



Joint Meeting of:

Rogue Workforce Partnership ~ Corporate Directors & Rogue Valley Workforce Consortium

Meeting Agenda

Friday December 6, 2019 • 2:30-3:00 p.m. • Woolworth Building - First Floor • 37 N. Central Ave. • Medford

Video/Phone Conference access available at: <https://zoom.us/j/7286917462> . Select your audio preference: 1) Use telephone +1-669-900-6833; Access Code. 728 691 7462 Normal long distance charges will apply); 2) Or, use computer microphone & speakers (headset is recommended to avoid reverb)

Time	Item	Objective	Facilitator Presenter
2:30 pm	Call to Order (1m) <ul style="list-style-type: none"> Welcome & Introductions 		Jessica Gomez & Commissioner Fowler
	Consent Agenda (1m) <ul style="list-style-type: none"> October 17, 2019 Corporate Directors Meeting Minutes 📄 	› Action - Approve Consent Agenda	Jessica
	RWP Membership (3-5m) <ul style="list-style-type: none"> + Kim Whitney, Oregon DHS - SSP/CW District Manager + Dr. Bret Champion, Medford School District 549C, Superintendent - Catherine Goslin, Rogue Valley Manor 	› Action - Approve Kim Whitney and Dr. Bret Champion as RWP members	Jim Fong
	Adult & Dislocated Worker Employment & Training Services Procurement Update (10-15m) 📄	› Information Update	Jim & RWP Team
	Revision to RWP Procurement Policy (2m) 📄	› Action - Approve Revised Policy	Sherri Emitte
	At-Risk Youth Employment & Training Services Procurement Update (5-10m)	› Information Update	Jim & RWP Team
3:00 pm	Adjourn		Jessica & Commissioner Fowler

📄 = Handout attached or will be handed-out at meeting or displayed on screen

Auxiliary aids and services are available upon request to individuals with disabilities. Contact Tami Allison at 541-842-2518.



MINUTES

ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS
October 17, 2019 ♦ 37 N. Central Ave. - Board Room ♦ Medford, OR

MEMBERS PRESENT

Chair Jessica Gomez
Vice-Chair Mike Donnelly*
Nikki Jones
Shawn Hogan*

MEMBERS ABSENT

Commissioner Darin Fowler
Commissioner Bob Strosser
Robert Begg

OTHERS PRESENT

Jim Fong, Executive Director, Rogue Workforce Partnership
Sherri Emitte, Chief Finance and Administrative Officer, Rogue Workforce Partnership*
Jill teVelde, Workforce Development Manager, Rogue Workforce Partnership
Ida Saito, Partnership Engagement Manager, Rogue Workforce Partnership
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

**indicates that individual joined remotely.*

Quorum Present: Yes

1) Call to Order

The meeting was called to order by Chair, Jessica Gomez at 3:05 P.M.
A round of introductions were made.

2) Consent Agenda

Shawn Hogan moved to approve the consent agenda consisting of the August 15, 2019 Corporate Director’s meeting minutes. The motion was seconded by Nikki Jones. The motion passed unanimously.

3) Upcoming Audit & State Monitoring

RWP is preparing for their annual HECC-OWI (Higher Education Coordinating Commission – Office of Workforce Investment) monitoring as well as the annual financial audit. Sherri Emitte will be in town the next two weeks.

4) Strategic Roadmap / Objectives & Key Results

Jim presented the RWP staff work plan which is a fairly new document that was generated to assist staff in tracking the back-end work that needs to be done in support of our objectives & key results. Work plans are also being created for the back-end work that needs to be done in support of our sector action plans.

There is also similar work happening on the back-end with key K-12 education regional-level partners to support all the cross-sector and education alignment efforts in CTE, STEM/STEAM and Career Related Learning Experiences groups. One meeting has taken place and regular meetings with this group are being scheduled.

Jim has also met with Bret Champion, the new Medford 549C Superintendent and he is in agreement to join the RWP Workforce Board.

RWP staff spoke about the level of engagement we are seeing with the Local Leadership Team, Business Services Team as well as the sector groups and stated, "it is as good as it's ever been – major systems are aligning," and the same is being seen with the educators as they voiced seeing the value in aligning the system. Another up and coming topic is engaging with college presidents and the SOHEC Consortium.

Jim spoke to the work that the Learning Communities/Predictive Analytics group is doing and the data runs we hope to start generating in the next couple of months that will show us who is and who will be showing up in our labor market, where are they coming from and how we might accelerate success for different customers into the sector career pathways? The OED and DHS state-level data analytics team is in the midst of conversations with DMV who is a potential bridge to match people in the system from K-12 to post-secondary education/training and workforce. This is needed because K-12 does not use social security numbers for data tracking. Shawn talked about the data at RCC and that it does not show what happens to students after they graduate. This work our region is piloting will fix this problem.

Good progress is also underway with getting partner staff to attend Wings Work/Life Success and Well-Bering / Personal Effectiveness seminars. The cross-sector communications, outreach and media capacity-building work also just getting off the ground. Staff are juggling a lot of priorities and lots of great things are happening.

Sector work is moving forward nicely. IT/E-Commerce is in a reboot mode. Conversations happening with Trever Yarrish on how best to reboot this group. The suggestion was made to possibly merge IT with the RAMP group. Jim indicated that he would like to touch base with Trever on this suggestion as Trever is very motivated to expose other tech leaders to the training around changing company culture. Jessica indicated that she would rather that RWP doesn't have a quasi-working sector group that staff feel obligated to support and to ask Trever to be thoughtful about requesting resources from RWP staff. The construction sector could possibly be launched as early as January 2020.

The Corporate Directors affirmed strong support for all the tremendous work underway. They also voiced their concern about staff balancing the workload. Jim indicated that we do have a lot on our plates; however, creating work plans to track the work has been helpful as well as creating other tools as an organization to become more efficient. Ida added that it's about pacing and managing expectations and making sure we are realistic when making commitments.

The group talked briefly about meeting schedules and frequency. Jessica suggested that the Corporate Directors take November, December and January off so staff can get their arms around all the current work and come back fresh in February. RWP staff expressed their gratitude for the thoughtfulness of the Corporate Directors.

5) Sector Strategies - Training Investment Policy

Explore Options, Discussion & Guidance – The group discussed the varying training investments from sector to sector and how to get to the right proportionality. In regards to truck drivers; for instance, Nikki suggested looking at retention and the longevity of how long people stay in this field. Nikki indicated that she sees many people in her business who don't want to drive long haul or even regionally anymore; as well as the new rules and regulations around income tax and ODOT.

The group reviewed the training investments policy development handout and Jim reminded everyone that the numbers contained within the document are only projections and a place to start and need to be grounded in truth to what the local businesses are saying. Jim feels we can get a data run in the next couple of months to better inform our direction. Jessica suggested a ranking system for ROI and have criteria, and number of touch points for how many times a person has to be trained to continue on the career path. The key will come down to the weighting formula that is used. Jim indicated that this will take some time to do and we will continue collecting data and possibly look at refinement in January.

6) Exploring Membership Configuration Changes

A draft mockup of the RWP Workforce Board Membership and Positions was presented. The group talked about the composition of the board and that adding another labor position would create needing two additional business representatives. Although the Corporate Directors agreed that adding another labor position might be valuable, Jessica suggested deferring this decision until after the New Year to give us time to work on recruiting private sector business members.

7) Title 1B Services - Procurement Prep & Planning

New workforce boards were created to serve underserved parts of the state several years ago, and at that time Jim initiated a conversation regarding the fact that this was not a sustainable business model unless additional funding was received, or we could leverage SEDAF funds. SEDAF (State Employment Department Administration Funds) are dollars carved out from the Unemployment Insurance Trust Fund to supplement the Oregon Employment Departments capacity to accelerate UI clients getting back to work faster. Oregon is the only state in the nation with such a carve-out, and this significantly enhances the OED staff capacity at local WorkSource Oregon centers throughout the state.

This conversation on leveraging OED capacity restarted again in recent months. This first got catalyzed as staff were doing statewide work in implementing the WIOA required Infrastructure Funding Agreements. This led to a realization that our region was the only one in the state not leveraging significant OED infrastructure capacity (facilities, IT, etc.). We have now headed down the path to leveraging this infrastructure capacity, and OED management has indicated that they are open to leveraging staff as well.

The concept would be to contract for Adult/Dislocated workers employment and training services directly with OED, leverage their in-kind staff capacity to a greater extent, and save perhaps \$50,000 to \$150,000 per year on staff cost that RWP could then prioritize for additional training investments to job/career-seekers.

In speaking with our national WIOA legal counsel and technical assistance expert, John Chamberlin, the opinion he shared was that we can sole-source the procurement of WIOA Title 1B and other state funded services because of the amount of leveraging that would occur. The numbers are being crunched now to have information to bring this as a decision point to the full board at the next quarterly meeting in December or January.

The Corporate Directors choose to take action on this item and the following motion was made.

Nikki Jones moved to authorize RWP staff to do the financial analysis, and if there are savings of \$50,000 or more, the Corporate Directors will bring this as a recommended sole-source procurement strategy for consideration and action at the next RWP – Workforce Board quarterly meeting in December or January. If there aren't sufficient cost savings, then further discussion will need to take place. The motion was seconded by Mike Donnelly. The motion passed unanimously.

8) **Adjourn**

With no further business, the RWP Corporate Directors meeting was adjourned at 4:56 p.m.

Respectfully Submitted,

Tami Allison
Senior Project Manager

Approved _____ Date _____
Jessica Gomez, RWP Chair



ROGUE WORKFORCE PARTNERSHIP

Growing Skills - Building Careers - Boosting the Economy

DATE: December 3, 2019

TO: Rogue Workforce Partnership Corporate Directors

FROM: Sherri Emitte, Chief Finance and Administrative Officer

SUBJECT: Revision of Procurement Policy

In conjunction with our desire to procure adult and dislocated worker services on a non-competitive (sole source) basis, we must follow very stringent requirements, one of which is receiving authorization from the State's Higher Education Coordinating Commission / Office of Workforce Investments (HECC/OWI). In preliminary discussions with state officials, we have been directed to compose a compelling document of our reason for this request. Along with this document, we must include our Procurement Policy.

It was brought to our attention by the HECC/OWI official that our policy inadvertently referred to HECC/OWI under its former name of "Department of Community Colleges and Workforce Development", and strongly suggested that we correct that. So on page 4 of the policy, we replaced the agency's former name with its current name. In addition, in the first bulleted point on page 3, we caught a reference to my former title that was missed with the most recent revision, so we corrected that as well.

We don't normally present policies to the Corporate Directors with "Track Changes" turned on, but felt that, in this case, it would make it easier to spot these two changes.

Staff would recommend approval of the attached policy.

PURPOSE

The purpose of this standard operating procedure is to provide guidance on the procedures used to implement Rogue Workforce Partnership's (RWP's) Procurement Policy

DEFINITIONS

Procurement – For purposes of this procedure, the term "procurement" includes any acquisition action which obligates WIOA funds for the purchase of equipment, materials, supplies, and services beginning with the process for determining the need and ending with contract completion and closeout. Non-WIOA procurement will be governed by either the requirements specific to federal or state granted funds or Oregon Law for the public trust corporations, as appropriate.

Competitive Proposals – Competitive proposals are used when there is more than one prospective bidder, the lowest price is not necessarily the determining factor for award, and either a fixed-price or cost-reimbursement agreement will be awarded. The competitive proposal method also meets the standards for "full and open competition" and is appropriate when the agency seeking goods or services is looking for a variety of methods that may be employed to achieve the results called for in the Request for Proposal (RFP). Often, the evaluation factors will focus on approach, program design, innovation, coordination, and experience.

The Invitation for Bid (IFB) – The IFB is publicly advertised and bids are solicited from an adequate (more than two) number of known suppliers. The IFB contains all "specifications and pertinent attachments" and defines the items or services to be procured in sufficient detail for the bidders to respond properly. All submitted bids are sealed and publicly opened. A fixed-price contract is awarded to the lowest responsive and responsible bidder. Any or all bids may be rejected if there is a documented reason.

Request for Proposal (RFP) – This type of document solicits offers from service providers for the delivery of a specific type of service. It includes a description of the product(s) or service(s) desired which enable a potential contractor to submit a proposal. The RFP will include information necessary for an objective evaluation and comparison to similar proposals.

Rogue Workforce Partnership will openly publicize all RFP's. They must contain the specifications that provide a common understanding for the proposed goods or services sought and identify all the evaluation factors and their relative importance or weight in selection of successful bidders.



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Proposals are publically solicited from an adequate number of qualified sources and a method for conducting technical evaluations of proposals and selection of awardees is in place. Awards are made to selected bidders whose proposals are most advantageous to the program based on price along with other evaluation factors. Proposals must meet all minimum requirements listed in the solicitation and must respond to all factors of the RFP.

This method is the appropriate form of solicitation when:

- The nature of the service needed precludes developing a specification or purchase description so precise that all proposers would have an identical understanding or approach to the requirements; and
- Cost is not the only factor considered in making an award; and
- The evaluation factors will focus on approach, design, innovation, and experience required providing the product or service requested.

Request for Quotation (RFQ) -A document which is used to acquire the price(s) and pertinent information needed from a vendor/supplier. Since the quotation is not a formal offer, the awarding agency must reach a bilateral negotiated agreement before a binding contract exists. A RFQ differs from an RFP in that it simply asks for a price based on standard specifications that are generally known or apply industry wide.

It is appropriate to use an RFQ when:

- A complete, adequate, and realistic specification or purchase description is available; and
- There are at least two responsible vendors who compete effectively for the award; and
- The procurement lends itself to a negotiated fixed-price contract and selection of a contractor based wholly on price is appropriate and reflective of the nature of the products or service being purchased.

Solicitation -A solicitation is the practice of distributing an Invitation for Bid, Request for Proposal, or any other document, such as a Request for Quotation, issued by a purchasing agency for the purpose of soliciting offers to perform a contract. Solicitations are to include:

- Clear and accurate descriptions of the goods or services being procured.
- Description must not contain features that restrict competition.
- All requirements that must be fulfilled and all other factors used in evaluating bids or proposals.
- Technical requirements described in terms of function to be performed or performance required, including a range of acceptable or minimum acceptable standards.
- Preference for ecologically sound and energy-efficient products.
- Refer to established resolution protocols of all contractual and administrative issues arising out of the procurements unless the issues concern violations of statute which are to be referred to the proper federal, state, or local authority as may have jurisdiction.
- Procurement practices should encourage the utilization of small businesses, minority-



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owned firms, and women's business enterprises whenever possible.

METHODS OF PROCUREMENT

It is the policy of Rogue Workforce Partnership that the following guidelines for small purchases will apply:

- Purchases less than \$500 – For purchases less than \$500, the ~~Director of Administration~~[Chief Finance and Administrative Officer](#) has the authority to select a specific vendor and issue a purchase order with the following exceptions:
 - Purchases that are covered by an existing contract or a blanket purchase order.
 - Purchases of \$500 or more that are purchased by installment.
- Purchases of \$500 but less than \$5,000 – For purchases of this range, the Chief Finance and Administrative Officer has the authority to select a vendor and place a purchase order without obtaining additional competitive quotes. This authority is not intended to eliminate competitive quotations, but rather to expedite the purchasing process, as dollar values may not justify further solicitation effort. To the extent feasible, competitive quotes will be obtained. The Executive Director must approve all purchases for single unit items that exceed \$1,000.
- Purchases of \$5,000 but less than \$100,000 – Procurement of goods or services greater than \$5,000 but not exceeding \$100,000 generally requires at least three informally solicited competitive price quotes from three providers or vendors or a cost/benefit analysis of the products or services to be purchased. A written record of the three quotes or the cost/benefit analysis must be on file. In situations where the goods or services are only provided by one vendor or a specific need fulfillment is required, a sole source justification statement must accompany the procurement and a cost/benefit analysis must be completed.
- Purchases of \$100,000 or higher – Requires **Competitive Sealed Bids**. In this type of procurement bids are publicly solicited for which a firm fixed-price (lump sum or unit price) or other fixed price arrangement is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the **Invitation for Bids** (IFB), is the lowest price. Competitive sealed bids are most effective when the procurement specification can adequately describe and define the item or service. If competitive sealed bids are used, the following procedural requirements will apply:
 - The IFB is developed inclusive of project description, time and date for submission, and all requirements for responsiveness.
 - Reasonable effort will be made to publicize the IFB to the widest practical area of circulation
 - The IFB contains all “specifications and pertinent attachments” and defines the items or services to be procured in sufficient detail for the bidders to respond properly.
 - All submitted bids are to be submitted to and recorded by Rogue Workforce Partnership Senior Projects Manager.
 - All bids are to be publicly opened.

- All submitted bids are screened for meeting specifications and requirements as listed in

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the IFB notice. Incomplete or unqualified bids will be considered non-responsive and removed from the selection process.

- The qualified bid with the lowest submitted price will be considered for contract award.
- Following the initial selection of a bid, the agency and the vendor commence contract negotiations.
- A firm fixed-price contract is then awarded to the lowest responsive and responsible bidder.
- Any or all bids may be rejected if these is a documented reason.

Competitive Negotiation - A method of soliciting proposals from a number of sources through a publicly announced Request for Proposal (RFP) or Request for Quotation (RFQ). Negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed price or cost-reimbursement type contract is awarded. If competitive negotiation is used, the following procedural requirements will apply:

- The solicitation of competitive offers will follow a process for advertising, evaluation, and award in accordance with the competitive standards contained in the policy. Reasonable effort will be made to publicize the solicitation to the widest practical area of circulation.
- To promote reasonable competition that is consistent with the nature and requirements of the procurement, proposals will be current and solicited from an adequate number of qualified sources.
- The solicitation will identify all significant evaluation factors, including price or cost where required, and their relative importance.
- A technical evaluation of proposals received, including review by staff and/or Local Workforce Area committees will be completed and documented.
- Contract awards will be made to the responsible bidder whose proposal is most advantageous to RWP. In making an award, price and other factors will be considered and documented. Unsuccessful bidders will be notified promptly.

Non-Competitive (Sole Source) - This method is the solicitation of a proposal from a single source, or after solicitation of a number (more than one) of sources, competition is determined inadequate to fulfill the requirements of the agency. If this method is used, one of the following requirements is to be satisfied:


- All practical methods and efforts involving seeking competitive proposals have been fully exhausted and documented.

Cost Analysis—A cost analysis of the proposed contract or contract modification will be performed when the offeror is deemed a sub-recipient, individual cost elements have been requested, procurement has been made by sole source method and/or no catalog or market price is available. A cost analysis is the process that examines element-by-element, costs and related information presented in the cost and pricing data submitted by offerors. The method and degree of cost analysis is dependent on the facts surrounding each procurement.

Costs or prices will be consistent with reasonable and allowable cost principles. The offeror will certify that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. Contracts or modifications negotiated based on data provided by the offeror may be adjusted, if it is discovered data is not accurate, complete, or current.

Profit- The following factors will be considered in determining whether income or profits are excessive:

- Complexity of work to be performed.
- The risk borne by the contractor.
- The contractor's investment.
- The amount of subcontracting.

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- The quality of the contractor's record of past performance.
- Industry profit rates in the surrounding geographical area.
- Market conditions in the surrounding geographic area.

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GENERAL REQUIREMENTS

All WIOA funds expended by Rogue Workforce Partnership, whether administrative or programmatic, must be approved by the RWP Corporate Board through approval of the annual budget and WIOA Plans/Plan Modifications. Funds so expended will be charged to the appropriate budgeted fund, cost category, cost objective, and line item.

Rogue Workforce Partnership will ensure fiscal accountability and prevent fraud and abuse by acting in accordance with procurement standards established under WIOA. At a minimum, procurement will:

- Be conducted in a manner that provides full and open competition. Where appropriate, an analysis will be made of lease/rental versus purchase alternatives and any other appropriate analysis to determine which approach would be the most economical.
- Minimize the use of sole source procurement, and justify it in every case.
- Clearly set forth the requirements that bidders or offerors must meet and the factors to be used in evaluating bids or proposals.

- Include a clear and accurate written description of the technical requirements for the material, product, or service to be procured, including the method of procurement, selection and basis for the type of contract, criteria for contractor selection or rejection, contractor selection and basis for payment. Competitive procurement will not contain features which unduly restrict or eliminate completion.
- Contracts will be awarded to responsible bidders who possess the potential ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The contract award will also include the following provisions:
 - Clearly specify deliverables and basis for payment
 - Compliance with all applicable regulations
 - Assurance of nondiscrimination and equal opportunity as found in 29 CFR 34.20 is required; duration of obligation, covenants.
 - Certifications, where applicable, regarding debarment, suspension, lobbying, and drug free Workplace
 - The opportunity to protest the award. Protests will be processed under the Complaint Procedures contained in the Rogue Workforce Partnership policy entitled "Grievance Procedure"
- Procurement transactions between Rogue Workforce Partnership and any other governmental or nonprofit agency or organization will be conducted on a cost reimbursable basis.
- To the extent possible, small firms, minority firms, women-owned businesses will be included in bidder's lists, and will be targeted for mailings and advertised procurement of goods and services of

 <p>ROGUE WORKFORCE PARTNERSHIP</p> <p>3/1/19</p>	<p>Program Policy <input type="checkbox"/></p> <p>Standard Operating Procedure <input checked="" type="checkbox"/></p> <p>Effective Date: July 1, 2018</p> <p><input type="checkbox"/> New <input checked="" type="checkbox"/> - Revised <u>12</u></p> <p>Page 7 of 8</p>
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Rogue Workforce Partnership.

- In performance under the Procurement Policy, WIOA funds will not be used to duplicate facilities or services available in the area (with or without reimbursement) from federal, state, or local sources, unless it is demonstrated that additional capacity is needed or that alternative services or facilities would be more effective or more likely to achieve performance goals and the mission of Rogue Workforce Partnership.
- Appropriate education agencies throughout Jackson and Josephine Counties will be provided an opportunity to provide educational services, unless the procuring organization determines through the competitive process that alternate agencies and organizations would be more effective or would have greater potential to enhance participant's occupational or career growth.

PROCUREMENT RECORDS

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Rogue Workforce Partnership and regional sub-grant recipients will maintain procurement records sufficient to detail the significant history of procurement. These records will include, but are not limited to the following:


- Rationale for the method of procurement (small purchase, request for proposal, etc.)
- The selection of agreement type (cost reimbursement or fixed price)
- Awardees selection or rejection

Records of solicitations shall include:

- Copy of the solicitation package including protest and negotiation procedures and settlement process, as applicable
- Copy of the public notification
- Bidders' list to which notices were mailed
- List of all organizations/entities that received the RFP
- Agenda and minutes of a bidders' conference (if held)
- Written responses to all clarifying questions received outside of the bidders' conference
- Copy of each proposal received
- Rating and scoring sheets completed in the evaluation process
- Determination of demonstrated performance
- Documentation of the rationale for selection of funding any offeror, which did not receive the highest score/ranking in the evaluation process
- Completed cost or price analysis for each selected bidder
- Copy of any submitted protests and the resolution of each

All requests to purchase will be appropriately documented. Additional documentation will accompany the request to explain complex or special purchase requirements.

ACTION

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~~Rogue Workforce Partnership shall follow this standard procedure. This standard procedure will remain in effect from the date of issue until such time that a revision is required.~~

ACTION

Rogue Workforce Partnership shall follow this standard procedure. This standard procedure will remain in effect from the date of issue until such time that a revision is required.

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INQUIRIES

Inquiries should be addressed to the Chief Finance and Administrative Officer at 541-842-2530.

APPROVED: _____
Chair

DATE: _____

H:/Admin/RWP/Policy/Admin Financial Management/Procurement

