



REQUEST FOR PROPOSALS

OREGON HUMAN DEVELOPMENT CORPORATION

Proposal # OHDC202201

IT (Information Technology) Provider RFP

PROPOSALS DUE: September 10, 2022 5:00 pm PDT

Submit one (1) original Proposal to:
Victor Acevedo
Deputy Director
Oregon Human Development Corporation
500 NW 20th Street, Suite 100
Gresham, OR 97030
(503) 452-6664
Victor.Acevedo@ohdc.org

Request for Proposal

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- A. Bid Proposal
- B. Contractor Agreement – General Terms and Conditions

Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>Oregon Human Development Corporation has been serving Oregon’s low-income population for the past 42 years; it is a non-profit organization dedicated to assist those in need with its many programs. Its annual operating budget is approximate \$8 million dollars, which is received from federal, state, and private sources.</p> <p>OHDC employs 50 employees, including full-time, part-time, and limited-term, with 10 offices in the State of Oregon and 2 in the State of Nevada.</p>
2. Overview	<p>Oregon Human Development Corporation is requesting proposals from experienced, cost-effective, and efficient contractors for IT services.</p> <p>The Contractor(s) that demonstrate qualifications and achieve the highest numerical scores according to the rating criteria contained in this RFP will be considered a qualified contractor and will be eligible for a contract to provide services as required by Oregon Human Development Corporation.</p> <p>At a minimum, contractors will be required to agree to adhere to performance standards that meet the requirements of the state and federal funding agencies.</p>
3. Background	<p>Oregon Human Development Corporation provides wrap-around services for low-income families using Federal, State, and private funds. The programs provide Training and Employment Services, Educational Financial Support, rental relief, energy assistance, and weatherization services, as well as other services when funding allows.</p>
4. Period of Performance	<p>A contract awarded as a result of this RFP will be for 18 months for year one, from October 1, 2022 to March 31st, 2024 . Year (2) and subsequent will run from April 1st to March 31st of the following years. The contract may be renewed annually for up to two (4) additional years contingent upon contractor(s) performance, program compliance, continued program funding, and Oregon Human Development Corporation approval.</p>
6. Program	

executed a contractual agreement. The contract template is included within this RFP as Exhibit C. Oregon Human Development Corporation reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES/PROTESTS - Oregon Human Development Corporation encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Oregon Human Development Corporation – Deputy Director at 500 N 20th Street, Suite 100, Gresham, OR 97030. If the complaint is not satisfactorily settled, contact the Oregon Human Development Corporation Executive Director at 500 N 20th Street, Suite 100, Gresham OR 97030.

DISTRIBUTION OF WORK – When necessary, Oregon Human Development Corporation will require projects outside of the regular duties of the IT Services provider, which would require written authorization for each project. It is Oregon Human Development Corporation’s intent to award projects to the Contractor(s) selected through this RFP. In instances when a selected contractor is unavailable or has capacity limitations, a project might be issued to another contractor.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Oregon Human Development Corporation to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Oregon Human Development Corporation is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective Contractor must agree to provide equal opportunity in the administration of the contract and its subcontracts or other agreements.

ELIGIBLE CONTRACTORS – Contractors must be licensed, bonded, and properly insured to provide the services offered. Contractors who are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities shall be ineligible for work under this contract. Contractors must be registered to do business in the state of Oregon:

<http://sos.oregon.gov/business/Pages/default.aspx>

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Oregon Human Development Corporation wishes to implement an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle.

INDEPENDENT PRICE DETERMINATION - The prospective Contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

LIMITATION - This RFP does not commit Oregon Human Development Corporation to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

PRESENTATIONS - Proposers may be informed that a presentation is desired and will be notified of the date, time, and location the presentation is to be conducted.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged by any other individual or entity for the same services performed by the prospective Contractor.

PROPOSAL PREPARATION COSTS – Oregon Human Development Corporation shall have no financial responsibility for any costs incurred by specialty contractors in responding to this RFP and shall not be liable for any costs until the selected Contractor(s) has executed a contract with Oregon Human Development Corporation and has been authorized in writing to proceed.

REJECTION OF PROPOSALS - Oregon Human Development Corporation reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to

	<p>proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Oregon Human Development Corporation to do so.</p> <p>SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Oregon Human Development Corporation. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the Contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.</p> <p>PUBLIC NOTICE - OHDC will conduct public R.F.P. process announcements in service and adjacent counties as well as newspapers; also, it will be advertised in the counties OHDC serves in electronic media when available.</p>
<p>9. Scope of Work</p>	<p>Provide expert guidance and management on several IT applications ranging from general computer systems and device networking to electronic hardware and software applications. Implement preventive measures against future IT problems. Provide technical support to OHDC staff in Oregon and Nevada.</p>
<p>Section IB</p>	<p>Work Requirements</p>
<p>1. Required Services</p>	<ul style="list-style-type: none"> a) Keep current systems and data secure b) Keep networks up and running c) Recommend and or acquire computer and internet equipment d) Analyze and recommend current and new system upgrades e) Troubleshoot and repair computer systems and internet services
<p>2. Oregon Human Development Corporation Responsibilities</p>	<p>Oregon Human Development Corporation is responsible for the following activities:</p> <ul style="list-style-type: none"> a) Notify in a timely manner of upcoming projects and needs. b) Provide detailed information about the project or need. c) Perform final inspection to ensure work meets requirements. d) Pay contractor invoices in a timely manner.
<p>3. Contractor</p>	<p>The Contractor is responsible for the following activities:</p>

Responsibilities	<ul style="list-style-type: none"> a) Ensure compliance with all applicable local, state, and federal regulations and State of Oregon. b) Communicate with client to schedule job. c) Complete work order as issued by Oregon Human Development Corporation. d) Get prior approval (change order) for any work outside the scope of the original work order. e) Submit all pertinent documents (manuals, warranty documents, etc.) f) Conduct final quality control inspections before submitting inspection requests to Oregon Human Development Corporation.
4. Deliverables & Schedule	<p>Contractors are expected to complete a job as soon as possible (for emergency situations); for some projects, the completion date will be determined by the size and complexity of the job.</p> <p>Contractor must submit an itemized final invoice when applicable at the end of the job; if the contract is based on a monthly payment based on the charges, an itemized monthly invoice should be submitted for payment.</p>
5. Penalties	<p>Failure of Contractor to complete the work under any individual project work order within the time specified above or within any extended deadline as approved by Oregon Human Development Corporation, may result in a penalty of three percent (3%) per month of the original contract amount specified in the individual project work order, in addition to any other remedies as may be provided.</p> <p>If Contractor’s performance is delayed by any act of neglect of grant recipient, by any other Contractor employed by Oregon Human Development Corporation, by changes ordered in the work, by labor disputes, fire, unavoidable casualties, or any other extenuating circumstances beyond Contractor’s control, Oregon Human Development Corporation may authorize, upon timely written request by Contractor, an extension of time for completion of work.</p> <p>If Oregon Human Development Corporation decides it is impractical to correct work that is unacceptable or not done in accordance with the individual project work order, an equitable deduction from the individual project price shall be determined and deducted by Oregon Human Development Corporation.</p>

Part II Proposal Preparation and Submittal

Section IIA	General Information
1. Proposal Clarification	<p>Questions and requests for clarification regarding this Request for Proposal must be directed in writing via email to the person listed on the cover page. The deadline for submitting such questions/clarifications is August 31, 2022. If a substantive clarification is necessary, an addendum will be issued no later than August 31, 2022, on the Oregon Human Development Corporation website:</p> <p>http://www.OHDC.org</p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Proposals must be received no later than September 15, 2022 at 5:00 p.m. PDT. The outside of the envelope/package shall clearly identify:</p> <ol style="list-style-type: none"> a. RFP number b. Name and address of the Proposer <p>Hard-copy proposals with original signatures must be received by the proposal due date/time; Electronic copies of proposals will be accepted.</p> <p>Responses received after the submittal date and time will not be considered and will be retained.</p>
2. Proposal Materials	<p>All proposals must include:</p> <ol style="list-style-type: none"> 1. Bid Proposal 2. Price List <p>Oregon Human Development Corporation encourages the use of submittal materials that contain post-consumer recycled content and are readily recyclable. Oregon Human Development Corporation discourages the use of materials that cannot be readily recycled. Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submitted proposals become the property of the Oregon Human Development Corporation.</p>

Part III Proposal Evaluation & Contract Awards

Section IIIA	Evaluation and Scoring																
1. Evaluation and Selection	<p>Complete proposals received in response to this RFP will be evaluated and scored Oregon Human Development Corporation management for a final decision.</p> <p>Oregon Human Development Corporation will award the contract only to the responsible Contractor(s) possessing the capacity and ability to perform successfully under the terms and conditions of this procurement.</p>																
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A 100-point system will be used, weighted against the following criteria:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Criteria</th> <th style="text-align: left;">Maximum Points</th> </tr> </thead> <tbody> <tr> <td>Cost Proposal</td> <td>20 points</td> </tr> <tr> <td>Experience/Expertise/Quality of Work</td> <td>40 points</td> </tr> <tr> <td>Experience working with Not for profit Organizations</td> <td>10 points</td> </tr> <tr> <td>Capacity to meet IT Services levels</td> <td>20 points</td> </tr> <tr> <td>Compliance with public policy</td> <td>10 points</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td>100 points</td> </tr> </tbody> </table>	Criteria	Maximum Points	Cost Proposal	20 points	Experience/Expertise/Quality of Work	40 points	Experience working with Not for profit Organizations	10 points	Capacity to meet IT Services levels	20 points	Compliance with public policy	10 points			Total	100 points
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Section IIIB	Contract Awards																
1. Contractor Selection	<p>The selected Contractor(s) will be determined by the outcome of the evaluation of all proposals by the review committee. Should Oregon Human Development Corporation not reach a favorable agreement with a selected proposer, Oregon Human Development Corporation shall terminate negotiations and may commence negotiations with the next highest scoring proposer.</p>																