

State of Oregon



Racial Equity Learning Series: Oregon Volunteers AmeriCorps Programs

Intermediate Request for Proposal: 525-1072-20

Date of Issue: 08/11/2020 Closing Date: 08/21/2020 at 1:00 PM

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1. INTRODUCTION

The State of Oregon, acting by and through the Higher Education Coordinating Commission (HECC), is issuing this Request for Proposals (RFP) for the development of a Racial Equity Learning Series for Oregon Volunteers AmeriCorps Programs.

HECC anticipates the award of one Contract from this RFP. The initial term of the Contract is anticipated to expire December 31, 2020. HECC reserves the right to extend the contract up to 4 years and to award more than one Contract if it is in HECC's best interest. HECC reserves the right to amend the resulting Contract for related services and time as HECC determines necessary.

HECC is conducting this intermediate procurement under the authority of OAR 125-246-0170(2)(c)(C).

The estimated budget for this work is under \$18,000; this program is partially funded with federal funds.

2. BACKGROUND

Oregon Volunteers, also known as the Commission for Voluntary Action & Service, was created in 1994 to provide Oregonians with a statewide entity to focus service and volunteer efforts, to enhance the ethic of service and voluntarism in the state and provide funds for state-based AmeriCorps programs. As a state commission, Oregon Volunteers' role is to promote and elevate service, volunteerism and civic engagement in Oregon Communities.

As the state commission, Oregon Volunteers provides opportunities for training and technical assistance to AmeriCorps*State programs, and occasionally, other branches of service operating in the state, including VISTA and National Direct programs.

Oregon Volunteers – and its parent agency, the Higher Education Coordinating Commission – is committed to racial equity work, as described in the [HECC Equity Lens](#). In response to the outcry and suffering of Black people in Oregon and beyond following the murder of George Floyd, Oregon Volunteers is committed to intensifying our racial equity work to create meaningful change for Black, Indigenous, and People of Color. As we discussed the impact of these events in Oregon communities and in AmeriCorps programs, Oregon Volunteers identified a need for high-quality learning and engagement opportunities for AmeriCorps programs, sites, and members across the state, in addition to Oregon Volunteers staff and commission members. Our AmeriCorps programs requested a space for staff and AmeriCorps members to learn, grow, and discuss racial equity topics together, across many different regions and contexts in Oregon. Due to COVID-19 and the geographic spread of AmeriCorps sites, this learning series will be delivered remotely to provide access for as many participants as possible.

3. SCOPE OF WORK

The Oregon Volunteers (OV) AmeriCorps Programs, Racial Equity Learning Series and all related work which may include but not be limited to 5 facilitated, remote interactive sessions (2-3 hours each) with learning, reflection, and engagement opportunities for participants to join in small and large group discussions. Information and educational content may be delivered prior to these sessions as assigned “pre-work”, and/or information may be delivered live during the virtual sessions. Information delivery may include live and/or recorded lessons, videos, podcasts, articles, or other material to engage with on a specific topic. The consultant(s) may develop this material

themselves, curate material developed by other parties, or a combination of both. Participants should leave the series as a whole with increased knowledge about racism and racial equity work in Oregon, their positionality and personal identity, and ideas to incorporate antiracist strategies into their AmeriCorps role.

Audience: OV Staff, AmeriCorps Program Directors and Staff, AmeriCorps members, Site Supervisors, and OV Commission members. These sessions would be optional but strongly encouraged for AmeriCorps programs, depending on their needs. We expect a wide variety of participants, which will include individuals of different races and backgrounds, so the series should be designed to be beneficial and engaging for all participants.

Desired Approach/Traits of Consultant(s): The learning series may be delivered by one consultant or a team of consultants who work in coordination with one another to deliver an integrated series. The consultant(s) will approach this work with the goals of unity and understanding among all participants, knowing that they will need to meet participants where they're at in their own journey. The consultant(s) will use their facilitation skills and expertise to support participants even through discomfort and tension, while avoiding an approach that originates from a desire to blame or shame individuals. The consultant(s) will establish ground rules/group agreements to foster this environment and defuse hostile interactions

4. PROPOSED STATEMENT OF WORK

The below proposed Statement of Work is an example of what HECC thinks it may want. Proposer should use their experience and expertise to propose how the work shall progress.

A. Task 1 – Kick Off meeting

- Contractor shall facilitate an initial meeting to gain complete understanding of the needs and requirements on this project from the following entities: Higher Education Coordinating Commission (HECC), Office of Workforce Investments, Oregon Volunteers Staff (OV), partners, stakeholders, customers, and others.

Deliverables: Kick Off meeting.

B. Task 2 – Plan and Manage the (DEI) Learning Series Project

- Review current [Oregon Volunteers \(OV\), AmeriCorps in Oregon website](#) for additional background information.
- Facilitate meetings with HECC and partner staff to identify information needed for development of learning series.
- Develop a mutually agreeable learning series plan that clearly describes all the phases of the project with schedules, responsibilities, and deliverables.
- Provide regular updates and conduct meetings with project staff.

Deliverables: a learning series project plan, regular updates and bi-weekly meetings.

C. Task 3 – Development and Facilitation of the Oregon Volunteers AmeriCorps Programs, Racial Equity Learning Series

- Create learning series (remote.virtual) content covering a variety of racial equity topics, including but not limited to:

- Grounding/historical context
- Working understanding of racial equity concepts
- Understanding your own racial identity and personal experiences
- Understanding history and current context of the area where you're located (climate/culture, history of racism, indigenous peoples of your area, etc.)
- Other themes/topics may include internalized oppression among people or color, implicit and explicit bias, microaggressions, white supremacy culture, and more. The consultant(s) will use their own expertise and allow for an evolution of topics throughout the series, based on attendee participation.
- Conduct facilitated interactive learning sessions provided by one consultant or a team of consultants who work in coordination with one another to deliver an integrated series
- Conduct learning sessions between September 15, 2020 and November 15, 2020.

Deliverables: creation of learning series and facilitate learning series.

All deliverables shall be completed November 15, 2020.

D. Task 4 – Evaluation of the Oregon Volunteers AmeriCorps Programs, Racial Equity Learning Series

- HECC will seek evaluation of the Oregon Volunteers AmeriCorps Programs, Racial Equity Learning Series from participants and provide an evaluation report to OV at the end of the project (by December 31, 2020)

5. PROPOSAL SUBMISSION

Proposals should be submitted via e-mail to HECC.Procurement@hecc.oregon.gov by 1:00 PM on August 21, 2020. The subject line of the e-mail should have RFP 525-1072-20.

6. PROPOSAL CONTENT REQUIREMENTS

Proposal must address each of the items listed in this section and all other requirements set forth in this RFP. Proposer shall describe the Goods to be provided or the Services to be performed or both. A Proposal that merely offers to provide the Goods or Services as stated in this RFP will be considered non-Responsive to this RFP and will not be considered further.

A. Proposal Certification Sheet

The Proposer shall complete and submit the Proposer Information and Certification Sheet (Attachment A).

B. Introduction to Proposer and Proposer's Relevant Experience

Describe Proposer. Describe the firm. How long has it been in business? From which locations will the services be performed?

The Proposal must contain information that clearly demonstrates that Proposer has a minimum of three (3) years of professional experience within the past five years, successfully providing services that are comparable to those described in this Solicitation Document.

Proposals must contain a discussion that describes the experience Proposer has working with a government entity.

Proposal should contain a discussion on Proposer's ability to successfully complete the project on time and within budget.

C. Proposer's Implementation Plan

The Proposer shall describe how they intend to do the work. The description should include:

- Proposer's knowledge and understanding of the Project,
- The approach that Proposer will take in performing the work described in this solicitation document; must include a sample timeline and proposed schedule.

D. Key Person Experience and Resumes

The Proposer should include the resumes of all key staff to perform the Services.

E. Cost Proposal

For each activity described in the Proposal, the cost proposal must include identifiable costs, time estimates for completing each activity, and a summary of all proposed costs pertaining to each deliverable listed in accordance with the itemized activity. Cost proposals must also specify any annual or monthly fees the vendor charges for ongoing website hosting and maintenance. HECC prefers cost proposals based on tasks completed and not on a time and materials basis.

F. Work Samples

Three (3) samples of proposer's work product must be provided to HECC for evaluation. Samples will be evaluated according to the criteria listed in the Evaluation Criteria section below. Work Samples must include material that demonstrates experience in racial equity work and facilitation of workshops, ideally in a virtual setting. Work Samples may include workshop outline and resources, slides, video or audio recordings, and other materials.

G. References

Proposer should include 3 references from recent similar projects.

7. EVALUATION

Proposals shall be initially evaluated on the following criteria:

Experience and capacity

- How well has the Proposer demonstrated experience in facilitating Racial Equity topics?
- How well has the Proposer demonstrated experience and/or capability to develop of a Racial Equity Learning Series?
- How well has the Proposer demonstrated experience in creating content for Racial Equity Learning?

- How well has the Proposer demonstrated experience analyzing organization's needs in order to develop a learning project plan for Racial Equity webinars?
- How well does the Proposer demonstrate they have the capacity to successfully provide the Services described in this solicitation document in the timeframe required by HECC?

Project Approach

- How well does the Proposer clearly and concisely describe their intended approach to performing the work described in this solicitation?
- How well does the Project Approach demonstrate an understanding of the project requirements?
- Does the Proposer offer any new or enhanced ideas to add value to the work described in this solicitation?

Work Samples

- How well do the work samples express ideas, concepts, findings, and outcomes effectively (clearly and concisely)?
- How well do the work samples show experience in producing the high quality materials like those desired by HECC?

Cost Proposal

- How clearly and concisely does the Proposer convey the cost per deliverable and any ongoing costs associated with the project?
- How clearly and concisely does the Proposer convey the basis on which prices are quoted?
- How well do the proposed costs align with the Proposer's project approach?
- What is the overall cost?

Following the initial evaluation, HECC may ask leading Proposers for interviews.

8. SUCCESSFUL PROPOSER REQUIREMENTS

A. Insurance

Prior to execution of the Contract, the apparent successful Proposer shall secure and demonstrate to HECC proof of commercial general liability insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate, unless otherwise negotiated. Policies can usually be obtained for short-term durations for relatively low cost—please consult an insurance broker if you do not already carry the above-described insurance.

B. Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number on a completed W-9 form (which can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>). The apparent successful Proposer must provide its backup withholding status on the W-9 form if either of the following applies:

- When requested by HECC (normally in an intent to award notice), or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.

HECC will not make any payment until HECC has a properly completed W-9.

C. Business Registry

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. The selected Proposer shall submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site: <http://www.filinginoregon.com/index.htm>.

9. ADDITIONAL INFORMATION

A. Governing Laws

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

B. Ownership

All Proposals submitted in response to this RFP become the Property of HECC. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free, fully paid-up, worldwide license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.

C. Cost of Submitting Material

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, or costs to participate in demonstrations.

D. Statewide E-waste

If applicable, Proposer shall include information in its Proposal that demonstrates compliance with the Statewide E-Waste/Recovery Procedure 107-011-050_PR. Download the procedure by visiting www.oregon.gov/DAS, then enter the procedure number into the search bar, and find the procedure in the search results window.

E. Recyclable Products

Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the Services or Work set forth in this document and the subsequent Contract. (ORS 279B.025)

F. Printing , Binding Work

Except as provided in ORS 282.210(2), all printing, binding and stationery work, including the manufacture of motor vehicle registration plates and plates required to be affixed to motor carriers, for the State or any county, city, town, port district, school district, or other political subdivision, must be performed within the State of Oregon.

ATTACHMENT A — PROPOSAL CERTIFICATION SHEET

Legal Name of Proposer: _____

Address: _____ City, State,
Zip: _____

State of Incorporation: _____ Entity Type: _____

Contact Name: _____ Telephone: _____ Email: _____

Any individual signing below hereby certifies they are an authorized representative of Proposer and that:

1. If awarded a Contract, Proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work of the Contract.
2. I have knowledge regarding Proposer's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Proposer is not in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.

Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding subcontracts, Proposer does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business. If applicable, Proposer has, or will have prior to contract execution, a written policy and practice, that meets the requirements described in ORS 279A.112, of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. HECC may not enter into a contract with an anticipated contract price of \$150,000 or more with a Proposer that does not certify it has such a policy and practice. See <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx> for additional information and sample policy template.

3. Proposer and Proposer's employees, agents, and subcontractors are not included on:
 - A. the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>, or
 - B. the government-wide exclusions lists in the System for Award Management found at: <https://www.sam.gov/SAM>
4. Proposer certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Proposer, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFP. If any changes occur with respect to Proposer's status regarding conflict of interest, Proposer shall promptly notify the State in writing.
5. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Certification Sheet are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty.
6. Proposer understands that any statement or representation it makes, in response to this RFP, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of

material information could result in a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), made under Contract being a "false claim" (ORS 180.750(2)) 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.

7. Proposer certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

Authorized Signature

Date

(Printed Name and Title)