

# State of Oregon



## 2026 Oregon Talent Assessment

Intermediate Request for Proposal: S-52500-00015070

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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 a qualified contractor to perform and deliver a 2026 Oregon Talent Assessment of Oregon’s workforce. The final report shall be presented at the 2026 Talent Summit on to be scheduled in or around on May 2026 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, 2026. HECC reserves the right to amend the resulting Contract for related services, add funding, and extend the time as HECC determines necessary.

HECC is conducting this intermediate procurement under the authority of HB 3026, Section 4 (Regular Session 2025).

The estimated budget for this work is under \$190,000.

## **2. BACKGROUND**

The Workforce and Talent Development Board (WTDB) under the federal Workforce Innovation and Opportunity Act (WIOA) and Oregon Revised Statutes 660, has a responsibility to assist the Governor to provide vision, goals, and priorities for the workforce development system. The WTDB is also responsible for reviewing statewide policies, programs, and recommendations to align workforce development programs to support a comprehensive and streamlined workforce development system.

In addition, the WTDB, and local workforce development boards regionally, are responsible for determining key industries and/or occupations. Oregon Revised Statute 660.324 requires the WTDB to identify: (a) Key industries in this state and the workforce skills needed for key industries to grow and thrive; (b) In collaboration with workforce representatives, needs for education, training, work experience, and job preparation to ensure Oregonians access to stable high-wage jobs and employment advancement; and (c) Opportunities for partnerships with key industry sectors to coordinate workforce development, economic development and education in response to industry and workforce needs. In response to these and other factors, the WTDB began biennial development of the Oregon Talent Assessment.

The WTDB has completed four Talent Assessments to date:

- 2018 Talent Assessment: Provided business and industry’s determination of in-demand occupations and skills and future trends shaping Oregon’s labor market with specific data from predesignated key industries in Oregon.
- 2020 Talent Assessment: Provided an affirmation of the high-level take-aways from the 2018 Assessment and dug into findings from the 2019 Oregon Business Council (OBC) Business Climate Survey. The OBC survey was broad in scope and included a broader range of industries.
- 2022 Talent Assessment: Provided perspectives and policy recommendations for the post-COVID talent landscape with specific data from predesignated key industries in Oregon.
- 2024 Talent Assessment: Provided analysis and findings on Oregon’s economic and workforce landscape; skills supply and demand for target occupations; and the competitive

position of Oregon's talent pool and workforce development system considering a limited number of priority industries and occupations.

The 2026 Talent Assessment can build on past assessments, lean into the responsibilities of the WTDB, and inform a broad range of partners and investments, including the public workforce system, education and training providers, local workforce development boards, Community-Based Organizations, employers, and others.

The work of the 2026 Oregon Talent Assessment can establish a framework that is expected to increase current and future alignment, strengthen partnerships, and maximize resources. It recognizes the WTDB's responsibility under WIOA and, carefully done, provides a needed resource for multiple partners working in the same or similar spaces.

### **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**

- The Successful Proposer shall review the following documents that can be found on the Data & Reports page of the WTDB website:  
(<https://www.oregon.gov/workforceboard/data-and-reports/Pages/Data-&-Reports.aspx>):
  - Previous Talent Assessments (2024, 2022, 2020, 2018),
  - Forestry Operations & Management Workforce Study,
  - Oregon Behavioral Health Talent Assessment Report,
  - Oregon Housing Production Workforce Assessment, and
  - A Blueprint for Progress: Advancing a Bold Housing Vision.
- WTDB 2025-2026 Strategic Plan - <https://www.oregon.gov/workforceboard/about/Documents/Meeting%20Materials/2025%20Meetings/7.%20July/WTDB%20Strategic%20Plan%20%26%20Scorecard%20%28upd.%206.24.2025%29.pdf>
- HECC's Strategic Plan 2024–2029 - <https://www.oregon.gov/highered/strategy-research/Documents/Strategic-Plan/HECC-Strategic-Plan-2024-2029.pdf>
- The Successful Proposer 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 for HECC's review and approval. The kick-off meeting shall be in-person or virtual as HECC determines in its sole discretion.

**Deliverables:** Kick-Off meeting held and project plan submitted to HECC for review and approval.

**B. Task 2 – Establish a Methodology.**

- Facilitate the establishment of a methodology for the WTDB and HECC to determine in-demand industries and occupations that considers a broad spectrum of research and data, workforce and education, business, and labor perspectives with the expectation of broad adoption and alignment across state programs and agencies. Draft methodology to be discussed with HECC and the Talent Assessment Steering Committee.

**Deliverables:** Provide a replicable, data-driven method to determine in-demand industries and occupations, also a portion of the final 2026 Oregon Talent Assessment. Both the method and portion of the final 2026 Oregon Talent Assessment must be submitted to HECC for review and approval.

**C. Task 3 – Workforce Research**

- Employ the methodology developed under Task 2 (Subsection B above) to identify the current in-demand industries and occupations. Draft methodology to be discussed with HECC and the Talent Assessment Steering Committee.

**Deliverables:** Current list of Oregon’s in-demand industries and occupations, also a portion of the final 2026 Oregon Talent Assessment, both for HECC’s review and approval.

**D. Task 4 – Recommendations**

- Using the current determination of in-demand industries and occupations, research, report, and make recommendations regarding:
  - Critical Workforce Shortages: Current or projected shortage of workers within an occupation or industry considered to be critical to the well-being of the communities and economy of Oregon.
  - Strategic Workforce Opportunities: Opportunity to: (a) Grow, strengthen and diversify workforce participation in a particular industry; (b) Advance the overall economic mobility and well-being of Oregonians; and (c) Respond to a workforce development investment or initiative undertaken for the purpose of achieving significant economic and community gains in Oregon.
  - Any recommended adjustment in the definitions for Critical Workforce Shortages and/or Strategic Workforce Opportunities above to better align with the methodology for in-demand industries and occupations.

- Assess the postsecondary education and training system's capacity to meet the workforce needs of in-demand industries and occupations, address critical workforce shortages, and take advantage of strategic workforce opportunities.
- Develop policy, funding, and other recommendations, with a particular focus on recommendations for the public workforce and postsecondary education and training systems.
- Draft recommendations to be discussed with HECC and the Talent Assessment Steering Committee.

**Deliverables:** Written assessment recommendations that are a portion of the final 2026 Oregon Talent Assessment submitted to HECC for review and approval.

#### **E. Task 5 – Develop 2026 Oregon Talent Assessment**

- Develop 2026 Oregon Talent Assessment.
- Provide the draft Assessment to HECC and the Talent Assessment Steering Committee for review.
- Facilitate a meeting with HECC and the Talent Assessment Steering Committee to discuss the draft and the information and documentation used to get the results.
- Finalize the Assessment incorporating any feedback.
- Prepare finalized version of the 2026 Oregon Talent Assessment.

**Deliverables:** (a) draft Assessment, (b) meeting with HECC and steering committee facilitated and held, (c) revised Assessment, and (d) develop and provide finalized version of the 2026 Oregon Talent Assessment for HECC's review and approval, due on the date of the 2026 Oregon Talent Summit (to be scheduled in/around May 2026).

#### **F. Task 6 – Present the Key Assessment Findings and Recommendations**

- Present the results at the 2026 Oregon Talent Summit (approximately May 2026)
- Present the results at WTDB meeting (Date TBD)
- Present the results at WTDB meeting (Date TBD)

**Deliverables:** Three presentations, dates, times, and locations to be determined by HECC in its sole discretion with not less than 14 days' notice to the Successful Proposer.

All deliverables shall be completed by June 30, 2026.

#### **4. PROPOSAL SUBMISSION**

Proposals should be submitted through OregonBuys. HECC CANNOT accept proposals by any other means.

#### **5. MINIMUM PROPOSAL 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 Information and 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.
- Proposals 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 Statement of Work, 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.

#### **F. Work Samples**

Three samples of proposer's work product must be provided to Agency for evaluation. Samples will be evaluated according to the criteria listed in the Evaluation Criteria section below. Work samples must include both a website and hard copy outreach collateral examples.

### **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?
- Does Proposer's approach further [HECC's Equity Lens](#)? If so, how?
- Does Proposer's approach further environmental conservation? If so, how?

#### E. Cost Proposal

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

Scoring will be based on median scores. 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. 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](http://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 resulting 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.
3. 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.
4. 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>
5. 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.
6. 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.
7. 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.

8. Proposer certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.
9. Proposer is registered in the State's electronic procurement system, OregonBuys, found here: <https://oregonbuys.gov/bso/>. (Registration is free by clicking the blue "Register" button on the top right corner of the webpage.)

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Authorized Signature

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Date

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(Printed Name and Title)