



**ROGUE WORKFORCE
PARTNERSHIP**

*Creating, Innovating & Providing
Applied Learning Experiences to Grow:*

Personal Effectiveness & Essential Employability Skills

Life Coaching, Workshops, Webinars, Seminars
and Staff/Leadership Development Services

Released May 10, 2021

Request for
Qualifications

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PART I: INTRODUCTION

The Rogue Workforce Partnership is a private/public partnership led by business leaders. Our vision is a strong regional economy and prosperous community fueled by skilled workers, quality jobs and thriving businesses. Our mission is to create a demand-driven system that aligns the skills of workers to the needs of employers while improving career pathway accessibility. 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. For more information on see: [Rogue Workforce Partnership](#)

Rogue Workforce Partnership (“RWP”) is seeking information on the qualifications of organizations who can create and provide applied learning experiences that promote the growth of **Personal Effectiveness and Essential Employability Skills** for adults, youth and families engaged in workforce preparation/ career development, education or other related life success-building activities. These experiential learning services would take the form of one-on-one coaching, workshops, and webinars/seminars, as well as staff/leadership development.

Individuals participating in these experiences would be referred from the region’s [WorkSource Rogue Valley](#) (WSRV) one-stop centers, as well as other individuals at other affiliated partnership settings. WSRV is our region’s public workforce 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 Centers](#) national network.

This RFQ is being released in order to obtain information on the experience, expertise and qualifications of organizations who provide these kinds of high-quality coaching and life/personal effectiveness skills development workshops, trainings, webinars and seminars. Through this Request for Qualifications (RFQ), the Rogue Workforce Partnership will select an organization to provide these services.

Responses must address all of the items listed in this request and be submitted as a PDF to RFQ@rogueworkforce.org with the subject line “**Personal Effectiveness & Essential Employability Skills RFQ.**”

Information must be received via email no later than **5:00 pm on Friday, May 28, 2021**. Incomplete information will not be considered. Any exceptions to the specifications of this request must be clearly stated in writing. RWP reserves the right to reject any and all submissions, to waive irregularities, to retain all information submitted, and to use any, if doing so would be in the public interest.

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 RFQ its contents have been kept confidential.

The initial contract for services is expected to be for three (3) years, beginning July 1, 2021 and ending June 30, 2024, and may be extended for up to three additional one-year periods, through June 30, 2027, at RWP’s option.

Proposals are due no later than 5:00 PM PDT on May 28, 2021

PART II: BACKGROUND

Personal Effectiveness Skills constitute the base level of the [US Department of Labor’s Competency Model / Skills Pyramid](#). These “soft skills” have been in high-demand and asked for by employers for decades, but little if any success has been made to better develop these skills in the talent pipeline/pool. Working in close partnership with many workforce, K-20 education and industry partners in the Rogue Valley, RWP is a catalytic partner in a community-wide effort to innovate and create new personal growth and experiential learning experiences that might finally move the needle in developing these skills for students/emerging workers, transitioning workers / adult job seekers, and incumbent workers. The intention and goal of this work is to grow these foundational skills and competencies that are essential to job, career and life success.

As part of this work, regional partners have:

- Created an Essential Employability Skills Rubric that has been widely adopted by partners from K-12 education, postsecondary education/training, workforce, and business/industry as a tool to help develop these skills.
- Added a new foundational level to the US Department of Labor’s Competency Model / Skills Pyramid that includes a particular focus on developing social / emotional well-being, mindfulness, intentionality, grit, presence, emotional intelligence, and self-regulation.

Regional partners are using these new toolsets to help focus collaborative efforts to grow these Personal Effectiveness and Essential Employability Skills. To view these tools see this PowerPoint that was presented to the Oregon Workforce & Talent Development Board in June 2020: [20200630 - Rogue Valley Presentation to WTDB Essential Employability Skills Task Force .pptx](#)

This RFQ is being issued to solicit information from companies or organizations who can provide applied learning experiences for individuals engaged in workforce preparation and career development services in our region.

For our workforce and other partner staff to assist job/career-seekers to be mindful and resilient, our staff must also be mindful and resilient as well. We are therefore also soliciting information from entities on their capacity to provide these kinds of staff development/training services needed to support and continue to build a culture of presence and mindfulness with the staff at the WorkSource Rogue Valley one stop centers, as well as other workforce, education, business/ industry and other community partner staff. This work would take the form of providing training, consultation, and support to help these service providers/ practitioners experience and understand for themselves the power of these personal growth experiential learning services.

The RWP is seeking a complete range of services as described in the *Required Services* section.

PART III: REQUIRED SERVICES

A. Experiential Learning Experiences for Adults, Youth & Families

For those engaged in workforce preparation/ career development, education or other related life success-building activities – applied learning experiences must include, but are not limited to:

- Life Coaching - *one-on-one, individualized sessions for individuals by a certified professional coach (International Coaching Federation Certification)*
- Workshops - *that are interactive and dynamic, and delivered in-person and/or virtually, to provide experiential learning experiences that promote the growth of Personal Effectiveness and Essential Employability Skills*

- Training Webinars / Seminars - *that can be in-person and/or on-demand, pre-recorded training sessions that provides information, frameworks, tools, instructions, etc. and that can be recommended to by WorkSource Rogue Valley employees, other partners, or self-directed by individual job/career-seekers*

These experiential leaning services must relate directly to the Essential Employability Skills Rubric and the enhanced Competency Model / Skills Pyramid (*see link to PowerPoint above*). In addition, the services provided must incorporate the principles and best practices related to [Adverse Childhood Experiences](#), [Trauma-Informed Care](#) and [Diversity, Equity, and Inclusion](#).

B. Experiential Learning Experiences, Training & Development of Staff, Teachers & Leaders

In addition, we are seeking training, consultation and support to staff, instructors, and leaders at WSRV, other workforce organizations, K-20 education, business/industry and other community partners. These services must include, but are not limited to:

- Coaching Skills – *interactive applied learning experiences and trainings to increase the skills and effectiveness of workforce, education, and other partner professionals in their work with adults, youth and families*
- Ongoing Support - *for coaching skills through support groups and / or routine re-fresher sessions, either virtually and/or in-person*
- Professional Development Workshops - *in-person and/or virtual sessions for staff on a range of subjects including, but not limited to:*
 - Mindfulness - *through the frame of brain neuroscience*
 - Building Resilience
 - Coping and Self-Care
 - Being an Effective Team Member
 - Growing into Leadership / Mindful Leadership

PART IV: PROPOSAL SUBMISSIONS

Proposals must be received no later than **May 28, 2021 at 5:00 PM PDT** and must be submitted electronically in PDF format. Send proposals to: RFQ@rogoueworkforce.org .

Organizations may elect to submit an “Intent to Respond” by emailing RFQ@rogoueworkforce.org by **May 21, 2021**. The Intent to Respond email shall reference *Personal Effectiveness & Essential Employability Skills - RFQ 2021* and shall state on the “subject” line that it is an Intent to Respond.

All questions regarding this Request for Qualifications must be submitted via email to: RFQ@rogoueworkforce.org with the subject line *“Personal Effectiveness & Essential Employability Skills - RFQ Inquiry.”*

Answers to all questions will be posted on the RWP website at <https://rogoueworkforce.org/rfq-person-effect/>

Questions received after May 26, 2019, will not be answered.

PART V: RESPONSE FORMAT

In order for RWP staff to compare and evaluate proposals objectively, all proposals MUST be submitted in accordance with the following format. Organizations interested in submitting a response to this solicitation should use the following format.

- ▶ **Each response is limited to a maximum of 5 pages of narrative in 12-point, single-spaced, Calibri font using one-inch margins**
- ▶ **Forms and audits reports are exempt from the page limit and format requirements.**

The proposal should include the following:

A. Organization Information - *a completed form that can be found in Attachment #1*

B. Experience & Qualifications

Describe your organization's experience, expertise and interests in:

- Creating, innovating, and providing applied learning experiences in Personal Effectiveness and Essential Employability Skills, which include one-on-one life coaching, workshops, webinars, seminars, staff/leadership training, etc.
- Creating, innovating, and providing experiential learning services in Personal Effectiveness and Essential Employability Skills that connects deeply, creates effective professional relationships, coaches, and helps to nurture the personal growth of individuals coming from a broad range of socio-economic profiles. In particular, describe your experience in working adults, youth and families who have:
 - ▶ Received job / career services from any public workforce system partner organization, including (but not limited to) WorkSource Rogue Valley, WorkSource Oregon, American Job Center, Oregon Employment Department, Oregon Department of Human Services, Oregon Vocational Rehabilitation Services, Oregon Commission for the Blind, Rogue Community College or other education partners, etc.
 - ▶ Worked historically only in low-skill, low-wage occupations and industries
 - ▶ A life experience of growing-up in multi-generational poverty
 - ▶ Experienced Adverse Childhood Experiences and trauma
 - ▶ Been historically underserved, underrepresented or disadvantaged in accessing career pathway success – including women, BIPOC, etc.
- Describe the training and background of your staff, and how it informs their approach and style of practice. We are seeking a professional team who has a mix of demonstrated experiences in:
 - ▶ Helping individuals to grow in their Personal Effectiveness and Essential Employability Skills
 - ▶ Staff/Leadership Training and Development, and Organizational Development
 - ▶ Applying principles and best practices that address issues related to [Adverse Childhood Experiences](#), [Trauma-Informed Care](#), and [Diversity, Equity and Inclusion](#)
 - ▶ Applying the latest research and applicable best practices in workplace coaching, emotional intelligence, mindfulness, resiliency, human behavior, intentional leadership, brain science, positive psychology and other related fields of study

- Provide two or three examples of successful endeavors in providing such services that your organization’s staff have engaged in. Include the location, the dates and a reference and/or testimonial for each example.
- Describe the professional qualifications of your staff which will work on or oversee the provision of these services. Include the names of the personnel, their credentials, and location of such personnel who will service the RWP within the scope of this agreement. International Coaching Federation Certification is preferred.
- Describe your organization’s experience in managing federal, state, and local contracts and grants. Disclose and include any unresolved audit or monitoring findings and include a copy of your organization’s most recent audit and monitoring reports, if applicable.

C. Proposed Approach & Implementation Capacity

- Describe how you would carry out the work of creating, innovating and providing these applied learning experiences in Personal Effectiveness and Essential Employability Skills.
 - Explain how you will engage with job/career-seekers and staff/leaders to maximize the effectiveness and reach of services
 - Include a sample of a job seeker and staff workshop agenda and format
- Describe your organization’s implementation capacity and ability to provide these experiential learning services starting the first day of the contract. Provide an approximate timeline of key activities in each quarter of year one - beginning July 1, 2021 and ending June 30, 2022.

D. References

- List names of organizations to which you’ve delivered similar services. Please provide the organization’s name and address, as well as the contact person’s name, phone number, and email address.

E. Assurances & Certifications - *a completed form that can be found in Attachment #2*

F. Cost

- Cost **will not** be considered when the list of qualified entities to perform the OSO duties is initially developed. Once one or more entities are selected, based upon a review of “experience and qualifications” and the “proposed approach,” one or more structured interviews will be held and a budget will be requested and negotiated. If negotiations are successful, the budget will be included in the OSO’s contract with the RWP.

Cost information **should not be included** with your response to this RFQ, but will be requested if and when your proposal is considered for funding.

PART VI: RATING

Each proposal that is received by the due date and is responsive to this RFQ will be evaluated according to the following criteria:

Criteria	Points
A. Experience & Qualifications Responses will be evaluated on the strength of the organization's experience and expertise in creating, innovating, and providing applied learning experiences in Personal Effectiveness and Essential Employability Skills	75
B. Proposed Approach & Implementation Capacity Responses will be evaluated on the clarity of the proposed approach, the extent to which it is aligned with the goals and priorities included in this solicitation, and the capacity of the organization to deliver services	25
C. Cost Cost will not be considered when the initial list of qualified entities is developed but will be considered and must be negotiated prior to making an award.	0
Total	100

PART VII: PROPOSAL RULES

Late responses will not be considered. The RWP reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contract(s) in whole or in part as is deemed to be in the best interests of the RWP. The RWP reserves the right to hold interviews or to request additional information, or to negotiate with any or all respondents on modifications to proposals and/or integration of components across proposals to achieve maximum efficiency. All awards are contingent upon available funding. All awards are also subject to modification as federal, state and RWP policies and procedures evolve.

PART VIII: ADMINISTRATIVE DETAILS

The following timelines will apply for this procurement process:

Date	Activity
May 10, 2021	RFQ solicitation distributed and available on Rogue Workforce Partnership's
May 21, 2019	Intent to Respond due (<i>optional</i>)
May 28, 2021 at 5:00 PM	Complete proposals and related documents due
May 29 - June 6 , 2021	Review and selection period
June 4, 2021	Provisional award notification / contract negotiation
June 11, 2021 at 5:00 PM Pp.m.	Appeal deadline
July 1, 2021	Contract start date

Note: All times shown in Pacific Daylight Time

PART IX: APPEALS

Any entity submitting a proposal may appeal an award decision. Appeals must: 1) be in writing; 2) delivered to RFQ@rogueworkforce.org within seven (7) calendar days after notice of an award decision; and, 3) state the reason(s) for the appeal and the desired remedy. RWP will respond in writing to any appeal within seven(7)

calendar days after its receipt. Awards may either go forward or may be held in abeyance pending resolution of any appeals at the sole discretion of the RWP.

PART X: ATTACHMENTS

- Attachment #1 Organization Information
- Attachment #2 Assurances and Certifications

ORGANIZATION INFORMATION

Organization Name _____

Organization is publicly held entity privately held entity non-profit entity consortium of entities

Primary Contact Person _____ Title _____

Address _____ City _____ State ____ Zip _____

Telephone _____ Fax _____ E-mail Address _____

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

Name _____ Title _____

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

1. No attempt has been made or will be made by the Organization to induce any other person or organization to submit or not submit information.
2. Organization does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin, nor has Organization or will Organization 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 submission shall remain valid for 90 days after the submission due date or until a Contract is approved, whichever comes first.
4. The statements contained in this submission are true and complete to the best of the Organization’s knowledge and Organization 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 Organization, by submitting this information in response to this Request for Qualifications, certifies that it understands that any statement or representation contained in, or attached to, its submission, and any statement, representation, or application the Organization may submit under any contract RWP may award under this Request for Qualifications, 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 Organization acknowledges receipt of all addenda issued under this RFQ.

Signature: _____ Date: _____

ASSURANCES AND CERTIFICATIONS

(Must be signed and included with the Information Package)

Use of funds provided through this award must be expended in accordance with the Workforce Investment Opportunity Act (WIOA), applicable WIOA regulations, all applicable federal statutes, regulations and policies.

The awardee will operate in accordance with the following: General Administrative Provisions of the WIOA as described in Sections 181 through 195 of the WIOA, and applicable regulations; and the applicable provisions of [2 CFR 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The awardee will maintain ongoing internal monitoring to assure that financial management, procurement systems, participant data collection and monitoring procedures and systems are maintained in accordance with acceptable standards and the provisions of WIOA, the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and applicable OMB Circulars.

The awardee will maintain accurate and timely records, and will submit complete, accurate and timely reports. The project will track all expenditures related to this project separately from other company funds.

The awardee will follow Rogue Workforce Partnership's incorporated board policies, procedures and guidance.

The awardee will agree to provide all necessary documentation for performance and anecdotal reporting and will provide accurate and timely reports as required.

The awardee has enough resources on hand to cover project costs in between invoices. Invoices may be submitted no more often than once each month. Funds awarded will not supplant available resources and will be coordinated with all resources available to provide assistance to the target group.

By agreeing to these Assurances and Certifications, the awardee assures compliance with provisions of each of the following:

- a. Assurances – [Non-Construction Programs \(SF 424B\)](#)
- b. [Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Transactions \(29 CFR Part 98\)](#);
- c. [Certification Regarding Lobbying \(29 CFR Part 93\)](#);
- d. Certification of Release of Information;
- e. [Compliance with Nondiscrimination and Equal Opportunity Requirements of Workforce Innovation and Opportunity Act \(29 CFR Part 38\)](#).

All documentation and files become the property of Rogue Workforce Partnership upon completion and/or cancellation of contracts resulting from this request for proposals.

Signature of Authorized Representative or Fiscal Sponsor

Date

Name of Organization