



503-581-1002
503-581-4999 fax

626 High Street NE, STE 305
Salem, OR 97301

REQUEST FOR PROPOSAL (RFP)
For
Workforce Training Funds for Linn, Marion, Polk, and Yamhill Counties -2018

Original Issue Date:	January 18, 2018
Issuing Office:	Willamette Workforce Partnership
RFP Coordinator:	Suzie Gibson
RFP Coordinator Info:	541-913-2889 SGibson@Willwp.org
Application Closing Date/Time:	February 12th 2:00pm PST

PUBLIC NOTICE

Willamette Workforce Partnership is dedicated to addressing the current and future workforce needs of Linn, Marion, Polk and Yamhill counties, and to promoting collaborative solutions to address the needs of workers and businesses. The Workforce Training Fund is one initiative to help businesses enhance competitiveness and build the skills of their current workforce. This fund is for workforce training projects used for job retention and/or creation and to reduce risk of layoffs or closures.

Applications may be obtained at www.willwp.org or by contacting Suzie Gibson by phone or e-mail at (541) 913-2889 or sgibson@Willwp.org. Applications must be submitted to Willamette Workforce Partnership. Applications may be e-mailed to Suzie Gibson at SGibson@Willwp.org in PDF format, or hard copies may be delivered to WWP offices at 626 High Street NE, Suite 305, Salem OR. If application is emailed, please request a delivery receipt to assure the electronic application was received. Applications should be received no later than 2:00 p.m. PST February 12th. **Applications received after 2:00 p.m. PST, February 12th, 2018 will not be accepted.** Applications may be rejected for not complying with all prescribed procedures and requirements described below, or for good cause upon finding it is in the public interest to do so.

The applicant shall return:

- Application Form (three-page maximum) - Exhibit A***
- Budget Description Template (one-page maximum) – Exhibit B***
- Signed Assurances Page – Exhibit C***
- Request for W-9 Form – Exhibit D***

SCOPE OF WORK/SPECIFICATIONS

ELIGIBILITY: Eligible applications must come from businesses and/or associations of workers. Businesses must have conducted operations for 120 days or more in Linn, Marion, Polk and/or Yamhill counties, and may not have laid off workers at current site or another site in the U.S. within the last 120 days due to an expansion or relocation.

Incumbent Training Funds cannot be used to train government employees, to encourage or induce relocation of a business or part of a business, make capital purchases, cover employee wages while in training, or cover training costs incurred prior to the award of a contract.

The applicant must explain how the project will address the criteria listed in the project criteria activities.

Project Criteria Activities: Applicants must identify business strategies in their project that may include:

- Current circumstances that include how the proposed incumbent worker training will enhance the business's ability to move into new markets, become more efficient and more competitive while retaining its workforce.
- Description of the kinds of skills that will be gained by those who participate in the proposed training. Information about whether the training results in an industry recognized certification/credential.
- Sustainability plan for the project once the grant has ended.
- Description of how the successes and challenges learned from the project will be shared with other businesses or consortia.

Applicants must identify the training vendor(s) they plan to use for their projects and contract with them directly. Willamette Workforce Partnership will reimburse training expenses based on the monthly submission of invoices with proof of expenditures, documentation of company match, and progress reports. All training must be completed and all funds expended no later than **November 2, 2018.**

Projects can range from **\$10,000 to \$30,000** and a dollar-for-dollar cash or in-kind match is required. Applications may not exceed three pages and the budget may not exceed one additional page.

Criteria will be weighed and scored to the following:

1. Up to 100 points will be awarded for trainings which result in or lead to an industry recognized certification/credential or clearly demonstrates a relevant skill upgrade for incumbent workers.
2. Up to 100 points will be awarded to projects that support specific skill gain for training participants.
3. Up to 100 points will be awarded to projects that describe a sustainability plan after the grant has ended.
4. Up to 60 points will be awarded to applicants who clearly explain and describe how successes and challenges will be shared with other businesses or consortia.

- Up to 40 points will be awarded to applicants that write and propose a cost-reasonable budget.

Rating Points for Response to Above Criteria

0	Criteria NOT addressed
1	SOME of the criteria are met but there are many areas that are incomplete
2	MOST of the criteria are met but there are some areas that are incomplete
3	MEETS criteria
4	Description EXCEEDS criteria

RFP Evaluation Tool

Refer to Exhibit E

Demographic Data Reporting Requirements for Awarded Workforce Training Grants – Exhibit F

All employees that receive training under these funds must complete the training registration form so certain demographic data elements can be reported to the Department of Labor.

INQUIRIES OF RFP

The RFP Coordinator, Suzie Gibson, is the sole point of contact for specific questions related to this solicitation. **All communication between the Responder and Willamette Workforce Partnership regarding this solicitation shall be in writing, submitted by email to the RFP Coordinator at sgibson@Willwp.org.** Inquiries shall be identified in the subject line as “Workforce Training Funds RFP Inquiry.” Email inquiries may be submitted up to close of business on Monday February 5, 2018, 5:00 pm.

PROPOSAL REVIEW PROCESS/SPECIFICATIONS

APPLICATION REVIEW AND CONTRACT AWARD PROCESS:

- Applications will be reviewed to confirm whether they meet the conditions of the RFP, meet all mandatory requirements, and include signed copies of all the required documents. The applications will then be evaluated and scored based upon the Desirable Criteria identified in this RFP. Contracts will be awarded to those who score highest on the desirable criteria.
- Finalists will be required to make a 15-minute presentation to the evaluation committee.
- All applicants will be advised whether or not their application has been approved via a Notice of Intent to Award.

PROPOSAL REJECTION AND PROCUREMENT CANCELLATION:

Willamette Workforce Partnership reserves the right, prior to the close of this RFP, to cancel all or any portion of the procurement. In addition, Willamette Workforce Partnership reserves the right, after the close of this RFP, to reject any or all applications and, for good cause, to cancel all or any portion of the procurement.

Applications may be rejected for one or more of the following reasons, including but not limited to: a) Failure of the applicant to substantially adhere to one or more of the provisions established in this RFP; b) Failure of the applicant to submit a proposal in the specified format; c) Failure of the applicant to adhere to ethical and professional standards before, during or following the proposal process.

PROTEST OF CONTRACT AWARDS: Applicants who have submitted a proposal may protest the award of a contract to another applicant as follows:

- The protest must be sent in writing by first class U.S. Mail, return receipt requested, to Suzie Gibson, Business Engagement Manager, and must be received by 4:00 p.m. PST of the fifth calendar day following the date listed on the Willamette Workforce Partnership website at www.willwp.org. All protests are public information after the protest period ends.
- All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a state or federal contracting law, rule or regulation, which is applicable to the contracting process.
- Willamette Workforce Partnership will review protests meeting the above conditions. During any part of the review or consideration, the protester may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by Willamette Workforce Partnership. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted.
- After the review, Willamette Workforce Partnership will issue a written response that is intended as a complete and final answer to the protest.

GENERAL INFORMATION

Pre-Contract Costs: Receipt of an application by Willamette Workforce Partnership does not obligate Willamette Workforce Partnership to pay any expenses incurred by the applicant in preparation of the RFP response. Costs for any training scheduled or begun prior to execution of a contract will not be reimbursed.

Public Record: All submissions and additional information, if any, shall become public record after award of contract. Trade secrets or proprietary information that are recognized as such and are protected by law (ORS 646.461 to 646.475) may be withheld, if clearly identified as such in the response. Pricing information and discounts offered cannot be considered proprietary information. All recipients must comply with Federal record retention rules and regulations specified at 29 CFR 200.333.337.

Proprietary Information: If a proposal contains any proprietary information that the applicant does not want disclosed to the public or to be used by Willamette Workforce Partnership for any purpose other than evaluation of their offer, each sheet of such information must be marked with the following legend:

"This data shall not be disclosed outside Willamette Workforce Partnership or be duplicated, used or disclosed in whole or in part

for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to the Contractor as a result of, or in connection with, the submission of such information, Willamette Workforce Partnership shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit Willamette Workforce Partnership right to use information contained herein if it is obtained from another source.”