



Date: Monday, July 11, 2016

Subject: Request for Quotes – Event Coordination Services

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## **REQUEST FOR QUOTES (RFQ) - PROFESSIONAL SERVICES**

The San Diego Workforce Partnership (SDWP) seeks an event coordinator or organization to plan and execute events for SDWP's business services and research department.

Email your quote to [ChristianeBecker@workforce.org](mailto:ChristianeBecker@workforce.org) with the subject of the email titled: "Quote for Event Coordination Services" by Thursday, August 4, 2016 at 5:00 p.m. (PDT).

## **ORGANIZATIONAL OVERVIEW**

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

## **SCOPE OF WORK**

The winning respondent will be responsible for the successful implementation of the following events:

<b>Event Type</b>	<b>Estimated Number of Events</b>
Customized recruitments	20
Job fairs	5
Industry expos (Priority Sectors)	5
Company hiring tours	2
Employer advisory panels	3
Hiring subsidies and resources workshops	10
Labor market/research presentations	10

Please note that depending on each event's cost, the number of events that the winning respondent will be responsible for coordinating may change during contract negotiations.

The following describes what SDWP expects of the winning respondent for each event:

### **1. Customized Recruitments**

SDWP hosts individualized recruitment events for businesses hiring in San Diego County. These recruitments are customized to the employer's needs. Some employers may want to hire 10 workers while others may want to hire 100 workers. Some employers may want to interview onsite at the recruitment while others may want to interview after the event.

As a result, the winning respondent must:

- Find an appropriate venue based on the recruitment size
- Contact the employer to be served and select the appropriate time, date and location

- Ensure that SDWP’s business services team is available for the employer’s selected time and date
- Plan and create the agenda of the recruitment event
- Coordinate all things related to the agenda with the venue representative and the employer, including employer presentations, equipment use, furniture, etc.
- Create a promotional flyer of the recruitment event that will be shared with career centers and job seekers
- Work with the employer to ensure they provide company collateral and useful information to the job seekers
- Invite other organizations or career centers outside of the AJCC network to have their job seekers attend the recruitment event
- Coordinate with the employer to determine the date, time and location of interviews (if the employer requests to conduct interviews during the recruitment event)
- Track how many job seekers arrive at the recruitment event and report relevant job seeker data to SDWP after event completion
- Follow up with the employer and send a link to SDWP’s customer satisfaction survey
- Complete any other logistical planning to ensure a successful customized recruitment

SDWP will:

- Provide the winning respondent the contact information of the employer to coordinate the recruitment event with
- Contact the America’s Job Center of California (AJCC) network and notify the AJCC staff of the upcoming recruitment date, time and location (decided by the winning respondent and the employer)
- Create the registration page where job seekers can register and submit resume information for SDWP’s business services team to vet candidates for the employer

The winning respondent may have contacts with other organizations that serve job seekers and invite those organization’s candidates to register for these recruitments. There is no set schedule for these customized recruitments. SDWP hosts customized recruitments as employers request them.

## **2. Job Fairs**

Unlike a customized recruitment event that is catered to a single employer, a job fair is a hiring event for multiple employers.

For this type of event, the winning respondent must:

- Coordinate with all employers to be served, finding the appropriate time, date and location
- Ensure that SDWP’s business services team is available for the employer’s selected time and date
- Plan and create the agenda
- Coordinate all things related to the agenda with the venue representative and the employers, including equipment use, furniture, etc.
- Create a promotional flyer

- Ensure that employers provide company collateral or any information that is useful to the job seekers
- Track how many job seekers and employers are in attendance at the job fair and report relevant performance data to SDWP after event completion
- Follow up with employers and send employers a link to SDWP's customer satisfaction survey
- Invite other organizations or career centers outside of the AJCC network to have their job seekers register and attend the job fair
- Complete any other logistical planning to ensure a successful job fair

SDWP will:

- Provide the winning respondent the contact information of the employers who will be involved in the job fair
- Contact the America's Job Center of California (AJCC) network and notify the AJCC staff of the upcoming job fair date, time and location
- Create the registration page where job seekers and employers can register

The winning respondent may suggest other employers to be present at the job fair, but SDWP's business services team will have the ultimate approval on which employers can be present. The winning respondent will work with SDWP's business services team to determine when these job fairs will be hosted. There is currently no set schedule.

### **3. Industry Expos (Priority Sectors)**

SDWP held an Information and Communication Technologies (ICT) industry expo in 2015 to connect Dislocated Workers (e.g., workers affected by layoffs) with employers that were hiring: [workforce.org/news/ict-expo-connects-job-seekers-and-employers-over-local-craft-brew](http://workforce.org/news/ict-expo-connects-job-seekers-and-employers-over-local-craft-brew). Industry expos are a hybrid of recruitment and networking events. Five more industry expos will be held for SDWP's Priority Sectors: [Advanced Manufacturing](#), [ICT](#), [Health Care](#), [Life Sciences](#) and [Clean Energy](#).

For each industry expo, the winning respondent must:

- Find venues similar to the [ICT expo in 2015](#)
- Coordinate with employers in each Priority Sector to find the appropriate, time, date and location
- Ensure that SDWP's business services team is available for the selected time and date
- Plan and create the agenda
- Create a promotional flyer
- Provide identifiers onsite at the industry expo (e.g., different color stickers or nametags for employers and job seekers to identify who they're networking with)
- Track the number of job seekers and employers at the event and report relevant performance data to SDWP after event completion
- Follow up with the employers and send a link to SDWP's customer satisfaction survey
- Complete any other logistical planning to ensure a successful industry expo

SDWP will:

- Provide the winning respondent the contact information of the employers to coordinate with
- Notify Dislocated Workers from Rapid Response presentations of the upcoming industry expos' times, dates and locations
- Create the registration pages for job seekers and employers to register

SDWP plans to schedule the industry expos as a series of events, held once a month for five months. However, SDWP will finalize the actual schedule with the winning respondent based on employer interest and availability.

#### 4. **Company Hiring Tours**

Similar to the [Manufacturing Day tours](#), SDWP will host tours at companies looking to hire Dislocated Workers (e.g., workers affected by layoffs). Job seekers will have the opportunity to travel to each hiring company, meet company representatives and tour the facilities.

The winning respondent must:

- Coordinate with employers to select the times and dates that the employers are available to host a tour
- Ensure that Dislocated Workers get to and from each site safely
- Ensure that SDWP's business services team is available for the selected time and date
- Plan and create the agenda
- Create a promotional flyer
- Work with employers to provide any company collateral or information during the tours that may be of interest to job seekers
- Track the number of job seekers and report to SDWP after event completion
- Follow up with the employers and send a link to SDWP's customer satisfaction survey
- Complete any other logistical planning to ensure a successful hiring tour

SDWP will:

- Provide the winning respondent the contact information of the employers to coordinate with
- Notify Dislocated Workers from Rapid Response presentations of the upcoming company hiring tours
- Create the registration pages for job seekers

The schedule for the tours has not been set yet. SDWP expects hiring tours to begin in August.

#### 5. **Employer Advisory Panels**

SDWP's research team hosts advisory panels with employers to determine what types of information should be included in SDWP's [labor market reports](#).

The winning respondent must:

- Coordinate with employers to secure a time, date and location for the employer advisory panel, ensuring that the majority of advisory members are present
- Ensure that SDWP's research team is available for the selected times and dates

SDWP will:

- Provide the winning respondent the contact information of the employers to coordinate with
- Determine the employer advisory panel agenda

## **6. Hiring Subsidies and Resources Workshops**

SDWP hosts hiring subsidies and resources workshops throughout the county for businesses to learn more about SDWP's business services. SDWP previously coordinated events with chambers of commerce, industry associations, cities and other business-serving entities. For a list of previous workshops, visit SDWP's event page: [workforce.org/events/hiring-subsidies-and-resources-workshops](http://workforce.org/events/hiring-subsidies-and-resources-workshops).

The winning respondent must:

- Coordinate with organizations or community partners to secure the time, date and location of the workshops
- Ensure that SDWP's business services team is available for the selected times and dates
- Coordinate with the community partners to send out the workshop registration information to their member lists
- Track the number of employers in attendance and report relevant employer information to SDWP after event completion
- Follow up with the employers and send a link to SDWP's customer satisfaction survey
- Complete any other logistical planning to ensure a successful workshop

SDWP will:

- Provide the winning respondent the contact information of the organizations or community partners to schedule workshops with
- Create the workshop flyer and email blast that should be forwarded to employers (after time, date and location have been secured)
- Create the registration page that the community partners will send out to their member lists

If the winning respondent has more contacts in chambers of commerce, industry associations and other organizations with business members, the winning respondent may schedule workshops with those contacts. However, SDWP's business services team will have the ultimate approval on which workshops will be held. SDWP expects one workshop to be scheduled per month.

## **7. Labor Market/Research Presentations**

Roles and responsibilities of the winning respondent and SDWP are similar to hiring subsidies and resources workshops.

## **SUBMITTAL SCHEDULE**

- RFQ released: July 11, 2016
- Quotes due via email by 5:00 p.m. (PDT), August 4, 2016
- Provider selected: August 12, 2016

Email your quote to [ChristianeBecker@workforce.org](mailto:ChristianeBecker@workforce.org) with the subject of the email titled: "Quote for Event Coordination Services" by Thursday, August 4, 2016 at 5:00 p.m. (PDT).

## **PROJECT TIMELINE & BUDGET**

The term of service will be from August 2016 to June 2017. The budget for these events may not exceed \$45,000.

## **QUOTE FORMAT**

Respondents must submit the following information:

1. Cover page (no more than 1 page)
  - Name and contact information (email, phone number) of the respondent
  - SSN or tax ID
  - Authorized signature
2. Short description of experience/related expertise (no more than 3 pages)
3. Total budget (no more than 1 page)
  - Cost per event type
4. *Minimum* one reference (no more than 1 page)
  - Name and title
  - Organization and contact information (email, phone number)
  - Description of a similar project
5. Conflict of Interest Disclosure Form - Attachment A
6. No other attachments are allowed

## Formatting Requirements

- Font size: 12 point preferred
- 1.5 preferred
- Margins: 1 inch
- Pages: Single-sided
- Pages numbered at the bottom of each page
- 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 RFQ.

## **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.