



In partnership with:  
Bend LaPine School District  
Redmond School District  
Jefferson 509-J School District

# Youth Career Connect Youth Internship Program

## Request for Proposal

**Release Date: April 14, 2023**

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### Part I: Introduction

East Cascades Works (EC Works) is a 501(c)3 non-profit organization designated by the Governor of Oregon to convene, oversee, and support the local workforce system. Located in Bend, EC Works serves a ten-county area just east of the Cascades, including: Crook, Deschutes, Gilliam, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, and Wheeler.

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

For this opportunity, EC Works, in partnership with Bend LaPine School District, Redmond School District, and Jefferson 509-J School District, is seeking proposals from organizations that have the capacity, experience, and community networks necessary to deliver comprehensive, year-round internship opportunities to young people, ages 16 to 21, living in Deschutes and Jefferson Counties.

The purpose of the Youth Career Connect is to ensure that the East Cascades Workforce Area has a strong homegrown talent pipeline through the cultivation of paid and unpaid internships and work-based learning opportunities.

### Part II: Background

Workforce services in the East Cascades Workforce Area are primarily funded through the Workforce Innovation and Opportunity Act (WIOA). The work authorized under this federal legislation provides support for workforce development activities in the local area, which are supplemented and aligned with other funding sources. The U.S. Department of Labor (DOL) and Oregon's Higher Education Coordinating Commission Office of Workforce Investments oversee this funding.

## Part III: Governance

EC Works operates on behalf of and in coordination with local elected officials from its ten-county area. The oversight and administration of workforce services for the area is chartered to EC Works in partnership with the Central Oregon Workforce Consortium (COWC), consisting of one Commissioner or Judge from each of the EC Works' ten counties, who are responsible for approving the EC Works annual budget and appointing members to the EC Works board. The EC Works board is a broad cross section of the local community, with the majority of members representing the private sector.

EC Works' primary responsibilities and goals are to:

- Ensure high quality workforce services to local job seekers and business customers.
- Diversify and increase funding to maximize impact in support of the mission.
- Establish a strategic framework for private and public partnerships that supports collaborative service delivery to both businesses and jobs seekers.

## Part IV: Conflicts of Interest

All prospective applicants for this Request for Proposal (RFP) are **prohibited** from contacting the members of the EC Works Board of Directors, the members of the Central Oregon Workforce Consortium (COWC), Bend-La Pine, Redmond or Jefferson 509-J School District staff or leadership, or any individual EC Works staff regarding this solicitation to avoid actual or perceived 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 proposer. EC Works has taken every precaution to ensure that the development of this Request for Proposal, its contents, and the review process, are kept confidential until provisional award notices are announced.

## Part V: Available Funds

Funding for this opportunity is provided through the U.S. Department of Labor's Workforce Innovation and Opportunity Act (WIOA) and through annual commitments from Bend-La Pine, Redmond, and Jefferson-509J School Districts, as well as through contributions from local employers, business organizations and foundations.

The anticipated funding amount available for the contract period of July 1, 2023, to June 30, 2024, is \$275,000. Applicants should use this estimate when drafting their proposal. EC Works reserves the right to modify the anticipated funding amount based on actual funding made available by our funders. EC Works and the successful applicant will further negotiate final budgets and corresponding deliverables during the contracting period.

## Part VI: Timeline & General Provisions

### A. Timeline\*:

ITEM	DATE/TIME
<i>RFP Released</i>	April 14, 2023
<i>RFP Open House/Question &amp; Answer Session RSVP to <a href="mailto:ECWorks.rfp@ecworks.org">ECWorks.rfp@ecworks.org</a> for meeting link</i>	April 27, 2023 – 10am to 11:30am Pacific
<i>Deadline for Submission of Written Questions</i>	May 12, 2023 – 12pm Pacific
<i>Deadline for Submission of Full Proposal via <a href="#">Submission Portal</a></i>	May 30, 2023 – 12pm Pacific
<i>Provisional Award Notification</i>	June 15, 2023
<i>Written Appeal Deadline</i>	July 5, 2023 – 5pm Pacific

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

### B. Questions:

All questions regarding this Request for Proposal must be submitted via email to: [ECWorks.rfp@ecworks.org](mailto:ECWorks.rfp@ecworks.org). Only questions submitted to this email address will receive a response. Questions will be responded to within three business days and will be posted, along with the question, in the Request for Proposal page dedicated to this RFP on the [EC Works' website](#). Questions received after 12:00 p.m. Pacific Time; May 12, 2023, will not be answered.

### C. Proposal Submission:

EC Works must receive complete proposals and all related documents no later than 12:00 p.m. Pacific Time, May 30, 2023, via the [Submission Portal](#), linked on the [EC Works Website](#). Proposals delivered after the due date and time will be considered non-responsive.

Proposals must address all required proposal content sections and should be structured in a way that follows the questions in the order outlined herein. Proposals should be prepared simply and economically; elaborate or expensive bindings, color displays or promotional materials are not required and will not be reviewed.

#### **Submissions must contain the items below:**

1. Administrative Capacity Documents (uploaded into the submission portal)
2. Program Narrative (completed on the submission portal)
3. Budget Narrative (uploaded into the submission portal)
4. Insurance Attestation (completed on the submission portal)

EC Works will send a confirmation acknowledging receipt, within three business days, to the email address provided.

**D. Withdrawal:**

A submitted proposal may be withdrawn at any time. A written request to withdraw the response must be submitted via email to: [ECWorks.rfp@ecworks.org](mailto:ECWorks.rfp@ecworks.org).

**E. Proposal Review:**

EC Works cannot enter into contract negotiations with an organization that is not legally established to conduct business within the State of Oregon or is debarred, suspended, proposed for debarment, declared ineligible due to current corrective action implemented by EC Works or any other awarding agency, or due to pending litigation as it relates to questioned cost or the misuse of federal dollars, or is voluntarily excluded from participation in this transaction by any federal department or agency. For this reason, all applicants must be determined qualified to receive a contract to deliver services in the East Cascades Workforce Area.

EC Works staff will review the requisite Administrative Capacity documentation to determine the minimum qualification. Applicants that do not pass the Administrative Capacity review will not be considered for contracted services.

A review panel will evaluate the Proposal and Budget Narrative portions, based on the points established. The review panel's recommendation will be presented to the EC Works Executive Committee for approval, prior to provisional award announcement and before EC Works staff may enter contract negotiations.

**F. Award Notification:**

Provisional award results will be sent via email on June 15, 2023.

**G. Appeals Process and Procedure:**

All appeals are considered public information and must be submitted via email to: [ECWorks.rfp@ecworks.org](mailto:ECWorks.rfp@ecworks.org) by 5:00 p.m. Pacific Time on July 5, 2023.

Appeals must cite the specific section(s) of the RFP or specific statutes that have been violated to be considered. Proposal rating scores and Administrative Capacity qualification may not be appealed. An appeal request will be responded to within thirty (30) days of receipt.

During any part of the appeal review, the appellant may be asked to clarify or amplify statements, as well as provide proof of claims. In the event an appellant fails to respond, the appeal will be dismissed, and no further appeal will be accepted.

The Executive Director and the EC Works Board Chair will review the appeal, decide, and issue a written response that is intended as a complete and definitive answer to the appeal.

**H. Reserved Rights:**

- This Request for Proposal does not commit EC Works to award a contract.

- EC Works reserves the right to request additional data, documentation, or oral discussion in support of written proposals.
- All solicitations are contingent on availability of funds.
- EC Works may negotiate a modification of services to be delivered with the selected applicant.
- EC Works reserves the right to modify or alter the requirements and standards set forth in this Request for Proposal based on changes or modifications in program requirements mandated by state or federal agencies.
- Applicants to this RFP are advised that most documents in the possession of EC Works are considered public records and subject to disclosure under federal and state public records laws.
- The contract award will not be final until EC Works and the selected applicant have executed a mutually satisfactory contractual agreement.
- Proposals submitted for funding consideration must be consistent with, and if funded, operated according to all applicable federal regulations, State of Oregon policies, laws, regulations, and EC Works policies.
- All applicants must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.

## Part VII: Scope of Work

EC Works is soliciting proposals from organizations who have the capacity, experience, and the community networks necessary to operate a comprehensive, year-round internship program for youth ages 16-21 years. Applicant organizations must demonstrate their plan for meeting the following expectations:

### A. Program Expectations:

- Expose youth to a diverse range of internship and career options and assist in setting career goals.
- Provide students with training and support to write resumes and complete internship applications.
- Provide students with interview preparation and mock interview opportunities with YCC Internship Coaches, employers, and hiring managers.
- Plan at least one job fair in each school district per year, including assistance in the coordination of transportation to ensure access to all schools in the district.
- Collaborate and coordinate services among all Central Oregon youth-serving partners to ensure equity in access to all youth.
- Strategically match youth to opportunities and provide warm introductions to the decision makers regarding placement.
- Cultivate and support employer paid and unpaid internship opportunities for youth.
- Support internship supervisors and youth throughout the placement.

- Educate employers on current BOLI regulations related to employment of minors and adults.
- Maintain accurate data related to internship opportunities, placements, and completions in the provided data management software.
- Use the internship coordination software provided by EC Works in accordance with all user agreements.

**B. Service Delivery Expectations:**

- Bend-La Pine School District:
  - Provide two full-time Internship Coaches with one spending at least 20% of their time serving La Pine.
  - Enroll ten students from the La Pine Area and place three in internships.
  - Engage businesses to develop five La Pine based internship opportunities within the internship software provided.
- Redmond School District:
  - Provide one full-time Internship Coach.
- 509-J School District:
  - Provide one full-time Internship Coach.
- The contractor will serve only the identified schools in their assigned service area.

**C. Enrollment & Outreach Expectations:**

**Youth Enrollment and Performance Targets**

- 75% of enrolled youth will apply to internship roles and 60% of those will be placed in internships.
  - 90% of internships must be paid by the employer or through co-enrollment in a partner organization capable of subsidizing the wages.
- 10% of internship placements must be with CTE focused employers.
- 10% of internship placements must fall into one of EC Works Target Sectors.
- Internship Coaches will work in collaboration with school counselors, teachers, and advisors to prioritize enrollment of the following populations with the goal of ensuring that enrollment diversity mirrors youth population diversity. Demographic information may be verified by school staff or student attestation during enrollment.
  - English Language Learners as defined by [ORS 336.079](#).
  - Students on Individual Education Plans or 504 Plans.
  - Low Income defined as meeting one or more of the following:
    - Eligible for free and reduced lunch
    - Receives SNAP or TANF benefits.
    - Homeless Youth
  - High Risk of Disengagement defined as any student that meets two or more of the following risk factors:
    - Not on track to graduate per credit attainment.

- Self identifies as having three or more Adverse Childhood Experiences (ACEs). A list of these experiences can be provided upon request.
- Attendance below 90%
- Poor peer relationships, including bullying, rejection, and antisocial behavior.
- Pregnant or parenting
- Experience in foster care system

**D. Community Relationship Expectations:**

- Internship Coaches will collaborate with EC Works and all their partners to engage in employer outreach and upload work-based learning opportunities to the internship coordination software to be accessed by all approved internship coordination software providers.
- Coordinated internships must include:
  - A written agreement between business, youth, and YCC, outlining each party’s responsibilities for the duration of the internship.
  - Open communication and regular check-in process to verify with businesses that youth are attending 90% of scheduled shifts, are arriving on time and ready to work, and that the young are performing to a standard that meets employer expectations.
  - Support for youth to address barriers to meeting expectations of the placement, including, but not limited to, co-enrollment of youth in other youth-serving organizations that can help address barriers.

**E. Expectations for Summer Months:**

- Internships
  - Internship Coaches will continue to facilitate internships throughout the summer months.
- Employer outreach
  - Internship Coaches will use summer months to increase business outreach and boost enrollment of employer internship opportunities.
- Summer camps
  - Internship Coaches will collaborate with EC Works to develop a summer work readiness program for sophomores and juniors to begin summer 2024.

**F. Additional Expectations:**

- At the request of the district, participate in CTE instructor advisory meetings and assist in recruiting industry businesses to join these, where industry participation is low.
- Internship Coaches will participate in Central Oregon Youth Solutions Quarterly Meeting.
- Participate in professional development identified by EC Works.



- Agree and adhere to all processes and procedures regarding the provided online internship software usage, collaboration, and data sharing.

**G. Reporting Expectations:**

- The contractor will submit to EC Works a data report, demographics report, and narrative success story using the provided software and reporting templates.
- Reports are due each quarter no later than thirty (30) days after the end of the reporting period.

**Part VIII: Proposal Content**

**A. Administrative Capacity: Pass/Fail**

- A copy of documentation proving legal entity (for example: articles of incorporation, 501(c)(3) letter, etc.) must be uploaded in the submission portal.
- A copy of the organizational chart for key staff involved in this project must be uploaded into the submission portal.
- The organization’s most recent audited financial statements (at minimum within the last two years) including accompanying management letter must be uploaded into the submission portal. If a single audit is not required for your organization, please submit sufficient evidence to demonstrate that the organization has the capacity to properly administer funding that meets all federal, state, and local laws, regulations, and policies.
- Signed Insurance Attestation.

**B. Program Narrative:**

**Delivery and Design: 25 points**

- Describe, in detail, your plan for operating a youth internship program as outlined in this RFP.
- Describe, in detail, how staff responsibilities will be structured as they relate to the delivery of youth internship services.
- Describe, in detail, specific steps that can be taken to prepare a youth with barriers for an internship.
- Describe, in detail, your strategies for outreach, recruitment, enrollment, and completion of youth to the program. How will your program keep young people engaged in internship search, application, placement, and achievement?
- Describe, in detail, the role of management in overseeing program implementation, compliance, and performance, including strategies for improvement and any past success and/or lack of success in meeting/exceeding performance expectation on any contracted service you have provided.

**Equity and Inclusion: 25 points**

- Describe how your organization’s vision and mission statements express a commitment to diversity, equity, inclusion, and access, based on gender, race, LGBTQIA2S+ and disability.

- Describe, in detail, how your organization will provide equitable internship opportunities to diverse young people and youth experiencing barriers, including but not limited to, pregnant or parenting, English Language Learners, students on an Individualized Education Plan, houselessness or housing instability, or involvement in the foster care system.
- Describe how your service delivery practices are inclusive and relevant across diverse cultures, including any experience engaging with indigenous people.
- Describe how your organization would use innovative resources and strategies to ensure that youth, from all the districts and youth programs you are proposing to deliver services, will have equitable access to your program. Be specific in providing strategies utilized.
- Describe staff's role in ensuring that youth from all districts and youth programs are served equitably.

**Employer/Partner Relations: 25 total points**

- Describe the strategies your organization will employ to ensure that youth will have access to a variety of internship opportunities.
- Describe how your program will foster engagement and partnership with high growth and living wage industries and occupations, which must include the EC Works Target Sectors: Manufacturing, Construction, Healthcare and Technology.
- Identify your program's approach to ensure employers have a successful internship experience including how your program will maintain contact with employers and assist them during the employment period.
- Describe, in detail, how your program will create connectivity with other youth employment and career efforts happening locally.
- Describe your experience partnering with youth employment, education, or career development organizations to implement a coordinated effort to improve processes or systems. If your organization does not have experience with this work, describe how you would partner with these entities to improve processes or systems.

**C. Budget Narrative & Workbook**

**Budget Narrative Response: 15 total points**

- Describe your organization's current financial system and evidence that your organization has the capacity for the fund-level fiscal management and reporting required, including your organization's processes for ensuring fiscal and program coordination. Please include a copy of your organization's most recent federally approved indirect cost rate or a statement that your organization intends to negotiate a rate with EC Works as your cognizant agency.
- Describe how you will leverage and/or braid existing grants, other funding sources, and/or other services under the control of your organization into the system in alignment with the vision for integrated service delivery.
- Describe your organization's profit structure and how you intend to capture profit and/or program income from this grant. Include details related to reinvestment in the

program, if applicable. Preference will be given to organizations that either forgo a profit or use it as additional leverage.

**Budget Workbook: 10 total points**

Budget Template - Applicants must complete and upload the corresponding budget template found on [EC Works' website](#). Evaluation will be made on reasonableness and cost efficiency of the budget request, adequate and justifiable description of expenses in the budget narrative and alignment with key performance projections.

## **Required Insurance Attestation – To be completed on the submission portal**

*Our organization understands that it will be required to obtain evidence of insurance coverage prior to executing an agreement. Our organization also understands that where applicable, it shall name EC Works and each of its respective officers, agents, and employees as additional insured with respect to the services to be provided under the agreement.*

### **1. General Liability Insurance**

Commercial General Liability insurance policy on an occurrence basis with a combined single limit of at least \$2,000,000 per occurrence and at least \$4,000,000 in the aggregate per project.

### **2. Motor Vehicle Liability Insurance**

Automobile Liability insurance with a combined single limit of not less than \$1,000,000 combined single limit per accident for Bodily Injury and Property.

### **3. Professional Liability Errors and Omissions Insurance**

Professional Liability/Errors and Omissions type insurance policy with limits of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate.

### **4. Sexual/Physical Abuse/Molestation Insurance**

Physical Abuse and/or Molestation Liability insurance policy on an occurrence basis with a combined single limit of at least \$1,000,000 per occurrence and at least \$1,000,000 in the aggregate, if serving participants under 18.

### **5. Workers' Compensation Insurance**

Workers' Compensation Insurance in compliance with ORS 656 covering all its employees, including any participant paid wages directly, as required by applicable workers' compensation laws including employers' liability with limits not less than \$500,000/ \$500,000/ \$500,000.

### **6. Employee Dishonesty Coverage**

Employee Dishonesty Coverage on every officer, director, agent, or employee authorized to receive or deposit funds under this contract or issue financial documents, checks, or other instruments of payment of program costs. Coverage shall be in the amount of at least \$100,000.

### **7. Property and Equipment**

All property and equipment purchased with grant funds shall be insured at replacement value against fire, theft, and destruction equal to the full replacement cost.

### **8. Subcontractor Insurance**

Any subcontractors of any tier will provide insurance coverage and limits identical to the insurance required under the agreement unless this requirement is expressly modified or waived by EC Works in writing.