

# State of Oregon



## **Behavioral Health Talent and Workforce Development Assessment**

Intermediate Request for Proposal: OregonBuys# S-52500-00011044

HECC # 24-035

Date of Issue: **07/22/2024**    Closing Date: **08/08/2024 at 3:00 PM Pacific Time**

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## **1. INTRODUCTION**

The State of Oregon, acting by and through the Higher Education Coordinating Commission (HECC), is issuing this Request for Proposals (RFP) for a Contractor to assess Oregon's behavioral health talent pool and create an inventory of Oregon's behavioral health education and training programming.

HECC anticipates the award of one Contract from this RFP. The initial term of the Contract is anticipated to expire on December 31, 2024. HECC reserves the right to award more than one Contract if it is in HECC's best interest. 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 \$150,000; this program is funded 100% with non-federal sources.

## **2. BACKGROUND**

A robust and diverse behavioral health workforce is vital to addressing Oregon's high prevalence of mental illness. The purpose of this assessment is to:

- understand behavioral health workforce needs,
- inform program options that prioritize critical shortage occupations and improve the supply and distribution of the behavioral health workforce, and
- project future behavioral health workforce demand and demand for education and training programs for different regions across Oregon.

This assessment will also look at disaggregated workforce data (race, ethnicity, age, gender, geography) to better understand the makeup of Oregon's behavioral health workforce, including entry-level non-licensed behavioral health occupations to advanced licensed behavioral health practitioners. The goals of this assessment are to inform public investments for the 2025-27 biennium and to inform the work of HECC's Healthcare Industry Consortium.

## **3. THE PROJECT**

The selected Proposer will provide an assessment with three components:

1. A summary of relevant behavioral health workforce supply and demand reports and analyses.
2. A characterization of Oregon's behavioral health talent pipeline (race, ethnicity, gender, age) and by identified geographic regions, educational attainment, and employment.
3. An inventory of postsecondary behavioral health education and training offerings including workforce service providers, training organizations, community colleges, and public and

private universities. This inventory should also assess enrollment capacity to meet current and projected demand.

The assessment will be informed by a behavioral health workforce steering committee comprised of members of HECC's Healthcare Industry Consortium and/or designees and subject matter experts. The steering committee will be coordinated by HECC Healthcare Industry Consortium staff. The consultant will work with HECC staff to ensure steering committee feedback is incorporated into the assessment process.

### **Task 1: Kickoff Meetings**

The successful Proposer will facilitate an initial meeting with HECC staff and a kickoff meeting (virtual or in-person) to gain complete understanding of the needs and requirements of this project. During the kickoff meeting, HECC will discuss how they will share data with the successful Proposer, agree on roles and responsibilities, and ensure there is alignment on the process and final product.

### **Task 2: A summary of existing behavioral health workforce supply and demand reports**

The assessment will build from existing behavioral health workforce reports conducted by the Oregon Health Authority, Oregon Health & Science University, the US Health Resources and Services Administration (HRSA) and other behavioral health workforce research. The goal of this summary is to elevate existing data sources and analysis to inform tasks #3 and #4, as well as to identify gaps in behavioral health workforce and talent development data and research. Additionally, this task should aim to align existing research and recommendations with the findings of this assessment, if applicable. Studies and assessments this work should summarize and draw from include but are not limited to:

- [2022 Behavioral Health Workforce Report to the Oregon Health Authority and State Legislature](#)
- [2023 Oregon Health Authority Healthcare Workforce Assessment](#)
- [Oregon Employment Department Healthcare Workforce Data](#)

### **Task 3: Characterization of Oregon's Behavioral Health Talent Pipeline and Supply and Demand Analyses**

Assessments have identified three pipeline-related challenges as key contributors to the industry's talent gap: inequitable access to training (i.e., the workforce does not represent the population's diversity), lack of career advancement opportunities along the behavioral health occupation continuum, and poor talent retention.

This task will draw on analyses from task #2, as well as interviews and data provided by collaborating industry partners, to illustrate the flow of Oregon's, allied education and training programs, community college, and university graduates into and out of the behavioral health workforce. The work should include integrating supply and demand data in the following ways:

#### **A. Current Workforce and Demand Analyses**

- Description of the current behavioral health workforce including demographics (race, ethnicity, age, gender) and by identified geographic regions, education, and employment.
- Identifying workforce demand, including areas of the workforce with current critical shortages and projected demand.
- Identifying high value credentials most closely associated with the behavioral health workforce. This work should also identify adjacent healthcare occupations that could provide insights into pathways into the behavioral other healthcare workforce occupations, such as home health aides, personal care aides, and community health workers not trained in behavioral health.
- Mapping the career ladder, identifying skills standards and any transferrable skills and/or gaps along the career ladder of the behavioral health workforce.

## **B. Supply Trend and Pipeline Analyses**

- Trend analyses of the Integrated Postsecondary Education Data System data on the completion of degrees and certificates (i.e., sub-degree credentials, associates, bachelors, masters, doctorates) from Oregon colleges and universities, public and private, that are commonly associated with the behavioral health occupation continuum. This supply work should compare with associated demand data identified in this analysis.
- Identifying the academic pathways leading to employment in the behavioral health sector. These analyses, which may be performed in collaboration with HECC staff and employer representatives, should focus on pipeline inequity, career advancement, and retention challenges. The goal of this information is to inform Oregon's post-secondary education community, including training institutions and relevant partners, to create more opportunity for efficient and equitable postsecondary education/training/clinical to meet the workforce demand for multiple occupations in the behavioral health field in Oregon.

Supply trend analysis should include (but not be limited to) the following research questions:

1. What are the demographic characteristics and labor market trends of recent behavioral health enrollees and completers?
2. What are the characteristics of these students/completers (race, ethnicity, gender, occupation, institution/program)?
3. What is the typical labor market experience of these students/completers and how does it vary by demographic and other characteristics (race, ethnicity, gender, occupation, institution/program)? Potential labor market outcomes could include:
  - Time until employment in the behavioral health sector
  - Duration of employment overall and in the behavioral health sector
  - Earnings trajectory

The successful Proposer's analyses should draw a general picture of the industry's skills landscape in Oregon, illustrate how generally qualified students enter and exit the

behavioral health workforce, and serve as a starting point for identifying highly productive programming and/or educator-community-employer partnerships.

#### **Task 4: Inventory of Postsecondary Behavioral Health Education and Training Programs in Oregon**

The behavioral health workforce is drawn from a diverse range of education and training programs that include programs offered at community colleges, public and private universities, and allied education and training partners. In this task, the successful Proposer will inventory postsecondary behavioral health education and training programming in Oregon and provide an assessment of enrollment capacity to inform program expansion recommendations to meet current and projected demand. The overview will document training offerings across the behavioral health workforce certificate and credential continuum.

This task will culminate with a broad, programming gap assessment that details what is available in Oregon, where expansion is likely needed, and where today's level of programming is sufficient.

#### **Expected Deliverables**

- Behavioral Health Talent Assessment that includes a summary of existing research and reports, description of the behavioral health workforce, current and projected demand, supply analyses, and identification of barriers and opportunities to growing and expanding a diverse behavioral health workforce.
- Recommendations for program expansion, implementation, policy, and public funding opportunities as well as recruitment, retention, and advancement strategies to address gaps and opportunities to growing and expanding a diverse behavioral health workforce. These recommendations should also include costs for 2025-27 biennium investments in the behavioral health workforce.

### **4. PROPOSAL SUBMISSION**

Proposals should be submitted via e-mail to [HECC.Procurement@hecc.oregon.gov](mailto:HECC.Procurement@hecc.oregon.gov) by 08/08/2024. The subject line of the e-mail should RFP #24-035

### **5. PROPOSAL CONTENT REQUIREMENTS**

Proposal 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 Proposer's 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.
- How Proposer plans to 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. HECC applies its Equity Lens to all aspects of its work.
- How Proposer furthers 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.

### **F. Work Samples**

Three samples of proposer's work product must be provided to HECC for evaluation. Samples will be evaluated according to the criteria listed in the Evaluation Criteria section below.

## G. References

Proposer should include three references from recent similar projects.

## 6. EVALUATION

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

### A. Experience (25 points possible)

- How well has the Proposer demonstrated their experience in integrating supply and demand data for the healthcare sector?
- How well has the Proposer demonstrated experience and/or capability to assess current shortages and projected demand for the healthcare workforce?
- How well has the Proposer demonstrated experience and/or capability to assess and inventory educational and workforce development training offerings related to the behavioral health workforce?

### B. 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?
- How well does the Proposer clearly articulate how the behavioral health workforce steering committee will be engaged in and inform the Project Approach?
- How well does the Proposer offer new or enhanced ideas to add value to the work described in the solicitation?
- How clearly does the Proposer's approach further HECC's goals of diversity, equity, and inclusion?

### C. 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?

### D. 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?

#### **E. 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. 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:

- 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. 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](http://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/bs/>. (Registration is free by clicking the blue "Register" button on the top right corner of the webpage.)

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Authorized Signature

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Date

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(Printed Name and Title)