

SAN DIEGO
WORKFORCE
PARTNERSHIP®

Date: Thursday, April 28, 2016

Subject: Request for Quotes (RFQ) – Research Services for Retail Industry Study

REQUEST FOR QUOTE - RESEARCH SERVICES

The San Diego Workforce Partnership (SDWP) seeks a research vendor that can produce a labor market study on the retail industry in San Diego County. The report will answer key workforce questions about the industry such as: What career pathways exist within the retail industry? What types of incumbent worker training opportunities exist?

Further details are discussed in the “Scope of Work” of this RFQ. The budget for this project may not exceed \$40,000. Please note the aggressive timeline of this project before submitting a quote.

Email your quote to Tina@workforce.org by Thursday, May 26, 2016 at 3 pm with the subject of the e-mail titled, “Quote for Retail Study.”

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.

SCOPE OF WORK

Second to only Los Angeles, San Diego County is California’s largest retail economy, employing over 163,000 people in more than 16,000 businesses. Each year between 2010 and 2015, retail positions rank in the top ten in-demand jobs in San Diego County by the number of online job postings. SDWP seeks research services to inform the workforce development system of the career opportunities in one of San Diego’s largest industry sectors. The winning bidder for this RFQ shall conduct a study of a representative sample of retail companies in San Diego County. The study shall also be used to determine opportunities for incumbent worker training where existing retail workers can develop skills and advance in their careers. The resulting report shall answer key workforce questions about the industry such as:

- What career pathways exist within the retail industry? How does a retail worker advance from entry-level to middle management, from middle management to upper management, and so on?
- What are the knowledge, skills and abilities needed to advance in the retail industry?
- Which industry-recognized certificates or credentials do retailers value?

- What training programs in San Diego County meet the needs of retail businesses? What training programs need to be developed?
- What types of incumbent (existing) worker training opportunities exist? What opportunities should be developed?
- What are the top 15-30 in-demand occupations above the entry-level positions? What can a worker expect from these occupations in terms of training, wages, and other requirements?
- Are retail firms aware of the hiring and training resources provided by SDWP? What areas exist for collaboration between retail employers and the workforce development system?

SDWP anticipates that the research will be conducted using a combination of methodologies including, but not limited to:

- Focus groups
- Executive and employer interviews
- Web-based or telephone surveys
- Analyses of databases such as InfoUSA or Dun and Bradstreet

Bidders must determine which methodologies shall accomplish all that is requested in this Scope of Work within the \$40,000 budget.

SUBMITTAL SCHEDULE

RFQ release date	Thursday, April 28, 2016
Quotes due via email	Thursday, May 26, 2016 at 3 pm
Vendor selected	Tuesday, May 31, 2016

Email your quote to Tina@workforce.org by Thursday, May 26, 2016 at 3 pm with the subject of the e-mail titled, "Quote for Retail Study."

PROJECT TIMELINE

The term of service will be from June 2016 to August 2016. The first report draft is due on Friday, August 19, 2016. The final report is due on Friday, August 26, 2016.

QUOTE FORMAT

Respondents must submit the following information:

1. Cover page (one page)
 - Name and contact information of the bidder
 - SSN or tax ID
 - Authorized signature
1. Short description of the approach to this study– no more than eight (8) pages
2. Budget by deliverables with dates of completion
3. Reference: Name, organization, title, phone and description of a similar project
4. Conflict of Interest Disclosure Form - Attachment A

Formatting Requirements

- 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 emailed. No phone calls will be accepted. No other individuals related to the SDWP (e.g., staff, board) 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 bidder 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 bidder 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.