



**ON-THE-JOB TRAINING REQUEST FOR PROPOSAL
RESPONDENTS ORIENTATION/TECHNICAL ASSISTANCE SESSION
QUESTIONS AND ANSWERS
July 8, 2013**

1. Q: When you apply for the RFP can you apply for one particular funding stream?
A: No, you must be prepared to serve both Adult and Dislocated Workers throughout the entire County.
2. Q: Should the proposals be focused on all of the identified targeted industries or just two or three?
A: You may focus on one or more industries.
3. Q: Where can we find the Industry Occupation List spreadsheet that you're talking about?
A: Attachment E in the RFP
4. Q: Can we use a thumb drive when submitting a copy of our proposal electronically?
A: Yes
5. Q: Are you requiring specific letters of commitments from employers?
A: We are not requiring letters of commitments. You can include letters of commitment, but remember they will count towards your page limits..
6. Q: Past Performance Questionnaires, how will we know that our references completed the Questionnaires?
A: You won't, however you can ask them to send you a copy of the form, give them an earlier due date so you have time to request changes or additional information.
7. Q: Those of us who have had previous contracts with SDWP, can you send us a copy of the Past Performance Questionnaires that were completed by SDWP?
A: Yes, we will make sure you receive a copy.
8. Q: Can Past Performance Questionnaires be submitted before the due date?
A: Absolutely, it is recommended.
9. Q: If we just had references submit Past Performance Questionnaires in April, and the information has not changed, can we use those questionnaires for this procurement?
A: No, each procurement stands on its own, which includes Past Performance Questionnaires. Each respondent must submit 3 Past Performance Questionnaires related to the current RFP.

10. Q: Is the Project Operating Plan (POP) part of the budget shell or will it be counted toward the Attachments or Financial Requirements page limits?
A: The POP is part of the budget shell and does not count towards any page limits. The POP must be submitted with the budget shell.
11. Q: Can we take an in-kind match from an OJT employer who's offered match e.g. teachers, equipment, room rental, etc. and use that as part of the match for the contract?
A: No, due to the potential perceived conflict of interest between the Contractor and OJT employer.
12. Q: Do we have to provide justifications for expenses in the Budget Narrative?
A: Yes. However, we're not looking for lengthy detailed justification in your budget detail; we're looking at the benefit of that expense to the grant, the necessity behind the cost and, is it allowable?
13. Q: Indirect Costs – is this different than the 5% cap you talked about earlier?
A: Yes. Indirect costs are not synonymous with support costs. Indirect costs can include the 5% support costs.– You have the opportunity to submit additional questions once you have populated the spread sheet, provided the questions are submitted before the Q&A deadline
14. Q: Is there a list of approved cognizant agencies that have an approved rate?
A: No. SDWP doesn't have a list of approved cognizant agencies. If you are a direct recipient of a grant, the grantor whichever is the highest will be your cognizant agency.
15. Q: 15% cap on indirect costs and profit, is the 5% cap in there?
A: Yes, imbedded in it is the 5% support.
16. Q: If we don't have an approved indirect rate, can we just not include it?
A: If your organization doesn't have an approved indirect rate, you must allocate the common costs your organization pools to the respective individual line items in your budget. You may not include those pooled costs in the single budget line item called "Indirect Costs" or "Occupancy" or a similar name. We are looking at the cost allocation plan that shows how you allocate by line item in your budget
17. Q: If we have an approved indirect rate from HUD that is higher than the cap, can we use it?
A: Use the rate awarded to you, but once you calculate the indirect amount, if it's more than the 15% cap of the budget you will have reduce your rate and costs to meet the requirements of the RFP.
18. Q: If you do not have an approved indirect rate, do you have to submit a cost allocation plan?
A: Yes, you always have to submit a cost allocation plan.
19. Q: Conflict of Interest - Does this apply, if we have to contact someone on the Youth side regarding a current contract?
A: It doesn't mean you can't contact anybody from the SDWP, as long as it isn't related to this RFP. If you have a contract with the Youth side, or an ongoing

current contract it's okay to talk about or ask questions about that contract.

20. Q: Referring to Ex-Parte Communication and the Conflict of Interest Disclosure Form - Attachment N, what does substantial responsibility mean, how would we determine if the person involved has substantial responsibility?

A: Section 5.7 Conflict of Interest 5.7.1 Ex-Parte Communication states, in part: "Any written communication to a board member or evaluator from potential respondents will be distributed to all board members and evaluators. Collaboration with members of the various SDWP boards and committees on or about the proposal is a violation of the ex-parte communication rule. However, recognizing the value that such collaborations may bring to our system, SDWP has developed Conflict of Interest Disclosure Form - Attachment N to ensure that these types of arrangements do not place respondents in jeopardy. Any respondent who wishes to collaborate with a member of any SDWP board or committee MUST fill out the attached form and submit with proposal."

Section 5.7.2 Cooling Off Period states, in part: "SDWP, the WIB and the 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: 26

1. Is a current, dismissed, separated, or formerly employed person of SDWP
 - 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."

An example of substantial responsibility in relation to the Cooling of Period:, A member of the SDWP Adult Team went to work for CTS less than 12 months after their departure. CTS would be ineligible to bid on any Adult specific contract.

21. Q: Are we doing oral interviews?

A: No

22. Q: Looking over the evaluation process, will you only be looking at awarding only one contract?

A: Section 3.7.6 OJT Program Design states, in part: "SDWP's goal is to fund one (1) or two (2) contractors to develop OJT opportunities with businesses for in-demand industries."

23. Q: Are you looking at a proposal that makes use of only one funding source?

A: No, you must be prepared to serve both Adult and Dislocated Workers

throughout the entire County.

24. Q: Are you comfortable with us partnering with another region that serves a region we can't serve?
A: Yes, Section 1.1 Solicitations states, in part: "A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP, however, the proposal must clearly demonstrate that all contractual responsibility rests solely with one legal entity and that the proposed arrangement would enable the respondent to furnish efficient quality for SDWP." All respondents must follow the subcontracting guidelines as stated in section 3.7.5 Subcontractors.
25. Q: Would the evaluators fund the proposals for different amounts than we actually asked for?
A: They could. The evaluators will make the best choice possible based on the proposal's submitted. They will determine which proposals will be funded their decisions will be based on the proposals received and the scores earned. If a respondent knows they'll only be able to spend a portion of the money, they should write their response based on what they know it will take to run their program successfully.
26. Q: Are you primarily interested in funding one or two proposals?
A: Section 3.7.6 OJT Program Design states, in part: "SDWP's goal is to fund one (1) or two (2) contractors to develop OJT opportunities with businesses for in-demand industries."
27. Q: Writing the proposal should we really concentrate on one industry, or growth within multiple industries?
A: You may focus on one or more industries..
28. Q: In our proposal do all four areas have be served?
A: Yes, Section 1.0 Request for Proposals Introduction states, in part: "The purpose of this request is to procure a qualified provider or providers to enter into a twenty-one (21) month contract beginning October 1, 2013 and ending June 30, 2015 for the management and development of OJT opportunities for in-demand industries throughout San Diego City and County."

Management and Development of the On-the-Job Training Program RFP Questions and Answers

JULY 9, 2013 (DATE QUESTION WAS RECEIVED)

Question 1

I would like to know if the personnel resumes and organizational charts submitted by a respondent would be considered part of the 15 pages of allowed attachments in the RFP?

Answer 1

Section 3.7.4 Management and Organization states, in part: “Respondents are to provide an organization chart of intended operations, including a staffing plan and resumes for all key positions.”

Section 3.1 Page Limits states, in part: “Organizational charts and required resumes of key staff, noted in section 3.7.4 should be included as attachments of the proposal and are not subject to the page limits above.”

JULY 10, 2013 (DATE QUESTION WAS RECEIVED)

Question 2

Is the timeline part of the narrative or as an attachment. If attachment does it count toward the 15 pages.

Answer 2

The timeline is part of the narrative and does not count as an attachment.

Question 3

What kind of relationship is required with the One-Stop Career Centers? Are they mandated to support this contract using their own funds?

Answer 3

There is no required relationship with the One-Stop Career Centers. The One-Stop's are not mandated to support this contract in any way.

Question 4

Can a table within the narrative have a font size less than 12?

Answer 4

No, all proposal content must be in 12 point font.

Question 5

I know the RFP call for double spacing however can 1.5 suffice since they are similar and just as easy to read for the reader.

Answer 5

No, all proposal content must be double spaced.

Question 6

Is it allowable for the San Diego Workforce partnership to inform the organizations attending the respondents' orientation that Interfaith Community Services would welcome a dialogue with other organizations that might be interested in a collaboration with us regarding possibilities and advantages of jointly responding to the OJTRFP?

Answer 6

SDWP staff cannot communicate directly with potential RFP respondents regarding potential collaboration.

Question 7

If the answer to the above question is affirmative, will the San Diego Workforce Partnership do so?

Answer 7

Please refer to answer 6.

Question 8

Would you provide to us a list of attendees at the respondents' orientation, if it is allowable to do so?

Answer 8

Yes, we will make the list available.

SAN DIEGO
WORKFORCE
PARTNERSHIP®
OJT RFP Respondents conference
July 8, 2013

| Name | Organization/Office | Phone Number | E-mail address |
|----------------------|-------------------------------|----------------|------------------------------|
| 1. Karis Espada | Compton College | 619-660-4425 | karis.espada@compton.edu |
| 2. Venice Jones | Research Workforce Svcs. | 518 916-4116 | venicejones@rescom.com |
| 3. Juan Seldan | CTI | 619-582-9133 | jseldan@cti.org |
| 4. Cecile Courne | OTS | 619-896-4224 | ccourne@ots-sdchc.org |
| 5. Judy Broyles | Consultant | 760 943-0935 | Judy.Broyles@nccolab.net |
| 6. Marisa Kibbe | ACC | (619) 590-3917 | marisa@accchc.org |
| 7. Malyn Davongrunya | CHDC | 619 961-1060 | malyn@thetrainingcenter.org |
| 8. Olga Diaz | Interfaith Community Services | (760) 580-9166 | odiaz@interfaithservices.org |

| Name | Organization/Office | Phone Number | E-mail Address |
|--------------------|--|----------------|---------------------------------------|
| 9. Laura Ann Fene | City Heights CDC | 619 - 961-1056 | lauraann@cityheights.org |
| 10. Gladys Serrano | East County Economic Development Council | 619-258-3670 | gladys_serrano@eastcountyeconomic.org |
| 11. Linda Buehler | CFS | 619 424-4650 | linda@cfsjals.org |
| 12. Rob Stewart | Access | 898 510-0871 | robstewart@access2jobs.org |
| 13. Cathin Kusel | Interfaith Community Services | 972-420-7973 | ckusel@interfaithservices.org |
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JULY 17, 2013 (DATE QUESTION WAS RECEIVED)

Question 9

The file for attachment A has the individual fields locked in a manner that prevents the form from being filled out correctly (electronically).

Answer 9

Attachment A has been updated.

Question 10

May OJT contractors serve clients who have been enrolled in the One-Stop Career Centers who have received Core B/Intensive services and/or completed an ITA?

Answer 10

At this time SDWP would like to see individuals that have not received services at a One-Stop impacted by these training funds. However, if during the period of performance we see that it would be advantageous for One-Stop customers to be referred to the OJT contractor, we may reconsider this position.

Question 11

May OJT contractors serve clients who are enrolled in WIA activities with another SDWP contractor?

Answer 11

Please refer to answer 10.

JULY 18, 2013 (DATE QUESTION WAS RECEIVED)

Question 12

On page 17 of the RFP under heading 3.1 Page Limits the Financial Management Structure Form Attachment J is listed as having a 6 page limit yet the form itself says not to exceed 3 pages. Which page limit is correct? And if the form is limited to 3 pages, do the answers to Form J have to be double spaced?

Answer 12

Amendments to the RFP were posted on July 3, 2013. One of the amendments was the correction of page limits. Attachment J was update to read "This document should not exceed six pages."

Section 3.2 Formatting Requirements states, in part: "Line spacing: Double-spaced"

Question 13

Is the Cover Sheet included in the 20 page count for Proposal Content or not?

Answer 13

No, the 20 page count is specific to the Proposal Content.

Question 14

Are the Budget Forms included in any page count requirements?

Answer 14

No, the specific Budget Forms (Excel documents) are not subject to a page count however, there are Budget/Financial requirements that are subject to page limits. Please refer to Section 3.1 Page Limits.

Question 15

From page 17 of RFP, Organizational charts and required resumes of key staff, noted in section 3.7.4 should be included as attachments of the proposal and are not subject to the page limits above.

Does this mean they are not included even in the 15 page limit for Attachments?

Answer 15

Please refer to answer number 1.

Question 16

From Page 17 of RFP, Exactly what sections are included in the 3 page limit for Financial Requirements?

Answer 16

For information on what sections are included in the 3 page limit, please refer to Section 4.0 Financial Requirements.

Question 17

Does the org. chart and resumes count as part of The 15 page limit for attachments?

Answer 17

No, the Organizational Chart and resumes for **key** staff do not count towards the 15 page limit for attachments.