

SAN DIEGO
WORKFORCE
PARTNERSHIP®

Date: January 4, 2016

To: Interested Research Firms

From: Kelley Ring, Sr. Business & Research Analyst

Subject: Request for Quotes (RFQ) - Data Collection & Summary Reports: **In-Demand Jobs**

REQUEST FOR QUOTES – RESEARCH SERVICES

San Diego Workforce Partnership (SDWP) seeks services from a vendor that can collect survey responses from employers that employ 65 of the top in-demand jobs in San Diego. This survey will allow SDWP to profile the top or in-demand jobs across all sectors. After the data collection, the winning vendor is responsible for writing summary reports of the survey responses.

Further details are discussed in the “Scope of Work” of this RFQ. The budget for this project may not exceed \$48,000. **Please e-mail your quote to kelley@workforce.org by Friday, January 22, 2016 at 3 pm with the subject of the e-mail titled, “Quote for In-Demand Jobs.”**

ORGANIZATIONAL OVERVIEW

San Diego Workforce Partnership (SDWP) is a 501(c)(3) tax-exempt organization chartered by the County and the City of San Diego to fund job training programs in the San Diego region. The organization’s primary funding is allocated by the Department of Labor under the provisions of WIOA.

The organization’s mission is to empower job seekers to meet the current and future workforce needs of employers in San Diego County. The vision of SDWP is that every business in our region has access to a skilled workforce and every job seeker has access to meaningful employment.

For additional information, please visit www.workforce.org.

BACKGROUND

Every two years, SDWP conducts and releases its In-Demand Jobs report, formerly known as the Occupational Outlook Report (the most recent [In-Demand Jobs](#) report is available on the SDWP website). The purpose is to profile the top jobs in San Diego County to provide insight into these occupations for job seekers to understand what opportunities exist. The In-Demand Jobs report will highlight the top jobs in San Diego County as well as define any emerging players, employment and technological trends, and overall workforce development needs.

SCOPE OF WORK

The winning vendor will collect primary data and write summary reports of the data collected. Primary data collection includes online surveying with executives of hiring managers that employ workers in any of the in-demand jobs

SDWP will require a **minimum** of 15 responses per occupation for the online survey. There are 65 occupations to be studied. Employers may provide responses to more than one occupation. The winning vendor must be able to secure a database of employer contacts to send the survey to.

The winning vendor will work with SDWP to develop the survey and interview instruments. If needed, SDWP will provide the winning vendor with at least 300 phone numbers of related employers. SDWP does not have access to employers' email addresses.

Respondents may propose other methodologies to strengthen their quotes such as the coordination of executive interviews, focus groups or advisory councils.

DELIVERABLES

- A summary topline report of the survey responses, including absolute and percentage values for all survey questions as well as the final sample disposition
- Raw data files (in Excel)
- List of employers that provided their contact information for follow up after the survey

SUBMITTAL SCHEDULE

RFQ release date	Monday, January 4, 2016
Quotes due (electric copy via email)	Friday, January 22, 2016 at 3 pm
Research vendor selected	Thursday, January 28, 2016
Data spreadsheet and survey topline report due	Tuesday, April 26, 2016
Draft summary report due	Wednesday, June 1, 2016
Second draft reports for surveys due	Tuesday, June 14, 2016
Final reports for both interviews and surveys due	Monday, June 27, 2016

Please e-mail your quote to kelley@workforce.org by Friday, January 22, 2016 at 3 pm with the subject of the e-mail titled, "Quote for In-Demand Jobs."

All work must be completed no later than Monday, June 27, 2016. The winning vendor must meet with representatives from SDWP at least twice during the term of the contract.

The budget for this project may not exceed \$48,000.

QUOTE FORMAT

Respondents need to submit the following information:

1. Cover page (1 page)
 - a. Name and contact information of respondent
 - b. SSN or tax ID
 - c. Authorized signature
2. Short description of the approach to this project (no more than 5 pages)
 - a. Project completion methodology/proposal
 - b. Project timeline
3. Project budget (1 page)
 - a. Budget by activities conducted (no template, format to be determined by respondent)
 - b. Budget by deliverables with dates of completion (no template, format to be determined by respondent)
4. References and qualifications (1 page)
 - a. Name and phone number of at least one reference for prior work of a similar nature
 - b. List and describe relevant personnel associated with the project and their qualifications

Formatting Requirements

- Font size: 12 point
- Font: Times New Roman
- Single-spaced
- Margins: At least 1 inch
- Pages: Single-sided
- Page numbering: Justified at the bottom of each page
- Language: English

Incomplete or late quotes will be rejected.

EX-PARTE COMMUNICATION

All inquiries must be **e-mailed** directly to Kelley Ring (kelley@workforce.org). No phone calls will be accepted.

Respondents are advised that **no other SDWP individuals are to be contacted** in this regard. No other sources of responses or clarification are considered valid.

Respondents are strictly prohibited from contacting members of SDWP's boards and committees, including the Workforce Development Board (WDB), San Diego Consortium Policy Board (Policy Board), Adult Programs Committee, San Diego Youth Council or SDWP staff.

SELECTION

SDWP staff will review proposals and select the winning vendor based on the project approach, budget and qualifications.

LIMITATIONS

Right to Cancel

SDWP reserves the right to cancel all or part of this Request for Quotes 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.

SDWP reserves the right to delay, amend or reissue the RFQ at any time.

Cooling Off Period

SDWP, the WDB 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:

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 Respondent.

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 procurements issued or contracts executed for program-related services and not to internal SDWP operational support executed within that twelve-month period. Potential respondents must detail any Cooling Off Period disclosures on the **Conflict of Interest Disclosure Form – Attachment A** even if there is no perceived conflict. The Policy Board may, upon a showing of special circumstances that would justify the approval of such a contract, waive this prohibition.