

STATE OF OREGON



COVER PAGE

Oregon Health Authority (OHA)

Is issuing this Request For Proposals (RFP) under OregonBuys Bid
Number PO-44300-00017234 for

WRAPAROUND CENTER FOR EXCELLENCE

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SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The State of Oregon, acting by and through the Oregon Health Authority, Child, Family, Lifespan Behavioral Health Program ("Agency" or "OHA") is issuing this Request for Proposal to develop and operate the Oregon Fidelity Wraparound Center for Excellence (FWC4E) for Fidelity Wraparound.

FWC4E is responsible for providing education, training, coaching and technical assistance for the enhancement of Fidelity Wraparound by Oregon's Behavioral Health providers. FWC4E conducts fidelity reviews for Oregon Fidelity Wraparound Providers at minimum once every two years, and:

- Supports the implementation and sustainability of Fidelity Wraparound consistent with high-quality, high-fidelity Wraparound, current research, Oregon best practices and National Wraparound Initiative Standards; and
- Provides training, technical assistance, and support to Wraparound programs and practitioners in Oregon. This includes promotion of high-quality and high-fidelity Wraparound in Oregon, including administration and follow up of Fidelity Reviews.

OHA anticipates the award of one Contract from this solicitation. The initial "Term" of a resultant Contract for Phase I of this plan will be from January 1, 2027, through June 30, 2027, with a not-to-exceed amount of \$585,000.00. The Contract may be extended for a second Phase, which is anticipated to be conducted between July 1, 2027, and June 30, 2029, with an expected increase in the not-to-exceed amount of approximately \$2,340,000.00, provided OHA deems that Phase I was successful and warrants program continuance.

Fidelity Wraparound is a high quality, high-fidelity care coordination planning process for youth and young adults, and their families, who need support from multiple systems and who may benefit from a collaborative, team-based approach. Based on the values and principles of the National Wraparound Initiative, this process organizes a team of individuals who work together with the youth/young adult and family to create a unique set of services and supports that are individualized, culturally and linguistically responsive, and designed to help them achieve their desired goals and outcomes. Wraparound is primarily for youth and young adults 0-21 who receive Medicaid and who are involved in behavioral health and one additional system (e.g., child welfare, special education, early education, juvenile justice, intellectual/developmental disability programs). When Wraparound is done to "fidelity", youth/young adults with complex needs and multi-system involvement are more likely to remain in their homes and communities, or, should a crisis occur, be in out-of-home placements for shorter periods of time.

Youth/young adults participating in Wraparound tend to have better outcomes than youth/young adults with similar challenges who don't receive Wraparound care coordination. These outcomes are evident in a variety of areas including mental health or functioning in the home, school, and community. Fidelity Wraparound saves money by minimizing the time young people spend in out-of-home facilities such as residential treatment centers or psychiatric hospitals.

Phase I: FWC4E will develop an organizational work plan to include specific timelines and target outcomes for community engagement, training development and delivery, and creation of a fidelity certification and monitoring process, including monitoring tools and use of outcomes data. The outcome of this work will occur in consultation with OHA, Wraparound program staff, Wraparound providers, coordinated care organizations, and other interested parties to inform and improve processes for Wraparound training, technical assistance, coaching and Fidelity certification and monitoring.

Phase II: If Phase I is deemed by OHA to be successful, the second phase of this project will deliver introductory and advanced training and coaching offerings, ensuring quality and consistency in guidance, consultation and training to programs, providers and/or Coordinated Care Organizations on Fidelity and best practices. Fidelity reviews will be administered by this entity or organization and will serve as the basis for OHA to grant initial certification of a Wraparound program and to provide ongoing evaluation and monitoring of Wraparound programs to ensure they are upholding national and Oregon standards for fidelity. FWC4E will evaluate outcomes of Wraparound programs related to Wraparound Fidelity and outcomes for youth and young adults enrolled in Fidelity Wraparound.

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change. N/A denotes that event is not applicable to this RFP.

Event	Date	Time
Questions / Requests for Clarification Due	September 17, 2026	3:00 PM
Answers to Questions / Requests for Clarification Issued (approx.)	September 24, 2026	
RFP Protest Period Ends	7 calendar days prior to RFP Opening	
Opening (Proposal Due)	See RFP cover page	
Opening of Proposal	October 8, 2026	3:00 PM
Issuance of Notice of Intent to Award (approx.)	October 29, 2026	
Award Protest Period Ends	7 calendar days after Notice of Intent to Award	

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFP is identified on the Cover Page, along with the SPC's contact information. Proposer shall direct all communications related to any provision of the RFP only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

2.1 AUTHORITY AND METHOD

Agency is issuing this RFP pursuant to its authority under ORS 279A.050 and ORS 413.033.

Agency is using the Competitive Sealed Proposal method, pursuant to ORS 279B.060 and OAR 137-047-0260. Agency may use a combination of the methods for Competitive Sealed Proposals, including optional procedures: a) Competitive Range; b) Discussions and Revised Proposals; c) Revised Rounds of Negotiations; d) Negotiations; e) Best and Final Offers; and f) Multistep Sealed Proposals.

2.2 DEFINITION OF TERMS

For the purposes of this RFP, capitalized words are defined in OAR 137-046-0110, as defined below, or as defined in other Attachments to this RFP.

Terminology specific to the OregonBuys system may be found at: OregonBuys <https://www.oregon.gov/das/ORBuys/Documents/OregonBuys-glossary.pdf>

"Child-Serving Systems" means public and community-based entities that serve children, youth, young adults, and families. This includes, but is not limited to, the Oregon Department of Human Services (ODHS), Child Welfare Programs;

Intellectual and Developmental Disabilities Programs; education and early education entities, the Oregon Youth Authority (OYA); Juvenile Justice entities; behavioral health programs, federally recognized tribal governments and tribal service providers; agencies serving houseless youth, and primary care providers.

“Cultural and linguistic responsiveness” means the Wraparound planning process honors, respects and builds on the values, preferences, beliefs, practices, cultural and linguistic needs and identity of the youth/young adult and family, and their community. This includes informing youth/young adults and family of the availability of language assistance services in their preferred language, both verbally and in writing. Youth/young adults and their family are provided with easy to understand, developmentally appropriate print and multi-media material in their preferred language.

“Fidelity” means the degree to which a Wraparound program adhere to and implement the principles, phases, core elements and activities of Wraparound, including support at the organizational and system level.

“Fidelity Monitoring” means review through use of Fidelity Monitoring Tools (FMTs): a document, observation process, and/or tool to score and evaluate a Wraparound provider’s or program staff’s fidelity.

“Fidelity Wraparound” means a voluntary, high-quality care coordination model and planning process for youth and young adults, and their families, who need support from multiple systems and can benefit from a collaborative, team-based approach. Based on the values and principles of the National Wraparound Initiative, this process organizes a team of individuals who work together with the youth/young adult and family to create a unique set of services and supports that are individualized, culturally and linguistically responsive, and designed to help them achieve their desired goals and outcomes.

2.3 OVERVIEW AND PURPOSE

2.3.1 Agency Overview and Background

The Agency is statutorily charged with a comprehensive set of responsibilities, which is reflected in its organizational structure as follows: the Director’s Office (DO) which includes Tribal Affairs and eight divisions: (1) Agency Operations, (2) Behavioral Health, (3) Equity and Inclusion, (4) External Relations, (5), Health Policy and Analytics, (6) Medicaid, (7) Oregon State Hospital, and (8) Public Health.

This RFP is supporting the Behavioral Health Division.

OHA’s vision and mission is developing a strategic plan with a single overarching goal:

to eliminate health inequities in Oregon by 2030. This RFP directly supports and advances OHA's health equity goal.

This goal means ensuring all people in Oregon: can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, geography, or intersections among these communities or identities, or other socially determined circumstances.

Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments, to address:

- The equitable distribution or redistribution of resources and power, and
- Recognizing, reconciling, and rectifying historical and contemporary injustices.

2.3.2 Project Overview and Background

Fidelity Wraparound is a voluntary, structured care coordination planning process available in every county across Oregon. It supports youth and young adults who are considered Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Beneficiaries and their families. According to data from the Oregon Health & Science University REDCAP database, 1,242 youth were actively enrolled in Fidelity Wraparound at the end of 2024.

The Oregon Health Authority collaborates with Coordinated Care Organizations (CCOs), Community Mental Health Programs (CMHPs), and Outpatient Behavioral Health Providers to deliver Wraparound.

Wraparound is provided for youth and young adults who are:

Involved in two systems and experiencing complex needs. These systems may include behavioral health, child welfare, intellectual/developmental disabilities (I/DD), education, primary care, juvenile justice, served by OYA, agencies serving youth who are experiencing homelessness, and Medicaid eligible

Each Fidelity Wraparound program accepts and reviews referrals for eligibility. With consent from the youth and family, anyone in the community may submit a referral.

How Fidelity Wraparound works:

A Wraparound Care Coordinator, Youth Support Specialist and Family Support Specialist actively engage the youth and family in a collaborative, team-based planning process. This team includes the youth, family, natural supports, community members and relevant service providers (such as child welfare case workers, teachers, juvenile counselors, therapists, I/DD Care Coordinators, etc.).

The team uses a strengths-based approach to identify the youth and family's needs, goals and strategies, centering their voice and perspective throughout the process. The team meets regularly to develop, review and refine a plan that outlines individualized and effective supports. This plan serves to help the youth and family work toward their goals.

The Fidelity Wraparound process is driven by 10 principles:

- Family-Driven, Youth Guided
- Team-Based
- Natural Supports
- Collaboration
- Community-based
- Cultural and linguistic responsiveness
- Individualized
- Strengths-Based
- Persistence
- Outcome-based

Development of Wraparound

Oregon implemented Wraparound statewide in 2016, and in 2019, established Oregon Administrative Rules 309-019-0162 and 309-019-0163 for all Wraparound programs. CCOs are required to ensure their Wraparound programs have adequate support to meet fidelity program standards.

Wraparound was expanded to include Oregon Health Plan (OHP) members covered under fee-for-service (FFS). This expansion aimed to increase numbers of youth receiving Wraparound.

With the rollout of EPSDT, the eligibility age for Wraparound has increased, further expanding access. OHA hosted extensive community engagement sessions in 2024 and 2025 related to Fidelity Wraparound. This feedback will be used for future strategic planning, rule change considerations and Oregon best practices.

Data

OHA currently collects data from two fidelity measurement tools: the Wraparound Fidelity Index (WFI-EZ) and the Team Observation Measure 2.0 (TOM 2.0). This information is entered by providers into the WrapStat database, along with enrollment and discharge data. These data show the numbers of youth enrolled in Wraparound and the extent to which each program adheres to the fidelity model.

OHA contracts with an external entity to maintain a database for the Child and Adolescent Needs and Strengths (CANS) tool. Wraparound teams use the CANS with

enrolled youth and families to identify strengths and needs as a means of measuring youth and family progress over time and assessing the efficacy of the Wraparound planning Purpose

2.4 SCOPE OF WORK/SPECIFICATIONS

2.4.1 Phase I

a. Provide organizational work plan. Program development will be completed no later than April 1, 2027, and then updated annually and submitted along with the quarterly report each November.

b. Develop work plan

The plan shall:

- (1) Be guided by National Wraparound Initiative Standards and Oregon Wraparound Best Practices and details how a health equity and anti-racist framework is incorporated into all activities.
- (2) Demonstrate integration of strengths-based, healing centered trauma informed principles and practices for all Fidelity Wraparound activities, practices, guidelines and training, consultation, fidelity review and statewide quality improvement efforts.
- (3) Explicitly engage throughout the process for decision making with the following in a way that is inclusive, meaningful, strength-based, trauma-informed, and culturally and linguistically responsive to:
 - Wraparound Providers
 - Wraparound program staff
 - Youth and family run organizations
 - Existing collaboratives and/or steering committees
 - Youth, young adults and family with current or past experience in Oregon's Fidelity Wraparound system
 - Minoritized cultural communities
 - Coordinated Care Organizations
 - Community Mental Health Programs
 - Outpatient Behavioral Health Programs
 - Oregon Health Authority
 - Office of Recovery and Resilience; and/or
 - Other interested parties.
- (4) Demonstrate specific timelines and target outcomes for community engagement, training development and delivery,

creation of a fidelity certification and monitoring process, including monitoring tools and use of outcomes data.

- (5) Provide an explicit description of how work is organized using a charter format, including a realistic timeline, budget, and decision-making processes.
- (6) Provide an engaging plan that is inclusive, meaningful, strength-based, trauma-informed, and culturally and linguistically responsive.
- (7) Provide an explicit work plan that includes realistic timeline, budget and decision-making processes.
- (8) Design an intensive training plan for Wraparound providers implementing Fidelity Wraparound based on OHA requirements and community engagement. Training plan shall include:
 - Provide sample training curriculum outline and/or sample training slide deck of no more than 5 pages (not to be included in the page limit).
 - Training on Fidelity Wraparound and practice for staff at all levels
 - Training that honors the Wraparound principles with attention to cultural and linguistic responsiveness
 - Identifying areas of improvement for service delivery
 - Workforce needs.

c. Staffing

Employ the following expert staff directly or through subcontract with approval from OHA to provide training, technical assistance, support, coaching and Fidelity Monitoring for Fidelity Wraparound in Oregon which may include:

- (1) A FWC4E Director or Administrator
- (2) At minimum three Wraparound trainers, to include at least one Wraparound Care Coordinator (WCC), one Family Support Specialist (FSS) and one Youth Support Specialist (YSS) per the definition in OAR 309-019-0162. Contractor is encouraged to hire more than one of each role to ensure alternates are available for each designated role.
- (3) At minimum one Wraparound Coach who meets the definition of WCC and has a recommended two or more years of experience and no less than one year experience as a Wraparound Care

Coordinator. This Wraparound Coach may serve a dual role at the FWC4E as a trainer.

- (4) At minimum one Wraparound Coach who meets the definition of FSS and has a recommended two or more years of experience and no less than one year experience as a FSS in Wraparound. This Wraparound Coach may serve a dual role at the FWC4E as a trainer.
- (5) At minimum one Wraparound Coach who meets the definition of YSS and has a recommended two or more years of experience and no less than one year experience as a YSS in Wraparound. This Wraparound Coach may serve a dual role at the FWC4E as a trainer.
- (6) At minimum one Wraparound data expert to coordinate, and facilitate data quality, analysis and support for Wraparound providers. This individual may serve a dual role at the FWC4E to monitor Fidelity.
- (7) At minimum, one staff to support Fidelity monitoring. This individual may serve in a dual role at the FWC4E.

d. Database Acquisition

- (1) In partnership with OHA, access WrapStat database for Oregon specific reporting and fidelity monitoring
- (2) Gain knowledge and understanding of data entry and reporting features within existing databases
- (3) In partnership with OHA, create relationships with existing Wraparound data partners for purposes of data collaboration
- (4) Purchase, prepare and implement a learning management system for online trainings and tracking of required training for Wraparound Providers

e. Conduct Engagement Sessions

- (1) In consultation with OHA, build relationships and obtain feedback while engaging the Wraparound community in strength-based, trauma informed conversations through virtual and/or in person forums to identify workforce training and technical assistance needs, evaluate use of current outcome tools and data points, and fidelity monitoring tools. Determine readiness of Wraparound providers or OHA systems to implement or onboard any updated fidelity monitoring tools, outcome tools, or data considerations.

- (2) Hold 3-5 community engagement sessions with the Wraparound community (to include youth/family members with experience in Oregon Wraparound) to inform a training and consultation plan, key data points, use of outcome tools and fidelity monitoring tools and inform updates to the Oregon Wraparound Best Practices Guide. This engagement will be inclusive, meaningful, strength-based, trauma-informed and culturally and linguistically responsive.
- (3) Log and analyze content of community engagement themes and provide to OHA; have available and present as requested by OHA for loopback as needed to the Wraparound community.

2.4.2 Phase II: Implementation and Maintenance

a. Website

- (1) Provide and maintain an FWC4E website.
- (2) Develop and maintain the following on the website: Fidelity Wraparound tools, resources and training support materials for Wraparound Providers and program staff.
- (3) Create and update training tools, resources

b. Certification and Fidelity Monitoring

Provide initial certification and ongoing fidelity monitoring, reviews and consultation for Wraparound Providers to include:

- (1) Initial calls with local or regional Wraparound providers to build relationships, establish trust and understand individual Provider dynamics: size of program, location, subcontract relationships, strengths, barriers; etc.
- (2) Using the practice of participatory decision making with interested parties statewide (Wraparound Providers and program staff, existing collaboration and/or steering committee, peer and family run organizations, and youth/young adults and family who have current or past experience with Fidelity Wraparound in Oregon) and in consultation with OHA, co-develop an Initial certification process and ongoing fidelity review plan or rubric to include timeline and related actions for initial and ongoing fidelity certification.
- (3) Using the tool or rubric developed, provide initial certification for new Fidelity Wraparound providers as requested by OHA; notify OHA once a provider obtains initial certification.

- (4) In consultation with OHA, provide fidelity reviews for sites at minimum once every two years, implement and monitor corrective action plans as needed;
- (5) Deliver regularly scheduled ongoing follow-up consultation and support for Fidelity Wraparound Providers and program staff.

c. Training Development and Technical Assistance

Provide initial and ongoing training, technical assistance, consultation and coaching to Fidelity Wraparound Provider administrators, supervisors and Wraparound program staff to support referrals, cross agency collaboration, establishment of or ongoing development of core knowledge, competencies, health equity, principles and practices related to National Wraparound Initiative, Oregon Wraparound Best Practices, peer support in Wraparound and delivery of Fidelity Wraparound for eligible youth, young adults and families through the following:

- In collaboration with OHA, develop training and support plans for prospective Wraparound Providers and Certified Wraparound Providers to effectively develop a Wraparound program and promote Fidelity Wraparound in their local or regional area, understanding eligibility and cross agency collaboration, support of referrals and delivery of Fidelity Wraparound in a culturally and linguistically responsive way to include outreach to minoritized cultural communities and youth/young adults not served in the traditional behavioral health system.
- Make modifications to training and consultation as needed or by request of OHA to support adaptations and implementation of Fidelity Wraparound for rural frontier counties and minoritized cultural communities based on race, ethnicity, gender identity, sexual and affectional orientation, ability status, and/or migration history.

d. Training Expectations

- (1) **Orientation Training** - In consultation with OHA, develop, deliver and maintain a Fidelity Wraparound orientation training for prospective Wraparound Providers which includes:
 - A brief introduction to Wraparound including value of Wraparound and related outcomes, principles and practices related to National Wraparound Initiative, Oregon Wraparound Best Practices, peer support in Wraparound;
 - Oregon Administrative Rules, CCO contract requirements, required positions, certification and fidelity review expectations and data requirements.

- (2) **Introductory Training** - Using the practice of participatory decision making with interested parties statewide (Wraparound Providers and program staff, existing collaboration and/or steering committee, peer and family run organizations, and youth/young adults and family who have current or past experience with Fidelity Wraparound in Oregon) and in consultation with OHA, develop and maintain a Fidelity Wraparound Introductory training and a Coaches and Supervisor Training as needed and requested, online and/or in person. This includes:
- Delivery of Introductory Wraparound Training for Wraparound administrators, supervisors and program staff to support establishment of core knowledge, competencies, Wraparound principles, phases and activities and practices related to National Wraparound Initiative, Oregon Wraparound Best Practices and peer support in Wraparound.
 - Delivery of Coaches and Supervisor training for Wraparound administrators, supervisors and coaches to support quality and Fidelity implementation, understanding and integration of OHA OARS and requirements, staff ratios, data expectations, home and community-based safety for Wraparound staff, development and maintenance of Wraparound Program staff including staff support and retention.
- (3) **Advance Training** - Develop, deliver and maintain ongoing advanced training for Fidelity Wraparound administrators, coaches, supervisors and program staff to support continuation of core knowledge, competencies, principles and practices related to National Wraparound Initiative, Oregon Wraparound Best Practices and peer support in Wraparound. Training will be:
- Based on workforce needs and themes from community engagement, develop, deliver and maintain Wraparound advanced trainings.
 - For Providers and program staff based on feedback from Wraparound Providers and program staff to support the Wraparound Principles in practice and Oregon Wraparound Best Practices. Wraparound Advanced Trainings are to be offered as needed and requested, online and/or in person,

tracking participation by provider type, program name, affiliated county and CCO.

e. Promotional Video

In partnership and consultation with OHA, the Wraparound community, youth and family run organizations, and youth, young adults and family members with experience in Wraparound, develop a culturally responsive, accessible video on Fidelity Wraparound in Oregon to be made available on the OHA website in both English and Spanish. The goal of the video is to promote understanding and value of Fidelity Wraparound as well as strengthen standardization of Wraparound eligibility and delivery across the state of Oregon. The video must at minimum feature a Wraparound Care Coordinator, Family Support Specialist, Youth Support Specialist and a youth/young adult and family representative sharing the Wraparound process to include positive experiences and/or outcomes in Wraparound.

f. Technical Assistance

- (1) Initial and ongoing consultation and support for Fidelity Wraparound Providers and program staff related to quality and fidelity adherence.
- (2) Regularly scheduled check in calls with providers to ensure quality and Fidelity Wraparound implementation including timely data-entry, data quality and effective use of outcomes and fidelity data.
- (3) At minimum, monthly facilitated virtual meeting for Oregon Wraparound Coaches and Supervisors.
- (4) At minimum, monthly group coaching sessions and individual coaching sessions as needed or requested for Wraparound workforce including Wraparound Care Coordinators, Family Support Specialists and Youth Support Specialists.
- (5) Work with local Wraparound Providers to identify processes for serving Tribal community with fee for service (open card) in their area and to identify and escalate identified systemic barriers to OHA. In partnership with OHA, offer collaboration and consultation with the Nine Federally Recognized Tribes of Oregon when needed or upon their request.
- (6) Ensure HIPAA compliance of all consultation and communications about Fidelity Wraparound participants, using only HIPAA approved procedures, software and email.

g. Data Collection and Monitoring.

Maintain and monitor data collection and reporting systems and processes that support fidelity, continuous quality improvement, routine reporting, and meaningful outcomes for Oregon approved fidelity monitoring tools. To accomplish this, Recipient will:

- (1) Support Wraparound Providers in collecting and entering prompt and accurate Fidelity data into the WrapStat database;
- (2) Provide each Wraparound Provider data reporting, supportive consultation, and individualized and/or team training and technical assistance to support Wraparound programs in achieving fidelity or improving Fidelity Wraparound delivery.
- (3) Consult with OHA approved data partner(s) as needed including OHA's ROADS team for systematic use and analysis of outcome measurement tools.
- (4) Analyze demographic data to monitor and evaluate impact of Fidelity Wraparound as it relates to health equity;
- (5) Integrate WrapStat data into accessible and clear quarterly reports for Wraparound programs and OHA, in a format approved by OHA.
- (6) Provide report to OHA on the state of Wraparound in Oregon once in the first biennium and continuing annually. This report will be made available on OHA's website and/or the FWC4E website.
- (7) Establish benchmarks and improvement strategies on an ongoing basis;
- (8) Collaborate with entities including, but not limited to Oregon Health Authority, Coordinated Care Organizations, Community Mental Health Programs, Outpatient Behavioral Health Programs, peer and family run organizations, Wraparound Programs, Wraparound Data partners and other interested parties per approval of OHA.

h. Best practices guide

- (1) Using the practice of participatory decision making with interested parties statewide (Wraparound Providers and program staff, existing collaboration and/or steering committee, peer and family run organizations, and youth/young adults and family who have current or past experience with Fidelity Wraparound in Oregon), and in collaboration with OHA, revise, update and maintain the Oregon Wraparound Best Practices Guide.

- (2) After the initial update and revision, the Oregon Wraparound Best Practices Guide shall be updated at minimum once/biennium, as needed, or at the request of OHA.

i. Statewide Conference

In collaboration with OHA, Office of Recovery and Resilience and other designated OHA partners, organize, conduct, provide and participate in a statewide Fidelity Wraparound conference for Oregon Fidelity Wraparound Providers and program staff, enrolled youth and young adults and their families once per biennium. The conference will offer stipends to support attendance for Wraparound program staff and youth, young adults and families. The conference will integrate strengths-based, healing centered trauma-informed principles and practices for purposes of:

- (1) Statewide partnership, collaboration, and networking
- (2) Advanced learning including cultural and linguistic responsiveness and promotion of positive outcomes and youth, young adult and family experiences
- (3) Other per request of workforce, Coordinated Care Organizations, Community Mental Health Programs, Outpatient Behavioral Health providers, Wraparound Providers, or OHA.

SECTION 3: PROCUREMENT REQUIREMENTS

3.1 MINIMUM QUALIFICATIONS

Proposer must submit Resumes or Biographical Sketches for each Key Person evidencing the following requirements for each service proposing on:

A minimum of one (1) Key Person must demonstrate a minimum of two (2) years of leadership experience working with evidence-based practices, practice-based evidence, and/or a fidelity program.

3.1.1 Other Requirements:

Proposer must be able to attend in-person events in Oregon.

3.2 MINIMUM SUBMISSION REQUIREMENTS

3.2.1 Proposal Submissions

To be considered for evaluation, Proposal must contain each of the following elements (further detailed in Proposal Requirements section below):

- Service Requirements and Implementation Plan
- Disclosure Exemption Affidavit (Attachment B) if applicable
- Proposer Information and Certification Sheet (Attachment C)
- Reference Check Form (Attachment D)
- Budget Proposal Form (Attachment E)
- COBID Certification / Outreach Plan (Attachment F)
- Responsibility Inquiry (Attachment G)
- Key Persons and Resumes or Biographical Sketches

3.2.2 Proposal Page Limits

Proposal is limited to 20 pages. Any pages exceeding this limit will not be provided to the evaluation committee or considered in the evaluation. The following items do not count toward the page limit:

- Disclosure Exemption Affidavit (Attachment B)
- Proposer Information and Certification Sheet (Attachment C)
- Reference Check forms (Attachment D)
- Budget Proposal (Attachment E)
- COBID Certification / Outreach Plan (Attachment F)
- Responsibility Inquiry (Attachment G)
- Key Person Resumes or Biographical Sketches
- Sample training curriculum outline and/or sample training slide deck of no more than 5 pages

3.2.3 Proposal Format and Quantity

Proposal should follow the format and reference the sections listed in the Proposal Requirements section. Responses to each section and subsection should be labeled to indicate the item being addressed.

OregonBuys Electronic Response. Proposer should submit its Proposal electronically through OregonBuys. Proposer should follow the procedures outlined in *See: Section 4.4 PROPOSAL DELIVERY OPTIONS* for electronic submission.

The Budget Proposal must be submitted as a separate electronic response file.

Proposer shall submit one copy of its Proposal and all other submittal requirements, with Attachment C - Proposer Information and Certification Sheet bearing the Proposer's authorized representative's Signature, in one of the following formats:

- Adobe Acrobat (pdf),
- Microsoft Word (docx), or
- Microsoft Excel (xlsx).

If Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Proposer shall complete and submit the Disclosure Exemption Affidavit (Attachment B). Proposer shall also mark as "Confidential" in OregonBuys all attachments to its Proposal that Proposer believes are exempt from disclosure

The Proposer Information and Certification Sheet (Attachment C) must bear the Proposer's authorized representative's Signature.

3.2.4 Authorized Representative

Failure of Proposer's authorized representative to sign the Proposal may result in rejection of the Proposal by Agency.

3.3 PROPOSAL 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 may be considered non-Responsive to this RFP and will not be considered further.

Proposal should not include extensive artwork, unusual printing or other materials not essential to the utility and clarity of the Proposal. Do not include marketing or advertising material in the Proposal, unless requested. Proposal should be straightforward and address the requests of the RFP. Proposal containing unsolicited marketing or advertising material may receive a lower evaluation score if required information is difficult to locate.

3.3.1 Proposer Information and Certification Sheet

Proposer shall complete and submit the Proposer Information and Certification Sheet (Attachment C).

Failure to demonstrate compliance with Oregon Tax Laws and sign the Proposer Information and Certification Sheet may result in a finding of non-Responsibility.

3.3.2 Service Requirements and Implementation Plan

Proposer must submit only one (1) Proposal document demonstrating their ability to perform Service (from section 2.4 Scope of Work) Proposer is submitting. Proposer must identify each section by number for each Service in the Scope of Work and the requirements below in their proposal.

In addition, briefly describe how Proposer would carry out the Services. Provide a comprehensive Implementation Plan that the Proposer intends to follow. Illustrate how the plan will serve to coordinate and accomplish the Work.

3.3.3 References

Provide 3 references Reference Check Form (Attachment D) from current or former client firms for similar projects performed for any clients within the last 5 years. References must be able to verify the quality of previous, related Work.

Agency may check to determine if references provided support Proposer's ability to comply with the requirements of this RFP. Agency may use references to obtain additional information, or verify any information needed. Agency may contact any reference (submitted or not) to verify Proposer's qualifications.

3.3.4 Budget Proposal

Proposer shall submit two (2) detailed Budget Proposals using Attachment E, electronically through OregonBuys. This file shall be submitted as a separate file not with their proposal. Attachment E contains 2 tabs, one for Phase I and one for Phase II. Complete a detailed Budget Proposal for each Phase.

- For each activity described for each Service in the Scope of Work section 2.4, the Budget Proposal must include identifiable costs, time estimates for completing each activity, and a summary of all proposed costs,
- The Budget Proposal must include separate line items for personnel, travel, supplies, other costs, and administrative; and
- For all fully loaded personnel costs, the Budget Proposal must include title of all positions for each individual staff person who will perform the Work and list the salary/wage and fringe rate separately for each such individual.

3.3.5 Key Persons and their Resumes/Biographical Sketches

Specify Key Persons to be assigned to each Service in Scope of Work from section 2.4 and include a current resume or biographical sketch (not to exceed two (2) pages each) for each Key Person that demonstrates the person's qualifications and experience for the Work described in this RFP.

SECTION 4: SOLICITATION PROCESS

4.1 PUBLIC NOTICE

The RFP and attachments are published in the State of Oregon's electronic procurement system OregonBuys at <https://oregonbuys.gov/>. Documents will not be mailed to prospective Proposers.

Modifications, if any, to this RFP will be made by written Amendment(s) published in OregonBuys. Prospective Proposer is solely responsible for checking OregonBuys to determine whether or not any Amendment(s) have been issued. Amendment(s) are

incorporated into the RFP by this reference.

4.2 QUESTIONS / REQUESTS FOR CLARIFICATIONS

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP must:

- Be delivered to the SPC via email;
- Reference the OregonBuys bid number;
- Identify Proposer's name and contact information;
- Refer to the specific area of the RFP being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule in Section 1.2.
- All questions/answers will be viewable by all individuals viewing this RFP while logged into OregonBuys

4.3 SOLICITATION PROTESTS

4.3.1 Protests to RFP

Prospective Proposer may submit a Written protest of anything contained in this RFP, including but not limited to, the RFP process, Specifications, Scope of Work, and the proposed Sample Contract. This is prospective Proposer's only opportunity to protest the provisions of the RFP, except that Proposer may protest Amendment(s) as provided below and Proposer may take exception to the terms and conditions of the Sample Contract marked as negotiable as set forth in the Negotiations Section.

4.3.2 Requirements for Protests

All protests must:

- Be delivered to the SPC via email;
- Reference the OregonBuys bid number;
- Identify prospective Proposer's name and contact information;
- Be sent by an authorized representative;
- State the reason for the protest, including:
 - the grounds that demonstrate how the Procurement Process is contrary to law, Unnecessarily Restrictive, legally flawed, or improperly specifies a brand name; and
 - evidence or documentation that supports the grounds on which the protest is based; and

- State the proposed changes to the RFP provisions or other relief sought.

Protests to the RFP must be received by the due date and time identified in the Schedule.

Protests to an Amendment must be received by the due date identified in the Amendment.

4.4 PROPOSAL DELIVERY OPTIONS

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements before Opening. Agency is not responsible for any delays in mail or by common carriers or by transmission errors or delays, or for any mis-delivery for any reason. A Proposal submitted by any means not authorized below will be rejected as noted in Section 4.8. The following delivery options are permitted for this RFP:

Delivery through OregonBuys

Proposal submission should be electronically through OregonBuys. at: OregonBuys.gov

Detailed instructions on how to submit a Proposal can be found at [OregonBuys Vendor Formal Solicitation Response.pdf](#)

4.5 PROPOSAL MODIFICATION OR WITHDRAWAL

If a Proposer wishes to make modifications to a submitted Proposal, the Proposer must submit its modification in one of the authorized methods listed in Section 4.4 (Proposal Delivery Options). To be effective the modification must include the OregonBuys bid number and be submitted to the SPC prior to Opening.

If a Proposer wishes to withdraw a submitted Proposal, it must submit a Written notice signed by an authorized representative of its intent to withdraw to the SPC via email, , or hard copy prior to the Opening in accordance with OAR 137-047-0440. To be effective the notice must include the OregonBuys bid number.

4.6 PROPOSAL DUE

A Proposal (including all required submittal items) must be received by the SPC on or before Opening. All Proposal modifications or withdrawals must also be received prior to Opening.

A Proposal received after Opening is considered LATE and will NOT be accepted for evaluation. A late Proposal will be returned to the Proposer or destroyed.

4.7 PUBLIC OPENING

A public Opening will not be held. Proposals received will not be available for inspection until after the evaluation process has been completed and the notice of Intent to Award is issued pursuant to OAR 137-047-0630.

4.8 PROPOSAL REJECTION

Agency may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal.
- Proposer has liquidated and delinquent debt owed to the State or any department or agency of the State.
- Proposer fails to meet the responsibility requirements of ORS 279B.110.
- Proposer makes any contact regarding this RFP with State representatives such as State employees or officials other than the SPC or persons authorized by the SPC, or inappropriate contact with the SPC.
- Proposer attempts to influence a member of the Evaluation Committee.
- Proposal is conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or Amendment(s).

4.9 EVALUATION PROCESS

4.9.1 Responsiveness and Responsibility Determination

4.9.1.1 Responsiveness determination

A Proposal received prior to Opening will be reviewed to determine if it is Responsive to all RFP requirements including compliance with Section 3.1 (Minimum Qualifications) and Section 3.2 (Minimum Submission Requirements). If the Proposal is unclear, the SPC may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected; however, Agency may waive mistakes in accordance with OAR 137-047-0470.

4.9.1.2 Responsibility Determination

Agency will determine if an apparent successful Proposer is Responsible prior to award and execution of the Contract. Proposers shall submit a signed Responsibility Inquiry form (Attachment G) with Proposal.

At any time prior to award, Agency may reject a Proposer found to be not Responsible.

4.9.2 Evaluation Criteria

Evaluation of item listed in subsection 4.9.2.8 is described in that subsection below. For the Evaluation of items listed in subsections 4.9.2.1, 4.9.2.2, 4.9.2.3, 4.9.2.4, 4.9.2.5, 4.9.2.6, 4.9.2.7 and 4.9.2.9. Evaluators will base their score for each subsection on the evaluation tool (Attachment H).

Each Proposal meeting all Responsiveness requirements will be independently evaluated by members of an Evaluation Committee. Evaluation Committee members may change and Agency may have additional or fewer evaluators for optional rounds of competition. Evaluators will assign a score for each evaluation criterion listed below in this Section 4.9.2 up to the maximum points available as specified in Section 4.10 (Point and Score Calculation).

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of a Proposal. A response to a clarification request may only clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

4.9.2.1 Phase I – Develop Work Plan (see section 2.4.1 b.) (30 points)

How well did Proposer prioritize work activities on issues and programs specifically;

- Demonstrated knowledge of national and Oregon Wraparound best practices.
- History of integrating strengths-based trauma informed principles,
- History of work related to evidence-based practices, practice-based evidence or fidelity programs
- Experience engaging community partners and organizations.
- Demonstrated ability to set and achieve specific timelines and target outcomes for community engagement
- Skill at developing training plans to improve service delivery and address workforce needs.
- Provide sample training curriculum outline and/or sample training slide deck of no more than 5 pages (not to be included in the page limit).

4.9.2.2 Phase I – Staffing (see section 2.4.1 c.) (20 points)

How well did Proposer prioritize work activities on issues and programs specifically;

- Demonstrate a plan to onboard experienced staff within time or already have experienced staff available.
- Skill providing training, technical assistance, support, coaching and monitoring of evidence-based practices, practice-based evidence or fidelity.

4.9.2.3 Phase I – Database Acquisition, Collection and Monitoring (see

section 2.4.1 d.) (30 points)

How well did Proposer prioritize work activities on issues and programs specifically;

- Experience developing/acquiring learning management system for online trainings and tracking.
- Demonstrated understanding of Wraparound Database needs and requirements.
- History of experience monitoring, analyzing and interpreting data to include benchmarks and measures related to health equity and disproportionality
- History of preparing data reports, including brief and detailed, with experience reviewing reports in both individual and group settings for purposes of quality improvement.

4.9.2.4 Phase I – Conduct Engagement Sessions (see section 2.4.1 e.) (30 pts)

How well did Proposer prioritize work activities on issues and programs specifically;

- Demonstrated success engaging community partners and organizations and conducting engagement sessions.
- Skill at extracting helpful information from sessions.

4.9.2.5 Phase II – Certification and Fidelity Monitoring (see section 2.4.2 b.) (30 pts)

How well did Proposer prioritize work activities on issues and programs specifically;

- Illustrate monitoring of evidence-based practice or practice-based evidence which may include fidelity certification and monitoring processes.
- Demonstrate understanding or history providing fidelity reviews.
- Detail plan to provide fidelity certification and monitoring.

4.9.2.6 Phase II – Training Development and Technical Assistance (see section 2.4.2 c. d. e. and f.) (30 pts)

How well did Proposer prioritize work activities on issues and programs specifically;

- Experience collaborating with community partners to develop training plans and provide consultation.

- Detailed experience developing and implementing training on evidence-based practices, practice-based evidence, Fidelity Wraparound or comparable fidelity program.
- Experience developing advanced trainings. Have skilled personnel with training and expertise to provide Wraparound Training.
- Demonstrated knowledge of Fidelity Wraparound in Oregon.
- Demonstrated experience in successful delivery of training.
- Details plan for development, creation and production of culturally responsive, multi-lingual, accessible promotional video, to include required content and positive youth and family member's experience with Wraparound in Oregon.
- Describe experiences engaging with and supporting Providers, to include cross agency collaboration.
- Experience providing ongoing consultation and support for evidence-based practice, practice-based evidence or fidelity programs
- Provide examples of modifying training and consultation to support program improvement.
- Skill at providing individual and group coaching sessions.
- Experience collaborating with and/or serving Tribal members in their area and escalating identified systemic barriers.
- Experience developing and maintaining informational or Best Practices.
- Demonstrated prior experience developing and maintaining web sites to include resource information.

4.9.2.7 Phase II – Statewide Conference (see section 2.4.2 i.) (10 pts)

How well did Proposer prioritize work activities on issues and programs specifically;

- Demonstrate prior experience developing and hosting large training events or conferences.
- Details proposed plan for development and delivery of Fidelity Wraparound statewide conference

4.9.2.8 References (see section 3.3.3) (9 points)

Did Proposer submit reference names and contact information? Agency will award up to 3 points for each of the 3 references, depending on whether the reference was Extremely Satisfied (3 points each), Moderately Satisfied (1-2 points each), or Not Satisfied/Unable to be Reached (0 point each); based on responses to Proposer's previous Work.

4.9.2.9 PRICE EVALUATION (see section 3.3.4) (40 pts)

Did Proposer submit a Budget Proposal for each service providing:

- Did Proposer include identifiable costs, time estimates for completing each activity and a summary for all proposed costs for each Service in Section 2.4
- Did Proposer include separate lines items for personnel, travel, supplies, other costs, and administration?
- Did Proposer include the title for all fully loaded personnel costs for each individual staff person who will perform the Work and list the salary/wage and fringe rate separately for each such individual.

4.9.3 PREFERENCES

4.9.3.1 Reciprocal Preference

For evaluation purposes per OAR 137-046-0310, Agency shall add a percentage increase to each out-of-state Proposer's Proposal price that is equal to the percentage preference, if any, given to a Resident Proposer in the [Proposer's state](#).

4.9.3.2 Tiebreakers

If Agency receives Proposals identical in price, fitness, availability and quality and chooses to award a Contract, Agency shall award the Contract in accordance with the procedures outlined in OAR 137-046-0300.

4.10 POINT AND SCORE CALCULATIONS

Points are the total possible for each section as listed in the tables below.

TOTAL POINTS POSSIBLE:		220
Scope of Work/Evaluation Section	Phase I POINTS POSSIBLE	110
2.4 Phase I b./4.10.2.1	Develop Work Plan	30
2.4 Phase I c./4.10.2.2	Staffing	20
2.4 Phase I d./4.10.2.3	Database Acquisition, Collection and Monitoring	30
2.4 Phase I e./4.10.2.4	Conduct Engagement Sessions	30
Scope of Work/Evaluation Section	Phase II POINTS POSSIBLE	70
2.4 Phase II b./4.10.2.5	Certification and Fidelity Monitoring	30
2.4 Phase II c. d and f./4.10.2.6	Training Development and Technical Assistance	30
2.4 Phase II i./4.10.2.7	Statewide Conference	10
Phase I & Phase II POINTS POSSIBLE		180
PRICE POINTS POSSIBLE		40
3.3.4/4.9.8	Price Points	40
TOTAL POINTS POSSIBLE		220

4.11 RANKING OF PROPOSERS

The SPC will average the scores for each Proposal in a given round of competition (calculated by totaling the points awarded by each Evaluation Committee member and dividing by the number of members). The SPC will combine the average score for each Proposal with Proposer's price score and reference score.

After any applicable preference has been applied, the SPC will determine the rank of each Proposal, with the highest score receiving the highest rank, and successive rank order determined by the next highest score.

Agency may, in Agency's sole discretion, determine an apparent successful Proposer with no additional rounds of competition. If additional rounds are conducted, Agency will rank advancing Proposers at the conclusion of each subsequent round and may determine an apparent successful Proposer at any time during the solicitation process.

NEXT STEP DETERMINATION

At the conclusion of a round of competition, Agency may choose to conduct additional round(s) of competition if in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Interviews
- Presentations/Demonstrations/Additional Submittal Items
- Discussions and submittal of revised Proposals
- Serial or simultaneous negotiations
- Best and Final Offers

4.11.1 Competitive Range Determination

If Agency, in its sole discretion, determines that one or more additional rounds of competition is necessary, it will select a Competitive Range to indicate the Proposers that will be invited to participate in a subsequent round. The Competitive Range may include all, or at Agency's sole discretion, some (based primarily on a natural break in the distribution of scores), of the Proposers from a previous round. Agency will post a notice in OregonBuys of its Competitive Range Determination and provide details about the process and schedule for the subsequent round.

4.11.2 Competitive Range Protest

Proposers excluded from a round may submit a Written protest of Competitive Range. Protests must:

- Be emailed to the SPC;
- Reference the OregonBuys bid number;

- Identify Proposer's name and contact information;
- Be sent by an authorized representative;
- State the reason for the protest; and
- Be received within 7 calendar days after issuance of the Notice of the Competitive Range unless a different due date and time is specified in such notice.

Agency will address all protests within a reasonable time and will issue a Written decision to the respective Proposer. Protests that do not include the required information may not be considered by Agency.

4.12 SCORING AND RANKING OF PROPOSERS FOR SUBSEQUENT ROUNDS

If Agency conducts two or more rounds of competition, the SPC will determine the cumulative score for Proposers advancing through all rounds of competition by adding the scores from each completed round. The Proposer with the highest cumulative score will receive the highest final ranking.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.1 Award Consideration

Agency, if it awards a Contract, will award a Contract to the highest ranking Responsible Proposer(s) based upon the scoring methodology and process described in Section 4. Agency may award less than the full Scope of Work described in this RFP.

5.1.2 Intent to Award Notice

Agency will notify all Proposers in Writing that Agency intends to award a to the selected Proposer(s) subject to successful negotiation of any negotiable provisions.

5.2 INTENT TO AWARD PROTEST

5.2.1 Protest Submission

An Affected Proposer shall have 7 calendar days from the date of the Intent to Award notice to file a Written protest.

A Proposer is an Affected Proposer only if the Proposer would be eligible for Contract award in the event the protest was successful and is protesting for one or more of the following reasons as specified in ORS 279B.410:

- All higher ranked Proposals are non-Responsive.

- Agency has failed to conduct an evaluation of Proposals in accordance with the criteria or process described in the RFP.
- Agency abused its discretion in rejecting the protestor's Proposal as non-Responsive.
- Agency's evaluation of Proposal or determination of award otherwise violates ORS Chapter 279B or ORS Chapter 279A.

If Agency receives only one Proposal, Agency may dispense with the evaluation process and Intent to Award protest period and proceed with Contract Negotiations and award.

5.2.1.1 Protest Requirements

Protests must:

- Be delivered to the SPC via email;
- Reference the OregonBuys bid number;
- Identify Proposer's name and contact information;
- Be signed by an authorized representative of Proposer;
- Specify the grounds for the protest; and
- Be received within 7 calendar days of the Intent to Award notice.

5.2.2 Response to Protest

Agency will address all timely submitted protests within a reasonable time and will issue a Written decision to the respective Proposer. Protests that do not include the required information may not be considered by Agency.

5.3 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

Proposer(s) who are selected for a Contract award under this RFP will be required to submit additional information and comply with the following:

5.3.1 Insurance

Prior to award, Proposer shall secure and demonstrate to Agency proof of insurance as required in this RFP or as negotiated. Insurance Requirements are found in Exhibit C of Attachment A.

5.3.2 Taxpayer Identification Number

Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form when requested by Agency or when the backup withholding status or any other relevant information of Proposer has changed since the last submitted W-9 form, if any.

5.3.3 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. Visit <http://sos.oregon.gov/business/pages/register.aspx> for Oregon Business Registry information.

5.3.4 Pay Equity Certification

If selected for award and the Contract value exceeds \$500,000 and Proposer employs 50 or more full-time workers, Proposer shall submit to Agency a true and correct copy of an unexpired Pay Equity Compliance Certificate, issued to the Proposer by the Oregon Department of Administrative Services. For instructions on how to obtain the Certificate, visit <https://www.oregon.gov/das/Procurement/Pages/PayEquity.aspx>.

ORS 279B.110(2)(f) requires that Proposer provide this prior to execution of the Contract.

5.3.5 Nondiscrimination in Employment

As a condition of receiving the award of a Contract under this RFP, Proposer must certify by its Signature on Attachment C - Proposer Information and Certification Sheet, in accordance with ORS 279A.112, that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. The policy and practice must include giving employees a written notice that the policy both prohibits, and prescribes disciplinary measures for, conduct that constitutes sexual harassment, sexual assault, or unlawful discrimination.

5.4 CONTRACT NEGOTIATION

5.4.1 Negotiation

After selection of a successful Proposer, Agency may enter into Contract negotiations with the successful Proposer. By submitting a Proposal, Proposer agrees to comply with the requirements of the RFP, including the terms and conditions of the Sample Contract (Attachment A), with the exception of those terms listed below for negotiation.

Proposer shall review the attached Sample Contract and note exceptions.

Proposer must submit those exceptions to Agency during the Questions / Requests for Clarification period set forth in Section 1.2. If Agency agrees to make any requested changes to the Sample Contract, Agency will issue an Amendment to notify Proposers of such changes. Unless Agency issues an Amendment modifying

any of the terms and conditions, Agency intends to enter into a Contract with the successful Proposer substantially in the form set forth in Sample Contract (Attachment A).

Following the selection of the apparent successful Proposer, Agency may agree to negotiate changes to the negotiable provisions of the Sample Contract listed below. However, Agency is not required to make any changes and many provisions cannot be changed. Proposer is cautioned that the State of Oregon believes modifications to the standard provisions constitute increased risk and increased cost to the State.

Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

Agency is willing to negotiate all items, except those listed below:

- Choice of law
- Choice of venue
- Constitutional requirements
- Requirements of applicable federal and State law
- Insurance Requirements

In the event that the parties have not reached mutually agreeable terms within 90 calendar days, Agency may terminate Negotiations and commence Negotiations with the next highest ranking Proposer.

SECTION 6: ADDITIONAL INFORMATION

6.1 COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The State of Oregon is committed to taking active steps toward increasing and promoting diversity, equity, and inclusion values across procurement processes for minority, women, emerging small, and service-disabled veteran owned businesses by reducing barriers to compete for and be awarded state contracts. All interested businesses are encouraged to submit proposals for this contracting opportunity.

6.2 CERTIFIED FIRM PARTICIPATION

Pursuant to Oregon Revised Statute (ORS) Chapter 200, Agency encourages the participation of small businesses, certified by the Oregon Certification Office for Business Inclusion and Diversity ("COBID") in all contracting opportunities. This includes certified small businesses in the following categories: disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business. Agency also encourages joint ventures or subcontracting with certified small business enterprises. For more information, visit:

If the Contract has potential subcontracting opportunities, the successful Proposer may be required to submit a completed Certified Disadvantaged Business Outreach Plan (Attachment F) prior to execution.

6.3 GOVERNING LAWS AND REGULATIONS

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 6.3 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 consent to the jurisdiction of any court.

6.4 OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals are public records and are subject to public inspection after Agency issues the Notice of Intent to Award. Application of the Oregon Public Records Law will determine whether any information is exempt from disclosure.

All Proposals submitted in response to this RFP become the Property of Agency. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free 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 a Contract, 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, except in the case of Proposals that were submitted late and rejected by Agency.

6.5 CANCELLATION OF RFP; REJECTION OF PROPOSAL; NO DAMAGES.

Pursuant to ORS 279B.100, Agency may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the State or Agency, as determined by Agency. Neither the State nor any State agency is liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP or a Contract/Price Agreement award, or the rejection of any Proposal.

6.6 COST OF SUBMITTING A PROPOSAL

Proposer shall pay all costs incurred in connection with its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, and costs associated with protests.

6.7 STATEWIDE E-WASTE/RECOVERY PROCEDURE

If applicable, Proposer shall include information in its Proposal that demonstrates compliance with the Statewide E-Waste/Recovery Procedure #107-011-050_PR. Visit the DAS website www.oregon.gov/das and use the search bar feature to locate the procedure.

6.8 RECYCLABLE PRODUCTS

Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the Services or Work described in this RFP and the subsequent Contract. (ORS 279B.025)

6.9 PRINTING, BINDING, AND STATIONERY 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.

6.10 CHECKLIST DISCLAIMER

Any checklists that may be contained in this RFP are provided only as a courtesy to prospective Proposer. Agency makes no representation as to the completeness or accuracy of any Checklist. Prospective Proposer is solely responsible for reviewing and understanding the RFP and complying with all the requirements of this RFP, whether listed in a checklist or not. Neither the State nor Agency is liable for any claims, or subject to any defenses, asserted by Proposer based upon, resulting from, or related to, Proposer's failure to comprehend all requirements of this RFP.