



Connecting Talent To Opportunity

Request for Letters of Interest: Construction Cohort Training Provider

This packet was prepared to provide general background information, submission details, and other information related to this request.

I. Background and Project Description

East Cascades Works (EC Works) is a 501(c)3 non-profit organization formed in 2015 to convene, oversee and support the workforce development systems in the 10-county area just east of the Cascade mountain range including: Crook, Deschutes, Gilliam, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, and Wheeler. In this capacity, EC Works partners with businesses, government entities, non-profits and educational institutions to maximize and align investments in the talent needs of businesses and the career goals of individuals, in order to fuel a thriving economy.

For this opportunity, EC Works is partnering with an oversight committee of more than a dozen construction companies to identify a training provider with the capacity to co-create a training program focused on preparing a pipeline of entry level construction employees. EC Works is seeking letters of interest from training providers with the capacity to deliver construction cohort training in Central Oregon, with instruction beginning in March of 2019.

Interested parties must also have the capacity to deliver comprehensive construction training that provides a combination of classroom and hands-on instruction for up to 20 students per cohort.

EC Works will commit up to \$50,000 with a contract for up to one year, with potential to extend.

Letters of Interest must be received by email to construction.training@eastcascadesworks.org; no later than 5:00 PM Pacific on January 2, 2019; any received after the time and date set forth shall be automatically disqualified.

II. Timeline and General Provisions

ITEM	DATE
Request Released	December 3, 2018
Letter of Interest Due	5:00pm Pacific, January 2, 2019
Decisions Announced	Week of January 7, 2019
Contract(s) Executed	January 31, 2019

East Cascades Works (EC Works) and its partners are Equal Opportunity and Affirmative Action employers and do not discriminate in its hiring, employment, contracting, or business practices. EC Works and its partners are committed to complying with the Americans with Disability Act of 1990 (ADA) and do not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

A. Communications with Staff and Board Members

Applicants may not communicate with EC Works Board Members, Staff or Members of the Construction Oversight Committee, regarding this request, at any point during the application process. Any conflict of interest, real or perceived, will disqualify applicant from funding. Except as otherwise authorized by the Letter of Interest Instructions, applicants may only contact EC Works regarding this opportunity in writing to: **construction.training@eastcascadesworks.org**.

B. Reserved Rights

EC Works reserves the following rights:

- To republish this Request for Letters of Interest;
- To terminate this request at any time prior to the execution of any Agreement;
- To supplement, amend, or otherwise modify or cancel this request with or without substitution of another request;
- To clarify the information provided pursuant to this Request for Letters of Interest;
- To request additional evidence or documentation to support the information included in any proposal response and;
- To enter into contract negotiations with one or more successful applicants.

C. Scope of Services

Applicant must be equipped to deliver a training program designed to prepare individuals, 18 years of age or older, for entry level employment within the construction industry.

Applicant must demonstrate the capacity to provide training that addresses the following key elements, paying particular attention to the format in which each element will be delivered (example: classroom, jobsite, hands-on, etc.):

- Basic Safety: Presenting basic jobsite safety to prepare workers for the construction environment;
- Introduction to Construction Math: Review of basic math related to construction environment;
- Introduction to Hand Tools and Power Tools: Identifies tools, use and how to properly use them;
- Introduction to Construction Drawings: Includes the use of drawing tools;
- Introduction to Basic Rigging: Including hardware and safe use;
- Introduction to Material Handling: Including proper use and disposal of materials;
- Basic Communication and Employability Skills: Including how to handle conflict within a work environment.

D. Letter of Interest Submittal Procedures

Letter of Interest should be prepared simply and economically, providing a straightforward response to each request.

E. Modification/Withdrawal of a Letter of Interest

Letter of Interest may be modified or withdrawn by email, at any time prior to the Letter of Interest due date.

F. Letter of Inquiry Contents

A Letter of Interest must contain the following (but may include additional information if the proposer thinks that it will assist EC Works and their partners in evaluating the proposer's Letter of Interest):

1. Signed by the person authorized to commit the proposer to the contractual arrangements with EC Works;
2. What is your ideal method for delivery of construction training? How will you incorporate classroom, hands-on and jobsite training?
3. Please describe the ideal timeline for program participation and completion. How long would it take for a participant to complete training from entry to completion?
4. What is your capacity for delivery, including the facility and location for training, as well as the number of individuals you are equipped to serve at any one time?
5. Describe your past success in providing cohort training; included specific references where available.
6. Please describe potential methods of outreach and promotion, you would employ to recruit students.
7. Please describe how you will partner with the oversight committee of construction companies to ensure effective implementation and outcomes of training.
8. Please describe your cost model and payment methodology, including cost per individual or cohort. (e.g., direct bill, monthly invoice, enrollment fee, etc.)

III. Selection Notification

Successful submission(s) will be notified by January 31, 2019, at which point a Memorandum of Understanding will be developed to identify the terms, conditions and scope of work during the contract period.

The term of the Agreement shall begin upon countersignature and be effective for one year, with the potential to extend.