



Central Oregon:  
Workforce Innovation &  
Opportunity Act:  
Youth Services

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## Request for Proposal

**Release Date: February 24, 2020**

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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 is seeking proposals from organizations that have the capacity, experience, and community networks necessary to deliver comprehensive, year-round Workforce Innovation and Opportunity Act (WIOA) services to eligible young people ages 16-24 living in Jefferson, Crook and Deschutes counties. Programs funded under this RFP will operate under the provisions of the Workforce Innovation and Opportunity Act (WIOA).

The purpose of the local WIOA funded Youth Services is to ensure that East Cascades Workforce Area has a strong homegrown talent pipeline. The WIOA seeks to serve young adults who are most in need of services. These young adults experience any number of barriers including, but not limited to: pregnant or parenting, lack of a high school diploma or general education development (GED), basic literacy/math deficiency, homelessness or housing instability, involvement in the foster care system, or involvement with the juvenile justice system.

The WIOA Youth Services provide opportunities for our communities' young adults to access the support and skills training necessary to become successful members of the workforce. Young adults enrolled in the WIOA Youth Services are provided with an opportunity to complete their high school education or GED, participate in work experience, learn financial responsibility, develop essential skills, and transition into their next steps with a full year of follow-up or retention and advancement services.

A minimum of 80% of newly enrolled participants must meet out-of-school eligibility requirements under the WIOA. All sub-recipients are required to meet this enrollment minimum

throughout the program year, defined as July 1- June 30. In addition, providers must meet a Minimum Work Experience Training expenditure rate throughout the program year.<sup>1</sup>

## 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 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.

EC Works represents a broad cross-section of the local community with majority private sector representation.

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 proposals (RFP) are prohibited from contacting the members of the EC Works Board of Directors, the members of the Central Oregon Workforce Consortium (COWC) and/or 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 the development of this request for proposals, its contents and the review process are kept confidential until provisional award notices are announced.

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<sup>1</sup> Employment and Training Administration, Training and Employment Guidance Letter WIOA [NO. 8-15](#), November 17, 2015

## 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 made possible through a grant from the Higher Education Coordinating Commission (HECC).

Applicants should use the estimate below when crafting their proposal, which represents funding anticipated for the 2020 Program Year, defined as July 1, 2020- June 30, 2021. EC Works reserves the right to modify the anticipated funding amount based on actual funding provided by the HECC. EC Works and the successful applicant will further negotiate final budgets and corresponding deliverables during the contracting period.

<b>Contract Period: July 1, 2020- June 30, 2021</b>		
<b>Funding Stream</b>	<b>Available Funding</b>	<b>Minimum Work Experience Expenditure</b>
WIOA Youth	\$426,000	\$85,200

## Part VI: Timeline & General Provisions

### A. Timeline\*

<b>ITEM</b>	<b>DATE/TIME</b>
RFP Released	Monday, February 24, 2020
Deadline for Submission of Written Questions	Noon Pacific, Monday, March 16, 2020
Deadline for Submission of Required Intent to Apply	Noon Pacific, Monday, March 23, 2020
Deadline for Submission of Full Proposal	Noon Pacific, Monday, April 6, 2020
Provisional Award Notification	April 24, 2020
Written Appeal Deadline	5:00pm Pacific, May 1, 2020
Contract Start Date	July 1, 2020

\*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 proposals must be submitted via email with the following subject “RFP Youth Inquiry” 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 (3) business days and will be posted, along with the question, in the Request for Proposals page of [EC Works’ website](http://ECWorks.org). Questions received after Noon Pacific Time; Monday March 16, 2020 will not be answered.

### C. Notice of Intent & Proposal Submission

All prospective applicants are required to submit an intent to apply in writing by Noon Pacific on Monday, March 23, 2020, via email with the subject “RFP Youth Intent to Apply” to [ECWorks.rfp@ecworks.org](mailto:ECWorks.rfp@ecworks.org). Any intent to apply received after the deadline, or proposals received without the prior intent to apply, will not be considered.

EC Works must receive complete proposals and all related documents no later than Noon Pacific, Monday, April 6, 2020, via email with the subject “Youth Proposal Submission” to [ECWorks.rfp@ecworks.org](mailto:ECWorks.rfp@ecworks.org). 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.

All Administrative Capacity Documents must via email, along with their proposal.

Submissions must contain the items below:

- 1) Administrative Capacity Documents
- 2) Cover Page with Organization Title, Address and Contact Information
- 3) Program Narrative
- 4) Budget Narrative

EC Works will send a confirmation acknowledging receipt, within three (3) business days, to the email address provided on the cover page.

#### D. Withdrawal

A submitted proposal may be withdrawn at any time. A written request to withdraw the response must be submitted electronically 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, or 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 fiscal staff will review the requisite Administrative Capacity documentation to determine 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 April 24, 2020.

### G. Appeals Process and Procedure

All appeals are considered public information and must be submitted electronically to [ECWorks.rfp@ecworks.org](mailto:ECWorks.rfp@ecworks.org) by 5pm Pacific Time on May 1, 2020.

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, make a determination 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 or oral discussion or documentation 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 proposals 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 the EC Works are considered public record and subject to disclosure under the federal and state public records law.
- The contract award will not be final until the 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, the Federal WIOA legislation, 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 qualified applicants who have the capacity, experience, and the community networks necessary to operate comprehensive year-round services for eligible youth and young adults between the ages of 16 and 24 years.

## A. Program Expectations:

- Focus 80% of enrollments on Out-of-School Youth (OSY), as determined at the time of program enrollment.
- Provide equitable services to eligible youth in Deschutes, Crook and Jefferson counties.
- Develop Individual Services Strategies for each youth, based on comprehensive assessments of career interest, educational needs, as well as short and long-term goals.
- Provide career exploration and work-based learning opportunities for all youth enrolled.
- Provide job search assistance, appropriate employment training, and job coaching to assist youth in securing and retaining employment.
- Provide services to support and prepare youth for successful transitions into and through completion of post-secondary education and/or training.
- Ensure a 20% minimum expenditure is spent on Youth Work Experience.<sup>2</sup>
- Understand and implement all of the required WIOA Youth Program Elements<sup>3</sup>, either directly or through formalized partnerships.
- Deliver services through the following **program phases**:
  1. **Outreach and Recruitment**: Implement strategies to inform potentially eligible youth about available services. Appropriate activities may include information sessions, targeted recruitment through partner organizations, schools, and other agencies.
  2. **Enrollment and Eligibility**: Provide on-site eligibility determination and enrollment and maintain capacity throughout the contract period.
  3. **Active Enrollment**: Ensure that youth receive intensive program service, related to their Individual Service Strategy.
  4. **Follow-up/ Retention and Advancement**: Ensure that youth receive one year of services following transition into post-secondary education or employment.
- Operate under the provisions of the WIOA and serve the WIOA eligible youth and youth previously enrolled in the Workforce Investment Act who remain active or in follow-up services.
- Ensure compliance with all WIOA, state and local laws, regulations, EC Works policies, procedures, and strategic direction.

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<sup>2</sup> Employment and Training Administration, Training and Employment Guidance Letter WIOA [NO. 8-15](#), November 17, 2015

<sup>3</sup> Employment and Training Administration, Training and Employment Guidance Letter WIOA [NO. 21-16](#), March 2, 2017

- Ensure that all staff are trained on federal law, regulations and policies, state policies, and EC Works policies and standards.
- Ensure that staff perform complete and accurate data entry within five (5) business days of the service or activity that is compliant with the WIOA and the local area’s reporting requirements and allows for reports that contribute to performance improvement.
- Ensure that sub-recipient staff maintain hard-copy case files where required, and that documentation required by the I-Trac data management system, the WIOA, and the EC Works are filed in an orderly fashion and meet EC Works Program Standards.
- Actively participate in training opportunities and monthly provider check-ins, as instructed by the EC Works.
- Designate a management-level staff person as Equal Opportunity Officer, to meet equal opportunity requirements for service delivery.
- Ensure that staff can equitably respond to the emerging needs and opportunities of non-English speaking participants.
- Implement strategies and initiatives to ensure that all services are available and accessible to customers with multiple barriers, including but not limited to those with disabilities, pregnant or parenting, lack of a high school diploma or general education development (GED), basic literacy/math deficiency, homelessness or housing instability, involvement in the foster care system, and/or involvement with the juvenile justice system.

**B. Performance Expectations**

WIOA Primary Indicator**	Performance Target
% of participants in education, training activities or unsubsidized employment, during the second quarter after exit from the program	63%
% of participants in education, training activities or unsubsidized employment, during the fourth quarter after exit from the program	59%
% of participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during enrollment or within year one after exit	68%
% of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.	68%

\*\*WIOA Primary Indicators and Calculation Criterion are subject to change based on State and Local performance negotiations. Negotiated levels of performance have not yet been released for Program Year 2020.



## Part VIII: Proposal Content

### A. Administrative Capacity

Administrative Capacity Documents must include the following:

- Copy of documentation proving legal entity (for example: articles of incorporation, 501(c)(3) letter, etc.).
- Copy of the organizational chart.
- The organization's most recent audited financial statements (at minimum within the last two years) including accompanying letter or if not required, evidence sufficient to demonstrate that the organization has the capacity to properly administer funding that meets all federal, state and local laws, regulations and policies.
- The organization's insurance certificate providing evidence of coverage for: General Liability, Professional Liability, Worker's Compensation, Motor Vehicle, Property and Equipment, Employee Dishonesty.

### B. Program Narrative

#### **Organizational Capacity: 10 total points**

- Describe your processes and prior experience managing federal and/or other government funding.
- Describe the experience your management staff has in overseeing work that is highly regulated.

#### **Demonstrated Ability: 10 points**

- Describe, in detail, your plan for operating a youth workforce development program as outlined in this RFP.
- Describe, in detail, how your organization has and will ensure compliance with state and/or federal regulations. Describe any special or technical skills and resources that will contribute to this.
  - If your organization has delivered WIOA funded Youth Services in the past, attach the most recent program year's final report, indicating performance. Describe your success and/or lack of success in meeting/exceeding the negotiated performance.
  - If your organization does not have direct experience delivering WIOA funded Youth Services, describe your organization's experience with related performance success/challenges and your most recent year's final report.

#### **Program Design and Delivery: 45 points**

- Describe, in detail, your strategies for outreach, recruitment, enrollment, and retention of Out-of-School young adults to your program.
- Describe, in detail, your strategies for implementing drop-out prevention and/or recovery efforts.

- Describe, in detail, how your organization will provide equitable services to diverse young people and youth experiencing barriers including but not limited to: pregnant or parenting, high school drop-outs, basic literacy/math deficiency, homelessness or housing instability, involvement in the foster care system, or involvement with the juvenile justice system.
- Describe, in detail, how your program will keep young people engaged in their education/career planning and achievement.
- How will your program determine if it is a good fit for individual young adults? What are the next steps if young adults are not enrolled or eligible in your program? How will your program create connectivity with WorkSource?
- Describe the strategies your organization will employ to ensure that youth will have access to a variety of work-based learning opportunities from Job Shadows, Company Tours, and Informational Interviews to paid/unpaid Internships or Work Experiences. How will your program create connectivity with other youth employment and career efforts happening locally?
- Describe in detail, your engagement with specific industries and occupations, which must include the EC Works Target Sectors: Manufacturing, Construction, Healthcare and Technology.
- Describe how your organization would use technology and/or other innovative resources to ensure that youth, from all of the communities within Deschutes, Jefferson and Crook Counties you are proposing to deliver services, will have equitable access to your program. Be specific in providing strategies and services utilized. Identify locations where services will be delivered.
- Identify your program's approach to ensure participants retain employment and/or persist in post-secondary education. How will you maintain contact with participants and assist them during the follow-up period?

**Leveraged Secondary, Post-Secondary Education and Training Entities: 15 points**

- Describe how your organization will leverage or collaborate with secondary education providers to deliver drop-out prevention and reengagement efforts. How will those secondary education services fit into the overall workforce program design?
- Describe how your organization will partner with post-secondary education providers to create pathways for young people interested in higher education.
- Describe how your organization will partner with pre-apprenticeship and apprenticeship programs to create pathways for young people interested in pursuing careers in the trades.

**C. Budget Narrative & Workbook**

**Budget Narrative Response: 10 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 if EC Works will be your federal 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.

**Budget Workbook: 10 total points**

- Budget Template - Applicants must complete the corresponding budget template for submission with proposal package. 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.