

State of Oregon



Housing Production Workforce Assessment

Intermediate Request for Proposal: OregonBuys #S-52500-00010871

HECC #24-016

Date of Issue: **07/03/2024** Closing Date: **07/22/2024 at 3:00 PM Pacific Time**

Single Point of Contact (SPC): Derek Dizney Derek.Dizney@hecc.oregon.gov

1. INTRODUCTION

The State of Oregon, acting by and through the Higher Education Coordinating Commission (HECC), is issuing this Request for Quotes (RFP) for a Contractor to assess Oregon's housing production workforce as further described in this RFP.

HECC anticipates the award of one Contract from this RFP. The initial term of the Contract is anticipated to expire December 31, 2024. HECC reserves the right to amend the resulting Contract for related services and time as HECC determines necessary.

HECC is conducting this intermediate procurement under the authority of OAR 125-246-0170(2)(c)(C).

The estimated budget for this work is under \$100,000; this project is funded with federal and state funds.

2. BACKGROUND

On her first day in office, Governor Tina Kotek signed three executive orders aimed at tackling the state's housing and homelessness crisis: (1) declaring a homelessness state of emergency; (2) setting an ambitious state target to increase home construction; and (3) directing state agencies to prioritize reducing and preventing homelessness in all areas of the state.

Executive Order 23-04 set an ambitious housing production goal of 36,000 homes per year and established the Housing Production Advisory Council, a council of experts charged with developing an action plan to meet the new construction targets.

The annual housing production goal of 36,000 additional housing units at all levels of affordability across the state represents an 80 percent increase over current construction trends. This ambitious target aims to address Oregon's current housing shortage and keep pace with projected population growth. It would set Oregon on the path to build 360,000 additional homes over the next decade.

In February 2024, the Housing Production Advisory Council published its [final report](#), which includes information and recommendations from the Council's Workforce Shortages Workgroup.

The HECC's Office of Workforce Investments (OWI) is responsible for convening partnerships in the workforce system, supporting and providing technical assistance to the Workforce and Talent Development Board (WTDB) and Local Workforce Development Boards, and implementing the Governor's vision for workforce development and the WTDB strategic plan.

To support Governor Kotek's and the Housing Production Advisory Council's goals and recommendations around housing production, OWI seeks a qualified contractor with industry expertise to assess Oregon's housing production workforce.

3. THE PROJECT

The successful Proposer will provide an assessment with several components:

1. A definition and description of Oregon's housing construction workforce,
2. A description of Oregon's near-term, mid-term, and long-term housing construction workforce demand,
3. An assessment of Oregon's existing housing production workforce and talent development system,
4. An analysis of Diversity, Equity, Inclusion and Access (DEIA) in Oregon's housing production workforce and corresponding workforce and talent development system, and
5. Best practices and recommendations

Task 1: Kickoff Meetings

The successful Proposer will facilitate an initial meeting with Higher Education Coordinating Commission (HECC) staff and a kickoff meeting (virtual or in-person) with the project steering committee (members identified by HECC staff) to gain complete understanding of the needs and requirements of this project and to discuss and agree on a project plan.

Task 2: Define and Describe the Housing Construction Workforce

The successful Proposer will work with HECC, Oregon Employment Department (OED), ODE Career and Technical Education (ODE CTE), and the steering committee, define the industries and occupations that compose the housing construction workforce in Oregon that minimally includes the following broad industry categories:

- Local Government Planning and Permitting
- Housing Construction

The successful Proposer will describe the demographics of the current housing construction workforce in Oregon, including race/ethnicity, gender, geographic location, education, income, employment, and other demographics. This will result in a self-contained or portion of a report submitted to HECC by a deadline proposed by the Proposer.

Task 3: Describe Near-Term, Mid-Term, and Long-Term Housing Construction Workforce Demand

The successful Proposer will analyze existing data, such as ODE's industry and occupational projections and other sources, and collect new data through significant engagement with housing construction leaders and partners. New data collection methods may include interviews, focus groups, surveys, and others.

Identify:

- The most in-demand housing production occupations, skills, and credentials;
- Housing production occupations, skills, and credentials that are currently experiencing or projected to experience significant worker shortages;
- Required training, education, and/or certification for the most in-demand occupations, skills, and credentials.

This will result in a self-contained or portion of a report submitted to HECC by a deadline proposed by the Proposer.

Task 4: Describe the System and its Effectiveness

The successful Proposer will describe the housing production workforce talent development system and its effectiveness at meeting demand. This will include, but is not limited to:

- Inventory and assess the adequacy of existing education and training opportunities; and
- Identify and analyze gaps and/or barriers to employment in housing production industries/occupations, particularly for underserved/underrepresented communities.

This will result in a self-contained or portion of a report submitted to HECC by a deadline proposed by the Proposer.

Task 5: Conduct a DEIA Analysis

The successful Proposer will conduct a Diversity, Equity, Inclusion, and Access (DEIA) analysis of the housing production workforce and its talent development system. This analysis will include, but is not limited to:

- Identify DEIA strengths and/or gaps in the housing production workforce and its talent development system based on data collected and analyzed in Tasks 3 and 4; and
- Research and describe the causes of DEIA gaps.

This will result in a self-contained or portion of a report submitted to HECC by a deadline proposed by the Proposer.

Task 6: Identify Best Practices and Develop Recommendations

The successful Proposer will survey and identify relevant local, state, and national best practices related to the education, training, and employment of the housing construction workforce, including those that address DEIA gaps. It will also develop recommendations to address current and projected housing production workforce shortages and DEIA gaps.

This will result in a self-contained or portion of a report submitted to HECC by a deadline proposed by the Proposer.

Task 7 - Develop and Present Final Report

The successful Proposer will provide analysis, findings, and recommendations in a Final Report to the steering committee no later than December 1, 2024. The steering committee meeting may be in-person or virtual, as HECC determines in its sole discretion.

Additionally, the successful Proposer will present the findings and recommendations of the Final Report to the WTDB no later than December 13, 2024. The WTDB meeting may be in-person or virtual, as HECC determines in its sole discretion.

4. PROPOSAL SUBMISSION

Proposals **must** be submitted through the state's electronic procurement system, OregonBuys, no later than 3:00 PM Pacific Time on July 22, 2024. The OregonBuys number is shown on the first page of this RFP. HECC cannot accept any proposals outside of the OregonBuys system.

5. PROPOSAL CONTENT REQUIREMENTS

Proposals 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.

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

Describe Proposer. Describe the firm. How long has it been in business? From which locations will the services be performed? How does Proposer support diversity, equity, and inclusion? How does Proposer support responsible environmentally sustainable practices?

The Proposal must contain information that clearly demonstrates that Proposer has a minimum of three years of professional experience within the past five years, successfully providing services that are comparable to those described in this RFP.

HECC prefers Proposers that have experience working with a government entity. If your firm has this experience, include a discussion that describes the experience.

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 RFP; must include a sample timeline and proposed schedule.
- If possible, how Proposer's plans will help HECC achieve the goals outlined in HECC's [Equity Lens](#). Working toward equity requires an understanding of historical contexts and the active investment in changing social structures and practice over time to ensure that individuals from all communities have the

opportunities and support to realize their full potential. The HECC applies its Equity Lens to all aspects of its work.

- If possible, how Proposer's plans will further responsible environmentally sustainable practices and products used in this Project.

D. Key Person Experience and Resumes

The Proposer should describe its relevant experience and 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. HECC prefers Proposals with a fixed fee per task/deliverable, but will consider Proposals to state the hourly rates for Proposer's key staff performing the Services and a total not-to-exceed limitation per each task/deliverable.

6. EVALUATION

Proposals shall be evaluated on the following criteria and scored out of 100 possible points:

Experience (25 points possible)

- How well has the Proposer demonstrated their experience in conducting research and reports of this nature?
- How familiar and experienced is Proposer with this subject matter?
 - Does Proposer have direct experience evaluating the housing production workforce?
 - How well has the Proposer demonstrated experience and/or capability to assess and inventory housing production workforce?

Project Approach (25 points possible)

- How well does the Proposer clearly and concisely describe their intended approach to performing the work described in this solicitation?
- How well does the Project Approach demonstrate an understanding of the Project requirements?
- Does the Proposer offer any new or enhanced ideas to add value to the work described in this solicitation?
- Does Proposer itself, or through their Project Approach further HECC's goals of diversity, equity, inclusion, and accessibility?

Cost Proposal (25 points possible)

- How clearly and concisely does the Proposer convey the cost per deliverable?
- How clearly and concisely does the Proposer convey the basis on which prices are quoted?
- How well do the proposed costs align with the Proposer's Project Approach?
- What is the overall cost?

Resources (20 points possible)

- How well does the Proposer demonstrate they have the resources to successfully provide the Services described in this solicitation document in the timeframe required by HECC?

Public Information/Past Performance (5 points possible)

- Publicly available information, if any, may be used to evaluate Proposers.
- Past performance with State of Oregon agencies, if any, may be used to evaluate Proposers.

Proposers will then be ranked in order of median scores calculated from points awarded by a scoring evaluation committee. After an initial evaluation session, HECC may ask leading Proposers for interviews.

7. 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:

6. When requested by HECC (normally in an intent to award notice), or
7. 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>.

8. 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: _____ 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/bsa/>. (Registration is free by clicking the blue "Register" button on the top right corner of the webpage.)

Authorized Signature

Date

(Printed Name and Title)