



**LAYOFF AVERSION SERVICES FOR SAN DIEGO COUNTY
REQUEST FOR PROPOSALS
QUESTIONS AND ANSWERS
MAY 28, 2013**

1. Q: The RFP did not specify the dollar amount per organization, or total that is available for this program. Will you be publishing this amount?

A: SDWP does not have a budget range for this project and is looking to the bidder to propose the cost associated with completing the scope of work. Section 3.7.6 estimates that approximately 10 businesses will be served. It is up to the bidder to propose the method and cost associated with providing layoff aversion services to 10 businesses. (See RFP section 3.7.6)

**QUESTIONS AND ANSWERS
MAY 31, 2013**

2. Q: What is the conflict of interest policy for cooling off period?

A: As stated in Section 4.5.1:
“SDWP, the San Diego Workforce Investment Board and the San Diego Consortium Policy Board shall not approve or contract with, and shall reject any bid or proposal submitted by, an individual or entity who within the preceding twelve (12) months, was themselves or employs anyone who:

- 1. Is a current, dismissed, separated, or formerly employed person of SDWP.*
- 2. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or*
- 3. Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or*
- 4. Is an owner, officer, principal, partner, or major shareholder of the proposed vendor.*

This prohibition shall apply to any qualified person(s) leaving the employ of SDWP after September 21, 2012, and shall apply at all times during the twelve-month period beginning on the date the person left the employment of SDWP, and shall apply to any procurement issued or contract executed within that twelve-month period. The San Diego Consortium Policy Board

may, upon a showing of special circumstances that would justify the approval of such a contract, waive this prohibition.”

Therefore, if the respondent has a former SDWP employee payrolled within the last 12 months, it is up to the respondent to identify that there is no conflict and state clear justification as to not having violated this cooling off period. A memo should be included with the Conflict of Interest Disclosure Form – Attachment I with this complete explanation and clear justification.

**BIDDERS' ORIENTATION QUESTIONS AND ANSWERS
MAY 31, 2013**

3. Q. If we're currently receiving grants from SDWP, can we use the same Statement of Qualifications (SOQ) form?

A. Yes, as long as it has not been more than twelve months the same SOQ will be in effect and we can use that form for you.

4. Q. What is the process for inferring that our qualifications are up to date?

A. Send an email to Evelyn@workforce.org.

5. Q. Where can we find answers to our questions?

A. We cannot respond to you directly. Any questions that have been asked since the RFP was released will have answers on the website at www.workforce.org/rfps-open.

6. Q. If we have to write a memo justifying that an employee does not fall into the “cooling off period” clause, to whom should we address that memo?

A. Address the memo to Evelyn and submit it with your proposal.

7. Q. Should we provide all indirect costs in Attachment H of the budget shell?

Yes, include any indirect costs.

8. Q. If I have 4 people with the same title & pay scale, am I listing them four times or lump-summing them on the personnel worksheet?

A. List them four times. For example, Program Manager 1, Program Manager 2, Program Manager 3, Program Manager 4

9. Q. The RFP has an effective start date of August 1 for an 11 month contract. What month are we starting the budget?

A. Because the contract starts in August, July should be blank (“zero”); ignore July in the worksheet

10. Q. Why is the period of performance listed as three months in the worksheet when it’s really only two?

A. This is a standardized template, which is why we have kept the period of performance at three months. That’s the period of performance for the grant itself. Grant funding starts July 1, which is why the form shows July-September.

11. Q. Expenditure plan B is October through June?

A. Yes, that is correct.

12. Q. Will the sign-in sheet from today be available online so that we can see everybody’s contact information if we want to chat amongst ourselves?

A. Sign in sheet is below:

Bidders’ Orientation Log

Please Sign In

MAY 31, 2013 (1-2:30PM)

REQUEST FOR PROPOSALS (RFP)
FOR THE PROVISION OF
LAYOFF AVERSION SERVICES
FOR SAN DIEGO COUNTY

NAME	ORGANIZATION	PHONE NUMBER	E-MAIL
Ryan Landry	New Horizons	714-221-3128	rlandry@nhsocal.edu
Cindy Sutherland	" "	714-721- 3126 ³¹²¹	csutherland@nhsocal.edu
Gladys Selfridge	East County EDC	619-258-3670	gladys.selfridge@eastcountyeconomic.org
Brian Leon	USC	310-308-7554	bleon@usc.edu
Cheryl Einsele	SDFF	619-618-6161	cheryl@canдела.com
GARY KNIGHT	SDFT	619 249-1684	gknight@SDFT.org

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NAME	ORGANIZATION	PHONE NUMBER	E-MAIL
Rocio Leon	CMTC	310-984-9892	leon@cmtc.com
Lawrence Sahlin	SOK EDC	619-234-8484	LS@san diego business.org
Jared Aaker	EDC	619 615 2961	ja@san diego business.org
Trevor Blair	Manpower	760 889 2707	tblair@manpower-sd.com

13. Q. What's the longer-range vision if this is the pilot program?

A. As mentioned in the RFP, we hope to have 10 businesses served; we do not know what that will cost until you provide it to us. Depending on our budget, we may reduce this number based on what is submitted in the proposals.

14. Q. There are vastly different kinds of programs that can be implemented – very intensive or less so – that will have completely different cost models. What will be SDWP's budget be so we can have a better idea of what kind of program to create?

A. Based on similar programs by other Workforce Investment Boards (WIBs) in California, there is an average of \$10K per company. We are estimating that our budget may be around \$100K, but we are still unsure because San Diego is different than other regions. This is just to give you an idea. Again, depending on the average cost proposed per project, we may reduce or increase the number of companies served.

15. Q. Are any orgs precluded from applying?

Unless they are within the confines of "conflict of interest" clause, everyone is eligible to apply.

16. Q. Based on available funding, is this going to be a new part of SDWP's pillars of service to the business community?

A. We cannot concretely say that this will be permanent, but we may have up to two extended periods of the contract (three total years), provided that we have board approval and funding to continue the program.

17. Q. Will there be the same number of businesses in each of the extended years?

A. That depends on future funding and the price proposed for each LAS program.

18. Q. We know that in the past the amount of Rapid Response funding was dependent upon the number of companies to which you provided service and the number of employees that were dislocated. So this is taking money away from that activity and you are limiting the number. Will the function of Rapid Response that issues WARN notices, etc. be carried out through a different grant or service internally now?

A. There is a different contract for that. This LAS RFP is the preventative side of Rapid Response; the other contract is reactive. The LAS contract does not respond to WARN notices.

19. Q. Will preventing layoffs impact Rapid Response funding for future years?

A. While we receive funding for responding to layoffs, to be effective stewards of public dollars, we are investing in averting layoffs. We are focusing on the economic and social impacts of unemployment as a greater priority right now. If we are able prevent layoffs from employers who would have potentially submitted WARN notices then we have done a good service to the region. Whether or not that affects future funding will be determined after we find out the results of this pilot program.

20. Q. Are you accepting electronic submissions?

A. We are accepting one softcopy on a USB drive and 3 hard copies. No proposal may be e-mailed.

QUESTIONS AND ANSWERS

June 6, 2013

21. Q. I'd like to see who attended the bidders meeting last week for the Layoff Aversion Services RFP, to see if there are any orgs that might be interested in partnering. However, it looks like the log included with the Q&A is incomplete (page 4 appears blank). For instance, I don't see the page where I signed in. Can you please provide a copy of the full log?

A. All of the attendees that signed in at the Bidders' Orientation are listed on the Bidders' Orientation Log that is included in Question #12 in the Q & A document. There were 3 pages to the Log; 2 pages had writing and names on the sheets (as shown in the pictures

on the bottom of Page 3 of 5 and on the top of Page 4 of 5 on Q & A document) and 1 page was blank with no writing and no names on the sheet.