

**SAN DIEGO
WORKFORCE
PARTNERSHIP®**

Date: Thursday, June 18, 2015

To: Interested and Qualified Legal Counsel

From: Andy Hall, Vice President and Chief Program Officer

Subject: Legal Counsel for San Diego Workforce Partnership (SDWP) Governance Review

Quotes Due: Wednesday, July 8, 2015 by 5:00 PM PDT.

REQUEST FOR QUOTE - PROFESSIONAL SERVICES

In July 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law, as a reauthorization of the Workforce Investment Act (WIA). The new legislation calls for changes to the governance structure of Workforce Investment Areas. SDWP is reviewing its governance structure with leaders and board members. SDWP is looking for experienced and qualified legal counsel to assist with this process.

ORGANIZATIONAL OVERVIEW

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

Our mission is to empower job seekers to meet the current and future workforce needs of employers in San Diego County. For more information, please visit www.workforce.org.

BACKGROUND

In line with the passage of WIOA, SDWP is currently reviewing its governance structure. SDWP currently operates with a three-board structure:

1. Federally mandated Workforce Investment Board (WIB)
2. A 501c(3) Board of Directors
3. The San Diego Consortium Policy Board as outlined in the Joint Powers Authority agreement between the City and County of San Diego.

SCOPE OF WORK

The work to be completed by the awarded firm/individual includes:

1. Provide legal counsel to SDWP related to governance changes;
2. Represent SDWP in meetings with legal counsel from the County of San Diego and City of San Diego as needed;

3. Work with SDWP, City Attorney's office, and County Counsel to update Joint Powers Authority (JPA) agreement;
4. Work with SDWP, City Attorney's office, and County Counsel to update the Chief Local Elected Official (CLEO) Agreement as required by WIOA.

SUBMITTAL SCHEDULE

- RFQ released to bidders: Thursday, June 18, 2015
- Quotes due (electronic copy via email) by Wednesday, July 8, 2015
- Consultant selected: Friday, July 10, 2015

Email your quote to Andyhall@workforce.org by Wednesday, July 8, 2015 by 5:00 PM PDT with the subject of the email titled, "Quote for Governance Legal Counsel".

PROJECT TIMELINE

SDWP anticipates service will be needed from July 10, 2015 - November 30, 2015.

Services will be billed monthly as work is completed to the satisfaction of SDWP.

QUOTE FORMAT

Respondents must submit the following information:

1. Cover page (1 page)
 - Name and contact information of the bidder
 - SSN or tax ID
 - Authorized signature
2. Short description of experience/related expertise (no more than 3 pages)
3. Hourly rate
4. Reference: name, organization, title, phone, and description of a similar project
5. Conflict of Interest Disclosure Form - Attachment A

Formatting Requirements

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

EX-PARTE COMMUNICATION

All inquiries must be e-mailed directly to AndyHall@workforce.org. No phone calls will be accepted. Respondents are advised that no other SDWP individuals are to be contacted regarding this matter. No other sources of responses or clarifications are considered valid.

Respondents are prohibited from contacting SDWP staff or members of SDWP's boards and committees about this RFQ.

SELECTION

Quotes will be scored based on the following criteria:

- Relevant Experience and Expertise (50 points)
- Budget / Cost (40 points)
- Reference(s) (10 points)

LIMITATIONS

Right to Cancel

SDWP reserves the right to cancel, delay, amend, or reissue all or part of this Request for Quote at any time without prior notice. This Request for Quote 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 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 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. Potential Respondents must detail any Cooling Off Period disclosures on the **Conflict of Interest Disclosure Form - Attachment A**. The Policy Board may, upon a showing of special circumstances that would justify the approval of such a contract, waive this prohibition.