



**REQUEST FOR QUALIFICATIONS**

**RFQ 04-21-01**

**SAN JOSE SILICON VALLEY WORKFORCE DEVELOPMENT BOARD**

**ADULT AND DISLOCATED WORKER WORKSHOPS**

**RFQ**

**Date: March 20, 2021**

# TABLE OF CONTENTS

Part 1	BACKGROUND INFORMATION	4
A.	Overview	4
B.	Contract Term	4
C.	Contract Type	5
D.	Eligible Applicants	5
E.	Service Providers Under this RFQ Do Not Need Extensive Knowledge of WIOA	5
F.	Cost of Proposals	6
PART 2	ADMINISTRATION OF THIS REQUEST FOR QUALIFICATIONS (RFQ)	6
A.	Provider List	6
B.	RFQ Contact Information	7
C.	How to Obtain This RFQ	7
D.	Pre-Proposal Technical Assistance Conference	7
E.	Procedure for Submitting Questions and Inquiries	7
F.	Submission of Proposals	8
G.	Late Proposals	8
PART 3	ADMINISTRATIVE REQUIREMENTS/EXPECTATIONS	8
A.	Funding Requirements	8
B.	Participation in Monitoring	9
C.	Funding Constraints	9
D.	Fiscal Responsibility	9
PART 4	OTHER PROVISIONS	9
A.	Agency Litigation Involvement Form	9
B.	Selection by the Workforce Development Board	9
C.	Insufficient Proposals	11
D.	Public Nature of Proposals	11
E.	Grounds for Disqualification	12
F.	Conflict of Interest	12
G.	Contract Requirements for Successful Agencies	13
H.	EEO Certification	14

I.	Employee Health Insurance Coverage Information.....	14
J.	Information Regarding Submittals.....	14
K.	Appeals and Grievances.....	14
L.	Proposer Debriefing Policy.....	15
M.	Addenda and Interpretation .....	15
N.	Proposal Submission .....	15
O.	Examination of Proposed Material .....	15
P.	Terms and Conditions of Agreement.....	16
Q.	Insurance Requirements.....	16
R.	City Business Tax.....	16
	PART 5 ADULT AND DISLOCATED WORKER SERVICE DELIVERY.....	16
A.	The Workforce Development Board Service Delivery Area .....	16
B.	WIOA Adult and Dislocated Worker Program Goals.....	17
C.	Service Delivery Model .....	17
D.	The Workforce Development Board Priority Sectors: .....	17
E.	WIOA Program Overview.....	17
	PART 6 SCOPE OF SERVICES.....	18
A.	RFQ Summary .....	18
B.	Workshops .....	18
	PART 7 WORKSHOP BUDGET.....	19
	PART 8 EVALUATION CRITERIA.....	19
A.	RFQ Review Process.....	19
B.	Rating Panel .....	19
C.	Evaluation .....	19
D.	Application Questions.....	20

## **Part 1      BACKGROUND INFORMATION**

### **A. Overview**

The City of San José Office of Economic Development San José Silicon Valley Workforce Development Board, hereinafter referred to as "The Workforce Development Board," or "WDB" was formed to serve the employment and training needs of the communities within the local service delivery area, which includes the cities of Gilroy, Morgan Hill, Los Gatos, Monte Sereno, Saratoga, Los Altos Hills, Campbell, unincorporated areas of Santa Clara County and San José. The WDB seeks qualified individuals and entities to be placed on an eligibility list to provide Workshops.

Providers that qualify to be on this list will provide Workshops to Workforce Innovation and Opportunity Act (WIOA) eligible adults and dislocated Workers or adults and dislocated workers eligible for other grants received by the CITY for workforce services, collectively referred to herein as "Adults and Dislocated Workers".

This RFQ contains the necessary background, requirements, information, instructions, and forms for responding to this RFQ.

The WDB reserves the right to terminate or adjust this RFQ to conform to available funds. The WDB further reserves the right to accept an offer in full, or in part, or to reject all offers.

This RFQ solicits proposals for unique and innovative workshops that link Adults and Dislocated Workers to careers in the WDB's priority sectors or in-demand occupations

- a. Finance
- b. Advanced Manufacturing
- c. Information and Communications Technology ("ICT")
- d. Construction/Pre-Apprenticeship
- e. Healthcare
- f. Other key sectors identified by the WDB

The current list of in-demand occupations can be found at [www.work2future.org/media/](http://www.work2future.org/media/).

### **B. Contract Term**

The qualifying organizations will be required to enter into an agreement with the City for an initial term of two years, with two two-year options to renew immediately following the initial contract term. Exercise of a renewal option is solely at the discretion of City, and may be dependent upon WDB approval, compliance with contractual obligations, satisfactory performance, funding availability, ongoing legislative mandate for these federally-funded workforce development services, and other factors as determined by the WDB.

The City reserves the right to terminate the contract annually or earlier based on contractor performance and compliance with contractual terms and conditions.

### C. Contract Type

Final contracts will be subject to any changes in the legislation, regulations or policies promulgated by the funding source.

Final selection shall be contingent upon selected firm (Contractor) accepting Terms and Conditions in substantial conformity to the terms listed in the contract template in the Attachments component of WebGrants.

This Request for Qualifications is not a guarantee of funding, but will result in a list of eligible providers that meet the minimum qualifications to provide Workshops to Adults and Dislocated Workers for the WIOA program.

The City will determine successful proposers using the evaluation criteria and will execute a contract with the successful proposer(s).

As the WDB deems necessary, it will release additional Requests for Qualifications to enhance the depth and breadth of the Workshop list. Successful proposers will be required to have and maintain the insurance policies set forth in EXHIBIT G of the contract template included in the WebGrants Attachments Menu.

### D. Eligible Applicants

This Request for Qualifications seeks proposals from organizations that can demonstrate at least 12 months of experience and performance, within the last 5 years, providing Workshops to Adults and Dislocated Workers prior to the proposal submission deadline listed in the Procurement Timeline.

### E. Service Providers Under this RFQ Do Not Need Extensive Knowledge of WIOA

It is anticipated that some agencies without prior experience in providing WIOA or Workforce Innovation Act (WIA) Adult and Dislocated Worker Workshops will submit proposals. Qualifying service providers are not required to have extensive knowledge of the Workforce Investment and Opportunity Act and its regulations and processes, but must be capable of effectively and efficiently providing the services sought. Service providers must demonstrate their experience in compliance with regulations similar to the relevant WIOA and contractual requirements relating to:

1. Documentation of Adult and Dislocated Worker or other WIOA funded program course or activity participation, including attendance
2. Documentation of Adult and Dislocated Worker progress and outcomes
3. Coordination with WDB case managers to assure that clear information about participation, progress, and outcomes, as well as emerging barriers and local interventions, are communicated to WDB case managers for case noting and additional intervention.

4. Qualifying service providers should also have a demonstrated capacity to provide services within a complex system that includes coordination with other service providers.
5. The services and activities provided by organizations funded under this Request for Qualifications must meet contractually negotiated performance outcomes including the relevant Common Measures defined by WIOA.

**F. Cost of Proposals**

All costs associated with responding to this RFQ are to be borne by the Proposer. The WDB shall not in any way be liable or responsible for any costs incurred in connection with the preparation of any proposal submitted in response to this RFQ.

**PART 2 ADMINISTRATION OF THIS REQUEST FOR QUALIFICATIONS (RFQ)**

This part describes the goals and objectives of this procurement, the RFQ process, and RFQ provisions.

**A. Provider List**

This RFQ solicits interest and provides a framework to assess the capability and workplans of responding organizations to provide Workshops

**Complete details of the Scope of Services under this RFQ are found in Part 6 of this document and also located as Attachment C in the “Attachments” WebGrants menu item.**

In addition, the following attachments, exhibits and/or appendices are included:

<b>Attachment Number</b>	<b>Title</b>
A	Complete Request for Qualifications
B	Procurement Timeline
C	Scope of Services
D	Evaluation Criteria
E	Exemplar Agreement with Exhibits (Including Insurance Requirements) NOTE: Attachment E is to be used for general information purposes only, and is subject to change.

F	Memorandum of Understanding Template
---	--------------------------------------

#### B. RFQ Contact Information

	City of San Jose Colleen Brennan Workforce Development Board colleen.brennan@sanjoseca.gov
--	---

#### C. How to Obtain This RFQ

This RFQ is available on WebGrants, the CITY’s grants management system located at <http://grants.sanjoseca.gov>. Proposers can also find a link at the City of San Jose work2future website, [www.work2future.org](http://www.work2future.org). At either website, follow the links to register for the on-line service. If you are already a registered WebGrants user, you do not need to re-register. Log in with your existing User ID and password.

All addenda and notices related to this procurement will be posted by the City on WebGrants.

#### D. Pre-Proposal Technical Assistance Conference

A Non-Mandatory Technical Assistance Conference will be held on Friday, April 23, 2021 at 2:00 p.m. Pacific Daylight Time (PDT). The purpose of this meeting is for City Staff to present an overview of the RFQ, and answer any questions pertaining to the RFQ. City Staff reserves the right not to answer any questions that are non-applicable or inappropriate. At its discretion, Staff may defer certain questions and respond to all proposers in writing after the meeting by posting in an Addendum in WebGrants.

#### E. Procedure for Submitting Questions and Inquiries

1. Questions pertaining to this RFQ should be submitted via e-mail to the contact listed in Section B above. Please submit all questions by 4:00 p.m. PDT, Wednesday, May 12, 2021. The City will provide a written response to all pertinent questions in the form of an Addendum which will be posted in the “Addendum” WebGrants Opportunity Components menu item.
2. WDB cannot assist proposers with the actual preparation of their proposals. During the period of time between the publication date of the RFQ and the deadline date to submit technical RFQ questions, WDB can only respond to technical questions about the RFQ submitted by e-mail to the primary point of contact listed above. Responses to all technical questions will be posted in the “Addendum” Opportunity Components Menu item on WebGrants.
3. Objections

- a. Any objections as to the structure, content or distribution of this RFQ must be submitted in writing to the contact identified in Section B above prior to the submission deadline for Questions and Answers, Pacific Standard Time. Objections must be as specific as possible, and must identify the applicable RFQ Part number and title, section letter and title (if applicable), as well as a description and rationale for the objection.

#### F. Submission of Proposals

1. Proposals will be accepted only via WebGrants. WebGrants will not accept proposals submitted after the submittal deadline in the procurement timeline located in the WebGrants Opportunity Components Menu.
2. Refer to the procurement timeline in in the WebGrants Opportunity Components Menu for due dates and delivery method.
3. Proposals must be submitted by Wednesday, May 19th, 2021 at 4:00 p.m. Pacific Daylight Time

#### G. Late Proposals

WebGrants will not accept proposals submitted after the due date and time. **Allow sufficient time for proposal submission in the event of any technical issues.** The City is not responsible for late proposal submission due to any computer malfunctions, internet connections, speed issues, or any other technical issues.

### **PART 3 ADMINISTRATIVE REQUIREMENTS/EXPECTATIONS**

This section is a listing of General Administrative Requirements that must be adhered to throughout the term of the agreement including but not limited to the following and the requirements set forth in the template agreement.

#### A. Funding Requirements

The Workforce Development Board is largely funded by federal dollars through the Department of Labor and therefore follows the Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

- 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 48 CFR Part 31

Additional restrictions may be imposed based on the individual grant source.



Proposers unable to meet these standard requirements will not qualify to provide the services requested under this RFQ.

#### B. Participation in Monitoring

At any time the Department of Labor, the State of California Employment Development Department, or the WDB may monitor progress, and/or adherence to any and all grant regulations. The selected service provider must open records and allow monitors to perform their oversight duties. Service provider(s) must adhere to all requirements within 2 CFR § 200.328 with regards to monitoring and reporting program performance. The WDB adheres to a monitoring strategy in order to facilitate self-assessment and on-site reviews to ensure accuracy of data reported and collected. Participants' files and data systems shall also be reviewed to: ensure data integrity and continuous improvement of system operations; reduce the error rate, and ensure compliance with federal, state and local laws, transmittals, directives, policies, procedures and regulations.

#### C. Funding Constraints

Organizations submitting proposals are reminded that the WIOA funds available under this Request for Qualifications cannot be used to provide services or to offset costs when such services and costs are not funded by this RFQ. Funds may not be used for any purpose listed in WIOA Section 181 (b).

#### D. Fiscal Responsibility

The proposer must demonstrate the ability to accept fiscal liability for grant funds. (Office of Management 2CFR 200 Uniform Guidance)

### **PART 4 OTHER PROVISIONS**

#### A. Agency Litigation Involvement Form

The WDB is concerned with litigation involving agencies that may affect the proposer's ability to (1) implement the workplan in a timely manner, and/or (2) provide the staff and resources specified in the proposal. Please provide specific details of current litigation and any potential impact on the proposed workplan in the "Agency Litigation Involvement" form in the Opportunity Components Menu in WebGrants.

#### B. Selection by the Workforce Development Board

1. Notwithstanding any other provision of this RFQ, proposers are hereby advised that this RFQ is a solicitation for proposals only, and is not intended and is not to be construed as an offer to enter into any contract or other agreement, or engage in any formal competitive bidding or negotiation. The WDB reserves the right to withdraw or modify the RFQ at any time. In the event of a modification, the proposer(s) will be given a limited amount of time to revise proposals.

2. After the submittal deadline, the WDB will not accept any unsolicited information a proposer wishes to provide; however, the WDB may contact a proposer to clarify any proposal information.
3. Notwithstanding a recommendation of a department, agency, individual, or other, the WDB retains the right to exercise its judgment concerning the selection of a proposer and the terms of any resultant contract, and to determine which proposal best serves the interests of the WDB. The WDB is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract. The WDB reserves the right to establish additional considerations or criteria for funding, as deemed necessary. Such considerations may be addressed through contract negotiations.
4. The WDB may reject any proposal and waive any requirement, subject to applicable law, when the action is considered to be in the WDB's best interest and negotiate with any proposer changes, revisions, and/or modification of their proposals. The WDB reserves the right to fund all or part(s) of a proposal. Submission of a proposal does not guarantee that a proposal will be funded. Proposers must permit the WDB to use ideas presented in their proposals without payment or other consideration.
5. The WDB reserves the right to modify the scope of the program to any extent necessary to ensure compliance with State and/or Federal guidelines. Failure of the proposer to modify its program in accordance with such guidelines may result in reconsideration of funding recommendations, or termination and recovery of funding.
6. Agencies employing members of the WDB as contractors, partners, consultants, or in any other capacity, must make such information known within their proposal document. Failure to do so may result in disqualification of the proposal, cancellation of a contract or contract award, or result in disciplinary action against individuals involved.
7. Acceptance of Terms and Conditions: Any proposer submitting a proposal understands and agrees that its proposal shall constitute acknowledgment and acceptance of, and intent to comply with, all the terms and conditions contained in the RFQ. Any response to this RFQ not meeting the RFQ's terms and conditions may be rejected.
8. Compliance with RFQ: The response to this RFQ shall be made according to the specifications contained herein. Failure to adhere to RFQ instructions may be cause for rejection of the proposal. A proposal that contains conditions or limitations set up by the proposer may be deemed irregular and rejected by WDB, or WDB may waive such irregularities in its sole discretion.
9. Truth and Accuracy of Representation: False, incomplete, or unresponsive statements in connection with a proposal may be cause for its rejection. The evaluation and determination of the fulfillment of this requirement shall be in the WDB's sole judgment, and its judgment shall be final and conclusive.

10. Changes to RFQ: A proposer submitting a proposal shall not change the wording of the RFQ, and no words or comments shall be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to the RFQ may be deemed irregular and rejected.

### C. Insufficient Proposals

If an insufficient number of responsive proposals are received, the WDB reserves the right to reject all proposals and reissue this RFQ or a new RFQ, or to enter into a sole source procurement, if applicable as allowed by law.

### D. Public Nature of Proposals

1. All correspondence with the City including responses to this RFQ will become the exclusive property of the City and will become public records under the California Public Records Act (Cal. Government Code section 6250 et seq.) All documents that you send to the City will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.
2. Therefore, any proposal which contains language purporting to render all or significant portions of their proposal “Confidential”, “Trade Secret” or “Proprietary”, or fails to provide the exemption information required as described below will be considered a public record in its entirety subject to the procedures in item 3(b) below.
3. Do not mark your entire proposal as “confidential”.
  - a. The City will not disclose any part of any proposal before it announces a recommendation for award, on the ground that there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals received in response to this RFQ will be subject to public disclosure. If you believe that there are portion(s) of your proposal which are exempt from disclosure under the Public Records Act, you must mark it as such and state the specific provision in the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must plainly mark the information as “Trade Secret” and refer to the appropriate section of the Public records Act which provides the exemption as well as the factual basis for claiming the exemption.
  - b. Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San José may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked “Confidential”, “Trade Secret” or “Proprietary”, the City

will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

#### E. Grounds for Disqualification

All Proposers are expected to have read and understand the "Procurement and Contract Process Integrity and Conflict of Interest", Section 7 of the Consolidated Open Government and Ethics Provisions adopted by the San José City Council on August 26, 2014. A complete copy of the Resolution 77135 can be found at: <https://records.sanjoseca.gov/Resolutions/RES77135.PDF>

Any Proposer who violates the Policy will be subject to disqualification. Generally, the grounds for disqualification include:

1. Contact regarding this procurement with any City official or employee or Evaluation team other than the Procurement Contact from the time of issuance of this solicitation until the end of the protest period.
2. Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms, or conditions of this proposal.
3. Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.
4. Evidence of submitting incorrect information in the response to a solicitation or misrepresenting or failing to disclose material facts during the evaluation process.

In addition to violations of Process Integrity Guidelines, the following conduct may also result in disqualification:

1. Offering gifts or souvenirs, even of minimal value, to City officers or employees.
2. Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City.
3. Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the proposal.
4. Proposer's default under any City agreement, resulting in termination of such Agreement.
5. Evidence of any wage theft judgements as described in the Certification Form.

#### F. Conflict of Interest

In order to avoid a conflict of interest or the perception of a conflict of interest, Proposer(s) selected to provide services under this RFQ will be subject to the following requirements:

1. The Proposer(s) selected under this RFQ will be precluded from submitting proposals or bids as a prime contractor or subcontractor for any future

procurement with the City if the specifications for such procurements were developed or influenced by the work performed under the agreement(s) resulting from this RFQ.

2. Proposer(s) may not have any interest in any potential Proposer for future City procurements that may result from the work performed under the agreement resulting from this RFQ.
3. In order to determine whether such interest may exist, all Proposers must complete the Conflict of Interest Form included in the Attachments Menu in WebGrants.
4. The Proposer(s) selected under this RFQ will be precluded from submitting proposals or bids for any work2future WIOA service provider RFP, unless they first submit a written request to be deleted from the list resulting from this RFQ. This will prevent conflict of interest between the service provider, which is the entity that schedules workshops, and the workshop providers.

#### G. Contract Requirements for Successful Agencies

Agencies selected for funding must submit a number of documents prior to execution of contract including without limitation:

1. Articles of Incorporation (if legal entity is a Corporation)
2. Documentation of Signatory Authorization
3. Required Insurance Documentation
4. Debarment Certificate (included in Contract template)
5. City of San Jose Business License
6. Financial Dashboard (a summary of indicators from organization's Audited Financial Statements, a template to complete the Dashboard will be provided by WDB Staff.)
7. W-9

These documents must be submitted by uploading them to the Organization Permanent Documents section of your Organization's profile in WebGrants. Instructions to upload documents will be provided by the WDB staff. Failure to provide a requested document within what the WDB considers a reasonable time frame will be grounds for cancellation of a proposer's selection.

WIOA requires service provider staff to have a professional credential or certification. Staff providing services under this RFQ must possess such a credential or certificate, or acquire the credential or certificate by December 31, 2021.

#### H. EEO Certification

As part of the contract, successful proposers will be required to certify that they do not discriminate on the grounds of race, color, creed, religion, sex, sexual orientation, actual or perceived gender identity, marital status, family status (minor children or no minor children), national origin, ancestry, age, disability, political affiliation or belief, and for participants only, citizenship or participation in programs or activities funded under WIOA, in admission or access to, opportunity or treatment in, or employment in the administration of, or in connection with, any program or activity funded under this RFQ.

#### I. Employee Health Insurance Coverage Information

Prior to contract execution, successful proposers will be required to provide information regarding the status of employee health insurance coverage provided by the proposer.

#### J. Information Regarding Submittals

The WDB will not provide information regarding the number of proposals submitted, the amounts requested, or the names of proposing entities, until the recommendations for funding are made public.

All proposals become the property of the City of San Jose. It is understood and agreed that the proposer has no proprietary rights to the ideas or written materials contained in or attached to its proposal.

#### K. Appeals and Grievances

If any agency submits a proposal and it is not recommended for funding during the review process, and the agency can show that any substantial portion of the RFQ process has not been followed, the agency may appeal the recommendation to the WDB. Only appeals that cite the specific sections of the RFQ that are being challenged will be considered. Differences of opinion regarding the merits of proposals recommended for funding are not grounds for submitting an appeal. The appeal must be in writing and shall set forth specific facts and evidence and specify which component of the RFQ, procurement policy or procedure is being disputed.

The appeal must be received by the Workforce Development Board within five (5) business days of the agency's receipt of the notification of non-award. Notification of non-award will occur after the notification of intent to award, listed in the Procurement Timeline, Attachment C in the Attachments menu component in WebGrants. All appeals should be directed to the attention of Monique Melchor, Workforce Development Board Director, at 5730 Chambertin Drive, San Jose, 95118. Appeals received after the established time frame will not be accepted.

#### L. Proposer Debriefing Policy

Beginning not less than 30 days after the award is announced, and for 90 days after the award is announced (a 60-day window), the WDB will provide any requesting proposer with a debriefing on their proposal. All requests for debriefing must be made in writing or by e-mail by the authorized official whose signature appears on the proposal, or his or her successor in office. Please submit your request via email to the Procurement Contact: Colleen Brennan, [colleen.brennan@sanjoseca.gov](mailto:colleen.brennan@sanjoseca.gov)

Do not contact any WDB staff other than the Procurement Contact regarding your proposal.

The WDB offers debriefings to assist proposers in improving the overall quality and responsiveness of their proposals. Debriefing is restricted to information regarding strengths or weaknesses in the proposal as indicated by the review panel.

#### M. Addenda and Interpretation

1. The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this RFQ or should there be a need to clarify the RFQ, requests for clarification may be sent via e-mail or fax to the attention of the contact named in Part 2 section B.
2. Proposer requests for clarification shall be deliverable as addenda in WebGrants. Any City response to a request for clarification will be made in the form of an addendum to this RFQ. All addenda shall become part of this RFQ.
3. Addenda to this RFQ will be posted on WebGrants. It is proposer's responsibility to log on to WebGrants and check for addenda after April 20th, 2021.

#### N. Proposal Submission

1. This RFQ does not commit the City to pay any costs incurred in the submission of a proposal or in making any necessary studies or designs for the preparation thereof, nor the purchase or contract for the services.
2. After acceptance of the successful proposal by the City, the successful Proposer(s) shall be obligated to enter into an agreement consistent with the proposal submitted.

#### O. Examination of Proposed Material

The submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and that they have read and understood the RFQ. No request for modification of the statement shall be considered after its submission on grounds that Proposer was not fully informed as to any fact or condition.

P. Terms and Conditions of Agreement

1. Upon conclusion of the RFQ process, City Staff will make a recommendation to the WDB regarding the selection based upon the evaluation of the proposals. Successful Proposer(s) shall enter into a contract with the City in substantial conformity with the selected proposal and the form of the City's Standard Terms and Conditions. Attachment E, Exemplar Agreement, outlines the City and its standard terms and conditions as part of the agreement between the City and the successful Proposer. Attachment E is to be used for general information purposes only, and is subject to change to conform to the Workforce Investment and Opportunity Act (WIOA).
2. All agreements will require the Proposer to adhere to the terms of their proposal and to act in accordance with all applicable laws and regulations.
3. An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City.

Q. Insurance Requirements

1. The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment E, Exhibit G.
2. All policies, endorsements, certificates and/or binders shall be subject to approval by the Risk Manager of the City of San Jose as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsements.
3. Certificate of Insurance, as required, shall be provided to City within 10 days of the notice of award. Failure to provide the required Certificate of Insurance may result in withdrawal of the Award, and award to the next highest ranked proposer.

R. City Business Tax

The Proposer(s) shall be required to comply with the San Jose Municipal Code Chapter 4.76 with respect to payment of the City Business Tax prior to any commencement of work. Contact Finance/Revenue Management at (408) 535-7055 to determine the applicable tax costs.

**PART 5 ADULT AND DISLOCATED WORKER SERVICE DELIVERY**

A. The Workforce Development Board Service Delivery Area

WIOA requires coordination of services to assist adults and youths in preparation for the workforce. The Workforce Development Board was formed to serve the employment and training needs of the communities within the local service delivery area, which includes



the cities of Gilroy, Morgan Hill, Los Gatos, Monte Sereno, Saratoga, Los Altos Hills, Campbell, unincorporated areas of Santa Clara County and San José. Business and WIOA-eligible client services are provided at the Workforce Development Board America's Job Centers of California (AJCC) and other Workforce Development Board-approved locations.

Other grants work2future may receive may require workshops. Service delivery area for other grant programs may include greater or fewer locations.

#### B. WIOA Adult and Dislocated Worker Program Goals

The WDB program goals for eligible Adults and Dislocated workers are: quality case management and connection to activities that increase participants' employment, retention, earnings, and occupational skills for occupations in the WDB's priority sectors, with a customer centered design, looking first at what the customer needs and then, using cultural competencies, developing an appropriate menu of services to meet those needs.

#### C. Service Delivery Model

The overall Adult and Dislocated Worker service delivery model is comprised of distinct sections, each providing a portion of the following services: outreach, recruitment, case management, workshops, job sourcing, job placement, follow-up, and performance management.

The qualifying providers of Workshops will work with the providers of other elements of the service delivery model to ensure the clients' success.

#### D. The Workforce Development Board Priority Sectors:

The Workforce Development Board expects all services provided to be aligned with the following key priority sectors and in-demand occupations:

- Finance
- Advanced Manufacturing
- Information and Communications Technology
- Construction
- Healthcare
- Any other sectors identified by the Workforce Development Board
- The current list of in-demand occupations can be found at [www.work2future.org/media/](http://www.work2future.org/media/).

#### E. WIOA Program Overview

The Workforce Innovation and Opportunity Act (WIOA) program's goal is strengthening the workforce system through innovation and alignment of services to promote individual

and national economic growth. Career services are made available to adult individuals 18 years old or older

## **PART 6 SCOPE OF SERVICES**

### **A. RFQ Summary**

This is a Request for Qualifications (RFQ) that creates from among the proposing organizations a list of providers to deliver Workshops; which may include but are not limited to the topics in Section B below.

The workshops will be provided to Adults and Dislocated Workers who are eligible for Workforce Innovation and Opportunity Act or other Grant program services. The Adult and Dislocated Worker workshops sought in the RFQ are one component of the WDB's Adult and Dislocated Workers system. Other elements of the system are provided through a separate contract.

An eligible Agency will have a minimum of 12 months of experience, with the last 5 years prior to the submittal deadline, in providing workshops to Adults and Dislocated Workers

### **B. Workshops**

#### Scheduling of Workshops:

On average, work2future holds 25 to 30 workshops per month. Workshops will be scheduled by the Adult and Dislocated Worker service provider based on the types of workshops requested by the clients and the number of clients requesting each type of workshop. The actual number of workshops per week or month will vary depending on the current client needs.

Location of services: Workshop providers will be required to provide services at the WDB AJCC located at 1601 Foxworthy Avenue, San José once that location opens for business after the COVID-19 closure. Workshops may be provided at other WDB AJCC locations or other locations approved by the WDB upon sufficient client interest. Workshops will be provided in an online format during the COVID-19 closure and, if requested by the WDB, after the AJCCs reopen

- Types of workshops:

Workshops may include but are not limited to the following topics: Introduction to the Computer, Basic, Intermediate and Advanced workshops in MS Office applications, Business Writing, Introduction to Project Management, Cyber

Security, Cloud Computing, and may include soft-skills topics such as Resume Development and Interview skills. Workshops will be between 3 and 50 hours long. Refer to [www.work2future.org](http://www.work2future.org) for an example of current workshop offerings.

## **PART 7 WORKSHOP BUDGET**

The budget for hourly workshops proposed in this RFQ will consist of the cost per Workshop hour for the Workshop provided. Cost per hour must include all supplies, books, fees, and other expenses.

Cost per workshop hour cap: Based upon the WDB's experience, it has established a cap of \$150 per instructor-led workshop hour under this Request for Qualifications.

## **PART 8 EVALUATION CRITERIA**

### **A. RFQ Review Process**

Staff will screen all proposals that have been submitted via WebGrants by the submittal deadline for minimum qualifications, format compliance and completeness. If a proposal is not in compliance and complete, it will not be submitted to the proposal rating panel.

### **B. Rating Panel**

Members of the RFQ Evaluation Panel will be screened to ensure that there is no conflict of interest, such as, direct financial benefit to them, their organizations and/or employers, or any member of their immediate families, as a result of the award of a contract.

### **C. Evaluation**

The panel members will rate each accepted proposal, and this information will be entered in the rating section on WebGrants. The scores of each panel member will be averaged to attain a final score for each proposal. Only proposals scoring an average of 80 or more points by the Rating Panel, out of the 100 points available, with a minimum of 25 points in the "Adult Workshop List and Narrative" category, will be forwarded to WDB committees and the Board for consideration.

#### **Point Breakdown for Each Element**

Organization, Structure, Experience and Past Performance	20 POINTS
Staff Experience and Qualifications	20 POINTS
Adult Workshop List and Narrative	35 POINTS
Employer Linkages	25 POINTS
<b>Total:</b>	<b>100 POINTS</b>

## D. Application Questions

The following questions are to be answered within the WebGrants Application forms for this RFQ. The questions are listed below for reference only.

### a. Minimum Qualifications:

Does your organization have 12 months or more of experience, within the last 5 years, providing Workshops, as described in in Part 6 “Scope of Services”, to Adults and Dislocated Workers?

### b. Organization, Structure, Experience and Past Performance (20 POINTS)

1. Provide a clear and concise description of your organization’s mission, structure, and staffing plan and describe how those elements contribute to the organization’s capacity to meet the requirements and successfully provide the services requested within this RFQ.
2. Please describe your organization’s experience in administering Workshops to Adults and Dislocated Workers; any experience with other Adult and Dislocated Worker workshops, and any experience providing state or federal government-funded training programs within the past three (3) years. Please include the name of the program, amount of funding, location, type and scope of the training programs. Indicate the number of clients served annually and the type of client population served. Include information on administration, planning, monitoring and evaluation. Please include the performance requirements and the related performance outcome data for the training programs cited. Demonstrate and provide examples of how your organization was performance-driven, flexible, innovative, and creative in the delivery of Workshop services. Information regarding contracts your organization has with other City of San José departments may be used.
3. Please upload at least three (3) letters of reference that verify the quality, accountability and timely performance of your organization’s performance providing workshops under prior contracts. Include all necessary contact information to allow WDB staff to complete verifications.
4. Please describe your organization’s experience providing Workshops to diverse Adults and Dislocated Workers customers including, but not limited to Veterans, low income adults, basic skills deficient individuals, Long-term Unemployed, and Dislocated

Workers Dislocated. Include performance data to substantiate your success with these or similar populations.

5. Please describe your organization's experience in providing workshops that lead to participants' readiness for occupations in the WDB's priority sectors, with a customer centered design, looking first at what the customer needs and then, where appropriate, using cultural competencies, developing an appropriate menu of services to meet those needs.
6. Describe any programs your organization has developed in collaboration with educational institutions and employers or other agencies that provide wrap-around services, which will substantively support you in meeting the outcomes required in this RFQ.

c. Staff Experience and Qualifications (20 POINTS)

1. Please describe how your organization's staff effectively and efficiently provide Workshops services to Adults and Dislocated Workers, including:
  - i. The provision of effective Workshops for Adults and Dislocated Workers
  - ii. Documentation of Adults and Dislocated Workers course or activity participation, including attendance
  - iii. Documentation of Adult and Dislocated Workers progress and outcomes
  - iv. Coordination with case managers to assure that clear information about participation, progress, and outcomes, as well as emerging barriers and local interventions, are communicated to case managers.
2. For each staff member that will provide the Workshops services under this RFQ, list the staff member's name, title, and the specific responsibilities of the staff member in performing the services in this RFQ.
3. Please provide an up-to-date resume for each staff member that shows the relevance of the staff's education, skills, and experience to the services of this RFQ, the clients to be served, and the geographical area in which the clients reside. Include all language and cultural competencies of the staff member.

d. Adult Workshop List and Narrative (35 POINTS)

1. Please describe fully and completely how all the required elements of the RFQ will be delivered, including work plans, timelines, and attainment of performance goals.

2. Explain how coordination will be facilitated with case managers, program managers, and with other service providers to assure client success and overall attainment of mandatory WIOA and contractual requirements.
  3. Describe any collaborative relationships, including any partnerships and subcontractors. Describe the specific responsibility of each partner in providing services of this RFQ.
  4. Provide a list of each Workshop proposed, the curriculum, the number of hours for each workshop, and the proposed frequency that each workshop will be provided. Provide information on how workshop topics will be combined to provide an integrated approach to upgrading career-related and soft skills.
- e. Employer Linkages (25 POINTS)
1. Please describe ongoing linkages with priority sector/in-demand occupation employers in support of the curricula, programmatic responsiveness to employer needs, commitments to assist with work experience, and otherwise support the Adult and Dislocated Worker workforce development sought under this RFQ. Describe the type, nature, and duration of any existing linkages so that proposal rating panel members can understand how such existing or emerging linkages have impacted Adults and Dislocated Workers in the past and will impact Adults and Dislocated Workers who are to be enrolled.
  2. Discuss the relationships built with businesses in the priority sectors/in demand occupations listed in Part 5 section E, and how those relationships meet the outcomes and goals in this RFQ. Include the sector and nature of the business. Describe any employer linkages that provided career pathways for individuals placed with the employer after receiving Workshops.
  3. Please describe other ways your organization works with businesses to develop and implement the workforce activities requested in this RFQ. Examples include but are not limited to advisory groups, industry panels, support for curriculum development, and input on workforce needs of businesses.
  4. Please demonstrate, through your use of labor market information, your understanding of the priority sectors and in-demand occupations.