

All questions must be submitted in writing to: ECworks.rfp@ecworks.org

Submitted February 19, 2021 at 10:21am

1. Prospective Applicant's full institutional Audit document (Comprehensive Annual Financial Report) is 200+ pages in length-meaning file size for electronic transmittal is substantial; as such: Would EC Works accept a link to the document via applicant's public information web page? If no, does EC Works have an alternate means of large file sharing (i.e. "Dropbox") that could be used? If no, are there priority elements EC Works will accept in lieu of the document in its entirety (i.e. summary findings, notes of clean review et al)? If no, must the Proposal (with accompanying Administrative materials) be submitted in a single email, or is it possible to submit over the course of multiple emails with the same subject line?
 - a. Yes, EC Works will accept a link to a web page that includes the full audited financial statement.
 - b. Not applicable – However, no EC Works will not accept an upload through file sharing.
 - c. Not applicable – However, no, EC Works must receive the full audited financial statement.
 - d. Not applicable – However, yes, the applicant may submit large files over multiple emails if needed.
2. Prospective Applicant anticipates being responsive to BOTH Adult/DW and Youth Services RFPs. In this light must the Administrative Capacity materials be submitted separately with each proposal packet (thus essentially duplicating the institutional information being provided) or would we be able to identify the linkage in context of the first packet sent (even if proposals themselves are reviewed individually/by separate panels)?
 - a. Please submit complete proposals including Administrative Capacity materials separately for each RFP response.

Submitted February 16, 2021 at 3:45pm

1. Generally: How do participants come into the Adult and Dislocated Workers Program?
 - a. They are referred by other WorkSource partners, and local community organizations. They may hear about Adult and Dislocated Worker services through Rapid Response services as a result of a layoff or business closure. Individuals who file for unemployment insurance are required to register with WorkSource and may choose to enroll in services.
2. Generally: Are participants referred to specific service providers at the WorkSource Centers? If so, how does this happen?
 - a. Depending on the specific needs of the participant, they may receive a warm handoff to other partner agencies; Vocational Rehabilitation, DHS Self-Sufficiency, Veteran's services, Oregon Employment Department, Title I-B or Title II services.
3. Generally: Do program participants have any attendance requirements for this program?

- a. Participants would be expected to attend any recommended workshops, provider/agency appointments, training/education sessions and report on time per employer expectations for work experience or on-the-job training programs.
4. Generally: Are data available that display demographic/economic information about program participants, e.g., average income, years of employment experience, average/median age of participants.
 - a. Please see attached tables. Median wage information is not readily available at this time.
5. Page 6, Part VII, Scope of Work, Section A. Program Expectations: The RFP indicates that adult and dislocated worker services are to be delivered “within WorkSource Centers.” Does this mean that services are to be provided only at WorkSource Centers? Can applicants provide services at their service locations as well as WorkSource Centers? Please provide a list of all WorkSource Centers in Klamath County. Will space be made available at the WorkSource Centers for successful applicants? If so, will the successful applicant be required to provide appropriate office furniture, supplies, and materials? Will WorkSource charge successful applicants for office space at the Center? If so, what are the rates? Are their guidelines to setting up and maintaining office space at the WorkSource Centers?
 - a. Adult and Dislocated worker staff are required to provide services at the designated WorkSource Centers. Staff at other locations outside of the WorkSource Center can refer participants to WorkSource for services. On occasion, Title I-B staff can meet participants at other locations for services if it is more convenient for the participant.
 - b. WorkSource Klamath Falls (Comprehensive center), 801 Oak Avenue, Klamath Falls, OR 97601 and WorkSource Lakeview (affiliate center), 513 Center Street, Lakeview, OR 97630.
 - c. Yes, space will be made available at the centers. Office furniture, supplies, and materials will be provided through the contract award.
 - d. Adult/Dislocated Worker Providers are expensed directly through a WorkSource Infrastructure Funding Agreement and paid directly to the lease holder by East Cascades Works. The Adult/Dislocated Worker Service Provider would not be responsible for lease costs associated with the WorkSource.
 - e. Yes, in Klamath Falls the Oregon Employment Department holds the lease for the building therefore office set up and maintenance go through the Department of Administrative Services. In addition, all WorkSource partners sign an MOU as part of the Infrastructure Funding Agreement for common spaces and usage. In Lakeview the space is funded through an agreement with Lakeview County and the office is located in the Lake County Courthouse. We follow their building and maintenance guidelines outlined by Lake County.
6. Page 7, Part VII, Scope of Work, Section A Program Expectations related to training and the minimum training expenditure policy: For purposes of this program, does training include job readiness training, life skills training, or “barrier to employment” removal tasks?
 - a. Yes, to all of these.

7. Page 8, Part VII, Scope of Work, Section B Performance Expectations: The RFP indicates employment performance standards for participants 2nd quarter and 4th quarter after program exit?
 - a. Do these performance expectations require that participants be employed throughout the 2nd and 4th quarters or at any time during those quarters? Anytime during those quarters.
 - b. If participants exit our program, and don't maintain contact, does EC Works maintain contact with participants to a sufficient degree to obtain data related to the performance expectations? No, there is no additional follow up from ECW with participants.

Submitted via Information Session One:

1. How are services being delivered currently?
 - a. With the orders by the governor- our WorkSource centers are closed. We continue to offer virtual services.
2. Are there any tools that you are using to provide services remotely?
 - a. Zoom, Skype, Facetime, it is dependent upon the agency and the clients.
 - b. We are as creative as we can be, to keep individuals and businesses engaged and even hosted a recent drive-through career fair.
3. Can you tell me more about your service delivery model? Are you integrated?
 - a. We have 4 comprehensive centers, Redmond, Bend, The Dalles, Klamath Falls with services being delivered by all mandated partners within those centers. We are proud to be one of the only regions to have fully co-located centers.
4. Data Base System- Name?
 - a. I-Trac.
5. How has the time of COVID impacted the board's DEI mission?
 - a. We have implemented a pre- and post-assessment with all our sub-recipients to show progress towards various goals for advancing diversity, equity and inclusion throughout the program year.
 - b. Also engage with DEI Lab at OSU Cascades for supporting each of our 4 sectors for DEI- currently providing industry demographic and community reports. We are also continuing to make strides in preparing our employers to retain a more diverse workforce.
6. Have we implemented any apprenticeship or entrepreneurship opportunities?
 - a. Yes, software development- yes both pre and apprenticeship- now imbedded in High schools.

Submitted via Information Session Two:

1. Can you please define Out-of-School Youth?
 - a. The definition will be referenced within the RFP. For the purposes of preparing, you should refer to the Workforce Innovation and Opportunity Act's definition of Out-of-School Youth.

2. Are there other elements that will help me to craft my proposal, such as required partnerships with tribes or other community organizations such as KCC?
 - a. Everything will be outlined within the RFP.
3. What is the funding schedule/term of the agreement? Is there any guarantee of funding beyond the period covered within this grant?
 - a. Our program year is July 1-June 30. No, based on the period of funding we receive by the federal government, which is only awarded on a bi-ennium basis, we are unable to guarantee any funding beyond the current program year listed under this procurement.
4. How are these grants structured, i.e., is funding awarded on an up-front basis or on a reimbursement basis?
 - a. Reimbursement basis through a sub-recipient agreement.

Enrolled Demographics/Characteristics Report **Year/Quarter determined by Participation Date

Region: **East Cascades**

Year(s): **PY 2020**

Fund(s): **WorkSource Adult/DW (combined)**

Provider(s): **LWA East Cascades - WS Klamath Falls, LWA East Cascades - WS Lakeview**

Filter(s): **No Filter**

Master List **Combines Demographics/Characteristics/Veterans into one list per customer

		PY 2020				
		Q1	Q2	Q3	Q4	Total
Enrolled Customers		<u>35</u>	<u>26</u>	<u>7</u>	<u>0</u>	<u>68</u>

Enrolled Demographics **Year/Quarter determined by Participation Date

		PY 2020				
		Q1	Q2	Q3	Q4	Total
Sex	Female	<u>19</u>	<u>11</u>	<u>3</u>	<u>0</u>	<u>33</u>
	Male	<u>16</u>	<u>15</u>	<u>4</u>	<u>0</u>	<u>35</u>
	Total	<u>35</u>	<u>26</u>	<u>7</u>	<u>0</u>	<u>68</u>
Age At Participation	18 to 21	<u>4</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>11</u>
	22 to 29	<u>14</u>	<u>5</u>	<u>3</u>	<u>0</u>	<u>22</u>
	30 to 39	<u>4</u>	<u>6</u>	<u>1</u>	<u>0</u>	<u>11</u>
	40 to 49	<u>5</u>	<u>6</u>	<u>2</u>	<u>0</u>	<u>13</u>
	50 to 54	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>2</u>
	55 and above	<u>7</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>9</u>
Total	<u>35</u>	<u>26</u>	<u>7</u>	<u>0</u>	<u>68</u>	
Ethnicity	Hispanic or Latino	<u>4</u>	<u>4</u>	<u>1</u>	<u>0</u>	<u>9</u>
	Not Hispanic/Latino	<u>31</u>	<u>21</u>	<u>6</u>	<u>0</u>	<u>58</u>
	Not Disclosed	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
	Total	<u>35</u>	<u>26</u>	<u>7</u>	<u>0</u>	<u>68</u>
Race	American Indian or Alaskan Native	<u>2</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>8</u>
	Black or African American	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
	More Than One Race	<u>3</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>6</u>
	White	<u>28</u>	<u>14</u>	<u>7</u>	<u>0</u>	<u>49</u>
	Not Disclosed	<u>1</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>4</u>
	Total	<u>35</u>	<u>26</u>	<u>7</u>	<u>0</u>	<u>68</u>

Enrolled Characteristics **Year/Quarter determined by Participation Date

		PY 2020				
		Q1	Q2	Q3	Q4	Total
Economic	None	<u>16</u>	<u>8</u>	<u>2</u>	<u>0</u>	<u>26</u>
	Received Supplemental Security Disability Income (SSDI) in	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
	Received Supplemental Security Income (SSI) in the last 6	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
	Received TANF in the last 6 months	<u>2</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>5</u>

	Receiving SNAP anytime in the last 6 months	<u>18</u>	<u>18</u>	<u>5</u>	0	<u>41</u>
	Total	<u>38</u>	<u>29</u>	<u>7</u>	0	<u>74</u>
Employment	Agricultural Production & Services	<u>1</u>	<u>1</u>	0	0	<u>2</u>
	Disabled (including learning disabilities)	<u>2</u>	0	0	0	<u>2</u>
	Ex-Offender	<u>3</u>	<u>3</u>	<u>3</u>	0	<u>9</u>
	Homeless	<u>3</u>	<u>2</u>	0	0	<u>5</u>
	Limited English Proficient	<u>1</u>	0	0	0	<u>1</u>
	Long-Term Unemployed (more than 26 weeks)	<u>5</u>	<u>2</u>	<u>1</u>	0	<u>8</u>
	Migrant and Seasonal Farmworker	0	<u>1</u>	0	0	<u>1</u>
	Seasonal Farmworker	<u>1</u>	<u>1</u>	0	0	<u>2</u>
	Single Parent	<u>7</u>	<u>10</u>	<u>4</u>	0	<u>21</u>
	Total	<u>23</u>	<u>20</u>	<u>8</u>	0	<u>51</u>

Other Registration Elements **Year/Quarter determined by Participation Date

		PY 2020				
		Q1	Q2	Q3	Q4	Total
Highest Education Level Completed	Associates Degree	<u>3</u>	<u>2</u>	0	0	<u>5</u>
	Bachelors degree or equivalent	<u>1</u>	0	0	0	<u>1</u>
	Completed one or more years of Post-secondary education	<u>2</u>	<u>1</u>	<u>3</u>	0	<u>6</u>
	Did not complete HS Diploma/GED/Equivalent	<u>5</u>	<u>4</u>	0	0	<u>9</u>
	GED	<u>4</u>	<u>4</u>	0	0	<u>8</u>
	High School Diploma	<u>18</u>	<u>14</u>	<u>3</u>	0	<u>35</u>
	Post-secondary technical/vocational certificate (non-degree)	<u>2</u>	<u>1</u>	<u>1</u>	0	<u>4</u>
	Total	<u>35</u>	<u>26</u>	<u>7</u>	0	<u>68</u>
Highest Secondary School Grade Completed	6th Grade Completed	<u>1</u>	0	0	0	<u>1</u>
	8th Grade Completed	<u>1</u>	0	0	0	<u>1</u>
	9th Grade Completed	0	<u>1</u>	0	0	<u>1</u>
	10th Grade Completed	<u>1</u>	<u>2</u>	0	0	<u>3</u>
	11th Grade Completed	<u>2</u>	<u>1</u>	0	0	<u>3</u>
	12th Grade Completed	<u>26</u>	<u>18</u>	<u>7</u>	0	<u>51</u>
	No Information - not collected pre-WIOA	<u>4</u>	<u>4</u>	0	0	<u>8</u>
	Total	<u>35</u>	<u>26</u>	<u>7</u>	0	<u>68</u>
Employment Status	Employed	<u>8</u>	<u>9</u>	<u>2</u>	0	<u>19</u>
	Not Employed	<u>27</u>	<u>17</u>	<u>5</u>	0	<u>49</u>
	Total	<u>35</u>	<u>26</u>	<u>7</u>	0	<u>68</u>
UI Status	Claimant Not Referred by WPRS	<u>10</u>	<u>5</u>	<u>4</u>	0	<u>19</u>
	Exhaustee	0	<u>2</u>	0	0	<u>2</u>
	Not a Claimant or Exhaustee	<u>25</u>	<u>19</u>	<u>3</u>	0	<u>47</u>
	Total	<u>35</u>	<u>26</u>	<u>7</u>	0	<u>68</u>
Family Size	1	<u>17</u>	<u>12</u>	<u>3</u>	0	<u>32</u>
	2	<u>6</u>	<u>2</u>	<u>3</u>	0	<u>11</u>
	3	<u>4</u>	<u>6</u>	0	0	<u>10</u>
	4	<u>3</u>	<u>4</u>	<u>1</u>	0	<u>8</u>
	5	<u>3</u>	<u>2</u>	0	0	<u>5</u>
	6	<u>2</u>	0	0	0	<u>2</u>
	Total	<u>35</u>	<u>26</u>	<u>7</u>	0	<u>68</u>

Income Status	Low Income	<u>20</u>	<u>21</u>	<u>5</u>	0	<u>46</u>
	Total	<u>20</u>	<u>21</u>	<u>5</u>	0	<u>46</u>

WIOA Performance Report

Year(s): **2020**
Provider(s): **LWA East Cascades - WS Klamath Falls, LWA East Cascades - WS Lakeview**
Filter(s): **No Filter**

Employment Rate - Second Quarter After Exit Quarter *reporting Year/Quarters determined by Q4 after exit

PY 2020				
Q1	Q2	Q3	Q4	Total
56.04%	53.85%	70.59%	4.08%	44.50%

Employment Rate - Fourth Quarter After Exit Quarter *reporting Year/Quarters determined by Q6 after exit

PY 2020				
Q1	Q2	Q3	Q4	Total
50.95%	50.34%	52.75%	0.00%	48.87%

Measurable Skills Gain Indicator **reporting Year/Quarters determined by Participation date

PY 2020				
Q1	Q2	Q3	Q4	Total
0.00%	0.00%	0.00%	23.33%	23.33%

Credential Attainment Rate Indicator *reporting Year/Quarters determined by Q4 after exit

PY 2020				
Q1	Q2	Q3	Q4	Total
68.42%	61.90%	81.82%	50.00%	65.08%

Outcomes Report **Year/Quarter determined by Assessment Date

Region: **East Cascades**

Year(s): **PY 2020**

Fund(s): **WorkSource Adult/DW (combined)**

Provider(s): **LWA East Cascades - WS Klamath Falls, LWA East Cascades - WS Lakeview**

Filter(s): **No Filter**

Outcomes (by Quarters)

		PY 2020					Total
		Q1	Q2	Q3	Q4		
Credentials	Occupational Certification awarded by a certification body	<u>3</u>	<u>2</u>	0	0	<u>5</u>	
	Occupational Skills Certificate awarded by an educational institutor	0	<u>4</u>	<u>1</u>	0	<u>5</u>	
	Occupational Skills Licensure awarded by a government agency	<u>1</u>	<u>4</u>	<u>1</u>	0	<u>6</u>	
	Total	<u>4</u>	<u>10</u>	<u>2</u>	0	<u>16</u>	
Employment Confirmation	Before Exit UI Employment Confirmation	<u>4</u>	0	0	0	<u>4</u>	
	Q1 After Exit Employment Confirmation	0	<u>1</u>	<u>1</u>	0	<u>2</u>	
	Q1 After Exit UI Record Match	<u>25</u>	0	0	0	<u>25</u>	
	Q2 After Exit Employment Confirmation	<u>1</u>	<u>2</u>	<u>1</u>	0	<u>4</u>	
	Q2 After Exit UI Record Match	<u>12</u>	0	0	0	<u>12</u>	
	Q3 After Exit Employment Confirmation	0	0	<u>2</u>	0	<u>2</u>	
	Q3 After Exit UI Record Match	<u>27</u>	0	0	0	<u>27</u>	
	Q4 After Exit UI Record Match	<u>48</u>	0	0	0	<u>48</u>	
	QE UI Record Match	<u>12</u>	0	0	0	<u>12</u>	
	UI Q5 Verification	<u>1</u>	0	0	0	<u>1</u>	
Total	<u>130</u>	<u>3</u>	<u>4</u>	0	<u>137</u>		
Employment Information	Employment Information	<u>23</u>	<u>22</u>	<u>3</u>	0	<u>48</u>	
	Total	<u>23</u>	<u>22</u>	<u>3</u>	0	<u>48</u>	