

SAN DIEGO
WORKFORCE
PARTNERSHIP®

Date: Monday, March 06, 2017

Subject: Request for Quotes (RFQ) – Technical Assistance for Social Enterprise Accelerator Program

Request for Quote – Technical Assistance Services

The San Diego Workforce Partnership (SDWP) seeks a contractor to provide technical assistance to participants in the San Diego Social Enterprise Accelerator program.

Currently, SDWP allocated \$20,000 for technical assistance; however, the contract may extend up to \$50,000 if additional funds are identified.

Email your quote to Tina@workforce.org by Tuesday, March 14, 2017 at 12 p.m. with the subject of the e-mail titled, “Quote for Accelerator Technical Assistance.”

Further details are discussed in the “Scope of Work” of this RFQ.

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 partnered with REDF (redf.org) to pilot a Social Enterprise Accelerator program in San Diego County. The purpose of the Accelerator is to incubate and grow social enterprises that have a double-bottom line mission, where fiscal performance and social impact are measured. Social enterprises in the Accelerator commit to training and hiring underserved residents.

SCOPE OF WORK AND DELIVERABLES

SDWP seeks a contractor that will be responsible for the following deliverables in the Social Enterprise Accelerator program:

- Provision of Organizational Capacity Assessment Tools (OCAT) to the nine organizations in the Accelerator
- Meet and/call social enterprises to review OCAT assessments
- Provide customized technical assistance to each enterprise in the Accelerator based on OCAT assessments

- Assist in coordinating Accelerator meetings with SDWP and REDF
- Survey participants to gather information to plan Accelerator meetings

PROJECT TIMELINE

The term of service will be from March 16, 2017 to March 30, 2018.

SUBMITTAL SCHEDULE

March 6, 2017	RFQ release date
March 14, 2017	Quotes due at 12 p.m. to Tina@workforce.org
March 15, 2017	Respondents notified of the RFQ selection
March 16, 2017	Contract start date

Email your quote to Tina@workforce.org by Tuesday, March 14, 2017 at 12 p.m. with the subject of the e-mail titled, “Quote for Accelerator Technical Assistance.”

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 response to this RFQ (no more than 2 pages)
3. Cost for the deliverables outlined in “Scope of Work and Deliverables”
4. Additional attachments (no more than 2 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 Tina@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 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 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.