successful respondent.

The initial contract resulting from this RFP is anticipated to begin January 1, 2018. This procurement will allow for contract extensions through June 30, 2023 at a funding level to be determined each contracting cycle based on available funds and contractor performance.
Part IV: Contractor Eligibility, Performance & Reporting Requirements

Eligibility and Qualification Requirements
Eligible applicants include:

- Community-Based Organizations (CBOs) and Non-Profit Organizations
- Postsecondary Training Institutions, including For-Profit Organizations
- Businesses
- Associations

Competitive application packages will indicate the capacity to:

- Deploy an entrepreneurial approach to launching a new mentoring program.
- Leverage existing resources and develop new partnerships.
- Understand and appreciate the importance of diversity, and the benefits of culturally competent mentoring in personal and career development.
- Work effectively with business partners and industry professionals.
- Indicate an interest and willingness to assist in scaling a successful pilot to other industries.

A group of two or more eligible applicants may submit a consortium proposal. For awarded consortium proposals, Worksystems will contract with one lead organization.

Performance Requirements
The mentoring program is expected to serve up to 300 mentees pursuing careers in Healthcare and IT/Software over the initial three years of program operation. Projected performance expectations over three years are as follows, but may be modified over time based on actual experience:

- 70 mentors recruited and trained
- 75% of mentees will successfully complete mentoring services.
- 75% of mentees who obtain employment will retain new employment for at least three months.
- Additional metrics will be negotiated with the successful respondent.

Reporting Requirements
The successful respondent will be required to enter services and outcomes into the I-Trac Management Information System. All contractor staff will be required to complete the I-Trac user training provided by Worksystems.

Selected contractor will also be required to submit a program narrative on a quarterly basis documenting performance, challenges and program improvement recommendations. Additional reporting requirements may be negotiated with the successful respondent.

Part V: Program Design Requirements

Overview
Worksystems is seeking an organization to launch and manage a mentoring program to connect diverse job seekers with culturally-competent, industry professionals. The mentoring program will incorporate best practices from successful mentoring programs to establish an industry-based career mentoring program. The key functions of the mentoring program are as follows:
• Targeted outreach activities and events to engage potential mentors and mentees.
• Enrollment of diverse industry-based mentors (ideally industry professionals volunteering their time as a community service).
• Training to ensure mentors are culturally-competent and effective in working with mentees on a group and individual basis.
• Enrollment of job seeker mentees to connect with culturally-competent mentors who are working in one of the target industries (initially Healthcare and IT/Software).
• Simple and effective referral, screening and matching of mentors and mentees.
• Technical assistance for partner businesses and mentors.
• Mentee assistance and training to expand their network in the target industry, navigate industry culture and expectations, and enhance their ability to find and retain a job.
• Mechanisms (including group mentoring) for mentees to connect with other mentees, develop a supportive peer network, and access industry networking opportunities.

Once selected, the mentoring contractor will be responsible for the following activities, services, reporting and performance:

• Identify and oversee skilled and effective staff to develop and manage a mentoring program. Core staff must be innovative and flexible, and prepared to adjust and enhance the program based on new information and leveraged partnerships.
• With Worksystems, co-convene a mentoring steering committee to build out mentoring outreach, referral, training, matching and monitoring mechanisms.
• Develop mentor and mentee screening, matching and training processes and content.
• Leverage existing partnerships to recruit mentors, develop new business mentoring partnerships and enhance industry expertise throughout the life of the project.
• Collect participant feedback about mentoring services using evaluation forms and interviews, and submit information to Worksystems as an element of contract reporting.
• Report mentoring activities and progress toward outcomes to designated staff using reporting formats provided.
• Work with Worksystems and networking partners to leverage and promote industry networking opportunities.

**Target Populations**
The target population for the mentoring program will be WorkSource training and employment program-enrolled job seekers, with an immediate focus on diverse young adults (people of color and women). The mentoring program will generally serve these job seekers for a period of 6 - 12 months (as they are looking for work and after they find a job).

**Geographic Area**
Competitive application packages will provide access to mentoring in both Multnomah and Washington counties.
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 Submission Cover Sheet, Budget Narrative workbook, Organizational Chart, Administrative Capacity response (3-page limit) and Administrative Capacity documents submission.

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 and their roles and responsibilities; identify the lead partner.
- Describe identified partners’ experience working together.
- 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 F. The lead partner workbook should reflect the entire program budget including all partner subcontracts, and 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 summary of your proposal (no longer than one page) that includes:

a) Target Population
b) Service delivery location
c) Funding Requested
d) Description of key services and activities

Section B: Organizational Capacity and Demonstrated Success
(15 points)

a) Briefly summarize your organization’s mission, history, and organizational structure. Indicate on an attached organizational chart where the proposed program fits.

b) Please provide two examples that demonstrate how your organization has successfully launched and managed innovative programs.

c) Describe your experience implementing a mentoring program, or providing similar and related services.
d) Describe specific quantifiable outcomes, including the impact of your organization’s mentoring or related services on the customers’ education, work and/or life. How many customers were served and what were the results?

e) Please describe your existing relationships with local businesses and employees in the target industries (initially Healthcare and IT/Software).

f) Please describe your capacity to engage new businesses in the target industries.

**Section B Evaluation Criteria:**
- Organization’s mission and background aligns with the project’s goals.
- Successful experience launching and managing innovative programs, indicates an entrepreneurial and innovative approach.
- Successful experience implementing a mentoring program or related services.
- Outcomes provided demonstrate effective program implementation and focus on outcomes.
- Demonstrated engagement with local businesses and employees in target industries.
- Organization indicates capacity to engage new businesses in the target industries.

**Section C: Target Population and Geographic Area**
(10 points)

a) Describe your experience managing or delivering culturally competent services to diverse customers.

b) Describe your experience managing or delivering services to young adults (18 – 29 years old).

c) Describe the geographic area where you typically operate and your strategy to provide access to services in both Multnomah and Washington counties.

**Section C Evaluation Criteria**
- Organization has demonstrated experience managing or delivering culturally competent services to diverse customers.
- Organization has demonstrated experience managing or delivering services to young adults.
- Organization operates in both Multnomah and Washington counties and/or has a reasonable strategy to deliver services in both counties.

**Section D: Program Design and Components**
(35 points)

a) Describe your proposed mentoring program, including how you would incorporate group, near-peer (mentors who entered the industry / went through a similar experience in the last couple of years) and/or one-on-one mentoring opportunities. Please describe your proposed service levels, including the number of mentors and mentees served.

b) What do you see as the key elements of an industry-based career mentoring relationship? What is your proposed framework for the length of mentoring relationships, frequency of meetings, mentoring topics, and mentor and mentee roles and responsibilities? What should be standardized
or left to the individual matches? Are there distinctions by mentoring type (group, near-peer and/or one-on-one)?

c) Describe your proposed three-year timeline and milestones for designing, launching and delivering mentoring services.

d) Describe the locations and facilities where you would manage the mentoring program and deliver mentoring training and services. In addition to physical locations, please include a description of any planned electronic / remote work and staff travel throughout the region. If applicable, please make distinctions between proposed locations for program staff, training activities and mentoring activities.

e) Discuss your proposed outreach strategies to recruit mentors for the program. Specifically, how would you recruit diverse healthcare and IT/Software industry-based mentors? What challenges do you anticipate in recruiting mentors and how would you address them?

f) How would you train mentors in cultural competency and ensure they have the tools to effectively work one-on-one or with groups of diverse, young adult mentees? How would you adapt your training strategy for experienced industry professionals and near peer mentors? How would you adapt your training strategy to align with target industry culture and be effective for both experienced industry professionals as well as those relatively new to the industry?

g) How would you prepare mentees for the mentoring experience? What are some of the key expectations you would communicate to mentees hoping to participate? What topics or concepts do you see as essential for mentees to learn as part of the mentor program?

h) Please describe the screening elements and processes you would employ to ensure mentors and mentees are well-matched (in group or one-on-one mentoring relationships). Please describe your approach to monitoring mentoring matches, and adjusting, if needed, to increase the likelihood of success.

i) Describe potential strategies you have for providing technical assistance to business partners and/or incorporating networking opportunities into the mentoring program.

j) Describe existing partnerships, programs or networks that would align with this mentoring program. What leverage can your organization commit to supporting the mentoring program over a three-year period? How sustainable are the leverage resources? How would these program alignments and leverage resources support the mentoring program and vice versa?

Section D Evaluation Criteria

- Proposed services address RFP requirements and the organization’s approach to administering mentoring services (group mentoring, near-peer mentoring and/or one-on-one mentoring). Proposed service levels are adequate to address RFP requirements (approximately 70 mentors and 300 mentees over three years).

- Organization demonstrates an understanding of key elements of a mentoring relationship. Organization describes a reasonable framework for mentoring relationships, including what should be standardized. If applicable, organization makes distinctions by the type of mentoring relationship.

- Timeline and milestones address RFP requirements and appear to be realistic.

- Locations and facilities described appear to be adequate for the mentoring services proposed. Distinctions between service locations are noted (if applicable). Electronic / remote work and
staff travel described appear to enhance mentoring program services and address any gaps in
physical locations.

- Organization has a reasonable strategy to recruit diverse, industry-based mentors for the
  program. Organization understands possible challenges, and has a reasonable strategy to
  address the challenges.

- Organization has a reasonable strategy to train mentors on cultural competency. Organization
  has a reasonable strategy to train mentors on mentoring framework, tools and techniques.
  Organization has a reasonable strategy to train experienced and newer industry-based
  professionals. Organization has a reasonable strategy to adapt training to align with target
  industry culture, that will be effective for both experienced industry professionals as well as
  those relatively new to the industry.

- Organization describes reasonable strategy to prepare mentees for mentoring. Organization
  describes reasonable expectations, topics and concepts for mentees to learn.

- Organization describes a reasonable approach to screening and matching mentors and mentees.
  Organization describes a reasonable approach to monitoring and adjusting matches as needed.

- Proposed strategies appear to be in alignment with the requirements of this RFP and would
  enhance basic mentoring services.

- Organization describes aligned partnerships, programs or networks. Organization describes
  specific and substantial leverage over a three-year period. Organization describes how program
  alignments and leveraged resources support this mentoring program and vice versa.

**Section E: 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. Include staffing for leveraged components of the
program that will not be funded by this award.

b) Discuss your organization’s overall staffing and management structure and the extent to which this
adequately supports program operations and goal attainment.

c) Discuss your organization’s approach to diversity and cultural competency.

d) Describe your ability to have staff in place to begin program design in January 2018.

**Section E 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.
- Clearly describes ability to have staff in place by January 2018.
Section F: Budget Narrative
(15 points)

a) A completed budget narrative workbook must be included in the response. The budget narrative workbook must include projected expenses and leverage resources for a three-year period beginning January 2018. Please describe the proposed leverage in detail, including leveraged FTE, operating expenses and direct expenses (such as unrestricted resources that can be used to fund events and gatherings). Contracts will be issued on an annual basis.

b) 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.

c) The budget is to be developed for the necessary operations costs required to manage the program being proposed.

d) 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 and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles. Disallowed costs are those charges that are determined as unallowable in accordance with the applicable Federal cost principles or other conditions required by the funding source.
- Equipment or capital expenditures may not be purchased with funds for this project.
- To claim any administrative costs that are also indirect costs, the applicant must have an approved Federal indirect cost rate or must obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency within 90 days of receiving a cost reimbursable contract award. An applicant may seek the 10% de minimis if they have never had an indirect cost rate with a Federal Cognizant Agency.

Additional documents required for Budget Narrative response to submit for this RFP

- Copy of the organization’s most current approved Federal indirect cost rate, if indirect costs are included in the budget. If the organization does not have an approved Federal indirect cost rate, indirect expenses may not exceed 10% of budget.

Section F 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 G: Administrative Capacity Requirements  
(15 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 your processes and prior experience managing federal and or other governmental funding. Include in your discussion managing multiple funding sources funding a single project.

c) Describe the internal control processes your organization uses to safeguard federal and other governmental funds.

d) Describe the procedures your organization uses to properly track and document funds spent on participants.

e) Describe your organization’s ability to track and report leveraged funds in compliance with Federal reporting requirements.

f) Describe your organizations processes/ability to protect participant’s personal identity information.

g) Describe your organization’s processes for budget management and oversight.

h) Describe your personnel management system.

i) If applicable, describe any “disallowed costs” or administrative deficiencies noted in previous monitoring or audits of federal or other government funding in the last three years and how the findings were resolved.

j) If applicable, discuss any negative findings from the applicant’s three most recent financial and A-133 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.).
- Two references that can attest to the organization’s ability to administer State, Federal, Local (public) or foundation funds through a contractual arrangement.
- 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 G Evaluation Criteria

- Demonstrated ability to safeguard federal and other governmental funding.
- Demonstrated ability to track and report contracted federal and other governmental funding, including leveraged funds.
• Demonstrated ability to manage budgets.
• Demonstrated capacity to meet federal and other regulatory requirements as required by the contract.

All respondents must submit two sets 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 or debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Organizations meeting this minimum standard will be evaluated for Administrative Capacity.

The Successful respondent may be required to provide additional administrative documentation or assurances in accordance with Federal requirements prior to completion of contract negotiations.

**Part VII: Proposal Review Process**

Proposals will be evaluated by a panel of Worksystems staff; the funding recommendation will be made to the Executive Director for final decision.

**Part VIII: Proposal Submission**

Worksystems must receive the proposal and all related documents marked “(Name of Applicant) – Career Mentoring RFP” no later than Monday, November 27 at 12:00 noon. 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 one (1) complete original proposal package with signature, along with four (4) copies of the 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) and the budget workbook (in Excel) to RFP@worksystems.org. Worksystems will send an email confirmation to the address on the cover page acknowledging receipt.

Complete proposal packages will include the following documents:
<table>
<thead>
<tr>
<th>Proposal Documents</th>
<th>Submit Hardcopy</th>
<th>AND Electronically to <a href="mailto:RFP@worksystems.org">RFP@worksystems.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed, signed Proposal Cover Sheet</td>
<td>(1) One signed original (4) four copies</td>
<td>PDF format</td>
</tr>
<tr>
<td>Proposal Narrative</td>
<td>(1) One original (4) four copies</td>
<td>PDF format</td>
</tr>
<tr>
<td>Budget Workbook</td>
<td>(1) One original (4) four copies</td>
<td>Excel Workbook PDF format</td>
</tr>
<tr>
<td>Administrative Capacity Response</td>
<td>(1) One original (1) copy</td>
<td>PDF format</td>
</tr>
<tr>
<td>Administrative Capacity Documents</td>
<td>(1) One original (1) copy</td>
<td>PDF format</td>
</tr>
</tbody>
</table>

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 another email or telephone call before 12:00 noon, Monday November 27. Late proposals will not be considered.

**Part IX: Award Notification**

Provisional award results will be sent via e-mail by Monday, December 18, 2017.
Part X: Administrative Detail

<table>
<thead>
<tr>
<th>Issuing Organization</th>
<th>Total Available Funds</th>
<th>Agreement Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksystems, Inc.</td>
<td>$ 250,000</td>
<td>Vendor</td>
</tr>
</tbody>
</table>

Funding Source Details

**Fund 359 Northwest Promise**
Awarding Agency: US Department of Labor Employment and Training Administration  
Funding Source: H-1B Job Training Grants  
CFDA Number: 17.268  
Federal Award Identification Number (FAIN): HG-30146-17-60-A-41  
Federal Award Date: January 1, 2017  
Amount: $150,000 – 60 percent of total  
Pass-through Entity: N/A

**Fund 360 TechHire Partnership Grant**
Awarding Agency: US Department of Labor Employment Training Administration  
Funding Source: H-1B Job Training Grants  
CFDA Number: 17.268  
Federal Award Identification Number (FAIN): HG-29371-016-60-A-41  
Federal Award Date: July 19, 2016  
Amount: $100,000 – 40 percent of total  
Pass-through Entity: N/A

Inquiries
All questions related to this solicitation are to be submitted electronically via email with the subject “RFP Inquiry – Career Mentoring” and sent to: RFP@worksystems.org. Questions received after the solicitation has been published and before close of business on November 20, 2017 will be responded to within two business days by posting in the “Questions and Answers” section for this RFP at www.worksystems.org News and Events section. Questions received after November 20, 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.

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 December 21, 2017. Appeals must be sent to: 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.

**Resource Documents**
- Submission Cover Page
- Budget Workbook
- Administrative Capacity Cover/Checklist
- Professional Services Agreement template
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 or 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.
- Any changes to the WIOA program, performance measures, funding level, or board direction may result in a change in contracting. In such instances, Worksystems will not be held liable for what is in the bidder’s proposal or this Request for Proposals package.
- 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 policies, 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.
- 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 Worksystems, the services proposed are not needed, or the costs are higher than Worksystems finds reasonable in relation to the overall funds available, or if past management concerns lead 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 WIA-funded 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.