



# Request for Proposals Cross-Gorge 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.

South Central Workforce Council (SCWDC) is a 501 (c) 3 non-profit organization formed in 2007 to convene oversee, and support the workforce development systems in Kittitas, Yakima, Klickitat and Skamania counties.

EC Works and SCWDC partner 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. For this opportunity, EC Works and SCWDC are partnering to further serve their shared labor shed in the Columbia Gorge, specific to the counties of Hood River, Wasco, Sherman, Gilliam, Skamania and Klickitat.

## **II. Project Description**

EC Works and SCWDC are seeking proposals from employers, who straddle our shared labor shed and are looking for resources to support training for their current workforce. Qualified employers will have employees who live on both sides of the Columbia River (Washington and Oregon) and whose physical business location is situated in any one of the counties within the cross Gorge labor shed of: Hood River, Wasco, Sherman, Gilliam, Skamania and Klickitat. EC Works and SCWDC 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, while creating new employment opportunities.

This opportunity will pay 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.

*EC Works is an Equal Opportunity and Affirmative Action employers and do not discriminate in its hiring, employment, contracting, or business practices. EC Works is 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. SCWDC is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities. For telecommunications relay, services are available by dialing 711 from any telephone or mobile device.*

### 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, South Central Workforce Council Board of Directors, members of the Central Oregon Workforce Consortium (COWC) or SCWDC Consortium of County Commissioners (COCC) regarding this solicitation to avoid actual conflicts, the appearance of conflicts, or undue influence 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 and SCWDC have 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 [crossgorge.rfp@ecworks.org](mailto:crossgorge.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). EC Works and SCWDC will consider proposals that include a request of a minimum of \$2,500 and a maximum of \$20,000. The total amount available is \$20,000.

The RFP will be open and competitive until April 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. 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 – April 15, 2020).

### V. Timeline and Reserved Rights

ITEM	DATE/TIME
RFP Released	September 3, 2019
Submission of Written Questions	Ongoing
Deadline for Submission of Full Proposal- by email to <a href="mailto:crossgorge.rfp@ecworks.org">crossgorge.rfp@ecworks.org</a>	October 15, 2019; noon Pacific January 15, 2020; noon Pacific April 15, 2020; noon Pacific
Provisional Award Notifications	November 1, 2019 February 3, 2020 May 1, 2020

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A. Reserved Rights

EC Works and SCWDC reserve the following rights:

- To modify or extend any of the actual or proposed dates in the Projected Timeline;
- 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 a median wage threshold of \$15/hour.
2. Employ and commit to training individuals residing in both Oregon and Washington.
3. Be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest, or related payment plan.
4. Agree to and provide proof of 1:1 match contribution as a share of the training costs, not to exceed the total cost of training outlined in the award. Employee wages, leverage or in-kind contributions are considered match.
5. Submit for reimbursement following completion of training at an amount not to exceed the total contract award, with proof of payment for training.

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

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for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement.

## **VII. Proposal Instructions**

Proposals shall be no more than 5 pages in length and shall be submitted using the templates provided. Proposals will be evaluated based on the responses to the Proposal Narrative, included with this procurement. Proposals must be submitted no later than noon on the dates outlined in the timeline above, to [crossgorge.rfp@ecworks.org](mailto:crossgorge.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.

## **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 to identify terms, conditions, and reporting requirements.

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