



OJT REQUEST FOR PROPOSAL

RFP Amendments of March 13, 2013

The Workforce Partnership is giving notice that the open RFP is being amended as detailed below:

Section 5.4 Appeals Process and Access To Evaluation Information – Old Language

The information below outlines the appeals process and procedure to access evaluation information.

Valid criteria for an appeal will be a violation of the one of the following:

- The procurement process as outlined by RFP; and/or
- Federal and/or Workforce Partnership procurement guidelines.

An appeal would not be allowed:

- To contest scores, rating system, or dissatisfaction with the evaluation results unless there is a violation of the process; or
- By those other than RFP bidders.

The appeals process shall consist of the following steps:

- A written letter of appeal shall be delivered to San Diego Workforce Partnership's Manager of Administrative Services;
- The written appeal shall specify evidence for appeal;
- The written appeal must be received by the Workforce Partnership within five (5) business days from the date when the RFP recommendation is publicly posted on Workforce Partnership's website and/or other means of communication with bidder;
- Workforce Partnership shall have 72 hours to determine if the criteria for an appeal are met and to respond to a written appeal;
- A valid appeal would be brought through the same recommendation/governance structure as referenced in the RFP for approval of contract awards and presented along with options to address the appeal as developed by Workforce Partnership staff; and
- Final resolution of a valid appeal shall end with the San Diego Consortium Policy Board.

Access to Score Sheet and Comments

Individual score sheets and comments used during the evaluation process may be provided in the form of summaries as prepared by Workforce Partnership staff. Actual individual scores sheets will not be disclosed. These summaries will be provided to applicants of the RFP who submit a written request. Requests for this information shall be responded to within ten (10) business days of the Policy Board reviewing the final contract recommendations and any appeals submitted. The purpose for releasing this information is for technical assistance and continuous improvement and not for purpose of an appeal.

Section 5.4 Appeals Process and Access To Evaluation Information – **New Language**

The information below outlines the appeals process and procedure to access evaluation information.

An appeal will only be considered valid if there has been a violation of the one of the following criteria:

- The procurement process as outlined by the RFP was violated in some manner; and/or
- Federal, state, and/or Workforce Partnership procurement guidelines have been violated.

An appeal would not be allowed:

- To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above; or
- By those other than RFP bidders.

The appeals process shall consist of the following steps:

- A written letter of appeal shall be delivered to San Diego Workforce Partnership's Manager of Administrative Services;
- The written appeal shall specify evidence for valid appeal **and the specific relief sought**;
- The written appeal must be received by the Workforce Partnership within five (5) business days from the date the RFP recommendation is first publicly posted on the Workforce Partnership's website. **Pursuant to the Ralph M. Brown Act (Cal. Gov't Code §54950 et al.) the agenda for a publicly noticed meeting shall be posted no later than 72 hours prior to the meeting being held. Therefore, the agenda for the April 19, 2013 Adult Programs Committee shall be posted no later than 8:00 a.m. Monday, April 15, 2013 at: <http://workforce.org/boards/adult-programs-committee>**
- A designated third-party, appeals review panel comprised of non-Workforce Partnership staff shall have 10 business days to determine if the criteria for a

valid appeal have been met. The decision of the review panel shall be final with no provision for reconsideration.

Access to Score Sheet and Comments

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