



Workforce Southwest Washington Request for Proposals (RFP) for Federal Workforce Investment Evaluation

I. INTRODUCTION

Workforce Southwest Washington (WSW), a Washington State 501 (c) (3) nonprofit corporation, is a public-private partnership that invests approximately \$8-\$10 million annually in programs that provide training and education, job search, career exploration and job placement services for businesses, job seekers and youth in Clark, Cowlitz, and Wahkiakum counties in Washington State.

These programs and services are delivered through contracts WSW has with nonprofit organizations and private companies. WSW is responsible for the administration and finances of the federal Workforce Innovation and Opportunity Act (WIOA) programs operating within three counties in Southwest Washington. WSW provides oversight of the region's public workforce development system, including the WorkSource one-stop American Job Centers in Vancouver and Kelso and the Next youth center in Vancouver, to ensure the highest quality employment and training services for businesses and job seekers.

The following are our organizational values that provides the organization and Board of Directors with purpose and direction:

- **Equity:** Promoting justice, impartiality and fairness within processes, and the distribution of resources by institutions or systems
- **Diversity:** Collectively interweaving differences and similarities that include, for example, individual and organizational characteristics, values, beliefs, experiences, background, preferences, and behaviors
- **Inclusion:** Building a multicultural workforce climate where every community member can safely share their voice and be heard
- **Innovation:** Introducing new ideas, methods, or products to make changes
- **Collaboration:** Working jointly with our customers, community, and colleagues to achieve our shared goals
- **Impact:** Positively influencing and affecting our community

II. PURPOSE OF REQUEST FOR PROPOSALS (RFP)

WSW is seeking an organization to evaluate the effectiveness of our Title I Adult + Dislocated Worker investments in SW Washington. The awarded proposal will conduct the evaluation in a time frame up to 2 years. Contract may be shorter depending on capability of evaluator and may be prior to the end date. The evaluator will utilize qualitative and quantitative data to produce reports and analysis about WSW's Title I Adult + Dislocated Worker investments. This data will be sourced from WSW and collected via the Evaluator's resources.



Proposals will be accepted from any combination of private for-profit agency, state or local unit of government, private non-profit organization, business service organization, or educational agency that can successfully provide the services identified in this RFP. Proposers are advised that documents in the possession of WSW are considered public records and are subject to disclosure under the State Public Records Law.

The successful proposers will be required to agree to WSW's General Terms and Conditions and agree to comply with any policies created by WSW and any applicable federal or state policies, regulations, or laws. A copy of WSW's General Terms and Conditions for all contracts will be sent to proposers upon request.

III. COMMITMENT TO EQUITABLE ACCESS

Social systems and structures exist that implicitly prohibit or inhibit diverse groups of people in the region from gaining the services and resources necessary to participate in, contribute to, and benefit from a thriving economy, and robust civic participation. In conducting the work described in the application, the proposer will need to acknowledge that among the consequences of structural inequities are implicit and explicit biases that contribute to disparities in access and success, among, and within the intersections of, systems compromising a robust workforce: education, health, and judicial systems based on race, sex, gender, class, sexual orientation, age, and ability and their many intersections.

The proposer will need to also recognize that equitable access to resources provided by these systems is integral to full participation in the region's employment system and achievement of economic security for all people. The proposer should produce a data informed analysis of the system for any biases.

IV. BUDGET

The budget shall not exceed \$120,000.00 and includes the cost to develop and implement the plan. Contracts resulting from this RFP are expected to begin December 1, 2022, and end November 30, 2024.

V. PROPOSAL REVIEW & EVALUATION PROCESS

Phase I:

WSW staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria will be used to determine which proposals will continue to Phase II.

- All required services for the program for which they are bidding are addressed.
- All required information and documentation are included in the application package.
- The proposal is submitted in accordance with the RFP.

Phase II:

Proposals that have met the minimum criteria as stated above will be then reviewed and ranked by the evaluation committee. The Evaluation Committee will be comprised of WSW Board members, WSW staff, and partner representatives from Clark, Cowlitz, and Wahkiakum counties who are not bidding or



in partnership of a submitted proposal.

Proposals will be ranked based on evaluation criteria outlined in the next section. These rankings will be used as a guide for discussion and determination of recommendations. Note: WSW retains the right to request additional information from any proposer or request oral presentations from proposers. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made or work with other proposers to craft an appropriate program.

Phase III:

The recommendations of the Evaluation Committee will be presented to the Executive Committee of WSW and then the full WSW Board of Directors for approval in September 2022. All contract awards will be considered provisional pending receipt of any additional documents regarding administrative qualifications and/or any other areas of the concern and the successful completion of contract negotiations.

Timeline:

- Release Date: April 22, 2022
- Proposal(s) Due: June 10, 2022 - must be submitted to WSW by 5 p.m., Pacific Time
- Notification of Funding: September 23, 2022
- Contract Start: December 1, 2022
- Contract End: November 30, 2024

WSW reserves the right to make changes to the above timeline.

VI. GRANT INFORMATION SESSION

- WSW encourages all interested parties to attend the information Session on Friday, April 29, 2022, from 1-2:30 over Zoom.
- Register in advance for this meeting:
<https://us02web.zoom.us/meeting/register/tZ0vcemprDwuEteNncdtzvH4tWvquEoAwbUU>
- After registering, you will receive a confirmation email containing information about joining the meeting. The recording will also be posted at www.workforcesw.org.

VII. SUBMISSION REQUIREMENTS

All proposals must be received at WSW by 5 p.m. Pacific Time on **June 10, 2022**. Proposals received after this time will not be accepted.

Submissions should be emailed to info@workforcesw.org with “Federal Workforce Investment Evaluation 2022” in the subject line and read receipt requested.



Proposals should include:

- Your proposal
- Budget – line item and narrative
- Information about the multiple partners roles and responsibilities for doing this work
 - Specifically, diverse, and population-specific partner commitment
- Information about your company’s qualifications for doing this work
- Hourly rates and number of hours you expect to spend on the project
- A "not to exceed" price for the entire project
- Metrics documenting success for the entire project
- A detailed strategy and timeline

Selected proposals may be invited to present their proposal. No costs for these presentations will be covered.

Project Timeframe

This project is anticipated to begin December 1, 2022, and end by November 30th, 2024. Contract may be shorter depending on capability of evaluator and may be prior to the end date.

Notification

Respondents will be notified via email of the results by September 23rd, 2022.

Questions and Answers

Respondents may send questions to info@workforcesw.org. Answers will be posted each Wednesday and Friday by 5 p.m. PST at workforcesw.org. The last day for questions to be accepted will be June 7, 2022.

VIII. SCORING OVERVIEW

The Scoring Committee will evaluate each submitted proposal based on the following. Incomplete proposals will not be scored. Each criterion within a section is worth 5 points, equaling a total of 25 points per section, totaling 100 points for the entire application.

- Demonstrated Experience and Ability (25 Points)
- Relationships and Collaboration (25 Points)
- Evaluation Design (25 Points)
- Evaluator Profile (25 Points)

Proposers may earn a maximum of 100 total points

Demonstrated Experience and Ability (25 Points)

The scoring committee will evaluate the proposer’s experience in conducting program evaluation for programs similar in size, and content to WIOA formula investments at WSW, including the ability to



deliver an evaluation which contains the quantitative and qualitative data to assess program effectiveness. Proposers will be assessed for their depth of experience in conducting analysis specific to the proposed focus populations of the evaluation. The criterion includes:

- Evidence that proposer has conducted evaluations of programs serving the Adult and Dislocated Worker populations and/or relevant evaluation of programs serving other historically underserved populations, or WIOA populations.
- Evidence of past and or current utilization of equitable practices in conducting evaluation.
- Evidence that the proposer has clear understanding of, and processes in place, to conduct qualitative and quantitative data collection, or evidence that the proposer has the capacity and experience to develop these data collection processes.
- Knowledge of the economic climate, needs, and demographics of Southwest Washington (Clark, Wahkiakum, Cowlitz), and/or demonstrated capacity to build evidence-based knowledge of local conditions
- Evidence of planning, coordination and production of evaluation in timeframe.

Relationships and Collaboration (25 Points)

This category will assess the proposer's capacity to foster effective, positive collaborations with partners, constituents, and stakeholders necessary to conduct a successful multi-faceted program evaluation. The criterion includes:

- Evidence of credible and realistic partnerships or capacity to develop those partnerships, and evidence that proposer will effectively work with WSW or public workforce system partners to complete the evaluation.
- Evidence of previous successful partnerships generating positive outcomes, as applicable.
- Evidence that proposer possesses the capacity to engage with program staff, agency staff, and program participants to collect data and findings for the evaluation.
- Evidence of timely and clear communication with partners in meetings, emails and reporting updates.
- Evidence of equity-driven partner and program participant engagement that acknowledges diversity and cultural adaptability in information sharing.

Evaluation Design (25 Points)

This section evaluates the proposer's ability to present a model of evaluation conduction, plus a toolbox of processes, including evaluation and data collection practices, which suggests that they possess the ability to conduct a successful evaluation. The criterion includes:

- Alignment of the proposer's evaluation design and evaluation objectives with WSW's values and strategic plan; <https://workforcesw.org/our-plan>
- Evidence that the proposer has an organizational model of the size and scope needed to conduct the proposed evaluation or possesses the capability to develop such a model.
- Evidence that the proposer's evaluation proposal design will be effective in acquiring insights about program outcomes and the experiences of all programs' focus populations.
- Integration of assessment tools, and an equity lens, which reflects cultural responsiveness, trauma informed care, and strategies for working with diverse populations who have



experienced personal and historical trauma and assess supports for historically underserved or excluded populations.

- Disaggregating and drawing conclusions from data with evidence that said data will be provided in an actionable format.

Evaluator Profile-Staff Experience (25 Points)

This section evaluates the proposer's staff experience and capacity, which will be used in the development of the evaluation. The criterion includes:

- Evidence that proposer's staff has relevant education and/or significant or relevant experience that can demonstrate the technical skills necessary to implement the study.
- Evidence that proposer possesses the capacity and resources to negotiate agreements, facilitate stakeholder and partner meetings, and complete data collection, data analysis, and report writing.
- Evidence that the proposer possesses other specialized knowledge or competencies that may support understanding the subject of the evaluation and/or the methodologies to be employed.
- Implementation of relevant and updated evaluation materials, resources and cross sector tools within portfolio.
- The proposer compellingly describes their ability to ensure fiscal/spending accountability and compliance with fiscal processes.

IX. PROVISIONS AND DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. WSW reserves the right to accept or reject any or all proposals received.
3. WSW reserves the right to waive informalities and minor irregularities in offers received.
4. This RFP does not commit WSW to award a contract.
5. WSW may select a provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint.
6. WSW reserves the right to request additional data or oral discussion or documentation in support of written offers.
7. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
8. All data, material, and documentation originated and prepared by the proposer pursuant to the contract shall belong exclusively to WSW and be subject to disclosure under the Freedom of Information Act.
9. Formal notification to award a contract and the actual execution of a contract are subject to receipt of funds anticipated, results of negotiations between selected proposer(s) and WSW staff, and continued availability of funds.
10. The contents of the proposal are truthful and accurate, and the named proposer agrees to comply with the policies stated in this RFP.



11. WSW may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of WSW, the services proposed are not needed, or the costs are higher than WSW finds reasonable in relation to overall funds available, or if past management concerns lead WSW to believe the proposer has undertaken more services than it can successfully provide.
12. WSW reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by funding agencies.
13. WSW encourages the use of informal resolution to address complaints or disputes related to RFP process issues. Written appeals and disputes should be addressed to Workforce Southwest Washington, 805 Broadway, Suite 412, Vancouver, WA 98660. Any proposer who wishes to contest the award(s) of funding under this RFP must write to WSW within 30 calendar days from the date the funds are awarded. WSW will issue a decision on appeals within 30 days of receipt.
14. The contract award will not be final until WSW and the proposer have executed a mutually satisfactory contractual agreement. WSW reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WSW approval of the award and execution of a contractual agreement between the successful proposer and WSW.
15. WSW will keep all submissions active for one year at the close of the RFP. The submitted proposals may be used to supplement project or be used if project is delayed for up to one year.
16. WSW reserves the right to change the project timeline up to 24 months.

Workforce Southwest Washington is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711.