



**REQUEST FOR QUALIFICATIONS
TECHNOLOGY SERVICES
RFQ# 501
January, 22, 2019**

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 qualified individuals or entities to provide technology services on behalf of the organization and related sector partnerships.

Scope of Work

The intention of this RFQ is to establish an active and ongoing roster of qualified consultants who can be available to work with SOWIB staff to provide services including, but not limited to: website development, graphic design, and database design/management. Once a specific need arises, SOWIB staff will reach out to qualified consultants from the roster developed from this RFQ. Consultants will be compensated in accordance with terms and rates outlined in the responses to this RFQ. **SOWIB projects a maximum budget of \$10,000** to support these efforts through June 30, 2019.

RFQ Responses

Responses to this RFQ should include the following components:

- Name of Responder—individual or company.
- Contact Name, Phone, Address and Email
 - Summary of experience for the service(s) to be provided
- Rates and fees (i.e. hourly rates, retainer fees, etc.)
- Portfolio or links to sample work

Submission Criteria

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

Proposals will be accepted on an ongoing basis. They can be mailed or delivered in person to the SOWIB Offices at **990 S 2nd St Coos Bay OR 97420**, or emailed to kstevens@sowib.org.

Evaluation

Responses will be evaluated by SOWIB staff. If the response adequately demonstrates grant writing experience as requested in the RFQ response criteria, the responder will be added to a roster of qualified consultants. When an opportunity arises, SOWIB will solicit services from the roster based on availability of consultants, fit for the funding opportunity, 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.