



## **REQUEST for PROFESSIONAL SERVICES – Out of School Youth Outreach & Referral Services**

**RFQ# 24-511**

**June 6, 2024**

### **Background**

The Southwestern Oregon Workforce Investment Board (SOWIB) is a non-profit organization serving as the local workforce development board for Coos, Curry, and Douglas Counties. Its mission is to develop, oversee and implement the area's strategic plan for workforce development and allocate federal and other resources to appropriate workforce development activities and services, as prescribed in the Workforce Innovation and Opportunity Act (WIOA).

SOWIB is soliciting proposals from qualified individuals or entities to provide outreach and referral of out of school youth ages 16-24 on behalf of the organization.

### **Scope of Work**

The intent of this RFQ is to establish a roster of qualified individuals or organizations who can be available to work in coordination with existing youth providers to engage out of school youth in education and employment services funded by SOWIB. Once a specific need arises, SOWIB staff will reach out to individuals/organizations from the roster developed from this RFQ. Contractors will be compensated in accordance with terms and rates outlined in the responses to this RFQ.

**SOWIB anticipates several projects with budgets ranging from small (less than \$5,000), occasional recruitments to longer term outreach programs (not to exceed \$75,000). Budgets for each project will depend on the scope and length of each project.**

Potential opportunities include but are not limited to: recruitment for a special project or specific demographic or on-going outreach and recruitment efforts to one or more counties/service providers.

### **RFQ Responses**

Responses to this RFQ are limited to two (2) pages and should include the following components:

- Name of Responder—individual or organization
- Contact Name, Phone, Address and Email
- Summary of strategy
  - County/Countries you propose to provide service to
  - Specific target groups you will recruit from/to
  - Experience with your target population
- Rates and fees (i.e. hourly rates, retainer fees, etc.)
- Any applicable knowledge, skills, experience, education related to workforce development, economic development or other related field

## **Submission Criteria**

To be considered for any or all of this work, individuals or companies must submit a letter of interest and proposal with the requested information.

They can be mailed to **PO Box 415, Coos Bay OR 97420**, delivered in person to the SOWIB Offices at **990 S 2<sup>nd</sup> St, Coos Bay OR**, or emailed to: [info@sowib.org](mailto:info@sowib.org)

## **Evaluation**

Responses will be evaluated by SOWIB staff. If the response adequately demonstrates that the responder is qualified based on the information provided, the responder will be added to the roster and be eligible for consideration for future work. Selection of individuals from the roster for specific opportunities will be determined by the individual's availability, fit for the work needed, prior experience and expertise, and/or other considerations. Successful response to this RFQ does not entitle responders to paid work by SOWIB. All responders will be notified of the outcome of their response.