

SAN DIEGO  
**WORKFORCE**  
**PARTNERSHIP®**

Date: Wednesday, April 27, 2016

Subject: Employment Law Counsel for San Diego Workforce Partnership (SDWP)

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## **REQUEST FOR QUOTE - PROFESSIONAL SERVICES**

### **ORGANIZATIONAL OVERVIEW**

The SDWP is a 501(c)(3) that funds and delivers job training programs in the San Diego region. For more information, please visit [www.workforce.org](http://www.workforce.org).

### **SCOPE OF WORK**

1. Provide legal advice, counseling and training related to employment law matters.
2. Employment agreements.
3. Employee Handbook and policy maintenance to ensure legal compliance.
4. Employment Law Seminars.
5. Compensation review.
6. Other matters.

### **SUBMITTAL SCHEDULE**

- RFQ released to respondents: April 27, 2016
- Quotes due (via email) by 5:00 PM, May 11, 2016
- Provider Selection: May 16, 2016

Email quote to [nataliemoreno@workforce.org](mailto:nataliemoreno@workforce.org) entitled: "Quote for HR Legal Counsel"

### **PROJECT TIMELINE**

The term of service will be from May 16, 2016 through June 30, 2017, with the option to extend the agreement at SDWP's discretion for three additional one-year periods.

Services will be billed monthly.

### **QUOTE FORMAT**

Respondents must submit the following information:

1. Cover page (one page)
  - Name and contact information of the respondent
  - SSN or tax ID
  - Authorized signature
2. Short description of experience/related expertise (three pages)
3. Hourly rate(s)
4. Reference: name, organization, title, phone
5. Conflict of Interest Disclosure Form - Attachment A

## Formatting

- Font size: 12 point preferred
- Spacing: 1.5 preferred
- Margins: 1 inch
- Pages: Single-sided
- Page numbering
- Language: English

## **EX-PARTE COMMUNICATION**

All inquiries must be e-mailed. No phone calls will be accepted. No other individuals related to the SDWP (e.g., staff, board, etc.) are to be contacted regarding this matter.

## **SELECTION**

Award will be based upon an assessment of experience, qualifications and cost.

## **LIMITATIONS**

### *Right to Cancel*

SDWP reserves the right to cancel, delay, amend, or reissue all or part of this RFQ at any time without prior notice. This RFQ 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 respondent 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 respondent as an indication of contract award.

### *Cooling Off Period*

We shall not contract with any proposal submitted by an individual or entity who within the preceding twelve months was themselves or employs anyone who:

1. Is a current, dismissed, separated, or formerly employed person of SDWP, and
  - a. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
  - b. 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
  - c. Is an owner, officer, principal, partner, or major shareholder of the proposed Contractor.

This prohibition will apply to any qualified person(s) leaving the employ of SDWP, and will apply at all times during the twelve-month period beginning on the date the person left the employment of SDWP. This policy will apply to any procurements issued or contracts executed for program-related services and not to internal SDWP operational support executed within that twelve-month period.