



WILLAMETTE WORKFORCE

PARTNERSHIP

Oregon's Willamette Workforce Region Youth Services Request for Proposal

Willamette Workforce Partnership seeks qualified, experienced organizations to deliver high-quality workforce development services in Linn, Marion, Polk, and Yamhill counties. Work will begin July 1, 2025, with the potential for contract renewal annually until June 30, 2029. All dates are subject to change.

RFP SCHEDULE (local Pacific Standard Time)	DATE
RFP Release Date	January 6, 2025
Submittal of Written Questions Deadline (11:00 am)	February 11, 2025
Responses to Written Questions (posted on WWP's website)	February 18, 2025
Proposal Deadline (12:00 pm)	April 11, 2025
Evaluation and Bidder Interviews, if applicable	May 2, 2025
Award Notice	May 30, 2025
Contract Start date	July 1, 2025

Submit proposals and requests for alternate formats to:

Willamette Workforce Partnership

626 High St. NE Suite 305

Salem, Oregon 97301

Telephone: 503-581-1002

Email: RFP@willwp.org

www.willwp.org

Willamette Workforce Partnership is an equal opportunity program/employer. Language assistance is free of cost to individuals with limited English proficiency, and 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. Oregon Relay 1-800-735-2900.



I.	GENERAL INFORMATION	
	A. Introduction	1
	B. The Workforce Innovation and Opportunity Act.....	1
	C. Funding Available Under WIOA	1
	D. Other Funding Resources.....	2
	E. Qualified Bidder Requirements	2
	F. Solicitation Transparency.....	2
	G. Right to Disqualify for Conflicts of Interest	3
	H. Cost of Application and Obligation	3
	I. Contractual Relationship and Contract Term	3
	J. Changes to the RFP	4
	K. Disclaimer and General Provisions	4
II.	PROPOSAL PROCESS	
	A. Bidder Questions and Notifications.....	6
	B. Proposal Submission	6
	C. Proposal Withdrawal	6
	D. Qualified Bidder Review.....	6
	E. Evaluation Panel.....	6
	F. Evaluation Criteria.....	7
	G. Award Notification.....	9
	H. Appeal Process and Procedures.....	9
III.	SCOPE OF WORK	
	A. Purpose	10
	B. Definitions.....	10
	C. Sub-Recipient Roles and Responsibilities	10
	D. WIOA Youth Elements.....	11
	E. WIOA Youth Goals.....	12
	F. WIOA Youth Staffing	12
	G. Meeting Attendance	13
	H. Accessibility, Equal Opportunity, and Non-Discrimination.....	13
	I. Administrative Requirements	13
IV.	REQUEST FOR PROPOSAL SUBMISSION	
	A. Narrative Response Instructions.....	15
	B. Narrative Response.....	15
	C. Budget	16
	D. Proposal Documents.....	17
V.	APPENDIX I	
	A. Model Contract	19
VI.	APPENDIX II	
	A. Cover Letter for Proposal.....	48
	B. Administrative Capacity Checklist.....	49
VII.	APPENDIX III	
	A. Budget Template.....	51



Part I: General Information

A. Introduction

Willamette Workforce Partnership (WWP), a private, non-profit 501(c)(3) organization, is the Local Workforce Development Board serving the Oregon counties of Linn, Marion, Polk, and Yamhill. A board of directors governs the work of WWP. A board, prescribed by the Workforce Innovation and Opportunity Act (WIOA), is a mix of private industry leaders, public workforce partners, and area educational institutions and is appointed by the Mid-Willamette Jobs Council, comprised by two county commissioners from each of the four counties. WWP administers WIOA programs in the Willamette Workforce Region and complies with WIOA Section 107 and 20 CFR 679 through 681. More information about WWP and our policies can be found on our website under the [What We Do](#) section.

Pursuant to 20 CFR 681.400, WWP is soliciting proposals to provide Youth Services for the service area of Linn, Marion, Polk, and Yamhill counties, herein referred to as the Willamette Workforce Region. Approximately **\$1,243,000** will be available annually to perform these services, which begin on July 1, 2025.

Through this request for proposal (RFP), WWP will select one or more contractors to deliver Youth workforce services in the Willamette Workforce Region. Work will begin July 1, 2025, to June 30, 2026, with the potential for contract renewal annually until June 30, 2029, based on funding availability and/or contractor performance.

Prospective bidders should note that WWP published another RFP for a One-Stop Operator at the same time as this RFP for Youth Services.

B. The Workforce Innovation and Opportunity Act (WIOA)

Workforce services in the Willamette Workforce Region are primarily funded by WIOA. This act helps job seekers and workers access employment, education, training, and support services to succeed in the labor market and helps match employers with the skilled workers they need to compete in the global economy. The Federal Department of Labor and Oregon's Higher Education Coordinating Commission, Office of Workforce Investment, oversee this funding. Bidders are strongly encouraged to read the Department of Labor's WIOA resource page for WIOA information and the latest updates: <https://www.doleta.gov/wioa/>.

C. Funding Available Under WIOA

The amount of **\$1,243,000** is an annual estimate of funds available for workforce Youth services under WIOA. Estimates are made available only to aid in proposal preparation for bidders.

WWP will negotiate exact amounts with successful bidders after the release of final allocations for the Willamette Workforce Region and the approval of the fiscal year 2025-2026 WIOA budget in late spring of 2025. The funding estimates represent the entirety of the funding available for the proposed services and include any negotiated profit. All applicants must comply with all federal regulations and procurement policies relating to the calculation and use of profits. Per 2 CFR 200.323(b), profit must be



negotiated as a separate price element for each contract in which there is no price competition or in which a cost analysis is performed.

Bidders should note that 20% of the funding for Youth Services must be allocated to work experiences.

D. Other Funding Resources

WWP continually seeks other funding sources, including federal competitive grants, and may align and integrate these additional funding sources with the contractors selected through this RFP. Therefore, contractors must be prepared to align and integrate these awards to benefit businesses and participants in the Willamette Workforce Region.

WWP is also interested in proposals from bidder organizations that may bring additional resources of the bidder organization, such as grants and training resources, to Youth program participants.

E. Qualified Bidder Requirements

WWP 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. WWP will not enter contract negotiations with an organization with previous contract(s) with WWP that have 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. Additionally, any bidder, member, or affiliate of a proposing team with current agreements with WWP must be in good standing for its proposal to be considered responsive. For this RFP, good standing refers to compliance with all contractual provisions, including payment of financial obligations. For this reason, all bidders must be determined to be qualified to receive a contract to deliver services in the Willamette Workforce Region. This determination will be made through an Administrative Capacity review.

The determination review will be a pass or fail. Bidders who do not pass the Administrative Capacity review will not be reviewed for scoring and will be notified. Bidders that pass the Administrative Capacity review will have their proposals move forward to be scored. A bidder may not appeal the Administrative Capacity review outcome.

The Administrative Capacity documents are excluded from the formatting requirements described in this RFP and do not count toward the page limit. Only one set of Administrative Capacity documents relevant to a bidder's organizational capacity is required. The Administrative Capacity checklist that outlines the documents for submission is in **Appendix II**.

F. Solicitation Transparency

Prospective bidders of this RFP are prohibited from contacting members of the WWP Board of Directors, the Mid-Willamette Jobs Council, RFP advisory group members, or WWP staff regarding this solicitation. This is to avoid actual conflicts, the appearance of 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 prospective bidder. WWP has taken every precaution to ensure the development of this RFP, its contents, and the review process are confidential until provisional award notices are announced.

G. Right to Disqualify for Conflict of Interest

WWP reserves the right to disqualify any bidder that fails to provide information or data requested herein, or that provides materially inaccurate or misleading information or data. WWP reserves the right to disqualify any bidder on the basis of any real or apparent conflict of interest disclosed by the proposals submitted or any other data available to WWP. This disqualification is at the sole discretion of WWP. By submitting a proposal hereunder, the bidder waives any right to object now or at any future time as to the exercise by WWP of such right to disqualify or any disqualification because of real or apparent conflict of interest determined by the WWP.

H. Cost of Applications and Obligation

All costs incurred in preparing and submitting a bid in response to this RFP will be the responsibility of the bidder and will not be reimbursed by WWP. All bidders who submit a bid understand and agree that WWP is not obligated to select any bidder and has absolutely no financial obligation to any bidder arising from this RFP.

I. Contractual Relationship and Contract Term

The awardee of this RFP will be a sub-recipient. A sub-recipient is a non-federal entity that receives a sub-award from a pass-through entity to carry out all or part of a federal program but does not include an individual who is a beneficiary of such program. A sub-recipient may also receive other federal awards directly from a federal awarding agency (2 CFR 200.93).

The successful bidder of this RFP must comply with all applicable uniform administrative requirements, cost principles, and audit requirements. As the pass-through agency, WWP will monitor the sub-recipient annually to ensure the grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations.

WWP anticipates that certain aspects of this engagement may require subcontracting by the successful bidder. Subcontracting will require WWP approval, and the successful bidder must use contract documents compliant with federal requirements outlined in 2 CFR 200.

The initial contract term will be one year with up to three additional one-year renewal options, to be exercised at the sole discretion of WWP. Prospective bidders are responsible for reading the model contract (**Appendix I**) to ensure the contract language will not prohibit the contract execution after the bidder's proposal is written, submitted, and selected for funding. Submitting any questions about the contract shall be by the process listed in the **Bidder Questions and Notification** section under **Part II (A)**. By submitting a proposal, each bidder agrees it will be bound by the contract, which WWP may modify before the recommended bidder signs it. The contract resulting from this RFP will be a cost reimbursement contract.

J. Changes to the RFP

Changes to this RFP will be issued as a written addendum and posted on WWP's website. WWP shall not be responsible for any oral instructions given by any sub-recipient employee, consultant, or official regarding RFP specifications, instructions, or documents.

Potential bidders who request such notification in writing will be notified by email when documents related to this RFP are available on WWP's website. Bidders are responsible for obtaining all information posted on the website. Please email RFP@willwp.org with the name of this RFP in the subject line when requesting written notification.

K. Disclaimer and General Provisions

- This request for proposal does not commit WWP to award a contract.
- WWP reserves the right to accept or reject any or all proposals received.
- 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 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 to be delivered with the selected bidder.
- Responders to this request for proposal 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 bidder have executed a mutually satisfactory contractual agreement or a letter of agreement if there is a delay in the contractual agreement. No program activity may begin before final WWP approval of the award and execution of a contractual agreement or a letter of agreement between the selected bidder and WWP.
- 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, and WWP policies.
- WWP may consider other factors, including but not limited to geographical considerations, leveraging of outside resources and target populations, to ensure an appropriate mix of resources for the community when awarding contracts under this request for proposal. Receiving the highest score will not necessarily result in a contract award.
- WWP reserves the right to modify or alter the requirements and standards outlined in this request for proposal 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 substantially change or alter the program purpose or content or prohibit such a program.
- WWP reserves the right to determine both the number and the funding levels of contracts finally awarded.



Part II: Proposal Process

A. Bidder Questions and Notification

Bidders are advised to read this RFP in its entirety. Failure to read and/or understand any portion of this RFP shall not be cause for waiver of any portion of the RFP or subsequent agreement.

All questions about this RFP must be submitted in writing to RFP@Willwp.org no later than the February 11, 2025 deadline, by 11:00 am PST. Please list the name of this RFP in the subject line when submitting questions. All written questions received by the deadline will be responded to in writing and posted on WWP's website by February 18, 2025. Questions received after the deadline will not be answered.

B. Proposal Submission

Electronic submissions must be sent via email to RFP@willwp.org. Oral communications for submission will be considered unofficial and non-binding. WWP must receive the proposal and all related documents marked “**(Name of Bidder) Youth Proposal**” no later than noon (12:00 pm PST), **April 11, 2025**. The timely delivery of proposals is entirely the responsibility of the bidder. Proposals received after the due date and time will be considered non-responsive.

There will be no exceptions.

C. Proposal Withdrawal

A submitted request for a proposal may be withdrawn at any time. The request must be in writing and submitted electronically to RFP@willwp.org.

D. Qualified Bidder Review

WWP will review each proposal to determine if the bidder is qualified. Proposals will be reviewed for documentation of minimum qualifications, completeness, and compliance with the RFP requirements. WWP reserves sole discretion in determining responsiveness and responsibility.

E. Evaluation Panel

WWP will appoint an evaluation panel to review the proposals and recommend a proposed bidder to be awarded the contract resulting from this RFP. The WWP Executive Director will forward the recommendation to the WWP Board, which will approve or reject it. The evaluation panel may interview all the bidders or a shortlist of proposed bidders, or the evaluation panel may evaluate the proposals solely on the materials submitted by the proposal deadline. If a short-list process is used, the evaluation panel will use the evaluation criteria established in this RFP to identify the bidder most likely to be successful in the evaluation process. The short-listed bidders may then be scheduled for interviews with the evaluation panel. If interviews are conducted, the evaluation panel may consider information from the interviews that clarifies the materials submitted by the proposal deadline. The evaluation panel will determine a consensus score for each evaluation criterion, which will then be added together to determine a total consensus score for each proposal.



F. Evaluation Criteria

Each narrative response will be scored by multiplying the Weighted Value by the Evaluator’s Score (Weighted Value x Evaluator’s Score = Total). The Weighted Value of each narrative response is identified below in **Table I**. The Evaluator’s Score is identified in **Table II**. The maximum points possible for each narrative response are identified in **Table III**.

The Weighted Value points (**Table I**) represent the relative importance of each narrative response to the overall Youth Services evaluation.

Table I: Weighted Value

Narrative Response List	Weighted Value Points
Narrative Response 1	20
Narrative Response 2	20
Narrative Response 3	20
Narrative Response 4	15
Narrative Response 5	15
Narrative Response 6	10
Narrative Response 7	10
Narrative Response 8	10
Narrative Response 9	10
Narrative Response 10	10
Total	140

The Evaluation Rubric will be provided to the RFP evaluators, who will assign a score of 0 to 4 to each narrative response. Proposals will be reviewed and scored based on their replies to the narrative responses using the evaluation criteria listed in the rubric identified in **Table II**.

Table II: Evaluator’s Score

Evaluation score	Scoring Rubric
4	Excellent – Response meets all requirements specified in the directions: <ul style="list-style-type: none"> • Response provides all required information thoroughly and uses specific examples • Response demonstrates that the bidder has a complete understanding of the requirements addressed by the question • Response demonstrates that the bidder possesses the capacity, expertise, and/or strengths to meet or exceed expectations addressed in the question
3	Adequate- Response meets most requirements specified in the directions



	<ul style="list-style-type: none"> • Response provides the most required information • Response demonstrates that the bidder understands the requirements addressed by the question • Response demonstrates that the bidder possesses sufficient capacity, expertise, and/or strengths to meet the expectations addressed in the question
2	<p>Incomplete - Response meets some requirements specified in the directions</p> <ul style="list-style-type: none"> • Response provides some required information • Response demonstrates that the bidder has some understanding of the requirements addressed by the question • Response demonstrates that the bidder possesses some capacity, expertise, and/or strengths to meet expectations as addressed in the question
1	<p>Inadequate - Response does not address the question’s requirements</p> <ul style="list-style-type: none"> • Response provides little or no required information • Response demonstrates that the bidder has limited or no understanding of the requirements addressed by the question • Response does not demonstrate that the bidder possesses the capacity, expertise, or strengths to meet program expectations as addressed in the question
0	No answer submitted

The total points possible for each narrative response are listed below in **Table III**. The Maximum Points Possible are determined by Weighted Value x 4 (the highest available Evaluator’s Score).

Table III: Maximum Points Possible

Evaluation Criteria	Maximum Points Possible
Narrative Response 1	80
Narrative Response 2	80
Narrative Response 3	80
Narrative Response 4	60
Narrative Response 5	60
Narrative Response 6	40
Narrative Response 7	40
Narrative Response 8	40
Narrative Response 9	40
Narrative Response 10	40
Total Maximum points	560

G. Award Notification

Provisional award results will be sent via email on or before **May 30, 2025**. Final award results will be published on WWP's website on **June 16, 2025**.

H. Appeal Process and Procedure

The process for appealing an award is as follows: All appeals must be submitted electronically to RFP@willwp.org by **June 6, 2025**, by 5:00 p.m. PST. All appeals are public information. WWP may reject without consideration any appeal submitted after **the June 6, 2025**, deadline.

For an appeal to have merit, it must show that a substantial portion of the RFP process or a federal and/or state law was violated. Only appeals that cite the specific section(s) of the RFP or specific statute(s) 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.

During any part of the appeal review, the appellant may be asked to clarify or amplify statements and 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.

The Executive Director of WWP will receive the appeal and issue a written response intended as a complete and final answer to the appeal.

Part III: Youth Services Scope of Work

A. Purpose

WWP is soliciting proposals from qualified bidders who have the capacity, experience, and community networks necessary to operate comprehensive year-round services for youth between the ages of 14 and 24. Youth programs funded by this RFP will operate under the provisions of WIOA.

Pursuant to 20 CFR 681.400(b)(1), the purpose of this RFP is to align with the Workforce Talent Development Board's (WTDB) State Plan while simultaneously responding to local community input regarding workforce services for youth. As a result of this purpose, WWP seeks bidders who can achieve short and long-term goals with youth participants that lead to obtaining secondary and/or post-secondary educational achievement and/or employment. Prospective bidders must also demonstrate that their organization can create and develop talent by providing young people with resources to meet their immediate needs, such as access to behavioral health, while still providing information and experiences that engage their interests and connect them to Oregon employers. Lastly, prospective bidders must also demonstrate how their agency aligns workforce systems in Linn, Marion, Polk, and Yamhill counties to allow youth to easily access the education and training needed to obtain employment.

WIOA mandates serving youth who are most in need of services. These youth may have multiple barriers to achieving educational and/or employment goals, including but not limited to lack of a high school diploma or general education diploma (GED), basic skills deficiency, pregnant or parenting, homelessness, involvement in the foster care system, and/or involvement with the juvenile justice system. WIOA services help youth overcome these barriers to obtain post-secondary educational advancement or gain employment. These services include being provided with an opportunity to complete high school education or GED, participate in work experience, learn financial responsibility, develop essential skills, and transition into Follow-up services that will be offered to youth for 12 calendar months after the youth is determined to be "exited" from the program.

WIOA requires that a minimum of 75% of participants meet out-of-school eligibility requirements. WWP requires 80% of out-of-school youth participants. Sub-recipients will be required to meet this enrollment minimum throughout the program year 2025-2026.

B. Definitions

Definitions and references for WIOA Youth policies and standards can be found on WWP's website under the [What We Do](#) section. Each bidder is responsible for conducting all necessary research to prepare its proposal.

C. Sub-Recipient Roles and Responsibilities

WWP seeks to empower youth and prepare them for success in the workplace by funding a bidder who can:

- Identify and engage with youth who have left high school without a diploma within a 12-month period and re-engage them in transition services.
- Provide individual counseling to participants, which may include drug and alcohol, mental health counseling, and referrals to other services that focus on cognitive and social development.



- Provide mentoring for at least 12 months.
- Align with other youth-serving institutions or social service organizations to ease access, reduce duplication, close service gaps, and promote collaboration.
- Deliver education and career information services in alignment with WWP's vision of creating a Work Ready community.
- Increase awareness of and connections to in-demand industries and occupations.
- Assist youth in connecting with other resources and services as appropriate.
- Provide a holistic approach to serving youth that encompasses mental, physical, and social development.
- Develop appropriate linkages and formalize collaborative relationships with other organizations that possess the expertise and resources relevant to the needs of the target population.
- Focus on youth development and prevention of detrimental risky behaviors.
- Utilize best practices to support participant success.
- Supervise and provide sub-recipient staff with the knowledge, skills, and abilities needed to serve a diverse population.
- Ensure that staff attend I-Trac user training and all training required by the Oregon Employment Department to access the state's participant registration system; staff must sign and comply with both I-Trac and Oregon Employment Department system user agreements.
- Ensure that sub-recipient staff maintains the I-Trac data management system, which requires case files and documentation.
- Participate in Local Operations Team meetings to ensure maximum cooperation and efficiency in service delivery.
- Coordinate with WWP's Program Manager on a continual basis about best practices regarding WIOA service delivery, cost efficiencies, budget management, effective partnerships, management of WWP contracted funding outside of WIOA, WWP's strategic direction and initiatives, and any other related matters to ensure the best possible service delivery; and
- Meet equal opportunity requirements for service delivery.

D. WIOA Youth Elements

WIOA Youth funds are targeted to youth who are both in and out of school to assist them in career and educational development. The types of services funded through WIOA include fourteen (14) federal requirements and one (1) local requirement, which together are referred to as the fifteen (15) Program Elements. These elements are identified as best practices in youth development, and their presence within WIOA Youth programs ensures that youth have everything they need to become employable. The sub-recipients are responsible for ensuring that youth participants have access to services described by all program elements. For more information about the Program Elements, please review WWP's ST28: Youth Services and the 15 Elements program standard. You may find this standard on WWP's website in the Standards section under the [What We Do](#) tab. These elements are briefly:

- Tutoring, study skills training, and dropout prevention that lead to the completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential;

- Alternative secondary school services or dropout recovery services.
- Work experience.
- Occupational skills training.
- Education offered concurrently with workforce preparation and training.
- Leadership development opportunities.
- Support services.
- Adult mentoring.
- Follow-up services.
- Comprehensive guidance and counseling.
- Financial literacy education.
- Entrepreneurial skills training.
- Services that provide labor market information.
- Post-secondary preparation and transition activities; and
- Pre-employment training.

E. WIOA Youth Goals

WIOA establishes primary indicators of performance that all WIOA sub-recipients must meet. Bidders should read the WIOA performance and accountability guidance published August 23, 2017, in TEGL 10-16 Change 1 and WWP’s Standard ST14: Primary Indicators of Performance for definitions, operating parameters, and calculation methodologies for each measure. WWP’s standards are on WWP’s website under the [What We Do](#) section. The federal performance goals for PY2025-2026 are below:

Federal Performance Measure	Goal
Employment after 2 nd quarter of Exit	67.5%
Employment after 4 th quarter of Exit	63.0%
Median Earnings	\$5,834
Measurable Skill Gain	55.0%
Credential Attainment	60.2%

In addition to the federal performance measures, WWP will negotiate additional performance metrics with the successful bidder. For an example of WWP performance metrics, please refer to Exhibit E: Performance Plan in **Appendix I: Model Contract**.

F. WIOA Youth Staffing

The successful bidder will provide adequate staff of sufficient qualifications and experience to effectively perform the services outlined in the Youth Services Scope of Work. Preferred characteristics include staff who:

- Make participant satisfaction and service a priority and positively interact with system partners.
- Can quickly adapt to changes in service delivery.
- Build rapport and maintain effective partner relationships through consistent and clear communication.



G. Meeting Attendance

Unless otherwise noted, the successful bidder will ensure they attend all monthly Local Operations Team meetings for the WorkSource center located in their service area.

H. Accessibility, Equal Opportunity, and Non-Discrimination

WWP is committed to equal access to services for all customers. The successful bidder will ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefit of, or subject to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation, or belief. The successful bidder will demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADA) and all other equal opportunity laws. This involves prospective bidders providing a physical facility that meets ADA guidelines and ensuring its staff receives accessibility training, which may include developing accessibility plans.

The successful bidder will ensure all written material and communications include the statement:

"Willamette Workforce Partnership/ "SUB-RECIPIENT NAME" 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/ "SUB-RECIPIENT NAME" 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. Oregon Relay 1-800-735-2900.

I. Administrative Requirements

The successful bidder will also adhere to the following requirements:

- **General**
 - Comply with the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).
 - Comply with the Terms and Conditions in the Annual Funding Agreement for year funded program year. An example of the terms and conditions is on page 4: [PY23's Workforce Innovation and Opportunity Act Youth Program Activities- Annual Funding Agreement](#).
 - Comply with WIOA's funding requirements for any disallowed costs or illegal expenditures will be resolved in accordance with [Uniform Guidelines 2 CFR 200](#).
 - Comply with and respond to within defined response times, program, and fiscal monitoring activities conducted annually by WWP.
- **Invoicing**
 - Invoice in accordance with the payment information provided by WWP.
 - Maintain a payroll ledger and submit payroll documentation as requested by WWP.
 - Use an accrual method of accounting.
- **DOL Training and Employment Guidance Letter WIOA No. 15-16, dated January 17, 2017**
 - Disclose to WWP any potential conflicts of interest arising from any relationships

with training service providers or other service providers, including but not limited to career services providers.

- Refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
- Comply with federal regulations and procurement policies relating to the calculation and use of profits.



Part IV: Request for Proposal Submission

A. Narrative Response Instructions

Proposal submissions must be no more than **ten (10) pages**, single-spaced, font size 12, and one-inch margins on all sides. Page limitations only apply to the narrative responses of the RFP. The proposal must include a narrative response by addressing all items listed below. In addressing each one, do so in consecutive order, by re-typing each question with its number first, then responding to the item right below it. Note that each question will be scored separately. Therefore, answer each question completely. Please use quantitative data and examples in addition to the narrative as much as possible. Partner letters of support, key personnel resumes, and other attachments are not included in the 10-page limit.

B. Narrative Response

1. Describe any previous work demonstrating relevant experience in offering Adult Mentoring (Element 8) and Comprehensive Guidance and Counseling (Element 10). Please include your agency's capacity to provide these Elements and the proposed staffing plan with a staff to WIOA youth ratio. Outline the resumes of key personnel assigned to the program, including years of experience and functions under this program proposal. **This question has a maximum of 80 points.**
2. Describe your organization's relationship with local school systems and community-based service providers. In your response, explain these partners' specific roles in delivering services, how those services contribute to achieving the desired outcomes, and the strategies or processes your organization uses to effectively manage and maintain these partnerships. **This question has a maximum of 80 points.**
3. The Oregon Department of Education's 2023-2024 data indicate there are higher dropout rates for Hispanic/Latino, American Indian/Alaska Native students, students living in rural areas, and non-binary students. How will your organization address these disproportionately high dropout rates among these groups? In your response, include examples of culturally responsive strategies and partnerships your organization will utilize to support these students and reduce dropout rates. **This question has a maximum of 80 points.**
4. What additional funding does your organization have to support program participants? How will those funds be leveraged to enhance WIOA funds? **This question has a maximum of 60 points.**
5. Describe in detail your strategies for enrollment, orientation, and assessment of the youth who will participate in your program. Include how you will conduct the outreach within the different cities throughout the proposed area, such as Woodburn, Santiam Canyon, and Salem for Marion County, Newberg and McMinnville for Yamhill County, Albany, Sweet Home, and Lebanon for Linn County, and Dallas and Independence, and Monmouth for Polk County. Please describe which community partners are engaged in this process and what role each partner will play in the process. **This question has a maximum of 60 points.**
6. WWP defines "in-real-time" as engagement with youth within twelve (12) months of dropout status. Describe your approach to real-time re-engagement of out-of-school youth. How will you provide core services and activities to maintain continuous contact with



participants over time. What tools or technologies will you use to track and support their progress toward educational attainment and career readiness? **This question has a maximum of 40 points.**

7. Describe how your organization plans to collaborate with local educational institutions and employers to ensure that the skills taught in your program align with employer needs. How will you adapt your services to address gaps in technical skills, employability skills, and work experience for out-of-school youth? **This question has a maximum of 40 points.**
8. The 2024 Workforce Talent Development Board’s Talent Assessment highlights a critical need for skilled labor in key industries such as healthcare, construction, manufacturing, and transportation. How will your organization develop clear career pathways for youth in these high-demand sectors, particularly those offering long-term job stability and wage growth? In your response, describe your strategy for building partnerships with employers in these fields and ensuring youth have access to work-based learning opportunities. **This question has a maximum of 40 points.**
9. The 2024 Talent Assessment revealed a significant gap between educational programs and the skills required by employers, particularly in fast-growing, high-demand sectors such as construction, healthcare, manufacturing, transportation, warehousing, and distribution. Describe how your organization will collaborate with educational institutions to align curriculum and training with the specific skills needed by local employers. What steps will you take to regularly update guidance and skill awareness and ensure continuous industry alignment for youth? **This question has a maximum of 40 points.**
10. If you have a current role within the local workforce system (e.g., receive funding from WWP to deliver other workforce services or are a WIOA-defined partner agency or program), describe the firewalls you would implement, including a discussion as to how you will prevent conflicts of interest, and create a separation of duties. If you do not have a current role within the local workforce system, please answer “Not applicable.” For all applicants, please describe how your agency assures compliance with federal requirements around nepotism, political patronage, use of participants for political activity, ineligible enrollees, failure to report income from federal funds, violation of contract/grant procedures, and the use of Federal funds for other than specified purposes. **This question has a maximum of 40 points.**

C. Budget

Applicants are required to complete the attached budget proposal located in **Appendix III**. The winning bidder will be asked to review and potentially modify the attached budget proposal during contract negotiation. The following will apply to the development of budget narratives with successful bidders:

- All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles. Disallowed costs are those charges that are determined as unallowable in accordance with the applicable Federal cost principles or other conditions required by the funding source.
- Equipment or capital expenditure may not be purchased with funds for this project.

- To claim any administrative costs that are also indirect costs, the bidder must have an approved Federal indirect cost rate or must obtain an Indirect Cost Rate Agreement from Federal Cognizant Agency within 90 days of receiving a cost-reimbursable contract award or must apply the Federal de minimis of 10% of Total Modified Direct Costs.

D. Proposal Documents

Submissions must contain the items identified below for consideration. Partial submissions will not be considered eligible for an award.

- Cover Sheet for the entire proposal packet of material, located in **Appendix II**.
- Administrative Capacity Checklist, located in **Appendix II**.
- Administrative Capacity Documents, each clearly identified.
- Narrative response that is no longer than ten (10) pages.
- The proposed budget, located in **Appendix III**.
- Resume of key staff and/or list of minimum qualifications for key staff assigned to perform work under this RFP.
- Current job description(s) and resume(s) for staff in financial management of oversight position(s) with responsibility for performing key grant accounting and financial reporting functions.