

Round 2b: Request for Qualifications and Quotes for Supervisory Training

Introduction

Page description:

Willamette Workforce Partnership (WWP) is the local workforce development board in Linn, Marion, Polk, and Yamhill Counties. We bridge the gap between workers, community organizations, and employers to build a robust workforce pipeline and ensure economic vitality across the region.

WWP is dedicated to supporting local businesses and recognizes the importance of strong leadership and supervisory skills. To empower our local workforce, WWP is building a network of training providers who will partner with us over the upcoming year to deliver targeted training programs, helping employees advance into higher-wage supervisory and leadership roles.

WWP invites proposals from experienced training providers specializing in leadership and supervisory development. Our goal is to select training partners who can deliver comprehensive, practical programs tailored to the needs of diverse local businesses. This initiative aims to:

- **Enhance Organizational Effectiveness:** Equip employees with leadership and supervisory skills to improve performance, drive innovation, and boost engagement.
- **Support Workforce Development:** Build a pipeline of skilled supervisors and leaders to guide teams toward organizational goals.
- **Promote Local Economic Growth:** Strengthen leadership capabilities to contribute to community economic development and resilience.

The RFQQ seeks training providers capable of delivering employer-driven, rapid reskill-upskill training to participant cohorts. The training will prepare participants for full-time roles with a minimum pay of \$17.00/hour in sectors of Healthcare, Manufacturing, Construction, Transportation, Warehousing, Distribution, Technology, or Hospitality. Training providers

who offer industry-supported certificates and credentials that equip participants to succeed as supervisors, managers, and leaders will receive priority consideration.

Responsibilities of Training Providers:

- **Recruitment and Training:** Selected providers will be responsible for the entire training cycle, from recruitment of participants to delivering the training. This includes creating and executing a comprehensive outreach and recruitment plan to attract participants from diverse backgrounds, with a particular focus on priority populations.
- **Employment Connection and Tracking:** After training completion, selected providers must actively assist participants in connecting with targeted positions and track employment outcomes. Proposals should include methodologies for tracking and reporting participant progress and employment status.
- **Collaboration with WorkSource:** Selected providers are required to collaborate with WorkSource Willamette providers for planning, logistics, and communication-related to recruitment, enrollment, and provision of additional workforce training supports (e.g., transportation, childcare assistance, rental assistance).

Cohort training resulting from the application will occur between January 1, 2025, through June 30, 2026. The total award amount per applicant is \$50,000 Because training contracts will be funded by the Higher Education Coordinating Commission and Office of Workforce Investments, all training providers must be eligible to receive training contracts as outlined in [WWP's Local Unified Plan](#) (ORS 600.327). Additionally, ideal respondents will demonstrate previous success in providing training to one or more of the following priority populations:

- Communities of color,
- Women,
- Individuals who receive food assistance, known as Supplemental Nutrition Assistance Program (SNAP),
- Individuals re-entering society from incarceration,
- Individuals currently incarcerated,
- Individuals with low income,
- Older workers aged 55 or over,
- Refugees and eligible immigrant populations, including seasonal farmworkers,
- English Language Learners,
- Veterans,
- Members of Oregon's nine federally recognized Indian tribes,
- Individuals with disabilities,
- Individuals who identify as members of the LGBTQ+ community,
- Individuals from rural communities.

The training providers' primary focus will be recruitment, training participants, connecting

participants to workforce support resources, and employment. WWP will provide all training providers with a WorkSource Willamette point-of-contact.

This application should take approximately 25 minutes to complete. You can save it by clicking the "save and continue" button at the top right-hand corner of your screen starting on the next page.

If you run into any issues or have comments, please contact Ami Maceira at amaceira@willwp.org.

Willamette Workforce Partnership is an equal opportunity program/employer. Language assistance is available to individuals with limited English proficiency free of cost. Auxiliary aids or services are available upon request to individuals with disabilities. Oregon Relay 1-800-735-2900. Willamette Workforce Partnership es un programa/empleador que respeta la igualdad de oportunidades. Hay asistencia de idiomas para personas con conocimiento limitado del inglés sin costo y servicios auxiliares disponibles a pedido para discapacidades. Oregón Relay 1-800-735-2900. This application is screen reader compatible.

1. Please fill in your information below.

First Name

Last Name

Title

Company Name

Street Address

Apt/Suite/Office

City

State

Zip

Country

Email Address

Phone Number

Mobile
Phone

URL

Definitions and Agency Information

As per 20 CFR 680.320, WWP describes eligible applicants for this RFQQ is as one of the following:

- Community-based organization, such as a private non-profit organization that is representative of a community or significant segments of a community and that is located within or in close proximity to the community that is served,
- Private training organization,
- Institution of higher education

Following WWP's vision and mission of advancing equity and inclusion, WWP encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women's business enterprises that meet the requirements of eligible respondents. WWP is committed to equal opportunity in its contracting process.

The following information is definitions used by Willamette Workforce Partnership. You may use these definitions to assist you in completing your application.

DEFINITIONS

Eligible Training Provider: A provider of training services who has met the eligibility requirements to receive WIOA Title I Adult, Dislocated Worker, and Youth funds via an Individual Training Account (ITA) to provide training services to eligible individuals. An eligible training provider is determined through the Higher Education Coordinating Commission.

Priority Populations: Individuals who have barriers to employment. This includes:

- Communities of color,
- Women,
- Individuals who receive food assistance, known as Supplemental Nutrition Assistance Program (SNAP),
- Individuals re-entering society from incarceration,
- Individuals currently incarcerated,
- Older workers aged 55 or over,
- Individuals with low income,
- Youth who have aged out of the foster care system,
- Refugees and eligible immigrant populations, including seasonal farmworkers,
- English Language Learners,
- Veterans,
- Members of Oregon's nine federally recognized Indian Tribes,
- Individuals with disabilities,
- Individuals who identify as members of the LGBTQ+ community,
- Individuals from rural communities (an area with a population of less than 50,000)

Targeted Sector: An industry sector that has a substantial current or potential impact (including through jobs that lead to self-sufficiency and opportunities for advancement) on the state, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses or the growth of other industry sectors. Under this RFQQ, targeted sectors include Healthcare, Construction, Technology, Manufacturing, Hospitality, Transportation, Warehousing, and Distribution.

Targeted Position: A full-time (32 hours a week) occupation that earns \$17.00/hour or more. For salaried occupations, the position must meet the \$17.00/hour or more requirement and follow the Fair Labor Standards Act, ORS 653.010(9). The Wage equivalent to **\$17.00** per hour, at 40 hours per week is \$35,360.00 annually.

2. Are you proposing to offer more than one training program that meets the requirements outlined in the RFQQ? For example, if your agency would like to offer a training program for Certified Nursing Assistants and Community Health Workers, you would state yes to this question. *

- Yes
- No

Unfortunately, this system only allows you to propose one training at a time. If you would like to offer more than one type of training, you will need to fill out another application after you complete this application. Adding more than one training in the same application will be scored as a single combined training.

You may continue with the application.

3. Which of the following statements describes your agency?*

- Community-based organization, such as a private nonprofit organization which is representative of a community or significant segments of a community and that are located within or in close proximity to the community that is served
- Private training organization
- Institution of higher education

4. You stated you are with an institution of higher education or an eligible training provider that can offer training to cohorts of participants in a targeted sector. Please select the sector your agency proposes to provide training for under this application. *Please note, that if you are applying to offer multiple types of training, you will need to submit additional applications.*

- Healthcare
- Manufacturing
- Construction
- Transportation, Warehousing, and Distribution
- Technology
- Hospitality

5. You stated you are an eligible training provider that can offer training to cohorts of participants for targeted positions in targeted sectors. Does your agency have any other training programs which are approved on the Higher Education Coordinating Commission's Eligible Training Provider List?

- Yes
- No
- Not Sure

6. You stated your agency has other training(s) that are part of the Eligible Training Provider List. Please list the name of the training(s) below. *

7. Willamette Workforce Partnership cannot enter contract negotiations with an organization that is not legally established to conduct business in the state of Oregon or is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department or agency. Willamette Workforce Partnership will not enter into contract negotiations with an organization that has a previous contract(s) with Willamette Workforce Partnership that has been terminated for cause, or the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

Is your agency eligible to enter into contract negotiations with Willamette Workforce Partnership? *

- Yes
- No

8. Is your organization required to be registered with the Oregon Secretary of State? To find out about registering your organization with the Oregon Secretary of State, please click [here](#).

- Yes
- No

9. Please enter your Oregon Business Registry number below. If you do not have this information available, you can click [here](#) to find your registry number. If you do not have a registry number, you can click [here](#) to sign up for one.

- Registry Number - Write In

- I couldn't find my registry number

10. Has your agency ever received a federal award? *

- Yes
- No

11. You stated your agency has received a federal award. Does your agency have a SAM.gov number or Unique Entity Identifier (UEI)? If you do not have this information, you can click [here](#) to sign up for one.

- SAMs Number - Write In
- Unique Entity Identifier - Write In
- I couldn't find my registry number

12. You stated your agency has never received a federal award. Does your agency have a SAM.gov number or Unique Entity Identifier (UEI)? If you do not have this information, you can click [here](#) to sign up for one.

- SAMs Number - Write In
- Unique Entity Identifier - Write In
- I couldn't find my registry number

Scope of Work

WMP is issuing this RFQ to engage qualified training providers to deliver employer-driven

WVW is issuing this RFP/QP to engage qualified training providers to deliver employer-driven reskill/upskill programs, preparing participants for supervisory and leadership roles in key sectors. Our goal is to support economic growth and workforce development in the Willamette region through targeted training initiatives that empower individuals and strengthen businesses. Below is key information for submitting your application:

Key Information for Training Program Submission:

Cohort Training:

- Providers are invited to propose cohort sizes that they deem appropriate for the effective delivery of their training programs. Proposals must clearly describe the rationale behind the proposed cohort size, considering factors such as training impact, participant engagement, and logistical feasibility.

Training Format:

- Proposals should detail the training delivery format, specifying whether the training will be conducted virtually, in person, or through a hybrid model. Descriptions should include the rationale for the chosen format and how it facilitates optimal learning outcomes

Training Content:

- Training should prepare participants for supervisory and leadership roles in the following sectors: Healthcare, Manufacturing, Construction, Transportation, Warehousing, Distribution, Technology, or Hospitality.
- Proposals should outline the curriculum, learning objectives, and how the training aligns with the demands and skills requirements of these sectors.
- Priority will go to proposals with a history of offering training in any of the following topics:
 - Inclusive Leadership
 - Authentic Leadership
 - Communication
 - Developing as a Manager and a Leader

Priority Populations:

The proposal should demonstrate a focused approach to recruiting priority populations for providers offering training. It must describe strategies to engage communities of color, women, SNAP recipients, formerly incarcerated individuals, older workers, refugees, veterans, and other priority groups and ensure equitable access to training opportunities.

Outreach and Recruitment Plan:

Respondents are expected to present a detailed plan for outreach and recruitment that outlines strategies to effectively reach and engage potential participants, especially from priority populations. The plan should include:

- Targeted outreach methods and channels
- Partnerships with community organizations, staffing agencies, and other relevant entities
- Strategies for promoting inclusivity and accessibility of the training programs
- Mechanisms for tracking and evaluating the effectiveness of recruitment efforts

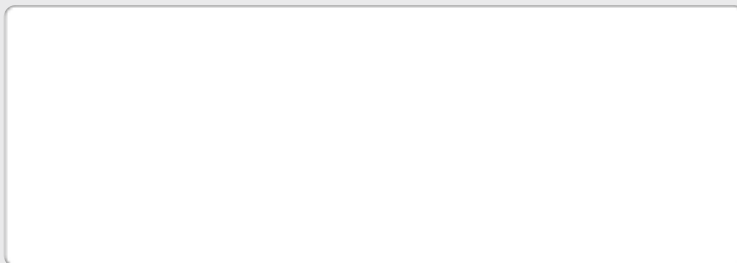
Labor Market Information and/or Letters of Support:

Submissions that include Labor Market Information demonstrating the need for this training or letters of support from local employers, recruiters, and hiring managers endorsing the training are highly preferred.

Proposal Submission

Submissions should provide a comprehensive overview of the proposed training program, demonstrating how it meets the objectives and requirements set forth by WWP. All proposals will be evaluated based on the scoring criteria outlined in the terms and conditions of this application.

13. Please describe the training you would like to offer under this application. Please include the subject of your training, the duration of the training, the location of the training, and the participants you seek to train. Cost information **will be identified within a different portion of this application**. If you prefer to upload program information in addition to this narrative, you may use the upload tool on the next page. *



14. Please provide a detailed explanation of the rationale for this training. If applicable, letters of support may be uploaded in the following section. *

15. If you would like to upload your training information, including letters of support from industry members confirming their endorsement of this training, please do so here. You may upload up to 10 files with a total size of 1 Megabyte.

Browse...

16. How many trainees can be served within each training cohort/class? *

17. How many weeks does it take for a participant to complete the training?

*

18. How many cohorts/classes can your agency complete before June 30, 2026?

*

19. Please provide a brief description of the training provider and/or instructor's credentials below. *

20. Will completion of this training result in an industry-supported certificate or credential for trainees? *

- Yes
- No
- Unsure

21. You stated the training will result in an industry-supported certificate or credential. Please list the name of the certificate or credential your training will offer trainees.

22. How long have you offered this training? *

- This is a new training
- Less than a year
- 1-2 years
- 2-5 years
- 5-10 years
- over 10 years

23. You stated your training is either new or less than a year old. Please read the following statements and check the box next to the statements that represent the reason for this new training. You may receive follow-up inquiries by WWP.

- This training is an updated version of an existing curriculum
- This training is a brand new curriculum
- This training is an existing curriculum but will be executed within a shorter- training timeframe
- Other - Write In

24. You stated this training is new. Please state the reason for the needing this new training.

25. The following chart is how WWP measures the program effectiveness of the training you seek funding for. Please fill out the chart as best as possible. You may receive follow-up inquiries by WWP.

Within the last 1-2 years. What percentage of trainees completed the training?

- 90% to 100%
- 80% to 89%
- 75% to 79%
- 70% to 74%
- 65% to 69%
- 60% to 64%
- 55% to 59%
- 50% to 54%
- Below 50%
- unknown
- Not applicable

Within the last 1-2 years. What percentage of trainees received a certificate and/or degree as a result of the training?

- 90% to 100%
- 80% to 89%
- 75% to 79%
- 70% to 74%
- 65% to 69%
- 60% to 64%
- 55% to 59%
- 50% to 54%
- Below 50%
- unknown
- Not applicable

Within the last 1-2 years. What percentage of trainees received employment as a result of the training?

- 90% to 100%
- 80% to 89%
- 75% to 79%
- 70% to 74%
- 65% to 69%
- 60% to 64%
- 55% to 59%
- 50% to 54%
- Below 50%
- unknown
- Not applicable

Within the last 1-2 years. What percentage of trainees retained employment as a result of the training?

- 90% to 100%
- 80% to 89%
- 75% to 79%
- 70% to 74%
- 65% to 69%
- 60% to 64%
- 55% to 59%
- 50% to 54%
- Below 50%
- unknown
- Not applicable

26. Please describe how your agency will perform outreach and recruit trainees for your training program. *

27. Please describe how your agency will assist trainees in obtaining employment in a targeted position? *

Data Tracking, Outreach Material, and Coordination

Page description:

This RFQQ is funded by the State of Oregon and the Higher Education Coordinating Commission- Office of Workforce Investments. As such, WWP and any entity awarded funds through this application are required to collect, retain, and manage participant information. The participant information includes names, social security numbers, demographic, and employment information. WWP considers the participant information as personally identifiable information (PII) and any applicant awarded funds from this application shall follow WWP's policy on PII. This policy can be found by visiting Willwp.org under the About Us section or by clicking [here](#).

28. Would you like to see the participant-level data that will be required to be collected and maintained under this grant? *

- Yes
- No

The following information is an outline of the data regarding trainees served under WWP's training contract.

29. Any applicant awarded funding through this application will need to include specific verbiage regarding WWP and WorkSource Oregon on any public-facing documentation. The verbiage must state that the training program is funded by WWP and in partnership with WorkSource Oregon while accompanying the WorkSource Oregon and WWP logo.

Will your agency be able to include the requested verbiage and logo on any public-facing documents related to this application? *

- Yes
- No

30. You stated that your agency will not be able to include verbiage regarding WorkSource Oregon and Willamette Workforce Partnership.

Briefly explain why.

Funding

The maximum amount that can be requested for this RFQQ is \$50,000.

WWP will evaluate each proposal to determine reasonable participant costs for training aligned with the employer-driven priorities mentioned above. We acknowledge that training costs will vary across industries based on factors such as training duration, cohort size, and delivery format. Proposals will be assessed based on reasonable cost comparisons, and we request that respondents provide their best-practice training models with associated costs on a "per cohort" basis.

Budgets should outline the full cost of administering this program. Funds awarded through this RFQQ may cover staff wages and benefits, administrative expenses, and direct participant costs, in compliance with state regulations and WWP policies. If awarded, a separate budget negotiation will occur, and funds may only be used as outlined in the training contract.

31. Please complete the expense budget below. The amounts for the budget should reflect the total cost to train, including recruitment and performance tracking. **The maximum amount per award is \$50,000.**

<input type="text"/>	\$	Staff/Fringe (Compensation of employees)
<input type="text"/>	\$	Instructor fees (If contracting with an outside entity for training)
<input type="text"/>	\$	Materials/Supplies (General supplies and operating expenses. Including printing, copying, postage, and other office expenses)
<input type="text"/>	\$	Certification/Testing (Any fees associated for participant tests/certificates administered)
<input type="text"/>	\$	Staff Travel (Travel of staff while working directly with the program and/or the participants)
<input type="text"/>	\$	Training Space (Any rent charges for a classroom or training facility space)
<input type="text"/>	\$	Manuals/Textbooks (Any charges to print or order participant and instructor manuals and textbooks).
<input type="text"/>	\$	Admin (max 8% of budget)

Total : 0

32. If you have any additional training costs not identified in the budget above, please insert the costs and a narrative of the costs, in the area below.

Certification

Page description:

As an authorized representative of this agency, I hereby certify the following:

- The applicant has represented its current status in a truthful and factual manner;
- The applicant is principally operating in Oregon and has been for the last 12 months;
- The applicant is current on all federal, state, and local taxes as of the date of certification;
- The applicant is current on payroll taxes, unemployment insurance, and workers' compensation;
- The applicant is currently registered with the Oregon Secretary of State to do business in Oregon if such registration is required;
- The applicant is compliant with all federal, state, and local laws;
- The applicant is an independent employer and not an employee nor an agent of Willamette Workforce Partnership or the State of Oregon;
- The applicant understands that any inspection of records by Willamette Workforce Partnership about this agreement does not in any way reflect on the part of Willamette Workforce Partnership that such records comply with the law; that remains the sole responsibility of the applicant.
- The applicant understands that they shall defend, save, hold harmless, and indemnify Willamette Workforce Partnership, the State of Oregon, and HECC and their officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney's fees, resulting from, arising out of, or relating to the activities of an awarded contract.

33. I understand that all costs incurred in preparing and submitting an application to this RFQQ are the responsibility of the applicant and will not be reimbursed by WWP. All applicants who submit an application in response to this RFQQ understand and agree that WWP is not obligated to select any applicant, and, further, has absolutely no financial obligation to any applicant arising from this RFQQ.

I understand that failure to comply with eligible use of funds or making a material misrepresentation about the business and its operations to qualify for an award will be a

provision of default of the award and subject the award to recapture. Willamette Workforce Partnership reserves the right to request additional documentation from the applicant to verify the accuracy and authenticity of the information provided. Should there be a determination that a misrepresentation exists and creates a default, the award may be forfeited and subject to repayment. Failure to repay or cure a default will result in any and all collection actions permissible by law, including through third-party collection services or the Oregon Department of Revenue. The applicant agrees to allow Willamette Workforce Partnership to pursue such collection actions. I certify to the best of my knowledge that all information contained in the attached supporting documentation is complete, valid, and accurate. I further certify that, to the best of my knowledge, the application has been reviewed and approved by the authorized owner(s), managers with appropriate delegated authority, and/or in accordance with the organization's articles of incorporation, articles of organization or bylaws, and signature authority are verified. I understand that submission of this application does not guarantee grant funding. *

Sign name using mouse or touch pad

Signature of

Thank You!

Thank you for taking the time to complete the Request for Qualifications and Quotes application! Your response is very important to us. Once the application period closes, Willamette Workforce Partnership will be reviewing applications and awarding grants. All applicants will be contacted by Willamette Workforce Partnership staff after the close of the application process.

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