

SAN DIEGO
WORKFORCE
PARTNERSHIP®

Date: Wednesday, June 21, 2017

Subject: Request for Quotes (RFQ) – Labor Market Information (LMI) Services

The San Diego Workforce Partnership (SDWP) seeks a contractor to provide labor market information (LMI) services through an online database and an LMI website or platform. Further details are discussed in the “Scope of Work” of this RFQ.

Email your quote to SarahBurns@workforce.org by Tuesday, July 18, 2017 at 5:00 p.m. (PDT) with the subject of the email titled, “Quote for LMI Services.”

ORGANIZATIONAL OVERVIEW

The SDWP is a 501(c)(3) chartered by the County and City of San Diego to fund and deliver employment and training programs in the San Diego region.

For additional information, please visit workforce.org.

BACKGROUND

SDWP is a key source of labor market information for San Diego County. SDWP provides job seekers, employers, educators, trainers, elected officials and community partners with employment data on companies, wages, industries and jobs in San Diego’s economy.

SDWP seeks to procure an electronic labor market information tool that has already been developed and gathers reliable data from a myriad of federal, state and local resources. The system must streamline data into a fully comprehensive system that provides trends, patterns, statistics and figures that help SDWP develop strategies to retain, attract and expand jobs.

SCOPE OF WORK AND DELIVERABLES

The winning respondent or contractor will be responsible for providing an LMI online database for SDWP and an LMI website or platform for SDWP’s customers. The LMI online database will allow SDWP to access and manipulate labor market data for business research purposes. The LMI website or platform will allow San Diego job seekers at the America’s Job Center of California (AJCC) network to explore employers, careers and related training programs in San Diego County.

The LMI online database must have the following features:

- Data from a variety of public sources such as the U.S. Bureau of Labor Statistics, California Labor Market Information Department, Integrated Postsecondary Education Data Systems (IPEDS) and O*NET
- Regional data on job postings, educational programs, educational attainment, population size, age, gender, race/ethnicity, employment, average/median earnings, unemployed persons, skills, employers, job titles, etc.

- Occupational data down to the six-digit Standard Occupational Classification (SOC) level, industry data down to the five-digit North American Industrial Classification System (NAICS) level and educational data down to the six-digit CIP level
- Data updated quarterly
- Data presented in a dashboard format with the ability to sort data over time and customize tables
- Ability to use Geographic Information Systems (GIS) to map out employment concentrations throughout the region based on NAICS and SOC codes
- Data from (at a minimum) the following regions (with the option to access other states/regional data when requested):
 - San Diego County, San Diego-San Marcos-Carlsbad Metropolitan Statistical Area (MSA)
 - San Jose-Sunnyvale-Santa Clara MSA
 - Los Angeles, California
 - California
 - Boston-Cambridge-Newton MSA
 - New York City, New York Chicago, Illinois
- Customer service throughout the year
- Training on how to effectively use the database
- Ability to assign 20 users to access the database
- Ability to export data and reports from database
- Ability to publicly share data that has been exported in the form of reports

The LMI website or platform must have the following features:

- Open access for job seekers to explore in-demand jobs, career pathways, related training programs and employers in San Diego County
- Ability to capture job seeker data upon intake or registration such as resume, skills, educational background and enrollment in publicly funded programs
- Ability for job seekers to distinguish between free, for profit, and Workforce Innovation and Opportunity Act (WIOA) eligible training providers
- Other resources to help job seekers determine what gaps in their resume or career paths that they need to fill with available resources in the San Diego region
- Ability to modify the website or platform to suit SDWP's needs for easy user interface, branding, look and feel

Respondents must provide quote that breaks down the costs for the following deliverables:

- Access to the online labor market database tool for 20 users
- Training(s) on how to effectively use the database
- Provision of an open access LMI website or platform for job seekers to conduct career exploration

PROJECT TIMELINE

The period of performance for the contract shall begin July 21, 2017 and end June 30, 2018, with the option for SDWP to extend the agreement for four additional one-year periods depending on performance, need and funding availability. SDWP must be able to access the database as soon as the service agreement is executed.

SUBMITTAL SCHEDULE

June 21, 2017	RFQ release date
July 18, 2017	Quotes due at 5 p.m. (PDT) to SarahBurns@workforce.org
July 21, 2017	Respondents notified of the RFQ selection
July 24, 2017	Contract start date

QUOTE FORMAT

Respondents must submit the following information:

1. Cover page (one page)
 - Name and contact information (email, phone number) of the respondent
 - SSN or tax ID
 - Authorized signature and job title
2. Short description of the services and qualifications to provide services as outlined in the Scope of Work (no more than three pages)
3. Quote for services with cost breakdown (one page)
4. Additional attachments (no more than two pages)
5. Conflict of Interest Disclosure Form – Attachment A

SDWP prefers quotes with the following formatting:

- Font size: 12-point
- Spacing: 1.5
- Margins: 1 inch
- Pages: Single-sided
- Page numbering: Bottom right of page
- Language: English

EX-PARTE COMMUNICATION

All inquiries must be emailed to SarahBurns@workforce.org. No phone calls will be accepted. No other individuals related to the SDWP (e.g., staff, board) are to be contacted regarding this matter. No other sources of responses or clarifications are considered valid.

SELECTION

Award will be based upon an assessment of overall value. For example, a respondent may propose a deliverable cost that is more expensive than competitors, but offer better overall quality, thus making the overall “bottom-line price” for this service a better value.

The proposal will be scored based upon the following components, with 100 total points possible:

- Short description of the services (40 points)

- Qualifications and experience (40 points)
- Quote for services with cost breakdown (20 points)

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

SDWP shall not contract with any respondent whose quote was submitted by an individual or entity who, within the preceding twelve months, was themselves or employs anyone who is a current, dismissed, separated or formerly employed person of SDWP, and:

- Was 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.

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.

Protest/Appeals Process

An appeal will only be considered valid if there has been a violation of the one of the following criteria:

- The procurement process as outlined by the RFQ/RFP was violated in some manner
- Federal, State and/or SDWP procurement guidelines, as described in SDWP Contract General Provisions, have been violated

An appeal would not be allowed:

- To contest individual scores, the rating system or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above
- By those other than RFQ/RFP respondents

The appeals process shall consist of the following steps:

- A written letter of appeal must be delivered to the RFQ/RFP contact
- The written appeal must specify evidence for valid appeal and the specific relief requested
- The written appeal must be received by SDWP within five (5) business days from the date the winning respondent for the RFQ/RFP is selected. For RFPs, SDWP's recommendation is publicly posted on SDWP's website. Pursuant to the Ralph M. Brown Act (Cal. Gov't Code §54950 et al.), the agenda for a publicly noticed meeting shall be posted no later than 72 hours prior to the meeting being held
- A designated third-party appeals review panel comprised of non-SDWP staff shall have ten (10) business days to determine if the criteria for a valid appeal have been met. The decision of the review panel shall be final with no provision for reconsideration.