

State of Oregon



Workforce Talent Assessment Update

Intermediate Request for Proposal: S-52500-00006992

HECC# 22-101

Date of Issue: 5/17/2023

Closing Date and Time: 6/13/2023 1:00 PM PST

Single Point of Contact (SPC):

Name: Shannon Ziglinski

Email: Shannon.ziglinski@hecc.oregon.gov

Phone: 503-979-5850

1. INTRODUCTION

The State of Oregon, acting by and through the Higher Education Coordinating Commission (“HECC”), is issuing this Request for Proposals (“RFP”) for a qualified contractor to perform and deliver a 2024 Oregon Talent Assessment of Oregon’s workforce. The final report shall be presented at the 2024 Talent Summit on to be scheduled in or around on April 2024 and at the Workforce and Talent Development Board (“WTDB”) meeting date to be determined.

HECC anticipates the award of one Contract from this RFP. The initial term of the Contract is anticipated to expire June 30, 2024. 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 \$140,000.

2. BACKGROUND

The WTDB (<https://www.oregon.gov/workforceboard/Pages/Home.aspx>) is the hub for solutions in the development of Oregon’s Talent Marketplace. The WTDB is a key resource and national leader on the future of work including the skills required to achieve equitable prosperity for all Oregonians and equip Oregon’s businesses and communities with the talent they need for success. It is the acknowledged leader in advising the Governor on the interconnection and alignment of education, training, and workforce development. Because the WTDB is made up of a majority of leaders representing business and industry and also includes labor, community-based organizations, the Oregon legislature, local government, and state agencies, it is uniquely positioned as Oregon’s workforce and talent development expert across all sectors.

Beginning in 2018, the strategic priorities for the WTDB have been shaped in part by the research and recommendations highlighted in the biennial Talent Assessments including the current WTDB 2023-2024 Strategic Plan. The 2024 Talent Assessment is expected to again shape strategy targeted squarely on the WTDB’s Vision of equitable prosperity for all Oregonians.

3. 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 alternate tasks or processes to propose and effective approach to reach the outcomes described.

A. Task 1 – Review of Documents and Kick-Off meeting

A.1 Contractor shall review the following documents:

- WTDB 2023-2024 Strategic Plan - <https://www.oregon.gov/workforceboard/about/Documents/Planning%20and%20Assessments/WTDB%20Strategic%20Plan/2023-24%20WTDB%20Strategic%20Plan%20-%20FINAL.pdf>

- Previous Talent Assessments and other relevant Data & Reports - <https://www.oregon.gov/workforceboard/data-and-reports/Pages/Data-&-Reports.aspx>
- WTDB website and other relevant sites including –
 - WTDB: <https://www.oregon.gov/workforceboard/Pages/Home.aspx>
 - HECC Office of Workforce Investments: <https://www.oregon.gov/highered/institutions-programs/workforce/Pages/workforce-HECC-partnership-role.aspx>
 - HECC: <https://www.oregon.gov/highered/Pages/index.aspx>
- HECC’s Equity Lens - <https://www.oregon.gov/highered/policy-collaboration/Documents/Equity/HECC-Equity-Lens-2021.pdf>

A.1 Contractor shall facilitate an initial meeting with HECC to gain complete understanding of the needs and requirements of this project and to develop a project plan.

Deliverables: Kick-Off meeting and project plan.

B. Task 2 – Workforce Research, Interviews, Focus Groups and Surveys. Other information gathering techniques must be agreed upon between Parties. This task may include but not be limited to:

B.1 Identify and describe the critical occupations and industries that meet Oregon’s economic needs now and in the future. The resulting list must be broken into:

B.1.1 Those that provide upward mobility and career progression for workers and

B.1.2 Those that are necessary for Oregon’s economy that may not provide high pay and/or career progression (e.g., childcare workers).

B.2 Identify and describe from those listed above the ones that experience chronic worker shortages and identify the cause(s) of these shortages (e.g., supply-side gaps).

B.3 Identify and describe the implications of B.1 and B.2 on diversity, equity, and inclusion.

B.4 Discuss and provide recommendations regarding the policies, programs, and resources that need to be put in place, reimagined, or even eliminated, to grow these critical occupations and industries equitably.

Deliverables: Provide recommendations regarding policies, programs, and resource to be implemented, reimagined, or eliminated.

C. Task 3 – Develop 2024 Oregon Talent Assessment

C.4 Develop 2024 Oregon Talent Assessment.

C.2 Provide the draft Assessment to HECC for review.

C.3 Facilitate a meeting with HECC to discuss the draft and the information and documentation used to get the results.

C.4 Finalize the Assessment incorporating any feedback from HECC.

C.5 Prepare finalized version of the 2024 Oregon Talent Assessment

Deliverables: Develop and provide finalized version of the 2024 Oregon Talent Assessment due on the date of the 2024 Talent Summit to be scheduled in or around April 2024.

D. Task 4 –Present the Key Assessment Findings and Recommendations

- Present the results at the 2024 Talent Summit
- Present the results at WTDB meeting date to be determined

Deliverables: 2 presentations

4. PROPOSAL SUBMISSION

Proposals should be submitted via e-mail to HECC.Procurement@hecc.oregon.gov by 1:00 PM PST on June 13, 2023 The subject line of the e-mail should have RFP# S-52500-00006992.

5. MINIMUM PROPOSER 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. Minimum Proposer requirements are:

- A. Proposer has, within the last five years, conducted similar work which includes gathering, evaluating, and interpreting public and private workforce, labor market and economic data.
- B. Proposer has, within the last five years, effectively engaged business and industry leaders to contribute significant and substantive qualitative and quantitative input to address workforce, labor market, and economic questions, issues and trends.
- C. Proposer has a Key Person with more than five years' experience using public and private economic and labor market data to inform recommendations.

6. PROPOSAL CONTENT REQUIREMENTS

Proposal must address each of the items listed in this section and all other requirements set forth in this RFP.

A. Proposal Certification Sheet

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

B. Introduction to Proposer and Proposer's Relevant Experience

The Proposer should include:

- A description of Proposer's firm.
- A description of similar projects done in the last five years, include some work done for public agencies.
- Explanation of how Proposer is a good fit for this Project.

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 RFP; it should include a sample timeline and proposed schedule.

D. Key Person Experience and Resumes

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

E. Cost Proposal

7. EVALUATION

Proposals shall be evaluated on the following criteria:

A. Experience

- To what extent does the Proposer have recent experience gathering, evaluating, and interpreting public and private workforce, labor market, and economic data?
- To what extent has the Proposer conducted work for a public agency (e.g. federal, state, or local government) requiring substantial public and stakeholder review and input?

B. Capability

- Does the Proposer have access to and credibility with Oregon business leader networks and with Oregon and national thought leaders related to current workforce issues, in-demand occupations, skills, and credentials, and talent gaps?

C. Key Persons

- To what extent does the Proposer's Key Person(s) has/have experience as a project lead using public and private economic and labor market data to inform recommendations?
- How well does the Proposal provide evidence that the Key Person(s) effectively communicate(s) verbally and in writing in tactful, clear, and jargon-free language?

- To what extent is Proposer's Key Person(s) a/the principal author of the examples of similar work submitted?

D. Project Approach and Understanding

- How well does the Proposer demonstrate understanding and experience of in-demand occupations, in-demand skills, talent gaps, and future trends, as well as an ability to clearly and accurately report them?
- How well does the Project Approach demonstrate an understanding of the project requirements?

E. Cost Proposal

- Will the Proposer's Services be a good value to HECC?

After an initial evaluation session, 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. Taxpayer Identification Number.

B. W-9 Form

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. 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 it 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, costs to participate in demonstrations, or costs associated with protests.

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

PROPOSER 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.

Authorized Signature

Date

(Printed Name and Title)