

Layoff Aversion Services  
Request for Proposals  
*Bidders' Orientation*

SAN DIEGO  
**WORKFORCE**  
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# Rapid Response & LAS

- LAS pilot program is funded by Rapid Response
- Assist employers to **explore alternatives to layoffs**
- Reduce economic and social burdens that unemployment brings
- “Dislocated Worker 25 Percent Funding Policy.” WIA Directive WIAD05-18 (issued June 14, 2006)
- “Layoff Aversion in Rapid Response Systems.” No. 9-12. Training and Employment Notice. 31 August 2012

# Program Goals

- **Serve 10 businesses at-risk of laying off employees**
- **Target Demand Sectors**
- **Create process for identification of “at-risk” or qualified businesses**
  - **Issues: financial, supply chain, market, declining sales, duplicate capacity**
- **Create methodology on how to provide services and save jobs**
  - **Is there a need? Is it feasible?**

# Performance Management

## Must show ROI in pilot program:

- Number of businesses served
- Number of potential layoffs averted
- Cost of each individual LAS project
- Cost savings for each business served (short and long term)
- Project completion
- Percent of companies that remain in business at least a year after LAS project completion

# Proposal Requirements

1. Page Limits
2. Formatting Requirements
3. Cover Page
4. Table of Contents
5. Executive Summary
6. Past Performance
  - 3 complete references
  - Demonstrate past successes
7. Proposal Content

# Proposal Content (20 pages)

1. Business Description
2. Organization's History
3. Organization's Objectives
4. Management and Organization
5. Subcontractors
6. LAS Program Design
  1. Identification
  2. Assessment and Evaluation
  3. Cost of Services
  4. Performance Metrics

# Financial Requirements

## 1. In-Kind and Cash Match Resources

- Attachment G - Budget Shell

## 2. Financial Management Structure

- Attachment F

## 3. Budget Information

- Attachment G - Budget Shell

## 4. Budget Narrative

- Not to exceed 6 pages
- Final tab of Budget Shell

# Interviews

- Once your proposal is submitted, you will receive instructions for the interviews
- Interviews are for clarification purposes only
- No new material (not written in the proposal) may be presented
- A representative from the proposing organization **must** be available June 28, 2013 for interviews



# LAS RFP Timeline

| <b>Activity</b>                      | <b>Date</b> |
|--------------------------------------|-------------|
| Request for Qualifications Due       | June 7      |
| Last Day to Submit Questions by 5PM  | June 7      |
| Final Answers Posted on SDWP Website | June 11     |
| Proposals Due by 3:00 P.M. (PDT)     | June 13     |
| Proposers Selected for Interviews    | June 26     |
| Interviews with Selected Proposers   | June 28     |
| Workforce Investment Board Approval  | July 18     |
| Policy Board Approval                | July 26     |
| Effective Date of Contract           | August 1    |

# Request for Qualifications

## Annual Statement of Qualifications

- 7 pages requesting information:
  - Legal Status
  - Organization Classification
  - Organizational Chart & Goals
  - Performance History
  - Financial Resources & Performance History
  - Insurance
  - Financial Management
  - Certification Regarding Department

[www.workforce.org/rfps-open](http://www.workforce.org/rfps-open)

# Conflict of Interest - Cooling Off Period

Proposals will not be accepted for submittal by, an individual or entity who within the preceding 12 months, was themselves or employs anyone who:

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

# Conflict of Interest

## **Ex-Parte Communication:**

- **Restricts RFP respondents from communicating with any SDWP board members/staff on RFP related matters.**
- **Ex-parte Communication Conflict of Interest Disclosure Form (required form)**

# Appeals Process

- Criteria for a valid appeal
- Invalid appeal
- Process for appeal
  - Written letter to Procurement Advisor
    - Specific evident for appeal
    - Specific relief sought
  - Receipt of appeal 5 business day after recommendation is posted on SDWP website
    - i.e. Posted 8AM 4/22, appeal letter receipt received 5PM 4/26
  - Third-party appeal review panel
    - 10 business days to determine if criteria for a valid appeal have been met

# Reminders

- All questions must go to [Evelyn@workforce.org](mailto:Evelyn@workforce.org)
- All other correspondences will not be answered
- SOQs and RFQUALs are due next Friday, June 7
- Last day to submit questions are also due next Friday
- If selected, a representative must be available for interviews June 28

# Questions?

## Next: Budget Shells



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