

STATE OF OREGON



COVER PAGE

Oregon Department of Human Services, by and through its Office
of Self-Sufficiency Programs, Refugee Program

Is issuing this Request for Grant Proposals (RFGP) under
OregonBuys Bid Number S-10000-00016630 for

FINANCIAL ASSISTANCE FOR HR1 IMPACTED IMMIGRANTS

Date of Issue: July 1, 2026

Opening Date and Time: July 31, 2026, 3:00 PM (Pacific Time)

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You can get this document in other languages, large print, braille, or a format you prefer free of charge. Contact the SPC at the contact information found above. We accept all relay calls.

The State of Oregon promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

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ATTACHMENTS FOR DOWNLOAD ON OREGONBUYS

ATTACHMENT A PROPOSER INFORMATION AND CERTIFICATION SHEET

ATTACHMENT E REFERENCES

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ATTACHMENT H DISCLOSURE EXEMPTION AFFIDAVIT

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SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The State of Oregon, acting by and through the Department of Human Services, (“Agency” or “ODHS”), by and through its Office of Self-Sufficiency Programs, Refugee Program, is issuing this Request for Grant Proposal for Financial Assistance for HR1(2025) impacted refugees and humanitarian immigrants statewide.

To submit a Proposal the Proposer must be a Resettlement Agency or Community Based Organization providing Services to refugees and registered as a non-profit with the Oregon Secretary of State’s Corporation Division. For Additional information, see section **3.1 Minimum Qualifications**.

Additional details about the Grant Agreement (“Agreement”) requirements are included in Section **2.4 Program Description**.

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.

All organizations submitting Grant Proposals are referred to as Proposers in this RFGP, after execution of the Grant Agreement, the awarded Proposer(s) will be designated as Recipient(s).

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.

Event	Date	Time
Pre-Proposal Conference See section 4.2 Pre-Proposal Conference for additional details.	July 8, 2026	11:00 AM
Questions / Requests for Clarification Due	July 21, 2026	3:00 PM

Event	Date	Time
Answers to Questions / Requests for Clarification Issued approximately three business days after submission	July 6 - 24, 2026 -	5:00 PM
Opening (Proposal Due)	July 31, 2026	3:00 PM
Issuance of Notice of Intent to Award (Approximately)	August 25, 2026	5:00 PM

1.3 SINGLE POINT OF CONTACT (SPC)

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

SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

2.1 AUTHORITY

Agency is issuing this RFGP pursuant to its authority under ORS 409.110(2).

2.2 DEFINITION OF TERMS

For the purposes of this RFGP, capitalized words are defined below.

2.2.1.1 Addendum or Addenda means an addition to, deletion from, a material change in, or general interest explanation of, a Solicitation Document.

2.2.1.2 Close of Business Day means 5:00 pm Pacific time.

2.2.1.3 OregonBuys means the State of Oregon’s eProcurement system which replaced the Oregon Procurement Information Network (ORPIN) on July 1, 2021. This web-based system automates Oregon’s procurement process.

2.2.1.4 Proposal means a written response to a Request for Proposals.

2.2.1.5 Proposer means an individual or legal entity who submits a Proposal in response to a Request for Proposals.

2.2.1.6 Responsible means demonstrating the ability to perform all activities and comply with all terms under the Grant Agreement.

2.2.1.7 Responsive means having the characteristic of substantial compliance in all material respects with applicable solicitation requirements.

2.2.2 Project Specific Definitions

2.2.2.1 Community-Based Organization (“CBO”) means a public or private nonprofit organization that is representative of a community, or significant segments of a community, and engaged in meeting that community's needs in the areas of social, human, or health services.

2.2.2.2 Database of Oregon Refugees (DOOR) means the web-based application used for data collection and reporting by the Agency.

2.2.2.3 Eligible Case means a case with at least one Eligible Refugee on the case.

2.2.2.4 Eligible Refugee means an individual who fulfills the eligibility requirements described in Section **2.4 Program Description**, subsection **2.4.1, Special Provisions: Eligibility and Enrollment Guidelines**.

2.2.2.5 Extended Case Management (“ECM”) means services provided in accordance with ORS 411.139(2).

2.2.2.6 Financial Assistance means direct cash assistance or payments made to a third party.

2.2.2.7 Household means all members of a SNAP benefit group.

2.2.2.8 HR1 means the Federal 2025 budget reconciliation bill, Public Law No: 119-21 (07/04/2025), also known as the “One Big Beautiful Bill Act.”

2.2.2.9 Recipient means a Proposer that receives an award and enters into a Grant Agreement under this RFGP.

2.2.2.10 Resettlement Agency (“RA”) means “eligible entity” as defined in SB 960 (2025).

2.2.2.11 Services means providing Financial Assistance and referrals for ECM, case management, outreach, and navigation services to Eligible Refugees.

2.2.2.12 Supplemental Nutrition Assistance Program (“SNAP”) means the Federal Program that helps eligible households maintain proper nutrition by giving

them the means to purchase food. SNAP used to be known as FS or Food Stamps; any reference to SNAP also includes FS and Food Stamps.

2.2.3 OregonBuys Terminology (RFGP)

2.2.3.1 An Addendum to the RFGP is a written change to the RFGP.

2.2.3.2 An Amendment is a change or addition to the electronic Bid Solicitation. An Amendment includes Applicant List, Award Notice, Questions and Answers, and Written Addendums.

2.2.3.3 The Attachments described in subsection 3.3 of this RFGP are Attachments in OregonBuys. These Attachments must be downloaded from OregonBuys in addition to this RFGP Document.

2.2.3.4 Bid or Bid Solicitation is the same as Request for Grant Proposals. The Bid Solicitation Number S-10000-00016630 is Agency's Request for Grant Proposals from qualified Vendors to provide Financial Assistance for HR1(2026) impacted immigrants.

2.2.3.5 Bid Availability Date is the date and time the Bid Solicitation will be visible in OregonBuys for vendors to respond.

2.2.3.6 Bid Opening Date is the date and time after which vendor Proposals will no longer be accepted in OregonBuys.

2.2.3.7 A Quote is a Vendor's response to a Bid Solicitation. The Vendor submits a Quote in OregonBuys using the Attachment documents provided by Agency in OregonBuys, and the Attachment documents that must be created by Vendor, if any.

2.2.3.8 Seller or Seller Administrator may be the same entity as a Vendor, supplier, or the Proposer.

2.2.3.9 Vendor refers to the public or private entity that registers in OregonBuys to respond to Bid Solicitations or view awarded Agreements and agreements.

2.2.4 OregonBuys Resources:

2.2.4.1 For Assistance with OregonBuys (Vendor Help Desk):

Email: support.oregonbuys@das.oregon.gov

Phone: 1-855-800-5046 (Support Hours: 7 am – 6 pm, PT, Monday – Friday, closed state holidays)

- 2.2.4.2 For information on **how to register** as a Vendor in OregonBuys:
https://www.oregon.gov/das/ORBuys/Documents/OregonBuys_Registration_Guide.pdf
- 2.2.4.3 For guidelines on **how to find** an open or closed Bid Solicitation in OregonBuys:
<https://www.oregon.gov/das/ORBuys/Documents/How-to-Find-Open-or-Closed-Bids.docx>
- 2.2.4.4 Detailed instructions on **how to submit** an electronic response to a (“Bid”) in OregonBuys:
<https://www.oregon.gov/das/ORBuys/Documents/OregonBuys%20Vendor%20Formal%20Solicitation%20Response.pdf>

Visit the OregonBuys Supplier Resources page for more information:
<https://www.oregon.gov/das/ORBuys/Pages/supplierresources.aspx>

If the preceding links are not an option, obtain the information through the Vendor Help Desk or contact the SPC.

2.3 OVERVIEW AND PURPOSE

2.3.1 Agency Overview and Background

2.3.1.1 Oregon Department of Human Services

The Oregon Department of Human Services is Oregon’s principal agency for helping Oregonians achieve well-being and independence. We provide direct services to more than one million Oregonians each year. These services are a key safety net for people in diverse communities across Oregon. Through our Building Well-being Together initiative, we’re working to ensure that people, families and communities across Oregon have the services and supports they need.

Our vision, mission and goals

Vision: Safety, health and independence for all Oregonians.

Mission: To help Oregonians in their own communities achieve well-being and independence through opportunities that protect, empower, respect choice and preserve dignity.

Goals:

- People are safe and living as independently as possible.

- People are able to support themselves and their families through stable living wage employment.
- Children and youth are safe, well and connected to their families, communities and cultural identities.
- Choices made by seniors and people with disabilities about their own lives are honored.
- Partners, clients and community members are actively engaged in a variety of collaborative and cultural identities.
- Culturally specific and responsive services are provided by highly qualified and diverse staff.
- The department is committed to equal access, service excellence and equity for all Oregonians.

2.3.1.2 Office of Oregon Self-Sufficiency Programs

Oregon’s Self-Sufficiency Programs (SSP) provide resources, like cash and food assistance, as well as targeted services to help people move out of poverty and toward whole well-being. Programs include food benefits (SNAP), cash assistance (TANF), services for domestic violence survivors, resources for refugees and support for youth experiencing homelessness. People can apply for these programs by phone, in person or online at one.oregon.gov.

2.3.1.3 Refugee Program

The Refugee Program is Oregon’s main program that supports refugees. It provides Refugee Cash Assistance and Refugee Medical Assistance. It also 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 United States.

2.3.2 Project Overview and Background

The Legislature passed HB 5204 in 2026 to provide relief to refugees that lost SNAP benefits due to eligibility changes from HR1. HB 5204 appropriated \$2 million in General Fund dollars to make one-time grants to refugee Resettlement Agencies and culturally specific Community-Based Organizations to provide financial assistance, case management, outreach, and navigation to lawfully present immigrants and refugees as defined by ORS 411.139(1)(b)(A) through (G) who have been affected by changes to federal SNAP and Medicaid eligibility.

2.3.3 Purpose

The grant program will provide Financial Assistance to lawfully present immigrants and refugees as defined by ORS 411.139(1)(b)(A) through (G) who have been affected by changes to federal SNAP and Medicaid eligibility.

2.4 PROGRAM DESCRIPTION

2.4.1 Special Provisions: Eligibility and Enrollment Guidelines

2.4.1.1 Immigration Status

To be eligible for Financial Assistance under an awarded Agreement, an individual must not be a United States (U.S.) citizen, has been in the U.S. for 60 months or less and is any of the following:

- 2.4.1.1.1** A refugee admitted under 8 U.S.C. 1157.
- 2.4.1.1.2** An asylee admitted under 8 U.S.C. 1158.
- 2.4.1.1.3** A Cuban or Haitian entrant as defined in 45 C.F.R. 401.2.
- 2.4.1.1.4** A parolee admitted under 8 U.S.C. 1182(d)(5).
- 2.4.1.1.5** An Amerasian immigrant lawfully admitted to the U.S. who is described in 8 U.S.C. 1612(a)(2)(A)(v).
- 2.4.1.1.6** A victim of a severe form of trafficking in persons and the victim's family members who are eligible for benefits and services from federal and state programs under 22 U.S.C. 7105(b)(1)(A).
- 2.4.1.1.7** An Iraqi or an Afghan citizen who is a principal noncitizen provided with the status of special immigrant by the U.S. Department of Homeland Security under:
 - Section 1059(a) of the National Defense Authorization Act for Fiscal Year 2006, P.L. 109-163, 119 Stat. 3444;
 - Section 1244(b) of the Refugee Crisis in Iraq Act of 2007, P.L. 110-181, 122 Stat. 397; or
 - Section 602(b) of the Afghan Allies Protection Act of 2009, P.L. 111-8, 123 Stat. 807.

2.4.1.1.8 Holds any other immigration status listed in ORS 411.139 (b).

2.4.1.2 Residence and Service Area

2.4.1.2.1 Only individuals residing in Oregon are eligible to receive Services.

2.4.1.2.2 Services may be provided to Eligible Refugees anywhere within the State of Oregon.

2.4.1.3 Loss or Reduction of SNAP benefits due to HR1 changes

To be eligible for Financial Assistance individuals must have experienced a loss or reduction of SNAP benefits because of HR1 non-citizen eligibility changes.

2.4.2 Allowable Activities

2.4.2.1 Outreach and Enrollment

2.4.2.1.1 Recipient may conduct outreach to enroll Eligible Refugees.

2.4.2.1.2 Recipient may receive referrals for Services from Agency and community partners, and self-referrals from individual walk-ins requesting Services.

2.4.2.2 Financial Assistance

2.4.2.2.1 Recipient shall provide Financial Assistance to Eligible Refugees as defined in subsection 2.2, "Definition of Terms."

2.4.2.2.2 Non-Allowable Activity

Providing Financial Assistance to individuals and households whose SNAP benefits have not been discontinued or reduced due to HR1 non-citizen eligibility changes.

2.4.2.3 Referrals

2.4.2.3.1 The Recipient may refer Eligible Refugees to ECM service providers.

2.4.2.3.2 The Recipient may refer Eligible Refugees to access case management, outreach, and navigation services present in the community.

2.4.2.4 Required Eligibility Determination Steps

Recipient must:

- 2.4.2.4.1** Verify Eligible Refugee's most recent immigration status by reviewing their immigration documents.
- 2.4.2.4.2** Receive and review the ODHS-issued notice showing SNAP closure or reduction due to HR1 non-citizen changes.
- 2.4.2.4.3** Ensure that the Eligible Refugee's immigration status has not changed since the SNAP closure or reduction.
- 2.4.2.4.4** Advise the Eligible Refugee's to reapply for SNAP if their immigration status has changed since the SNAP case closure or reduction thus making them eligible for SNAP benefits again.
- 2.4.2.4.5** Confirm with other Recipients that such assistance is not already being provided, to avoid duplication of assistance.

2.4.2.5 Payment Determination and Method

Recipient must:

- 2.4.2.5.1** Determine the level of Financial Assistance:
 - The Recipient shall issue Financial Assistance as one single payment.
 - The single payment shall not exceed three times the maximum monthly assistance amount listed in subsection 2.4.2.4.7, "Payment Standards", for a household.
 - If SNAP benefits were fully terminated, the Recipient may issue up to the full monthly amount listed in subsection 2.4.2.4.7, "Payment Standards".
 - If SNAP benefits were reduced, the Recipient may issue only the difference, ensuring that combined SNAP and financial assistance do not exceed the amount listed in subsection 2.4.2.4.7, "Payment Standards".

2.4.2.5.2 Payment Standards

Persons in a Household	Maximum Monthly Financial Assistance
1	\$298
2	\$546
3	\$785
4	\$994
5	\$1,183
6	\$1,421
7	\$1,571
8	\$1,798
Add per person	\$218

2.4.3 Reporting Requirements

2.4.3.1 The Recipient shall collect Eligible Refugee's data; analyze such data; and be prepared to provide such information to Agency upon request.

2.4.3.1.1 A legible copy of immigration documentation for the Eligible Refugee.

2.4.3.1.2 Basic demographic information of the Eligible Refugee being served under this Agreement:

- Full legal name;
- Address and phone number;
- Date of birth;
- Date individual gained eligible immigration status;
- Alien number;
- Household size; and
- Preferred language.

- 2.4.3.1.3** A copy of SNAP benefit termination or reduction notice.
- 2.4.3.1.4** The date and amount of financial assistance issued to each household.
- 2.4.3.1.5** Case notes documenting eligibility determination, dates of contact with Eligible Refugees and details of referrals for other services.
- 2.4.3.1.6** Financial records (checks, receipts for cash, or other relevant financial records).

2.4.3.2 The Recipient shall submit monthly reports to Agency in a format approved by Agency. Monthly reports are due by the 8th day of the following month when Services were provided.

2.4.3.3 The Recipient shall submit yearly narrative reports due by July 15th of 2026 and 2027, respectively.

2.4.3.4 The Agency will inform the Recipient when DOOR is operational. Upon notification, Recipient shall enter and report all required data in DOOR.

2.4.4 Funding Disbursements

There is a flat rate of 15% for all administrative costs and the remainder of the funding must go to direct Eligible Refugee assistance.

2.4.4.1 Funds will be disbursed in four payments. Each payment shall be 25 percent of the total grant amount. The Recipient shall receive the next payment only after 90% of the previously disbursed funds have been fully expended.

2.4.4.2 The Recipient shall submit monthly financial reports on funds spent. All reports and payments must be approved by Agency prior to authorization.

SECTION 3: PROCUREMENT REQUIREMENTS

3.1 MINIMUM QUALIFICATIONS

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

3.1.1 Legal Entity Status

- A Resettlement Agency, defined in SB 960 as: “Eligible entity” which means an entity that has, or previously had, contracted with the United States Department of State under 8 U.S.C. 1522(b) or (c) to provide initial resettlement and case management services to refugees; or
- A Community-Based Organization 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, have three years’ experience as a CBO.

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):

- Proposer Information and Certification Sheet (Attachment A)
- Minimum Qualifications (Attachment B)
- Key Person(s) and Their Resumes (Attachment C)
- Technical Proposal (Attachment D)
- References (Attachment E)
- Budget Funding Request (Attachment F)
- Responsibility Inquiry (Attachment G)
- Disclosure Exemption Affidavit (Attachment H)

3.2.2 Proposal Page Limits

The Technical Proposal (Attachment D) is limited to 10 pages. All other attachments do not have a specific page limit but are subject to the limitations in Section 3.3 below.

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.

Proposer is solely responsible for ensuring its Proposal is received by the SPC in

accordance with the RFGP requirements before Opening. Agency is not responsible for any transmission errors or delays. A Proposal submitted by any other means will be rejected.

OregonBuys Electronic Response. Proposer should submit its Proposal electronically through OregonBuys at: OregonBuys.gov.

Detailed instructions on how to submit a Proposal can be found at [OregonBuys Vendor Formal Solicitation Response.pdf](https://www.oregon.gov/das/ORBuys/Documents/OregonBuys%20Vendor%20Formal%20Solicitation%20Response.pdf) (<https://www.oregon.gov/das/ORBuys/Documents/OregonBuys%20Vendor%20Formal%20Solicitation%20Response.pdf>)

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

Proposer shall submit one copy of its Proposal and all other submittal requirements, with Attachment A - Proposer Information and Certification Sheet bearing the Proposer's authorized representative's Signature, in one of the following formats: Adobe Acrobat (pdf) or Microsoft Word (docx). 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 H). Proposer shall also mark as "Confidential" in OregonBuys all attachments to its Proposal that Proposer believes are exempt from disclosure, and Proposer shall submit a fully redacted version of its Proposal, clearly identified as the redacted version.

3.2.4 Authorized Representative

Failure of Proposer's authorized representative to sign the Proposal may result in rejection of the Proposal by Agency. Agency may waive mistakes in its sole discretion.

3.3 PROPOSAL REQUIREMENTS

Proposal must address each of the items listed in this section and all other requirements set forth in this RFGP. Proposer shall describe the Goods to be provided or the Services to be performed or both. A Proposal that merely offers to provide the services as stated in this RFGP may be considered non-Responsive to this RFGP 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. Do not include any links in the

Proposal. Proposal should be straightforward and address the requests of the RFGP. 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 (Attachment A)

Proposer shall download from OregonBuys, complete the Proposer Information and Certification Sheet (Attachment A), and upload as part of the Proposal, to OregonBuys as Attachment A – Proposer Information and Certification Sheet.

Be sure you have included your business registration number with the Oregon Secretary of State’s Corporation Division.

Failure to demonstrate compliance with Oregon Tax Laws and sign the Proposer Information and Certification Sheet may result in a finding of non-Responsibility. This attachment is not scored; it is only used to determine if the Proposal is Responsive and Responsible.

3.3.2 Minimum Qualifications (Attachment B)

Proposer shall create Attachment B which will provide information to demonstrate the qualifications as a Resettlement Agency or a CBO registered as a non-profit with the Oregon Secretary of State’s Corporation Division, are met as stated in **Section 3.1.1, “Legal Entity Status”**. This is a pass/fail requirement, failure to provide this information will result in a finding of non-Responsibility.

Attachment B will be uploaded to OregonBuys as part of the Proposal as Attachment B – Minimum Qualifications. Attachment B is not scored as part of the Proposal.

3.3.3 Key Person(s) and Their Resumes (Attachment C)

Proposer shall provide a Key Person(s) Summary and their Resumes (Attachment C) and upload as part of the Quote to OregonBuys as Attachment C – Keys Person(s) and Their Resumes.

Attachment C should contain the following:

3.3.3.1 A Summary describing the key person(s) that will be performing the allowable activities, their roles and responsibilities, and experience working with Refugees.

3.3.3.2 A resume for each key person demonstrating their education and work

experience. Each resume should not exceed two pages.

3.3.4 Technical Proposal (Attachment D)

Proposer shall create their Technical Proposal (Attachment D) using a 12-point font, and upload as part of the Proposal to OregonBuys as Attachment D – Technical Proposal.

Attachment D should be set up with the same titles and in the following order and contain the answers to the following prompts:

3.3.4.1 Organizational Structure and Experience

Describe the structure of your organization. Describe your organization's core ethics, mission, and values. Describe how your organization is engaged with the Refugee Community and the type of Services you provide or provide referrals for, including the area where you currently provide services, and how long you have provided Services to Refugees. Describe your organization's experience in providing financial assistance.

3.3.4.2 Project Management and Reporting Plan

Describe the project management plan for providing financial assistance to Eligible Refugees statewide, including outreach, referrals for Extended Case Management and navigation services, processes in place for ensuring eligibility, and your capacity to be able to provide Services for Eligible Refugees statewide. Describe your plan and method for disbursing the financial assistance (i.e. checks, direct deposits, cash payments, cash cards, or any other method). Describe how your organization is set up to provide the reporting requirements in section 2.4, "**Program Description**", subsection 2.4.3, "**Reporting Requirements**".

3.3.4.3 Collaboration Plan

Explain the collaborations you have in place with Community Based Organizations, refugee resettlement agencies, Department of Human Services, State Agencies, Faith-Based Organizations, Other Local Service Providers and ORR Service Providers. Also include details for expansion of collaboration, including other successful Proposers, and how your organization will ensure that duplicate services are not provided.

3.3.5 References (Attachment E)

Proposer shall download the Reference Check Form (Attachment E) from OregonBuys.

Provide two references from current or former client firms for similar projects performed for any clients within the last three years. References must be able to verify the quality of previous similar or related projects.

Agency may check to determine if references provided support Proposer's ability to comply with the requirements of this RFGP. 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.

Proposer shall send the Reference Check Form (Attachment E) to its references. Reference forms must be completed by the reference, returned to the Proposer. Proposer shall upload as part of the Proposal to OregonBuys as Attachment E – Reference Checks.

3.3.6 Budget Funding Request (Attachment F)

Proposer shall create a Budget Funding Request that details their proposed funding request, which clearly identifies the administrative costs, not to exceed 15% of the total budget requested, and the remainder of the funding to be disbursed to Eligible Refugees. The total amount listed by the Proposer in Attachment F is considered by Agency as being an estimate and shall not be binding on the parties. In the event Proposer submits a successful Proposal, the Budget Funding Request will inform the final budget during the final Agreement negotiations between the parties. However, Agency may award a smaller budget if it determines doing so is in the best interest of the Agency. Attachment F will not be scored.

3.3.7 Responsibility Inquiry (Attachment G)

Proposer shall download Responsibility Inquiry (Attachment G) from OregonBuys to complete and upload as part of the Proposal through OregonBuys as Attachment G – Responsibility Inquiry. This attachment is not scored. Not submitting Attachment G may result in a finding of non-Responsive and non-Responsible.

3.3.8 Disclosure Exemption Affidavit (Attachment H)

Proposer shall download Disclosure Exemption Affidavit (Attachment H) from OregonBuys if it applies.

Attachment H is required only if Proposer wants to exempt information in its Proposal from disclosure to the public under Oregon Public Records Law (ORS 192.311 through 192.478).

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 Attachment H “Disclosure Exemption Affidavit” as part of the Proposal, including its Exhibit A.

Proposer shall also mark as “Confidential” in OregonBuys all attachments to its Proposal that Proposer believes are exempt from disclosure.

If Proposer does not have any information it wishes to exempt, then Attachment H is NOT required to be submitted as part of the Proposal. Non-receipt of Attachment H is verification and confirmation to ODHS that the Proposer has no information it wishes to exempt, and Proposer has waived any future claims of non-disclosure of information contained within its Proposal.

Public disclosure of the information included on Exhibit A to Attachment H may depend on official or judicial determinations made in accordance with the Public Records Law.

If declaring an exemption of information in the Proposal, Proposer shall upload Attachment H – Disclosure Exemption Affidavit as part of the Proposal to OregonBuys This attachment is not scored.

SECTION 4: SOLICITATION PROCESS

4.1 PUBLIC NOTICE

The RFGP 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 RFGP 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 RFGP by this reference.

4.2 PRE-PROPOSAL CONFERENCE

A Pre-Proposal conference will be held at the date and time listed in the Schedule. Prospective Proposers’ participation in this conference is highly encouraged but not mandatory.

The purpose of the Pre-Proposal conference is to:

- Provide additional description of the project;
- Explain the RFGP process; and
- Answer any questions Proposers may have related to the project or the process.

Statements made at the Pre-Proposal conference are not binding upon Agency. Proposers may be asked to submit questions in Writing.

Interested parties may participate in the Pre-Proposal Conference by:

Copying and pasting into your browser the link, to be directed to the Teams Meeting. It is highly encouraged that interested parties try this link no later than 11 a.m. on May 21, 2026, in advance of the Pre-Proposal Conference, to ensure your computer can access the meeting. If access cannot be achieved from your computer, please contact the SPC listed on page 1, for further support. If contact is made with less than 24-hours' notice, the SPC may not be available to provide technical assistance.

Pre-Proposal Conference Link:

<https://teams.microsoft.com/meet/252598195770096?p=8hMxOwT4zRTUbu9cnN>

Meeting ID: 252 598 195 770 096

Passcode: AP9rw7sS

Dial in by phone: [+1 971-277-2343,451174095#](tel:+19712772343451174095)

Find a local number: <https://dialin.teams.microsoft.com/2df0f08c-5e2f-4516-b2d9-ce7dd2663420?id=451174095>

Phone Conference ID: 451 174 095#

4.3 QUESTIONS / REQUESTS FOR CLARIFICATIONS

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

- Be delivered to the SPC via an OregonBuys submission, or email;
- Reference the OregonBuys bid number ;
- Identify Proposer's name and contact information;
- Refer to the specific area of the RFGP 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.

4.4 PROPOSAL MODIFICATION OR WITHDRAWAL

If a Proposer wishes to make modifications to a submitted Proposal, the Proposer must submit its modification through OregonBuys. 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, prior to the Opening. To be effective the notice must include the OregonBuys bid number.

4.5 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.

4.6 PUBLIC OPENING

There will be no public opening.

4.7 PROPOSAL REJECTION

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

- Proposer fails to substantially comply with all prescribed RFGP 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 is not Responsible, as determined by Agency.
- Proposer makes any contact regarding this RFGP 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 RFGP or Amendment(s).

4.8 EVALUATION PROCESS

4.8.1 Responsiveness and Responsibility Determination

4.8.1.1 Responsiveness determination

A Proposal received prior to Opening will be reviewed to determine if it is Responsive to all RFGP 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.

4.8.1.2 Responsibility Determination

Agency will determine if an apparent successful Proposer is Responsible prior to award and execution of the Agreement. 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.

4.8.2 Evaluation Criteria

Each Proposal meeting all Responsiveness requirements will be independently evaluated by members of the 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.

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 its expertise, knowledge, and understanding of the subject matter.
7-9	VERY GOOD - Response provides useful information, while showing experience and knowledge within the category. Response demonstrates above average knowledge and ability with no apparent deficiencies noted.
4-6	ADEQUATE - Response meets all requirements in an adequate manner. 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 unacceptable response that does not meet the requirements set forth in the RFGP. Proposer has not demonstrated knowledge of the subject matter.

4.8.2.1 Key Person(s) and Their Resumes (Section 3.3.3) up to 20 points

- How well does the Proposer’s summary describe the key person(s) role and responsibilities performing the allowable activities and their experience working with refugees? (up to 10 points)
- How well do the Proposer’s resumes demonstrate each key persons education and work experience? (up to 10 points)

4.8.2.2 Technical Proposal (Section 3.3.4)

4.8.2.2.1 Organizational Structure and Experience (Subsection 3.3.4.1) up to 50 points

- How well does the Proposal describe the organization’s structure? (up to 10 points)

- How well does the Proposal describe the organizations core ethics, mission, and values? (up to 10 points)
- How well does the Proposal describe how they are engaged with the Refugee Community and their prior experience working with the eligible populations listed in section 2.4.1? (up to 10 points)
- How well does the Proposal describe their experience in providing similar services? (up to 10 points)
- How well does the Proposer's Proposal describe the area they currently provide services for and how long they have provided services? (up to 10 points)

4.8.2.2.2 Project Management Plan and Reporting (Subsection 3.3.4.2) up to 40 points

- How well does the Proposal describe their plan for providing financial assistance to Eligible Refugees, including outreach, referrals for Extended Case Management, navigation services, and the method for cash disbursement? (up to 10 points)
- How well does the Proposal describe the process in place for ensuring eligibility? (up to 10 points)
- How well does the Proposal describe the Proposer's capacity to provide Services for Eligible Refugees statewide? (up to 10 points)
- How well does the Proposal describe the Proposer's ability to obtain, retain and report information required under this RFGP? (up to 10 points)

4.8.2.2.3 Collaboration Plan (Subsection 3.3.4.3) up to 30 points

- How well does the Proposal explain the collaboration the organization has in place with Community Based organizations, Refugee Resettlement Agencies, Department of Human Services, State Agencies, Faith-Based Organizations, Other Local Service Providers and ORR Service Providers? (up to 10 points)
- How well does the Proposal describe a plan for how the organization will expand their collaboration, including other successful Proposers? (up to 10 points)
- How well does the Proposal describe how the organization will ensure that duplicate services are not provided? (up to 10 points)

4.8.2.3 References (Section 3.3.5) Up to 10 points

- How well do the Reference’s answers demonstrate their satisfaction with the services provided, and their satisfaction with the business relationship and the Proposer’s problem resolution skills? (up to 10 points)

4.9 POINT AND SCORE CALCULATIONS

Scores are the values (0 through 10) assigned by each evaluator.

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

TOTAL POINTS POSSIBLE		150
POINTS 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
4.9.2.3	References	10

The SPC will average all scores for each criterion, references, and average the scores.

EXAMPLE:

Proposer A receives scores of 9, 7, and 5 for criterion worth up to 10 points. The SPC averages 9, 7, and 5 for a score of 7.

4.10 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 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 apparent successful Proposers 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 apparent successful Proposers 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

4.10.1 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.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.1 Award Consideration

Agency, if it awards an Agreement, will award an Agreement 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 amount requested or for less than the full Program Description as described in this RFGP.

5.1.2 Intent to Award Notice

Agency will notify all Proposers in writing, posted to OregonBuys, that Agency intends to award an Agreement to the selected Proposer(s) subject to successful negotiation of any negotiable provisions.

5.2 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

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

5.2.1 Insurance

Prior to award, Proposer shall secure and demonstrate to Agency proof of insurance as required in this RFGP or as negotiated. Insurance Requirements are

found in Exhibit C of Attachment I.

5.2.2 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.

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

5.3 AGREEMENT NEGOTIATION

5.3.1 Negotiation

After selection of a successful Proposer, Agency may enter into Agreement negotiations with the successful Proposer. By submitting a Proposal, Proposer agrees to comply with the requirements of the RFGP, including the terms and conditions of the Sample Grant Agreement (Attachment I), except for those terms listed below for negotiation.

Proposer shall review the attached Sample Grant Agreement 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 Agreement, 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 an Agreement with the successful Proposer substantially in the form set forth in Sample Grant Agreement (Attachment I).

Following the selection of the apparent successful Proposer, Agency may agree to negotiate changes to the negotiable provisions of the Sample Agreement 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

If the parties have not reached mutually agreeable terms within 60 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:

<https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz>

6.3 GOVERNING LAWS AND REGULATIONS

This RFGP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFGP, 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 RFGP become the Property of Agency. By submitting a Proposal in response to this RFGP, 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 an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFGP 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 RFGP; REJECTION OF PROPOSAL; NO DAMAGES.

Agency may reject any or all Proposals in-whole or in-part, or may cancel this RFGP 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 RFGP or an 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.