

REQUEST FOR PROPOSALS

SERVICE COORDINATOR—JOURNEY2JOBS (J2J)

Released by:

Pacific Mountain Workforce Development Council

Release Date: December 20th, 2022
**Due Date: January 21, 2022, 4:00 P.M. (Pacific
Standard Time)**
Proposed Contract Period:
February 14th, 2022 - August 31th, 2023



building community prosperity

Pacific Mountain Workforce Development Council

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contracts@pacmtn.org

www.pacmtn.org

The Pacific Mountain Workforce Development Council is an Equal Opportunity Employer and provider of employment and training services. Auxiliary aids and services are available upon request by persons of disability. Washington Relay Serv. 7-1-1

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Section I

Introduction

Pacific Mountain Workforce Development Council (PacMtn) issues this Request for Proposals (RFP) to solicit qualified contractors with the expertise and capacity to launch and coordinate the Journey2Jobs (J2J) program. J2J is an innovative pilot program connecting Olympia's unhoused residents with career development, employment, and training opportunities. PacMtn seeks proposals from both individuals and organizations with experience in project management, career coaching and mentoring, knowledge of the public workforce development and homeless services systems, skills in partner and stakeholder engagement, and a passion for improving the lives of Olympia's unhoused residents while expanding the City's talent pool.

Background Information

PacMtn is a Washington State 501 (c) (3) nonprofit corporation. The administrative offices are located at Thurston County WorkSource, located at 1570 Irving St SW, Tumwater, WA 98512. Additional information on PacMtn is available on our website at <http://www.pacmtn.org/our-mission/>.

Project Scope and Conditions

The J2J program builds on the City of Olympia's [One Community Plan](#) to respond to homelessness and supports the Economic Development Department's COVID recovery and reset efforts. It is designed to inspire hope, offer real opportunities for work experience and skill gains, and demonstrate the benefits of reengaging our unhoused residents in the world of work. The program will help residents of Olympia's temporary emergency housing (tiny house) communities gain skills and experience that lead to self-sufficiency.

The Contractor will facilitate the launch of the J2J program in early 2022 to provide meaningful and tailored work, employment, and training opportunities to interested unhoused residents. The Service Coordinator will have direct oversight of three Peer Workforce Liaisons who will implement the client-centered program model by building relationships with, assessing, and engaging unhoused residents in J2J. The Peer Workforce Liaisons will identify preparatory work-based learning placements and experiences. J2J participants will have access to an array of employment preparatory services and activities, including work readiness and job search workshops, paid work experiences, micro-enterprise support, vocational training, supportive services, and job referrals. Peer learning and support cohorts will also be created to ensure maximum J2J participant support and success.

The Service Coordinator will be responsible for a wide range of activities to ensure that the program is successful, from hiring and mentoring Peer Workforce Liaisons to modeling how to deliver career development services, to developing relationships with the contracted shelter, homeless services, and housing providers, to publicizing the program. J2J will center the experience of those who are recently unhoused or facing housing insecurity. The Service Coordinator must understand the clients' experiences and embody compassion and respect

for Olympia’s unhoused residents. Proposals from individuals with lived experience with these circumstances will be prioritized.

Section II

Eligible Organizations

Organizations eligible to submit proposals may fall within any of the following categories:

- Governmental agencies
- Private non-profit organizations
- Private for-profit businesses
- Educational entities
- Individuals

Contractor qualifications

- 4+ years of experience in career or workforce development frontline service delivery and program management.
- 2+ years of experience with homeless-serving organizations preferred.
- Knowledge of cohort program models and peer counseling approaches.
- Experience mentoring, teaching, or supervising others to ensure the desired outcome.
- Familiarity with case management models, client and project management, and outcome reporting systems.
- Experience tracking and effectively communicating project updates and data trends to diverse stakeholders verbally and in writing.
- Knowledge of experiences and challenges faced by unhoused individuals.
- Compassion and respect for unhoused residents and passion for bringing all individuals’ talents into the workforce.
- Lived experience in housing insecurity a plus.

Policy of Competition

The Pacific Mountain Workforce Development Council conducts all procurement transactions in a manner providing full and open competition. The RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical, financial, and organizational evaluations will be made of all proposals received found to be responsive to the RFP.

The Pacific Mountain Workforce Development Council will carry out the procurement review responsibilities with complete impartiality and without preferential treatment to any response.

RFP Key Events and Dates

Proposal Requests Issued	December 20, 2021
Bidders Conference	January 10, 2022
Deadline for Receipt of Questions, 5:00 PM (Pacific Time)	January 14, 2022
Deadline for Receipt of Proposals, 12:00 PM (Pacific Time)	January 21, 2022
Formal Review Process of Proposals Begins	January 24, 2022
Interviews scheduled (if necessary)	
Successful Bidder(s) Posted on Website	No later than January 31, 2022
Contract and Budget Negotiations Begin	February 7, 2022
Contract and Budget Negotiations End	February 10, 2022
Contract Start Date	February 14, 2022

Bidders' Conference

A virtual bidders' conference will be held as follows; potential bidders are highly encouraged to attend:

Date: January 10th, 2022,
Time: 1:00-3:00PM PST
Location: Zoom:

<https://pacmtn-org.zoom.us/j/81474794316?pwd=RWlQckFadlZvcTZabHNMSjNCeFE0Zz09>

Questions and Answers

Questions regarding this RFP can be sent to the email address: contracts@pacmtn.org. Please specify this RFP by its title when submitting questions. Questions and the answers will be posted on our website so every Bidder can review. Questions will be accepted through January 14th, 2022, at 5:00 p.m. Written responses to questions will be posted on www.pacmtn.org no later than January 18th, 2022, at 5:00 p.m. PT.

Deliverables

By the end of the 18-month project period of performance (August 2023), the Service Delivery Coordinator will have ensured that at least:

- 60 of Olympia's unhoused residents were informed about the available workforce, education, and training opportunities through J2J and other local programs.

- 40 tailored service plans were created with the J2J focus population based on each unhoused residents' assessment results on work-related needs, wants, and challenges.
- 40 unhoused residents of Olympia engaged in work experience, training, or received other work-related services as outlined in service plans
- 3 *Peer Workforce Liaisons* were hired, onboarded, mentored, and embedded with shelter, homeless services, and housing providers to connect unhoused adults (18+ years) and youth (16-21 years) to J2J and other workforce development services
- 20 unhoused residents were referred to supportive service providers to ensure sufficient scaffolding for vocational success.
- 10 unhoused residents began full-time, part-time, or entrepreneurial work that generated income.
- 10 J2J unhoused residents began transitioning into stable housing due to participation in the J2J.
- A robust J2J Steering Committee was formed, met regularly, and assisted with ongoing program refinements.

Proposal Submittal

To be considered for review, proposals must follow the instructions in this RFP, provide the information required in the Response Package and include all of the required attachments (signed and dated) by your organization's authorized representative.

Submitted by electronic mail to contracts@pacmtn.org with the following subject line :"**J2J RFP**", and include:

- A. Required Proposal Checklist
- B. Proposal cover page & certification (form attached)
- C. Response to requested information in Section III using the prescribed format
- D. Budget response and budget template

Evaluation and Selection Criteria

Proposals will be evaluated based on the following criteria:

Response to Proposal Questions	60%
Contractor's Relative History and Background	30%
Cost-Effectiveness	10%

Award of Contract

Submittal of a successful proposal(s) does not constitute a contract with PacMtn. The contract award will not be final until PacMtn and the successful proposer have executed a mutually satisfactory contractual agreement.

Appeal Process

Any appeal of the final vendor(s) selected must state the basis of the appeal. Appeals can be sent in writing within seven (7) calendar days after the publication of the successful vendor(s) to:

William Westmoreland, CEO
Pacific Mountain Workforce Development
Council
1570 Irving St SW
Tumwater, WA 98512
contracts@PacMtn.org

It is the responsibility of proposers to check for the publication of successful bidders at the following website: www.pacmtn.org.

Acknowledgements

1. This Request for Proposals is not in itself an offer of work, it does not commit the Pacific Mountain Workforce Development Council to fund any proposals submitted, nor is it liable for any costs incurred in the preparation or research of proposals.
2. PacMtn will select the proposal which is most qualified to provide the services which will achieve the overall objectives of this Proposal Request.
3. PacMtn reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as PacMtn may request.
4. PacMtn reserves the right to reject any proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in PacMtn's sole judgment, best meets the project requirements.
5. PacMtn reserves the right to reject, or to seek modifications of any proposal offered if in PacMtn's sole discretion the proposal does not meet the overall RFP objectives.
6. PacMtn reserves the right to offer an award to the next highest rated proposal if a contract cannot be successfully negotiated, or to renegotiate or reissue an RFP should an appeal for non-award be upheld.
7. Any funding awarded will be subject to the availability of funding granted to the Pacific Mountain Workforce Development Council. Should the availability of such funding decrease before or following any award to a contractor, the award will be revised

accordingly. In addition, if awarded, the contractor must be willing to alter program design based on subsequent direction by PacMtn.

8. Proposals that are not funded will not be returned.

Section III

Proposal Format and Supplemental Questions

Your responses to the inquiries below should be submitted electronically with the following format restrictions:

- 8 1/2" X 11" page size with 1" margins
- 12-point Arial or Calibri font
- Double spaced (itemized bid information may be single spaced)

The following information shall be required in the proposal request submittal:

- A. Proposal cover page & certification (form attached)
- B. Response to the nine Proposal Questions below: Answers to the below questions should not exceed seven pages in total.
- C. Pricing: The estimated award is \$100,000. PacMtn will accept proposals from both individuals and organizations. PacMtn will provide technical assistance to interested organizations to explore immediately available local resources to support the J2J effort. Bidders must provide a high-level summation of estimated pricing on a per hour, per person, or lump sum per contract basis, or any combination thereof, to implement and manage the deliverables. No more than 1 page and the attached budget template C.
- D. References: Contact information for three references from work performed in the last three years. Please include the scope of work, contract dates, contract amount, contact person, telephone number, and email address.

J2J Proposal Questions

1. Briefly describe your experience with and any training in the public workforce development system, issues and services for unhoused residents, project coordination, stakeholder engagement, and mentoring or supervising.
2. What experience do you have with projects with similar elements? Please attach at least 2 demonstrations of similar work you have performed.
3. Describe the steps, actions, and work products you will develop and rely upon to meet the deliverables described above.
4. What do you think will be the most significant challenge with the above deliverables? How will you meet and overcome that challenge?

5. What will you need from PacMtn to be successful in this role?
6. Provide an example of a time you were responsible for implementing a novel project.
7. Describe your experience with and/or philosophy regarding the following:
 - a. Measuring client satisfaction and implementing changes, as necessary.
 - b. Working with unhoused populations.
 - c. Fostering collaboration with contracted and other community partners.
8. Provide an assurance that your entity has the willingness and ability to operate in an ambiguous environment and address complex partnership issues with all parties involved should such arise.
9. Please add any additional comment you think helps the review committee understand your strengths and qualifications to provide these services.

Section IV

Appendices

Appendix A: Check list

Appendix B: Cover Sheet/Certification

Appendix C: Budget Form

Appendix A: Required Proposal Checklist

- Cover Sheet/Certification
- Program Specific Responses (not to exceed 7 pages single-spaced)
- Budget Narrative (not to exceed 1 page) and budget form

Appendix B: Proposal Cover page/Certification

Application Cover Sheet

On behalf of

Proposer Organization

Street Address

Mailing Address

City

State

Zip Code

Certification

CERTIFICATION

The information contained in this proposal fairly represents the proposer's agency, organization, or business and its proposed operating plans. I acknowledge that I have read and understand the requirements of the RFP and am prepared to implement services as specified in this proposal. I certify that the proposed program services have been designed in compliance with the RFP requirements and WIOA regulations. I also certify that I am authorized to sign this proposal. This proposal is firm for a period of at least ninety (90) days from the deadline for RFP submission.

I affirm that no employee and/or PacMtn Council Member or officer of any governmental agency has any financial or other interest in this organization.

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____

E-Mail _____

Signature _____

Typed Name _____

Address _____ City _____ State _____ Zip _____

Appendix C: Budget Form

Program Budget Summary				
Contractor Name:				
Contract #:				
Contract Start Date:				
Contract End Date:				
Modification #:				
Accounting Category			Total	
Salaries & Wages			-	
Employee Benefits			-	
Supplies			-	
Communications			-	
Professional Services			-	
Facilities			-	
Equipmental Rental/Maintenance			-	
Travel & Training			-	
Other: (please list)			-	
			-	
			-	
			-	
			-	
Indirect		0		
Total Operating Costs			-	