



**ROGUE WORKFORCE  
PARTNERSHIP**

A proud partner of the  American Job Center network

# One-Stop Operator

## For WorkSource Rogue Valley Centers

Jackson & Josephine Counties



**Request for  
Proposals**

The Rogue Workforce Partnership is seeking a qualified and experienced organization or consortium to serve as the One-Stop Operator for the WorkSource Rogue Valley Centers

Released July 24, 2017

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## Part I: Introduction

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The Rogue Workforce Partnership is a private/public partnership led by business leaders. Our mission is to advance the region's economic vitality by developing a business-responsive workforce that promotes prosperity. We are a non-profit organization designated by the federal and state government as the Local Workforce Development Board for Jackson & Josephine Counties in southern Oregon. We are leaders from business, economic development, education, labor, workforce and community-based organizations working across complex institutional boundaries to invest and align resources, catalyze system change and create innovative workforce solutions. More information on the Rogue Workforce Partnership (RWP) and its local strategic plan is at [www.rogueworkforce.org](http://www.rogueworkforce.org).

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA is designed to strengthen and improve the nation's public workforce system and help get Americans, including underserved youth and those with significant barriers to employment, into high-quality jobs and careers, and help employers to hire, develop, and retain skilled workers.

In June 2016, the Departments of Education and Labor issued the final regulations to implement WIOA. The regulations clarify the need and expectation to modernize the nation's workforce system and represent a more integrated, job-driven approach to support communities and expand job growth. The regulations reaffirm the role of the one-stop delivery system as the cornerstone of the public workforce development system and require core partners to collaborate to support a seamless customer-focused service delivery network. The regulations further require that programs and providers co-locate, coordinate, and integrate resources, activities and information, so that the system as a whole is accessible for individuals and employers alike. The ultimate goal is to increase the long-term employment outcomes for individuals seeking services, especially those with significant barriers to employment.

In response to the passage of WIOA, the Oregon Workforce Investment Board (OWIB) developed and approved a new Unified Strategic Workforce Plan. The State Plan supports the vision of WIOA and provides the State framework for implementing the new law. The State Plan confirms WorkSource Oregon (WSO) as the statewide one-stop system and requires partners to combine resources and staff to support the WSO system and the continued implementation and comprehensive use of the WSO Operational Standards<sup>1</sup>

At the direction of OWIB and the WIOA, RWP developed a local plan to support the State vision and implement WIOA to most effectively meet the needs of business, local job seekers and workers. The local plan was approved by the OWIB in June 2016 and establishes the framework for the implementation of WIOA in Jackson and Josephine Counties.

WorkSource Rogue Valley is our region's service delivery system, consisting of One-Stop Centers that are part of the statewide network of WorkSource Oregon Centers, and is part of the American Job Center national network.

Through this request for proposal, the Rogue Workforce Partnership will select an organization to serve as the One-Stop Operator for the WorkSource Rogue Valley Centers. The role of the one-stop operator will be to coordinate the service delivery of required one-stop partners and service providers.

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<sup>1</sup> See WSO Operational Standards website: <http://wsostandards.weebly.com/>

## Contact with Rogue Workforce Partnership Board Members or Staff

All prospective proposers to this RFP are prohibited from contacting any Rogue Workforce Partnership Board member or staff regarding this solicitation in order to avoid actual conflicts, the appearance of conflicts, or undue influence over the process. Contact with anyone for purposes of influencing the outcome of the process will result in the disqualification of the prospective proposer. In addition, the Rogue Workforce Partnership has taken every precaution to ensure that in the development of this RFP its contents have been kept confidential.

## Part II: Background

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### Workforce Innovation and Opportunity Act (WIOA) Requirements

WIOA requires that a Local Workforce Development Board select or designate a one-stop operator through a competitive process at least once every 4 years, or it may choose to implement a competitive selection process more than once every 4 years.

Per the WIOA Final Rules<sup>2</sup>:

#### **§678.600 Who may operate one-stop centers?**

- (a) One-stop operators may be a single entity (public, private, or nonprofit) or a consortium of entities. If the consortium of entities is one of the one-stop partners, it must include a minimum of three of the one-stop partners described in § 678.400.
- (b) The one-stop operator may operate one or more one-stop centers. There may be more than one one-stop operator in a local area.
- (c) The types of entities that may be a one-stop operator include:
  - (1) An institution of higher education;
  - (2) An Employment Service State agency established under the Wagner-Peyser Act;
  - (3) A community-based organization, nonprofit organization, or workforce intermediary;
  - (4) A private for-profit entity;
  - (5) A government agency;
  - (6) A Local WDB, with the approval of the chief elected official and the Governor; or
  - (7) Another interested organization or entity which is capable of carrying out the duties of the one-stop operator. Examples may include a local chamber of commerce or other business organization, or a labor organization.
- (d) Elementary schools and secondary schools are not eligible as one-stop operators, except that a nontraditional public secondary school such as a night school, adult school, or an area career and technical education school may be selected.
- (e) The State and Local WDBs must ensure that, in carrying out WIOA programs and activities, one-stop operators:
  - (1) Disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers (further discussed in

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<sup>2</sup> Per Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule. Vol. 81. No. 161 August 19, 2016.  
[https://www.doleta.gov/wioa/Final\\_Rules\\_Resources.cfm](https://www.doleta.gov/wioa/Final_Rules_Resources.cfm)

§679.430 of this chapter);

(2) Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term career and training services; and

(3) Comply with Federal regulations and procurement policies relating to the calculation and use of profits, including those at §683.295 of this chapter, the Uniform Guidance at 2 CFR part 200, and other applicable regulations and policies.

#### **§678.620 What is the one-stop operator's role?**

(a) At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of the one-stop operator, including, but not limited to: Coordinating service providers across the one-stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which includes comprehensive and affiliated sites. The competition for a one-stop operator must clearly articulate the role of the one-stop operator.

(b)

(1) Subject to paragraph (b)(2) of this section, a one-stop operator may not perform the following functions: Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans (as required under Sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, and youth providers; negotiate local performance accountability measures; or develop and submit budget for activities of the Local WDB in the local area.

(2) An entity serving as a one-stop operator, that also serves a different role within the one-stop delivery system, may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. The policies and procedures must conform to the specifications in §679.430 of this chapter for demonstrating internal controls and preventing conflict of interest.

#### **§678.625 Can a one-stop operator also be a service provider?**

Yes, but there must be appropriate firewalls in place in regards to the competition, and subsequent oversight, monitoring, and evaluation of performance of the service provider. The operator cannot develop, manage, or conduct the competition of a service provider in which it intends to compete. In cases where an operator is also a service provider, there must be firewalls and internal controls within the operator-service provider entity, as well as specific policies and procedures at the Local WDB level regarding oversight, monitoring, and evaluation of performance of the service provider. The firewalls must conform to the specifications in §679.430 of this chapter for demonstrating internal controls and preventing conflicts of interest.

The Rogue Workforce Partnership is seeking to select or designate a single one-stop operator for all of the WorkSource Rogue Valley Centers and system partners currently operating in the region. This selection/designation will be subject to renewal on an annual basis.

### Part III: The Rogue Valley's Integrated Workforce System

Regional workforce partners are committed to creating a seamless and integrated system of services to better serve the businesses and job/career-seekers in the Rogue Valley. We are building upon many years and previous iterations of integrated service delivery practice. Our region has long been recognized at the state and national level for its exceptionally strong partnerships that are focused first and foremost on creating ever-improving results for our common customers.

Section 121(b) (1) (B) of WIOA and Section §678.400 of the WIOA Final Rule identifies the entities that are required partners in the local one-stop delivery systems. The required partners are the entities responsible for administering the following programs and activities in the local area:

Local Partner Organization	WIOA Required Partner Programs
<b>Rogue Workforce Partnership</b> Service Providers are: <ul style="list-style-type: none"> <li>▸ ResCare</li> <li>▸ College Dreams</li> </ul>	<ul style="list-style-type: none"> <li>• <b>WIOA Title I - Adults, Dislocated Workers</b></li> <li>• <b>WIOA Title I – Youth</b></li> </ul>
<b>Oregon Higher Education Coordinating Commission</b> ( <i>pending procurement of local service provider</i> )	<ul style="list-style-type: none"> <li>▸ <b>WIOA Title II - Adult Education and Family Literacy Act (AEFLA)</b> program authorized under <b>title II</b> of WIOA;</li> </ul>
<b>Oregon Employment Department (OED)</b>	<ul style="list-style-type: none"> <li>▸ <b>WIOA Title III - Wagner-Peyser Act</b> Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;</li> <li>▸ <b>Trade Adjustment Assistance</b> activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)</li> <li>▸ <b>Jobs for Veterans</b> State Grants programs authorized under chapter 41 of title 38, of the United States Code</li> <li>▸ Programs authorized under <b>State unemployment compensation laws</b> (in accordance with applicable Federal law);</li> </ul>
<b>Oregon Vocational Rehabilitation (DHS-OVR)</b>	<ul style="list-style-type: none"> <li>▸ <b>WIOA Title IV - Vocational Rehabilitation (VR)</b> program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by <b>WIOA title IV</b>;</li> </ul>
<b>Oregon Department of Human Services (DHS)</b>	<ul style="list-style-type: none"> <li>▸ <b>Temporary Assistance for Needy Families (TANF)</b> authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), unless exempted by the Governor under § 678.405(b).</li> <li>▸ <b>SNAP</b> - Programs authorized under sections 6(d)(4) and 6(o) of the <b>Food and Nutrition Act of 2008</b> (7 U.S.C. 2015)*</li> </ul>
<b>Rogue Community College</b>	<ul style="list-style-type: none"> <li>▸ <b>Career and technical education programs</b> at the postsecondary level authorized under the <b>Carl D. Perkins Career and Technical Education Act of 2006</b> (20 U.S.C. 2301 et seq.);</li> </ul>
<b>Easter Seals</b>	<ul style="list-style-type: none"> <li>▸ <b>Senior Community Service Employment Program</b> authorized under <b>title V of the Older Americans Act of 1965</b> (42 U.S.C. 3056 et seq.)</li> </ul>
<b>Job Corp</b>	<ul style="list-style-type: none"> <li>▸ <b>WIOA Title I – Job Corps</b></li> </ul>
<b>Housing Authority of Jackson County</b>	<ul style="list-style-type: none"> <li>▸ Employment and training activities carried out by the <b>Department of Housing and Urban Development</b></li> </ul>
<i>Placeholder – we’re checking to determine if any are applicable for our region</i>	<ul style="list-style-type: none"> <li>▸ <b>WIOA Title I (Section 167)</b> - National Farmworker Jobs Program (a nationally directed, locally administered program of services for migrant and seasonal farmworker programs)</li> <li>▸ <b>WIOA Title I – Native American programs</b></li> </ul>

<i>Placeholder – we’re checking to determine if any are applicable for our region</i>	› Employment and training activities carried out under the <b>Community Services Block Grant</b> (42 U.S.C. 9901 et seq.);
	› Programs authorized under sec. 212 of the <b>Second Chance Act of 2007</b> (42 U.S.C. 17532)

WIOA Section 121(b)(2) and WIOA Final Rules section §678.410 also provides for these Additional Partners

Local Partner Organization	Additional Partners*
<b>Southern Oregon Goodwill Industries</b>	› Other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector.  <i>Some of these additional partners listed have been engaged.</i>
<b>U.S. Veterans Administration</b>	
<b>Southern Oregon University</b>	
<b>Jackson County Library Services</b>	
<b>Josephine Community Libraries</b>	
Others	
<b>Small Business Development Centers</b> › <b>Southern Oregon University</b> <i>(Jackson County)</i> › <b>Rogue Community College</b> <i>(Josephine County)</i>	› Employment and training programs carried out by the <b>Small Business Administration</b>  <i>The partners listed have not yet been engaged.</i>
<i>Placeholder – we’re checking to determine if any are applicable for our region</i>	› Employment and training programs administered by the <b>Social Security Administration</b> , including the <b>Ticket to Work and Self-Sufficiency Program</b> established under section 1148 of the Social Security Act (42 U.S.C. 1320b–19)
	› Programs carried out under section 112 of the <b>Rehabilitation Act of 1973</b> (29 U.S.C. 732);
	› Programs authorized under the <b>National and Community Service Act of 1990</b> (42 U.S.C. 12501 et. seq.);

### Rogue Workforce Partnership’s Role

The Rogue Workforce Partnership serves as a catalytic convener and facilitator of business, education and workforce system partners to create an aligned system. As the region’s Workforce Development Board, RWP’s role in the WSRV system is to coordinate the integration of Core partners into WSRV in accordance with WIOA, build additional partnerships, including local employers, convene a Local Leadership Team comprised of system partners, align and coordinate programs, pursue and invest resources, oversee the quality and continuous improvement of the WSRV system, and certify WSRV Centers.

In addition, WIOA Section 107 requires RWP to:

- Develop the Local Workforce Plan.
- Conduct Workforce Research and Regional Labor Market analysis.
- Convene, broker, leverage local providers, stakeholders and resources.
- Lead employer engagement to promote business representation, develop linkages, implement effective sector strategies, and ensure workforce investments support the needs of employers.
- Lead efforts to develop and implement Career Pathways.

- Identify and promote proven and promising practices.
- Maximize the use of technology in the provision of services to job seekers and employers.
- Conduct program oversight to ensure appropriate use, management and investment of workforce resources.
- Negotiate local performance measures.
- Select operators and providers.
- Identify eligible providers of training and career services.
- Coordinate the delivery of core WIOA programs through the one-stop service delivery system.

RWP also serves as the grant recipient and administrative entity for the region’s WIOA Title I resources. In addition, RWP coordinates and manages other resources on behalf of State and local partners and pursues additional grants and other resources to address local workforce needs. RWP commits to investing these resources in support of the WSRV system. RWP purchases contracted workforce services to be delivered through or in association with the WSRV system to support talent development, job creation, income progression, business competitiveness and expanded opportunities for citizen prosperity.

#### **Part IV: WorkSource Rogue Valley Centers**

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The Rogue Workforce Partnership has identified the following locations as the WorkSource Rogue Valley centers for the local workforce development area:

**Comprehensive American Job Center**

**WorkSource Rogue Valley**  
 1569 NE “F” Street  
 Grants Pass, OR 97526

**Affiliate American Job Centers**

**WorkSource Rogue Valley**  
 35 S. Bartlett Street  
 Medford, OR 97501

**WorkSource Rogue Valley**  
 119 N. Oakdale Avenue  
 Medford, OR 97501

Our priority goal is to co-locate and combine the two Medford sites into a single Comprehensive Center as soon as possible.

#### **Part V: One-Stop Operator Role**

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The role of the one-stop operator will be to:

- Coordinate the service delivery of required one-stop partners and service providers
- Coordinate service providers across the one-stop delivery system
- Coordinate service delivery in our multi-center area, which currently includes 1 comprehensive



one-stop center and 2 affiliated centers

In addition, the one-stop operator:

- May be a primary provider of services within the center or may provide some of the services within the center

One-stop operator proposals may be submitted from “a single entity (public, private, or nonprofit) or a consortium of entities. If the consortium of entities is one of the one-stop partners, it must include a minimum of three of the one-stop partners described in section §678.400 of the WIOA Final Rule (see above under Section III).<sup>3</sup>”

The Rogue Workforce Partnership will accept multiple proposal submissions from the same organization if it wishes to submit both as a single entity, as well as a consortium (with 2 other required partners).

### **Part VI: Available Funding and Resources**

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The RWP will accept and consider:

- No-cost proposals
- Cost proposals

At this point in time, no funding allocation has been made for the one-stop operator role. As necessary, a funding allocation determination will be made after proposals are received and as negotiations are entered into with a selected organization or organizations.

### **Part VII: Performance Evaluation**

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The one-stop operator will be evaluated based on criteria that will be developed by the Rogue Workforce Partnership subsequent to the selection / designation of a one-stop operator.

### **Part VIII: Proposal Narrative Content and Evaluation Criteria**

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#### **Proposal Narrative Content**

The proposal must address the criteria described below. In addressing each one, do so in consecutive order, by re-typing each item with its number first, then addressing the item right below it. In addition, note that each of the questions will be scored separately. Therefore, answer each question as completely as needed. The table below summarizes points available for each group of items:

<b>Criterion</b>	<b>Points</b>
A. Proposed Work / Demonstration of Effectiveness	40
B. Organizational Experience & Leadership Expertise	40
C. Budget / Costs	20
Total Points	100

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<sup>3</sup> Per section § 678.600 of Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule. Vol. 81. No. 161 August 19, 2016

**A. Proposed Work / Demonstration of Effectiveness - 40 points**

Describe the work your organization(s) would do in performing the coordination role of the One-Stop Operator.

- How would you go about performing the duties, creating greater integration and alignment between workforce programs, and achieving results?
- Give examples of the kinds of improved results and improvements in the operation of the one-stop center and the workforce system that you anticipate could be achieved from your efforts.

**B. Organizational Experience and Leadership Expertise - 40 points**

Describe the following:

- 1) The leadership experience and expertise of your local management team in:
  - (a) Coordinating service delivery of required WIOA one-stop partners / service providers in a One-Stop Center
  - (b) Coordinating service providers across a one-stop delivery system.
  - (c) Coordinating service delivery in a multi-center area, including comprehensive and affiliate sites.
- 2) If applicable, describe your organization's role as a provider of services within a WorkSource Oregon other similar One-Stop Center.

Inclusion of Linked-In profile links and/or resumes is optional.

**C. Budget / Costs - 20 points**

If a no-cost proposal is submitted, describe the circumstances and rationale by which your organization or consortium of partners is able to serve as the one-stop operator without incurring additional costs.

If a cost proposal is submitted, provide a budget and budget narrative with the following items:

1. Salaries and Wages: Budget justification for all personnel should include: job title, number of full time employees (FTE) per job title, commitment of effort, salary rate, and total direct charges
2. Taxes and Benefits: Fringe benefits should be identified separately from salaries and wages and based on rates determined by organizational policy. The items included in the fringe benefit rate (health insurance, parking, etc.) should not be charged under another cost category.
3. Travel: Provide a best estimate of number of trips and estimated distances, based on the locations of the WorkSource Rogue Valley Centers.
4. Materials, Services and Supplies: Provide a breakdown of the total costs by quantity or unit cost. Provide a justification for these costs.
5. Indirect costs: If responder has a federal indirect cost rate, provide a copy of the approved negotiated agreement (this will not be charged to the page limit).

**Part IX: Proposal Review Process**

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Rogue Workforce Partnership will convene a review panel to evaluate the proposals based on the points as established in the narrative section. The review panel’s determination will be forwarded to the Rogue Workforce Partnership Corporate Directors for final affirmation.

**Part X: Administrative Details**

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**Timelines**

The following timelines will apply for this procurement process:

Date	Activity
July 24, 2017	RFP solicitation sent to potential interested parties and available on Rogue Workforce Partnership's website
August 4, 2017 ♦ 9:00 to 10:30 a.m.	Bidders' conference #1
August 11, 2017 ♦ 8:00 to 9:30 a.m.	Bidder’s conference #2
August 18, 2017 ♦ 1:00 to 2:00 p.m.	Bidder’s conference #3
August 23, 2017 ♦ 12:00 p.m. (noon)	Complete proposals and related documents due
August 23 - 25, 2017	Review and selection period
August 25, 2017	Provisional award notification/contract negotiation
August 29, 2017 at 5:00 p.m.	Appeal deadline
September 1, 2017	Contract or agreement start date

Note: All times shown in Pacific Time

**Bidders’ Conferences**

RWP will conduct 3 bidder’s conferences to provide maximum opportunities for communication and information sharing uniformly to all prospective bidders. We’ve chosen to hold 3 bidder’s conferences because of our region’s strong collaborative partnerships. We want to ensure that all potential interested parties can participate in as many question and answer sessions as deemed necessary. If additional sessions are required, we will schedule them on an as needed basis and post the schedule on the RWP website.

Bidder’s Conferences Location or Dial-in Information:

We will send Outlook invitations to all potential interested parties on our mailing list, as well as any other parties who notify us of their interest in attending. Parties can also participate without having received an Outlook invitation by:

*a. Attending in person at:*

Rogue Workforce Partnership  
 100 E. Main Street, Suite A  
 Medford, Oregon

*b. Attending Via Videoconference Call / Phone:*

August 4, 2017 9:00 to 10:30 a.m.	Join from PC, Mac, Linux, iOS or Android: <a href="https://zoom.us/j/411900269">https://zoom.us/j/411900269</a> Or Telephone: +1 408 638 0968 (US Toll); Meeting ID: 411 900 269 Or iPhone one-tap (US Toll): +14086380968,,411900269#
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August 11, 2017 8:00 to 9:30 a.m.	Join from PC, Mac, Linux, iOS or Android: <a href="https://zoom.us/j/172863590">https://zoom.us/j/172863590</a> Or Telephone: Dial: +1 408 638 0968 (US Toll); Meeting ID: 172 863 590 Or iPhone one-tap (US Toll): +14086380968,,172863590# or
August 18, 2017 1:00 to 2:00 p.m.	Join from PC, Mac, Linux, iOS or Android: <a href="https://zoom.us/j/522549199">https://zoom.us/j/522549199</a> Or Telephone: Dial: +1 408 638 0968 (US Toll); Meeting ID: 522 549 199 Or iPhone one-tap (US Toll): +14086380968,,522549199#

### Questions

All questions regarding this request for proposals must be submitted via email with the following subject “One-Stop Operator RFP Inquiry” to: [RFP@rogueworkforce.org](mailto:RFP@rogueworkforce.org). Questions received after the RFP has been published will be responded to within 1-2 business days by posting the answers in the “Questions and Answers” section on the Rogue Workforce Partnership website homepage. Questions received after August 21, 2017 will not be answered.

### Proposal Submission

**Formatting:** Proposals must be no more than 10 pages, single-spaced, single-sided, Calibri font size 11, and one-inch margins on all sides. Page limitation applies to the narrative only.

Proposals should be prepared simply and economically, providing a straightforward response to each question. Elaborate or expensive bindings, colored displays or promotional materials are not desired.

Original proposal must include the following in the order below:

- Cover Letter
- Proposer Information- Attachment #1 (signed by an official authorized to represent the organization)
- Narrative, with all the questions re-stated and answered consecutively
- Budget Attachment (if needed, in a format of your choice)

Completed proposals are due **electronically to** [RFP@rogueworkforce.org](mailto:RFP@rogueworkforce.org) by 12:00 noon on August 23, 2017.

Proposals that fail to include all items will be considered incomplete and will not be reviewed. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals electronically delivered after the due date or time will be considered non-responsive and will not be reviewed.

Rogue Workforce Partnership will send a confirmation email to the address on the cover page acknowledging receipt.

### Withdrawal

A submitted request for proposals response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: [RFP@rogueworkforce.org](mailto:RFP@rogueworkforce.org).

### Award Notification

Provisional award results will be sent via email on or before August 25, 2017.

## **Appeals Process and Procedures**

All appeals must be submitted electronically to [RFP@rogueworkforce.org](mailto:RFP@rogueworkforce.org) by August 29, 2017 (Note: all appeals are public information). Rogue Workforce Partnership may reject without consideration an appeal that is submitted after the August 29, 2017 deadline.

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

During any part of the appeal review, the appellant 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 Rogue Workforce Partnership. In the event an appellant fails to respond, the appeal will be dismissed and no further appeal will be accepted.

The Executive Director of Rogue Workforce Partnership will review the appeal and issue a written response that is intended as a complete and final answer to the appeal.

## **Part XI: Disclaimers and General Provisions**

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1. This RFP does not commit Rogue Workforce Partnership to award a contract.
2. Rogue Workforce Partnership reserves the right to accept or reject any or all proposals received.
3. Rogue Workforce Partnership reserves the right to waive informalities and minor irregularities in offers received.
4. Rogue Workforce Partnership reserves the right to request additional data or oral discussion or documentation in support of written offers.
5. Rogue Workforce Partnership reserves the right to request an oral presentation after receipt of a proposal.
6. All solicitations are contingent on availability of funds, if required.
7. Rogue Workforce Partnership may accept any item or group of items of any offer, or award more or fewer dollars than the price bid.
8. Rogue Workforce Partnership may negotiate a modification of services to be delivered with the selected bidder.
9. Responders to this RFP are advised that most documents in the possession of Rogue Workforce Partnership are considered public records and subject to disclosure under the federal and state public records law.
10. The contract award will not be final until Rogue Workforce Partnership and the bidder have executed a mutually satisfactory contractual agreement.

11. 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 Rogue Workforce Partnership policies.
12. Rogue Workforce Partnership reserves the right to modify or alter the requirements and standards set forth in this RFP based on changes or modifications in program requirements mandated by state or federal agencies.
13. Rogue Workforce Partnership reserves the right to immediately cancel an award if new state or federal regulations or policy makes it necessary to change or alter the program purpose or content substantially, or to prohibit such a program.
14. Rogue Workforce Partnership reserves the right to determine both the number and the funding levels (if needed) of any agreements or contracts finally awarded. Such determination will depend upon overall funding availability and other factors arising during the proposal review process. The proposal warrants that the costs quoted for services in response to the request for proposals are not in excess of those that would be charged any other individual for the same services performed by the bidder.
15. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.

## **Part XII: Attachments**

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- Attachment #1 Proposer Information Form

**ATTACHMENT # 1**

**PROPOSER INFORMATION**

Proposer Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name and title of the person(s) authorized to represent the Proposer in any negotiations and sign any Personal Services Contract that may result:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

By signing this page and submitting a Proposal, the Authorized Representative certifies that the following statements are true:

1. No attempt has been made or will be made by the Proposer to induce any other person or organization to submit or not submit a Proposal.
2. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin, nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055.
3. Information and costs included in this Proposal shall remain valid for 90 days after the Proposal due date or until a Contract is approved, whichever comes first.
4. The statements contained in this Proposal are true and complete to the best of the Proposer's knowledge and Proposer accepts as a condition of the Contract, the obligation to comply with the applicable state and federal requirements, policies, standards, and regulations. The undersigned recognizes that this is a public document and open to public inspection.
5. The Proposer, by submitting a Proposal in response to this Request for Proposals, certifies that it understands that any statement or representation contained in, or attached to, its Proposal, and any statement, representation, or application the Proposer may submit under any contract DHS may award under this Request for Proposals, that constitutes a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), is subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
6. The Proposer acknowledges receipt of all addenda issued under this RFP.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Authorized to Bind Proposer)