



Grants Technical Assistance

Intermediate Request for Proposals:

HECC # 26-022

OregonBuys # S-52500-0017569

Date of Issue: July 28, 2026, 5:00 PM PST

Questions and Clarifications Due Date: August 18, 2026, 5:00 PM PST

Closing Date for Proposals: August 25, 2026, 5:00 PM PST

Single Point of Contact ("SPC"):

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1. BACKGROUND AND PURPOSE

The State of Oregon, acting by and through its Higher Education Coordinating Commission (“HECC”) is issuing this Request for Proposals (“RFP”) to engage contractors who are skilled in providing technical assistance in grant application writing in response to Requests for Applications (“RFAs”) and submission processes to potential grant applicants for upcoming HECC RFAs. All Contractors submitting responses to this RFP are referred to as “Proposers” in the RFP. After execution of contracts, the successful Proposers will be designated as “Contractors.”

The not-to-exceed amount for all contracts issued under this RFP is \$30,000. The hourly rate for services will not exceed \$150.00. HECC reserves the right to amend any contract awarded under this RFP for time or money as it determines in its best interest.

2. SCOPE OF WORK

HECC is seeking one or more contractors to provide technical assistance to potential grant applicants in the completion and submission of their applications to HECC’s Workforce Innovation and Opportunity Act Title II (“WIOA II”) RFA, Oregon Conservation Corps (“OCC”) RFA, Oregon Youth Corps (“OYC”) RFA, and other HECC program RFAs as desired.

HECC will refer grant applicants to the awarded Contractors under this RFP in a fair and equitable manner as it determines in its sole discretion.

Grant Technical Assistance Provider (“TAP”) activities include, but are not limited to:

- Assisting potential applicants in determining if they are eligible to apply.
- Being available and responsive to requests from potential applicants for any or all RFA processes.
- Assisting potential applicants in understanding complex program rules, regulations, and requirements of federal and state funding.
- Providing guidance and clarification on the requirements of the RFAs.
- Providing guidance and feedback on applicants’ draft submission materials including their application, project plan, program budget, and certification sheet.
- Sharing best practices of grant application writing to assist potential applicants in submitting strong applications.
- As requested by HECC, providing guidance and feedback to applicants who were not selected for a grant award to prepare them for future grant opportunities.

3. STATEMENT OF WORK

Contractors will perform the following for each RFA applicant as requested by HECC:

- Attend one or more virtual introductory training meetings with HECC to understand the RFAs and desired outcomes. Dates, times, and virtual platform will be mutually agreed upon.
- Attend check-in and follow-up meetings with HECC staff.
- Consult with HECC when unsure of the appropriate response to potential applicants.
- Attend and participate in virtual information sessions for potential applicants as requested by HECC Grant Administrators.
- Provide HECC with a clear process and availability for potential applicants to use when accessing Contractor's service.
- Respond to requests and inquiries from HECC within two business days.
- Respond to requests and inquiries from potential applicants within two business days.
- Send potential applicants a HECC-hosted survey to collect feedback on their TAP experiences with the RFAs within a week of end of consultation.
- Track the work completed and submit a final report that details the following:
 - The number of assistance inquiries received.
 - The unique number of potential applicants/organizations that accessed the service, including organization names.
 - The type of assistance that was provided.
 - The number of hours spent directly consulting and communicating with potential applicants.
 - The number of hours spent completing activities that did not involve direct work with potential applicants.
 - A narrative on specific supports or resources provided to potential applicants that were culturally and linguistically responsive.
 - A narrative on applicant feedback regarding the RFA and award processes.
 - A narrative on lessons learned and recommendations for future RFA processes where TAPs will be made available to potential applicants.

4. REQUIRED ATTRIBUTES

A. All successful Proposers will demonstrate the following required attributes:

- Prior experience providing grant writing technical assistance to grant applicants, especially for competitive opportunities like Requests for Applications ("RFAs") for grants opportunities.
- Availability to meet virtually with potential applicants.
- A commitment to delivering services in a fair, just and equitable manner in alignment with the HECC Equity Lens (www.oregon.gov/highered/strategy-

[research/pages/equity-lens.aspx](#))

- An understanding that by contracting for these services, your organization and its employees will not be allowed to compete for HECC grant funding.
- Prior experience providing contract or grant writing technical assistance to community-based organizations, especially for competitive opportunities like RFPs for contracting opportunities or RFAs for grants opportunities.
- Prior experience with or knowledge of higher education, youth education, and workforce development programs.
- Proficiency in interpreting federal and state grant funding rules and regulations.

For WIOA II TAP Proposers:

- Knowledge of the following federal and state grant program rules:
 - WIOA Title II:
<https://www.federalregister.gov/documents/2016/08/19/2016-15975/workforce-innovation-and-opportunity-act>) and
<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463?toc=1>
 - 2 CFR 200 (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>)
 - Oregon's Adult Basic Skills Program
<https://www.oregon.gov/highered/about/community-colleges-workforce-development/pages/abs-resources.aspx>

For OCC and OYC TAP Proposers:

- Oregon Conservation Corps: **(OCC Only)**
<https://oregonconservationcorps.org/>
- Oregon Employability Skills: **(OCC and OYC)**
<https://www.oregonemployabilityskills.org/>
- Oregon Youth Works: **(OCC and OYC)**
<https://www.oregon.gov/highered/about/workforce/pages/oregon-youth-works.aspx>

5. SUBMISSION REQUIREMENTS

If you are interested in this opportunity, you must submit a Proposal through OregonBuys # **S-52500-0017569** by the dates listed below. Proposals submitted to the SPC will not be accepted.

Proposers must state if they are applying to provide technical assistance for WIOA II,

OCC, OYC, or any and all programs, and must clearly demonstrate the applicable experience and knowledge in their Proposal.

HECC intends to begin reviewing all submitted Proposals on August 25, 2026, for consideration for the pool of TAPs for HECC'S imminently issued RFAs.

The Proposal must be no more than 5 pages, and must address all of the following:

- Your prior experience providing technical assistance to others for this type or writing grants for state and/or federal grant opportunities.
- Your plan and capacity to complete the activities described in Section 3, and any additional activities you will perform.
- How you meet the attributes listed in the Required Attributes section.

After an initial evaluation session, HECC may ask leading Proposers for interviews.

If you have questions related to this solicitation, contact the SPC listed on Page 1. Questions and clarifications must be received one week prior to close of this RFP. HECC, in its sole discretion, may extend the Proposal due date. HECC may reject all Proposals or cancel this RFP in its sole determination, if determined it is in the best interest of HECC.

6. EVALUATION CRITERIA

Proposals meeting the requirements outlined in Section 6 will be reviewed by an Evaluation Committee. Evaluators will award points for the criteria listed below, with number of points awarded commensurate with the clarity and thoroughness of Proposer's response to the Evaluation Items.

- **Evaluation Item 1: Experience and capacity (50 points)**
 - How well has the Proposer demonstrated experience and/or capability to perform the services described in Section 3 – Proposed Statement of Work? (20 points maximum)
 - 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? (20 points maximum)
 - How well does the Proposer demonstrate their experience with culturally and/or linguistically specific supports to clients? (10 points)
- **Evaluation Item 2: Project Approach (30 points)**
 - How well does the Proposer clearly and concisely describe their intended approach to performing the services described in Section 4? (15 points maximum)
 - How well does the Project Approach demonstrate an understanding of the Project requirements? (10 points maximum)
 - How well does the Proposer understand or represent grant applicants and grant beneficiaries related to their capacity to

provide technical assistance for this project? Does the Proposer's Project Approach further serve the intent of the grant and support HECC's [Equity Lens](#)? (5 points maximum)

- **Evaluation Item 3: Registration with the Certification Office for Business Inclusion and Diversity ("COBID") (20 points)**

- Vendor is an active and registered [COBID](#) firm (not pending/applied status)

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

The Proposers with the top median scores will be selected to enter into contract negotiations with HECC. HECC reserves the right to interview Proposers prior to selection.

7. SUCCESSFUL PROPOSER REQUIREMENTS

A. Insurance

Prior to execution of any contracts, the successful Proposers 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. U.S. Government System for Award Management Registration

Proposer is registered with the U.S. Government System for Award Management ([SAM.gov](#)) and is not on the disbarred list. Proposer and Proposer's employees, agents, and subcontractors are not included in:

- 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

- the government-wide exclusions list in the System for Award Management found at: <https://www.sam.gov/SAM>

D. Business Registry

If selected for awards, Proposers, shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing any contracts. 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>.

8. LIMITATIONS

Contractors will not share publicly any information about applicants or grantees and their respective grant applications and will not respond to any public or media requests for information. Contractor will direct all inquiries or information requests outside of a Customer's own materials to the Contract Administrator.

9. PUBLIC RECORDS

All information and records submitted to HECC are subject to disclosure under the Public Records Law, ORS 192.311 to 192.478. If Proposer believes that any information or records it submits to HECC may be a trade secret under ORS 192.345(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, Proposer must identify such information with particularity and include the following statement:

"This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS chapter 192, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478."

If Proposer fails to identify with particularity the portions of such information that Proposer believes are exempt from disclosure, Proposer is deemed to waive any future claim of non-disclosure of that information.

10. 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: _____

State of Incorporation: _____ **Entity Type:** _____

Contact Name: _____ **Phone #:** _____ **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 is registered with the U.S. Government System for Award Management ([SAM.gov](https://sam.gov))
5. 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>
6. 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.

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.

Authorized Signature

Date

(Printed Name and Title)