

Clean Energy Works: Portland



REQUEST FOR QUALIFICATIONS Clean Energy Works: Portland – Qualified Training Programs

Overview

Clean Energy Works Portland (CEWP) is an innovative effort to deliver affordable home energy upgrades by testing new ways of delivering energy efficiency to homeowners in Portland. The project is intended to save energy, reduce carbon emissions, improve home comfort and home values, and create new jobs and long-term employment opportunities and career paths for Portland area residents.

Contractors and sub contractors will hire 100% of new worker/installer weatherization employees from a designated training program, as described in section IV, of the Community Workforce Agreement (CWA) until 50% of contractor's total non-supervisory worker/installer weatherization employee monthly work hours on covered projects are performed by graduates of a designated training program.

The City, Energy Trust and the stakeholder Evaluation and Implementation Committee shall identify a pool of qualified training programs to create a pipeline of opportunities from recruitment to placement through retention.

The purpose of this Request for Qualifications is to identify interested and qualified entity(s) to deliver installer/technician level training for entry level workers for the Clean Energy Works: Portland Pilot program.

RFQ Specifications

Training Program Model

To be designated as a qualified training program, applicants will provide trainees with a high quality weatherization training based on curriculum developed by an accredited organization to meet United States Department of Energy standards, and have articulated relationships, processes and strategies designed to create a pipeline of opportunities from recruitment, to placement, through retention of targeted population groups outlined in the CWA. In

addition to meeting work competency requirements, designated Training Programs must be able to demonstrate compliance with the below listed criteria;

A. Proposal Requirements

Submission Cover page

Description of Articulated & Meaningful Partnerships

Organizations can submit Description of commitment to diversity and a pathway for entry level workers

Description of targeted recruitment plan and pathway opportunities

Organizations can provide a copy of an articulated recruitment plan, listing the process, plans and strategies as they relate to accomplishing these goals, submissions can also include outreach materials, lists of recruitment partners and training schedules

Description of support, mentoring and follow-up services.

Submission may include historical data as well as an articulated plan for accomplishing this goal as it relates to each identified area and the targeted participants

Description of demonstrated track record or strategy for placement

Submission may include historical data as well as an articulated plan for accomplishing this goal as it relates to the targeted participants

Description of performance management and program improvement capacity

Submissions must include a report template, a description of the process and contact responsible for report and communication of progress

Weatherization Tech / Installer – Identified Skill Standards

Submission may include course outline, curriculum, and or line by line narrative responding to the Identified Skill Standards as it relates to the Core competencies identified in the Clean Energy Works: Portland – Qualified Training Programs information sheet

B. Proposal Submission

- Submit responses to this RFQ in paper or electronic format.
- A signed and completed copy of the Submission Cover Page must be included. The Cover Page must be signed by an individual authorized to represent the organization, to act on its behalf and to legally bind it in all matters related to the RFQ.
- Written responses to the narrative must be double-spaced, single-sided on numbered 8-1/2 x 11 pages with font size of 12 or larger.

- For paper copies include three (3) copies of all information in a single package – do not bind or staple the document or include any information that is not specifically requested.
- Your mailed or delivered package must be labeled CWA Qualified Training Programs RFQ” and be addressed as follows:

John Gardner

CWA Qualified Training Programs RFQ

111 SW Fifth Avenue, Suite 1150

Portland, OR 97204

In order to be considered, all documentation – in hard copy – must be received in WSI offices by 12:00 noon on Wednesday, January 20th, 2009. Any documentation received after the due date will be returned unopened or held for future review periods. Qualifications shall remain valid through June 30, 2010. All documents received within the appropriate timeframe become the property of the Stakeholder Evaluation and Implementation Committee’s and will not be returned.

C. Supporting Documents

Please complete and submit the following supporting documents as they relate to the information requested in this RFQ as separate Resource Documents, labeled as shown:

- **Submission Cover Page**
- **Responses to the CWA criteria:** Submissions may include articulated agreements, MOU’s, letters of support, narrative responses, articulated work plans, templates, partnership agreements, etc.
- **Responses to the Weatherization Tech / Installer – Identified Skill Standards:** Submission may include course outline, curriculum, and or line by line narrative responding to the Identified Skill Standards as it relates to the Core competencies identified in the Clean Energy Works: Portland – Qualified Training Programs information sheet

D. RFQ Timeline

Dates	Activity
Tuesday, January 7 th , 2010	RFQ Link Available on Energy Trust, Worksystems, Inc and CAWS websites
Wednesday, January 20 th , 2010 Noon	RFQ Response due to jgardner@worksystems.org or delivered to 111 SW 5 th avenue Suite 1150, Portland Or 97203 - Worksystems, Inc.

Thursday January 21 st 2010	Evaluation process and recommendation completed
Friday January 22 nd , 2010	Provisional notification completed
Friday, January 29 th , 2010	Appeal process closed

E. Inquiries

All inquiries related to this RFQ are to be submitted electronically. E-mail inquiries should be identified on the e-mail as "RFQ Inquiry" and sent to jgardner@worksystems.org

Written questions received after the RFQ has been published and before 5:00 p.m., January 12th, 2010, will be responded to within 48. Questions received after January 12th, 2010, will not be answered.

F. Cost of Preparing Proposals

Costs for developing the proposals are solely the responsibility of the respondents. The Stakeholder and Evaluation Committee of Clean Energy Works Portland will not provide reimbursement for such costs.

G. Withdrawal

A submitted RFQ response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: jgardner@worksystems.org.

H. Public Records

Applicants are advised that submissions will be considered public records and subject to disclosure under the State Public Records Law (ORS 192.410 -192.505).

I. Evaluation Factors

This Request for Qualifications review and evaluation process will identify providers who are determined to be qualified and interested in providing the program to meet the desired outcomes. In addition to meeting work competency requirements, designated Training Programs must be able to demonstrate compliance with the below listed criteria;

- Have at least three defined partnerships with state recognized pre-apprenticeship programs or signatory community organizations that serve historically disadvantaged or underrepresented populations, including women, and people of color.
- In conjunction with those partner organizations, ensure that a majority of its trainees are women, people of color, residents of low-income communities, or other disadvantaged or underrepresented people
- Offer the Mentoring, Follow-up monitoring, and other support as available and necessary to assure retention of participants in the program and in weatherization careers. And demonstrate a track record of graduating and placing trainees from underrepresented communities in construction careers

- Demonstrate the ability to track and report program data and provide reports for all the above elements, as well as demographics, total trained, placement and retention rates, etc. on a quarterly basis as well as possess a system for taking corrective actions in order to meet the goals of Community Workforce Agreement
- Demonstrate compliance with all identified Core Competencies as defined in the Weatherization Tech / Installer – Identified skill Standards, section of the Qualified Training Program Criteria

J. RFQ Term

Designations awarded through this RFQ will be recognized through June 30, 2011, based on adherence to identified criteria reviewed on an ongoing basis. Extensions will be available for subsequent program years depending on adherence to program guidelines. Contractor performance against qualified training program criteria will be the main factor considered in agreement extension.

K. Proposal Review Process

Contractors will be selected based on the rating of the RFQ responses. All responses will be screened by the appointees of the Stakeholder Evaluation and Implementation Committee's Training Workgroup, for final review and determination.

L. Proposal Appeal Process

The following process has been established to address appeals:

- The appeal must be due to what the respondent considers a flaw in the Evaluation Committee's funding recommendation process.
- The appeal must be submitted in writing within 5 days of notification of failure to be qualified as a Designated Training Program. Appeals must be sent to jgardner@worksystems.org. All appeals are public information.
- The organization/individual filing the appeal must specify the basis of the appeal and provide an alternative the appellant would find acceptable. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for funding is also not open to an appeal, nor is a complaint about the amount of funding granted. The appeal must be a violation of the process established for the solicitation.

During any part of the review or consideration, the appellant may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by WSI. In the event an appellant fails to respond, the appeal will be dismissed and no further appeal will be accepted.

Members of the Stakeholder Evaluation and Implementation Committee's Training Workgroup will review the appeal and issue a written response that is intended as a complete and final answer to the appeal.