

## **WWP: Request for Quotes Terms and Conditions**

### **WWP's Commitment to Privacy**

Your privacy is important to us. The following privacy clause explains our online information practices and the choices you can make about the way your information is collected and used. Willamette Workforce Partnership (WWP) operates as a data controller with regards to Personally Identifiable Information (PII) which includes your data. We determine the purpose and means of processing any data provided to us.

#### **What We Can Collect and How We Use it**

Data collected for WWP's manage website is used for the review and awarding of grant applications. WWP requires this consent as a legal basis for all data collected via our website(s). In addition, your participation in any WWP funded activity we enter into, allows WWP to deem information as Personally Identifiable Information (PII) as defined in 2 CFR 200.79. Data that is not considered as PII, is considered public-record and subject to disclosure under the federal and state public records law. WWP will not sell your data.

From time to time, WWP may use your business information to send you important notices, or for our internal purposes, such as auditing, data analysis, and research. We may also use this information to send you announcements on the latest news, programs, and updates from WWP. If you do not wish to receive these periodic announcements, you may opt out by sending an email to [info@willwp.org](mailto:info@willwp.org).

### **WWP's Notice of Application change**

All information posted in this application and site is subject to change without notice. In addition, these Terms and Conditions may be changed at any time without prior notice. Your continued access to the application and site after such changes conclusively demonstrates your acceptance of these changes. Any application submitted prior to the change will be grandfathered to the terms and conditions stated during the time of application submission.

### **WWP's Notice of General Provisions**

WWP reserves the right to waive informalities and minor irregularities in offers received. WWP reserves the right to request additional data or oral discussion or documentation in support of written offers. WWP reserves the right to request an oral presentation after receipt of a proposal. All solicitations are contingent on the availability of funds. WWP may accept any item or group of items of any offer or award more or fewer dollars than the price bid. WWP may negotiate a modification of services with the selected applicant.

Responders to this request for qualifications and quotes are advised that most documents in the possession of WWP are considered public records and subject to disclosure under the federal and state public records law. The contract award will not be final until WWP and the selected applicant have executed a mutually satisfactory contractual agreement, or a letter of the agreement if there is a delay in the contractual agreement. No program activity may begin prior

to final WWP approval of the award and execution of a contractual agreement, or a letter of agreement, between the selected bidder and WWP. Applications submitted for funding consideration must be consistent with, and if funded, operated according to all applicable federal regulations, State of Oregon policies, and WWP policies. WWP may choose to consider other factors including but not limited to geographical considerations, leveraging of outside resources, and target populations, to assure an appropriate mix of resources for the community when awarding contracts under this request for proposal. WWP reserves the right to modify or alter the requirements and standards set forth in this request for qualifications and quotes based on changes or modifications in program requirements mandated by state or federal agencies. WWP also reserves the right to negotiate program improvements and/or cost efficiencies. WWP reserves the right to immediately cancel an award if a new state or federal regulation or policy makes it necessary to change or alter the program purpose or content substantially, or to prohibit such a program. WWP reserves the right to determine both the number, and the funding levels of contracts finally awarded. All applications are scored using the following:

### **WWP's Awarding Criteria**

WWP has \$150,000 available to award during this round of funding with each applicant able to receive up to \$50,000. Awards will be provided to applicants with the highest Total Application Score. The Total Application Score is determined by the following:

- All applications will be scored by all individual scorers using a 0 to 3 rubric:
  - 0- Does not meet criteria/ expectations, missing all or important component
  - 1- Partially meets criteria/ expectations; some information missing
  - 2 - Meets criteria/ expectations; very minor information missing
  - 3- Excels/excellent in meeting criteria/ expectations; no information missing
- Each scorer will use the above 0-3 rubric to evaluate the following:
  - The applicant has provided a clear description of the training program with reasonable timeframes
  - The applicant illustrates they will serve priority populations as identified in the application
  - The applicant has provided a clear reason for training by providing labor market data or direct employer support for the training.
  - The applicant has a clear outreach plan to recruit participants
  - The applicant has a clear plan to assist trainees in obtaining employment
  - The applicant has shown the training is supported by the targeted industry.
  - The applicant has shown the training is tied to employment for 17.00/hour
  - The applicant has shown the trainer is experienced in training and/or if the training is new, the training can show how it will be effective in getting people employed
  - The budget is clear and easy to understand
  - The applicant has the required insurance or attests they will have the insurance by the start of the contract period.
- The total application score is calculated by:
  - Individual Evaluation Score divided by the number of evaluators = Total Application Score.

The highest Individual Evaluator Score an application can receive is 30 points (3pts x 10 review elements = 30). To request a copy of your scoresheet, please contact Ami Maceira Amaceira@willwp.org. The process for appealing an award is as follows: All appeals must be submitted electronically to info@willwp.org within one week after the official award notification is released. All appeals are public information. In order for an appeal to have merit, it must show that a substantial portion of the RFQQ process or a federal or state law was violated. Only appeals that cite the specific section(s) of the RFQQ or specific statutes that have been violated will be considered. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for funding is also not open to an appeal. WWP will put together an appeal review panel to review all appeals. During any part of the appeal review, the appellant may be asked to clarify or amplify statements as well as provide proof of claims of other statements. Any such requests must be fully responded to within the time designated by WWP. In the event an appellant fails to respond, the appeal will be dismissed, and no further appeal will be accepted. After the appeal panel comes to a decision, WWP's Executive Director will issue a written response that is intended as a complete and final answer to the appeal.

### **WWP's Commitment to Equal Opportunity**

WWP is an equal opportunity program/employer. It is against the law for any WWP awardee to discriminate on the following bases: race, color, religion, sex, national origin, age, disability, political affiliation or belief. As part of your participation in any WWP funded activity we enter into, the awardee may not discriminate in any of the following areas: Deciding who will be admitted, or have access to, any WWP financially assisted program or activity; providing opportunities in, or treating any person with regard to, such as a program or activity; or making employment decisions in the administration of, or in connection with, such program or activity. If you have any questions regarding WWP's commitment to Equal Opportunity, please email our Equal Opportunity Officer: Ami Maceira, at amaceira@willwp.org

### **If you Suspect a Violation Has Occurred**

Any applicant may file a complaint alleging a violation to our non-discrimination agreements, laws, or policy. Your complaint should include, at a minimum, your name, address, phone number, name of the person or organization the complaint is against, a written statement of what occurred, dates of the event, what regulation you believe was violated, the satisfaction or resolution you are seeking. *Anonymous complaints will not be processed.* To submit a complaint, you may contact the Equal Opportunity Officer or WWP's Executive Director: Kim Parker-Llerenas at kparker-llerenas@willwp.org. To see WWP's grievance process, please visit [here](#).