



## Request for Proposals Employer Training Funds Incumbent Worker Training Grant

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

### **I. Background**

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. These counties are divided into three sub-regions:

- North Sub-Region: (Columbia Gorge) Hood River, Sherman, Wasco, Gilliam and Wheeler counties
- Central Sub-Region: (Central Oregon) Jefferson, Crook and Deschutes counties
- South Sub-Region: (South Central) Klamath and Lake counties

In this capacity, EC Works partners with businesses, government entities and educational institutions to maximize and align investments in the talent needs of employers and the career goals of individuals, to fuel a thriving economy.

### **II. Project Description**

For this opportunity, EC Works is seeking proposals from employers looking for resources to support training for their current workforce, in the East Cascades workforce area. EC Works will fund proposals that present an opportunity for employers to build and maintain a quality workforce and increase the competitiveness of both employees and their business(es), while creating new employment opportunities.

EC Works pays particular attention to training that provides incumbent workers an opportunity for advancement and wage gains within their company, as well as those that create opportunities to backfill positions with new employees. Employers are encouraged to partner with their local WorkSource center in identifying potential candidates for backfill opportunities.

### **III. Conflicts of Interest**

All prospective applicants to this request for proposals (RFP) are prohibited from contacting the members of the East Cascades Works Board of Directors or members of the Central Oregon Workforce Consortium (COWC) regarding this solicitation to avoid actual conflicts, the appearance of conflicts, or undue influence

*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.*

over the process. Contact with anyone for the purpose of influencing the outcome of the process will result in the disqualification of the prospective proposer. EC Works has taken every precaution to ensure the development of this request for proposals, its contents and the review process are kept confidential until provisional award notices are announced.

All inquiries and questions must be submitted in writing to [ecworks.rfp@ecworks.org](mailto:ecworks.rfp@ecworks.org). All formal questions and corresponding answers will be posted on our website within three business days.

**IV. Available Funds**

Funding for this opportunity is provided through the US Department of Labor’s Workforce Innovation and Opportunities Act (WIOA) and made possible through a grant from the Higher Education Coordinating Commission. EC Works will consider proposals that include a request of a minimum of \$5,000 and a maximum of \$25,000. The total amount available is \$75,000

The RFP will be open and competitive until June 15, 2020 at noon Pacific, or until all funding is exhausted. Proposals will be reviewed and awarded on a quarterly basis and will follow the scheduled outlined below. Multiple proposals from the same company or consortia of companies will be considered, as long as each proposal addresses a training need in a different sub-region. Training must begin after July 1, 2019 and conclude prior to June 30, 2021. Employers can only be awarded once during the procurement cycle (release - June 30, 2019).

**V. Timeline and General Provisions**

A. Projected Timeline\*

| ITEM   | DATE/TIME  |
|--|--|
| RFP Released   | August 1, 2019   |
| Submission of Written Questions  | Ongoing  |
| Deadline for Submission of Full Proposal- by email to <a href="mailto:ecworks.rfp@ecworks.org">ecworks.rfp@ecworks.org</a> | September 16, 2019 at noon Pacific<br>December 16, 2019 at noon Pacific<br>March 16, 2020 at noon Pacific<br>June 15, 2010 at noon Pacific |
| Provisional Award Notifications  | October 15, 2019<br>January 15, 2020<br>April 15, 2020<br>July 15, 2020  |

*\*EC Works reserves the right to modify or extend any of the actual or proposed dates in the Projected Timeline.*

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## B. Reserved Rights

EC Works reserves the following rights:

- To republish this Request for Proposals (RFP);
- To terminate this RFP process at any time prior to the execution of any Agreement;
- To supplement, amend, or otherwise modify or cancel this Request for Proposals with or without substitution of another Request for Proposals;
- To clarify the information provided pursuant to this Request for Proposals;
- 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.

## VI. Application Criteria

### A. Employers must:

1. Pay employees during training. Wages must meet the median wage threshold, using the most recent median hourly wage by the sub-region that training funds will be utilized in. Click this [link](#) to search for your occupations in your sub-region (Columbia Gorge, Central Oregon, South Central) to verify.
2. Be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan.
3. Match the award amount, and provide proof of match, at a \$1 - \$1 ratio. Leverage or in-kind contributions are not considered match.
4. Submit for reimbursement of 50% total cost of training, not to exceed the total contract award.

### B. Employees attending training, must be:

1. A U.S. citizen or otherwise legally entitled to work in the U.S.;
2. Age 18 or older;
3. Registered for the Selective Service (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified;
4. Employed;
5. Meet the Fair Standards Act requirements for an employer-employee relationship <http://www.dol.gov/whd> (minimum wage, overtime, hours worked, record keeping, child labor); and
6. Have an established employment history with the employer for six (6) months or more. If the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement.

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## **VII. Proposal Instructions**

Proposals shall be no more than 5 pages in length and shall be submitted using the template provided. Proposals will be evaluated based on the responses to the Proposal Narrative described below. Proposals must be submitted no later than noon on the dates outlined in the timeline above, to [ecworks.rfp@ecworks.org](mailto:ecworks.rfp@ecworks.org). Unless withdrawn, proposals received after the deadline will be automatically entered for consideration in the next submission cycle. Proposals not awarded may be resubmitted at any time.

### **A. Proposal Narrative (100 total points plus 10 bonus points)**

Please complete the proposal narrative questionnaire included in this RFP.

## **VIII. Modification/Withdrawal of a Proposal**

Proposals may be modified by email at any time prior to the submission deadline, or withdrawn by email at any time prior to the award notification dates outlined in Section V.

## **IX. Award Notification**

Provisional award announcements will be made on or before the dates outlined in Section V, at which point a contract will be developed between EC Works and successful applicants, to identify the terms, conditions and reporting requirements.

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