



July 8, 2026



Refugee Program: Pre-Proposal Conference

Financial Assistance for HR1 Impacted Immigrants
OregonBuys Bid Number S-10000-00016630

OregonBuys RFGP# S -10000-00016630

Sole point of contact for the RFGP is:

Sharon M. Landis, OPBC

Contact info:

Phone: 971-208-4151 or **email:** sharon.m.landis@odhsoha.Oregon.gov

Statements made in the Pre-Proposal Conference are not binding upon Agency or the Programs.
Proposers may be asked to submit questions in writing.

The RFGP can only be changed by a written Amendment posted in OregonBuys.

Please submit questions in the comments.

Agenda

- Introduction
- Oregon Buys
- Scope of Work
- Eligibility & Allowable Activities
- Reporting Requirements
- Funding & Disbursement
- Timeline
- Minimum Qualifications & Submission
- Evaluation
- Questions



Introduction

- Oregon Department of Human Services (ODHS) Refugee Program
 - Oregon's main program that supports refugees.
 - Refugee Cash Assistance and Refugee Medical Assistance.
 - Manages state and federal funding to offer social services that help eligible refugees and other humanitarian immigrants in Oregon become independent and successfully adjust to life in the U.S.
- ODHS Refugee Program is issuing this Request for Grant Proposal (RFGP) for Financial Assistance for HR1 Impacted Immigrants.
 - OregonBuys Bid Number S-10000-00016630

Navigating OregonBuys

The screenshot displays the OregonBuys website interface. At the top left is the OregonBuys logo. A search bar is located at the top center. To its right is a dropdown menu for 'Bid Solicitation' with a magnifying glass icon and the word 'Advanced'. On the top right, there are two buttons: 'Supplier Registration' (blue) and 'Sign In' (orange).

The main content area is titled 'Supplier Activities' and features three primary actions:

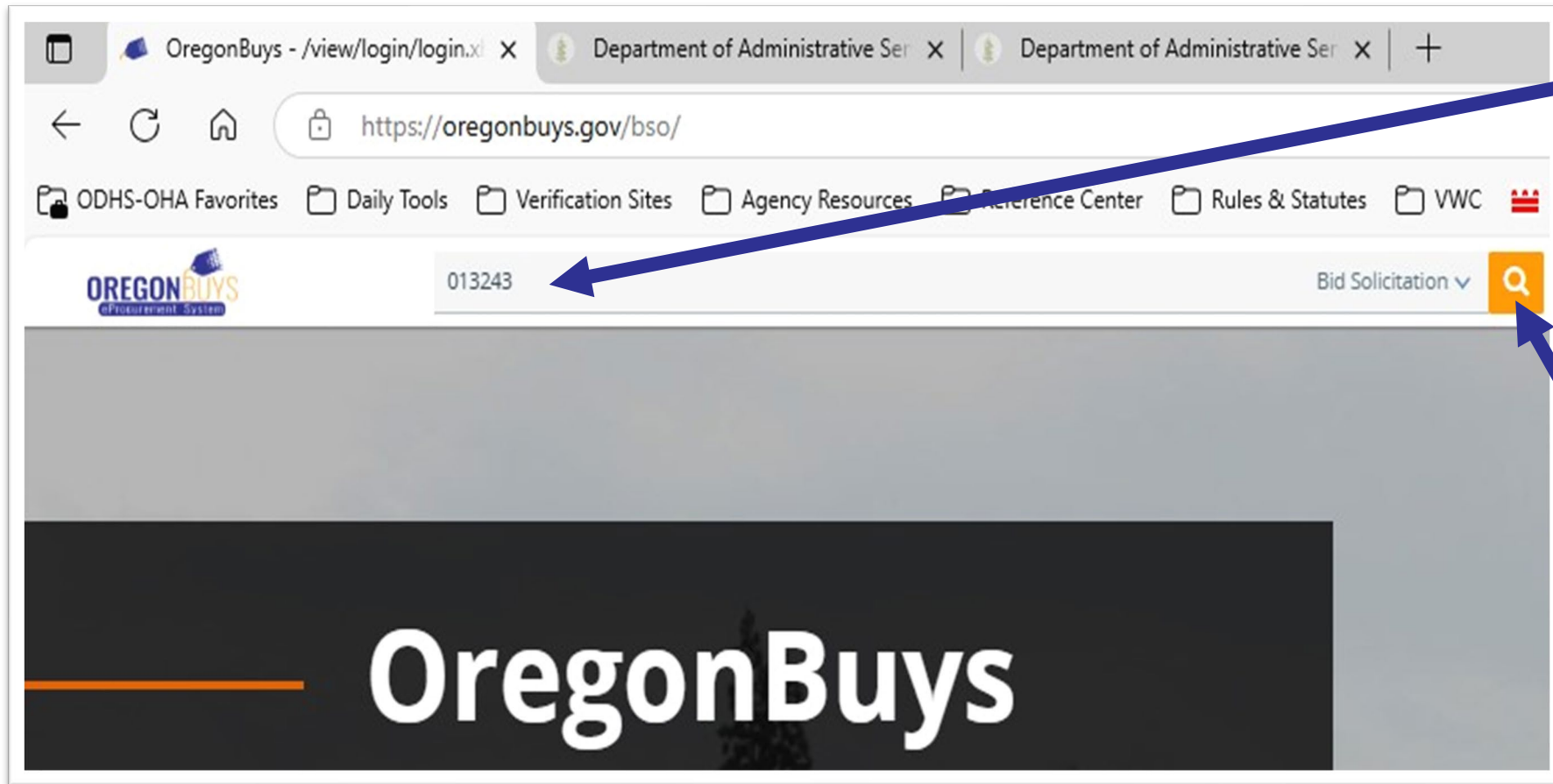
- Complete Registration:** Represented by a clipboard icon. Text: 'Complete registration [here](#) to begin using OregonBuys. Vendors, please read this [disclaimer](#) prior to completing registration.'
- Open Bids:** Represented by a document icon with a pencil. Text: 'Browse open bid opportunities.'
- Active Blankets:** Represented by a magnifying glass over a document icon. Text: 'Browse active Blankets.'

Below this section is a blue sidebar titled 'Public Bulletins' containing the following information:

- Contact information: 'Please contact us at support.oregonbuys@das.oregon.gov or 1-855-800-5046 for assistance.'
- State Agency / OrCPP User Help Desk:** 'Please contact us at eppo-support@periscopeholdings.com or 1-888-472-9102 for assistance.'
- Agency Name Change:** 'Oregon Liquor Control Commission has changed their agency name to Oregon Liquor and Cannabis Commission. This change was authorized with the passage of House Bill 2111 during the 2021 legislative session. The effective date of the bill was August 2, 2021.'
- Demographic Data Categories:** 'We recently added three new Vendor Categories to OregonBuys to capture demographic data about our vendors. Visit <https://tinyurl.com/HowWillMyDataBeUsed> to learn more about how Oregon will use this information.'

The right side of the page features a large image of the Oregon State Capitol building at sunset.

Accessing the RFGP Using the Search Bar




Type the last six numbers of the solicitation into the Bid Solicitation search bar.

Then click on the magnifying glass.

Accessing the RFGP Using the Search Bar

OREGON BUYS
eProcurement System

Search... Bid Solicitation: ▾  [Adva](#)

+ Advanced Search

Results

Bid Solicitation #	Organization Name	Blanket #	Buyer	Description
S-10000-00013243	Oregon Department of Human Services		Sharon Landis	2025 RFA for Adult Protective Serv Contract Attorneys

Click on the Bid Solicitation number.

Accessing the RFGP Using the Search Bar

OREGON BUYS
eProcurement System

Bid Solicitation: S-10000-00013243

Header Information

Bid Number: S-10000-00013243
Purchaser: Sharon Landis
Department: 10020 - ODH5 Aging & People with Disabilities
Fiscal Year: 25
Alternate Id:
Info Contact: sharon.m.landis@odhsoha.oregon.gov
Purchase Method: Open Market

Pre Bid Conference: No Pre-Bid Conference
Bulletin Desc: The State of Oregon, acting by and through the Oregon Department of Human Services, i

Ship-to Address: Aging & People with Disabilities
See PO body for Bill To/Ship To details
Salem, OR 97301
US
Email: noemail@oregonbuys.gov
Phone: (555) 555-5555

File Attachments: [RFA S-10000-0001992 Addendum 1.pdf](#)
[RFA S-10000-00013243 -1.pdf](#)
[ATTACHMENT A - APPLICATION PACKET~1.docx](#)
[ATTACHMENT B - SAMPLE CONTRACT.pdf](#)

Form Attachments:
Required Quote Attachments










Discipline Type: Personal Services
Procurement Method: Competitive Sealed Proposal
Amendments:

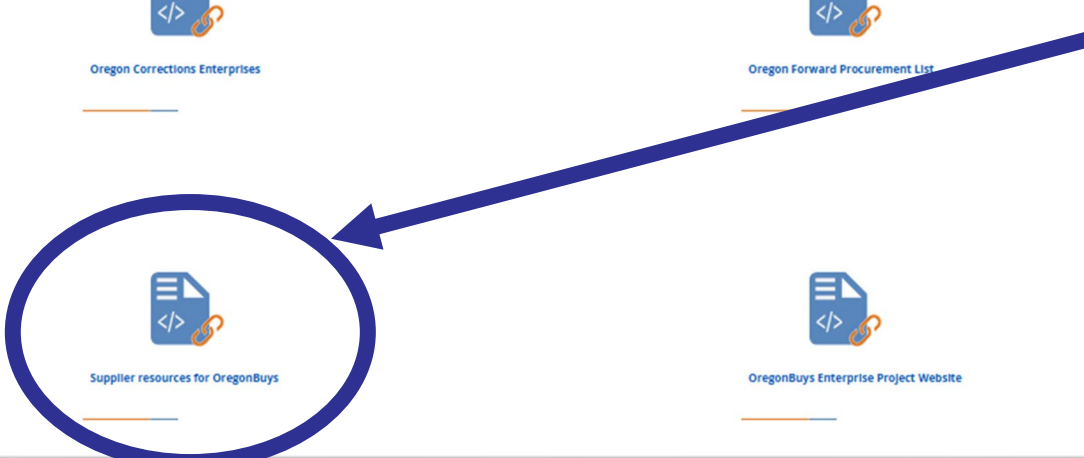
Amendment #	Amendment Date	Amendment Note
1	07/16/2025 10:42:09 AM	RFA Addendum #1 Header 1. Bid Opening Date changed from '07/16/2025 0 added . 4. File 'ATTACHMENT A - APPLICATION PACKET~1.docx': File 'ATTACHI

Click on each attachment to download.

Navigating OregonBuys: Supplier Resources

— Important Links —

 Certification Office for Business Inclusion and Diversity	 Recently Posted Bids	 Oregon Cooperative Procurement Program (ORCPP)
 Oregon Procurement Information Network (ORPIN)	 Oregon Corrections Enterprises	 Oregon Forward Procurement List
 Oregon State Surplus	 Supplier resources for OregonBuys	 OregonBuys Enterprise Project Website



OregonBuys: Supplier Resources

<https://www.oregon.gov/das/ORBuys/Pages/supplierresources.aspx>

Supplier Resources

ABOUT OREGONBUYS AND ePROCUREMENT

OREGONBUYS ENTERPRISE PROJECT ARCHIVES

WHY DO WE NEED OREGONBUYS

AGENCIES

Agency FAQ

Agency Training

LOCAL GOVERNMENTS

Resources for Local Government

Local Government Training

Local Government Project Information

Local Government FAQ

Instructions and Guides

Click on a title to view PDF instructions, or if available click the blue video button to watch a video tutorial.

Account

- [Add a user to your account](#)
- [Manage or edit your account](#)
- [Add an associated account/DBA](#)

Bid Opportunities and Bid Response

- [Find open or closed opportunities](#)
- [View the electronic responses received on an opportunity](#)
- [Submit an electronic response to a Bid](#)
- [Respuesta a la licitación de proveedores de OregonBuys \(Español\)](#)
- [Strategies for submitting stronger responses to Bids and Proposals](#)

Change Orders

- [How to locate and respond to change orders](#)

OregonBuys Supplier Support

1-855-800-5048
support.oregonbuys@das.oregon.gov

SUPPLIER

Supplier FAQ

Supplier Project Information

Supplier Registration

Supplier Resources

Purchase Orders

- [How to access and acknowledge purchase orders](#)

Quotes

- [Find a Quote you already started on a Bid](#)
- [Revise a Quote after a Bid has closed](#)
- [Search for and submit a Quote](#)
- [Submit a Quote for an Informal Bid \(mini RFP\)](#)
- [Withdraw, reopen, or resubmit a Quote](#)

Register for a Supplier Account

- [OregonBuys registration guide](#)
- [Register for a supplier account step by step](#)
 - [Text only instructions](#)
 - [Video instructions](#)
- [Guía de registro de proveedores OregonBuys \(Español\)](#)

Search in OregonBuys

- [How to advanced search in OregonBuys](#)

Scope of Work

- Eligibility Requirements
 - Recipients are responsible for determining client eligibility
 - Must not be a U.S. citizen.
 - Must hold one of the immigration statuses defined in section 2.4.1.1 Immigration Statuses.
 - Must be a resident of Oregon
 - Must have experienced SNAP loss or reduction due to HR1.
 - Recipients must verify the client's immigration documents and shall review more than one immigration document if necessary to establish eligibility.

Scope of Work (continued)

- Allowable Activities
 - Outreach and Enrollment
 - Financial Assistance
 - Referrals for services

Scope of Work (continued)

- Required Eligibility Determination Steps
 - Verify the client's most recent immigration status.
 - Review ODHS notice showing SNAP closure or reduction.
 - Confirm immigration status has not changed.
 - Advise reapplying for SNAP if status now qualifies.
 - Confirm no duplicate assistance is being provided by other Recipients.

Scope of Work (continued)

- Payment Determination
 - Single payment not exceeding 3× max assistance for a household listed in payment standards.
 - If SNAP ended: full standard amount allowed.
 - If SNAP reduced: may issue only the difference.
 - Payment standards per household size can be viewed in the section 2.4.2.5.2.

Scope of Work (continued)

- Reporting Requirements
 - Collect demographic and immigration documentation.
 - Maintain financial records.
 - Monthly reports due by the 8th of each month.
 - Yearly narratives reports are required. Due by July 15, 2027.
 - DOOR reporting once operational.

Funding Disbursement

- 15% admin cap.
- Funds disbursed in four payments (25% each).
- Next payment released after 90% of prior funds spent.

Timeline

Event	Date and Time
RFP Date of Issue	July 1, 2026
Pre-Proposal Conference	July 8, 2026, at 11:00-12:00 PM (PST)
Questions/Request for Clarification Due	July 21, 2026, at 3:00 PM (PST)
Answers to Questions/Requests for Clarification Issued (approx.)	Provided approximately three business days of receipt
RFP Protest Period Ends	7 calendar days prior to Opening
Opening (Proposal Due)	July 31, 2026, at 3:00PM (PST)
Issuance of Notice of Intent to Award (approx.)	August 25, 2026, at 5:00PM (PST)

Minimum Qualifications

To be considered for evaluation, Proposal must demonstrate how Proposer meets all requirements:

Must be a Resettlement Agency, as defined in SB960; or

A Community-Based Organization (CBO) serving immigrants and registered as a non-profit with the Oregon Secretary of State's Corporation Division, meet the definition of CBO as listed in subsection 2.2.2.1 of the RFGA, have three years' experience as a CBO.

These are pass/fail requirements. If the above requirements are not met; the Proposal will not be evaluated.

Proposal Content & Submission Requirements

Proposer Information and Certification Sheet (Attachment A) Form Provided – Pass/Fail

Minimum Qualifications (Attachment B) – Pass/Fail

Key Persons' and their Resumes – Scored (Attachment C) Proposer Creates

Technical Proposal (Attachment D) Proposer Creates – Scored

- Organizational Structure and Experience
- Project Management and Reporting Plan
- Collaboration Plan

References (Attachment E) Form Provided – Two References Required – Scored

Budget Funding Request (Attachment F) Proposer Creates – Not Scored For Negotiation Purposes

Responsibility Inquiry (Attachment G) – Not Scored – Used to determine Responsiveness and Responsibility

Disclosure Exemption Affidavit (Attachment H) – Not Scored – Only required if Proposer would like to request exemption from disclosure based on the Oregon Public Records Law based on ORS 192.311 through 192.478

Proposal Evaluation Criteria

Key Person's and their Resumes (Up to 20 points) –
Page 24

Technical Proposal (Up to 120 points) Page 24 & 25

Two References (Up to 10 points) Page 26

Evaluation Scoring

- Each Proposal meeting Minimum Qualifications, Responsiveness and Responsibility will be 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.
- 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.

Score	Explanation
10	Outstanding – Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. The Proposer provides insight into their expertise, knowledge, and understanding of the subject matter.
7-9	Very Good – Response provides useful information while showing experience and knowledge within the category. The response demonstrates above-average knowledge and ability with no apparent deficiencies noted.
4-6	Adequate – Response meets all requirements in an adequate manner. The response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Proposer.
1-3	Fair – Proposer meets minimum requirements but does not demonstrate sufficient knowledge of the subject matter.
0	Response of no value – An acceptable response that does not meet the requirements set forth in the RFGP. Proposer has not demonstrated knowledge of the subject matter.

Point and Score Calculations

Criterion	Total Score Possible
4.9.2.1 Key Persons' and Their Resumes	20
4.9.2.2.1 Organizational Structure and Experience	50
4.9.2.2.2 Project Management Plan	40
4.9.2.2.3 Collaboration Plan	30
4.10.2.3 References	10
Total Possible	150

Scores are the values (0 through 10) assigned by each evaluator for each criterion question. The SPC will add each evaluator's scores together then divide the sum by the total number of evaluators for an average score for each evaluation criterion. The average criterion scores will be added together for the total score of the Proposal.

Award

Agency anticipates the award of up to four Grant Agreements, that will provide statewide coverage to provide financial assistance to Eligible Refugees, from this solicitation. The total budget for the grant program is \$2,000,000.00. Each Agreement would be no less than \$500,000. The initial term of the Grant Agreement (“Agreement”) is anticipated to be one year with options to renew up to a maximum of five years.

Questions?



OREGON DEPARTMENT OF
Human Services

Thank you!

Single Point of Contact (SPC):

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OREGON DEPARTMENT OF
Human Services