SAN DIEGO WORKFORCE PARTNERSHIP®

Date: Tuesday, November 15, 2016

To: Qualified Organizations and Individual Consultants

Subject: RFQ for Staffing and Recruitment Services

REQUEST FOR QUOTE

The San Diego Workforce Partnership (SDWP) is looking to retain a partner with the necessary expertise, relationships, and experience to help with ongoing staffing and recruiting needs. Responses will be accepted via email at procurement@workforce.org up until November 28, 11:59 PST.

ORGANIZATIONAL OVERVIEW

SDWP is a 501(c)(3) tax-exempt organization chartered by the County and the City of San Diego to fund job training programs in the San Diego region.

For additional information, please visit www.workforce.org.

BACKGROUND

SDWP has several vacant positions we are looking to fill and have not found the qualified candidates that are needed. More information about these vacancies can be found here (http://workforce.org/careers).

This RFQ is to obtain the services of a qualified firm to support any current and future staffing and recruiting needs. Specific requisitions and tasks will be outlined on a project by project basis based on the experience and rates provided by selected bidder(s).

DELIVERABLES/SCOPE OF WORK

A. Staffing and recruitment services for SDWP open positions

B. Staff development and talent planning services

Specific projects/requisitions will be negotiated based on hourly rates/requisition costs provided in this interested bidders responses.

PROJECT TIMELINE

The planned contract term will be from 12/1/2017 through 6/30/2017, with the option to extend beyond 6/30/2017 based on available funding, need, and contractor performance.

SUBMITTAL SCHEDULE

11/15/2016 - RFQ Release

11/28/16 - RFQ Responses Due by 11:59 PST to procurement@workforce.org

12/1/16 - Bidders Notified of Selection

12/1/2016 - Contract Start

QUOTE FORMAT

Bidders must submit the following information:

- Name and contact information of the bidder
- SSN or tax ID
- Experience/expertise related to the scope of work
- Risks and challenges
- Budget* broken down by:
    - Cost per requisition (percentage of salary or flat fee)
    - Hourly rate

*Specific projects/requisitions will be developed upon selection of a vendor.

EX-PARTE COMMUNICATION

All inquiries must be emailed directly to procurement@workforce.org. No phone calls will be accepted. Respondents are advised that no other SDWP individuals are to be contacted in this regard. No other sources of responses or clarifications are considered valid.

Respondents are strictly prohibited from contacting other SDWP staff or members with questions about this procurement.

SELECTION

Selection will be based on the approach, demonstrated expertise, and budget.

LIMITATIONS

Right to Cancel

SDWP reserves the right to cancel all or part of this Request for Quote at any time without prior notice. This Request for Quote does not commit SDWP to award a contract or to pay any cost incurred in the preparation of a response to the solicitation. SDWP reserves the right to reject any

and all quotes, to accept or reject any or all items in the quotes, and to award the contract in whole or in part as deemed to be in the best interest of SDWP. SDWP reserves the right to negotiate with any bidder after the quote(s) are reviewed, if such action is deemed to be in the best interest of SDWP. Such negotiation should not be viewed by any bidder as an indication of contract award.

SDWP reserves the right to delay, amend, or reissue the RFQ at any time.