

SAN DIEGO
WORKFORCE
PARTNERSHIP[®]

*A proud partner of America's
Job Center of CaliforniaSM network*

**REQUEST FOR PROPOSAL
FOR
THE REENTRY WORKS SAN DIEGO PROGRAM**

AMENDED: JULY 24, 2015

Proposals must be received no later than:

**3:00 P.M. Pacific Daylight Time (PDT)
Monday, August 10, 2015**

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**REQUEST FOR PROPOSALS
FOR MANAGEMENT AND OPERATION OF A JOB CENTER
AT A CORRECTIONAL FACILITY**

1.0 REQUEST FOR PROPOSALS INTRODUCTION

The San Diego Workforce Partnership, Inc. (SDWP) is issuing this Request for Proposals (RFP) to interested and qualified applicants to provide job center services in support of SDWP's *Reentry Works San Diego* project funded through the U.S. Department of Labor's (DOL) Linking to Employment Activities Pre-Release or "LEAP" initiative. The purpose of this request is to procure a qualified provider for two years with the option to extend the agreement for three (3) additional one-year periods based on need, performance, and funding availability. The initial two-year period of performance for the agreement will be twenty-four (24) months, beginning October 1, 2015 and ending September 30, 2017. Respondents are invited to submit a proposal in accordance with the instructions in this RFP.

This RFP will provide potential Respondents with background information and describe the desired services, guidelines for proposals, and the contractor selection process.

1.1 Solicitation

In June 2015, SDWP was awarded LEAP funds through a competitive grants process to provide comprehensive services to justice involved individuals before release and ongoing support as they regain their place in the community when their incarceration ends. The purpose of this program for a specialized jail-based America's Job Center of California (AJCC) is to provide incarcerated individuals with pre-release employment and training services while strengthening links to jobs and post-release services.

The jail-based specialized AJCC contractor will provide services in partnership with the San Diego Sheriff's Department (SDSD/Sheriff) staff at East Mesa Reentry Facility (EMRF) and the San Diego County Probation Department (Probation) at South County Probation Office (SCPO). This contractor will also coordinate directly with the local AJCC network to ensure a strong hand-off to post-release AJCC services.

SDWP is interested in program partners who are committed to implement innovative strategies to deliver specialized job center services to justice-involved individuals with an emphasis on an integrated approach that will ease reentry transition, increase participant's employment prospects and reduce recidivism.

SDWP hereby solicits proposals using a competitive bid process to select a Contractor to conduct job center services to justice-involved individuals from the following types of entities:

- For-profit organizations;
- Non-profit organizations;
- Public agencies and education institutions; and/or
- A collaboration of these organizations.

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP, however, the proposal must clearly demonstrate that all contractual responsibility rests solely with one legal entity and that the proposed arrangement would enable the Respondent to furnish efficient quality for SDWP.

Agencies that have not previously been awarded a Workforce Investment Act (WIA) contract but have managed other federal, state, or local funds to deliver a similar program design, served similar populations, and have participated in a collaborative service delivery approach are encouraged to apply.

This RFP contains the requirements that Respondents must meet in order to submit a responsive proposal. This RFP provides information regarding the format in which proposals must be submitted, the requirements that must be met to be eligible for consideration, the Respondent’s responsibilities, and the documents that must be included. **Proposals that do not include the following will be determined non-responsive and will not be considered for funding.**

- Statement of Qualifications (Section 1.7);
- Proposal Narrative (Section 4.6);
- Budget Shell and Narrative (Section 5.1); and
- Conflict of Interest Disclosure (Section 6.7).

Proposals that do not adhere to formatting requirements and/or do not include other required sections and attachments may not receive full points in the evaluation. SDWP reserves the right to reject any proposal submitted. SDWP will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for evaluation. SDWP is committed to equal opportunity in its contracting process.

1.2 Estimated Funding

Funding for services resulting from this RFP will not exceed \$387,481 over the initial two-year contract. The not-to-exceed costs are shown below:

Period of Performance	Total Available Funding
October 1, 2015 - September 30, 2016	\$193,741
October 1, 2016 - September 30, 2017	\$193,740
Overall Funding Total	\$387,481

1.3 Submittal of Proposals

SDWP must receive the proposal marked “(Name of Agency) Proposal” no later than 3:00 P.M., PDT, Monday, August 10, 2015. Submit one (1) proposal with original signatures, seven (7) paper copies, and one (1) electronic PDF copy on a USB flash drive to:

Evelyn Ramirez, Finance and Operations Analyst
 3910 University Avenue, Suite 400
 San Diego, CA 92105

Late proposals will not be accepted. SDWP will provide a receipt verifying the time and date the proposal is received. If Respondents send their proposals via U.S. Postal Service, UPS, or any other type of delivery service, Respondents are responsible for requesting proof of delivery date and time from their chosen carrier.

1.4 RFP Schedule and Timeline

Beginning July 9, 2015, the RFP will be available to download from SDWP’s website <http://workforce.org/workforce-program-rfps>. If you are unable to download the RFP please contact:

Evelyn Ramirez, Finance and Operations Analyst
3910 University Ave., Suite 400
San Diego, CA 92105
619-228-2954
Email: procurement@workforce.org

Timeline:

<u>Activity</u>	<u>Date</u>
Issue RFP	July 9, 2015
Respondents' Orientation	July 21, 2015
Notice of Intent to Bid Submission (by 3:00 P.M., PDT)	July 31, 2015
Last Day to Submit Questions	August 3, 2015
Last Day Answers Posted on Website	August 6, 2015
Required Statement of Qualifications (SOQ) Submission (by 3:00 P.M., PDT)	August 10, 2015
Proposals Due (by 3:00 P.M., PDT)	August 10, 2015
Oral Interviews and Evaluation Completion	August 26, 2015
Adult Programs Committee (APC) Approval	September 1, 2015
Workforce Investment Board Approval	September 17, 2015
San Diego Consortium Policy Board Approval	September 25, 2015
Effective Date of Contract	October 1, 2015

1.5 Respondents' Orientation

SDWP will provide an optional Respondents' Orientation to present the RFP requirements and address questions. All questions posed during the Respondents' Orientation will be compiled and posted on SDWP's website within three (3) business days. No other communication besides Q & A is allowable as per section 1.8 RFP Questions. The Respondents' Orientation will be held on Tuesday, July 21, 2015 from 9:30 A.M., PDT, to 11:00 A.M., PDT, at the San Diego Workforce Partnership, Julie Benedict Room (3rd Floor) 3910 University Ave. San Diego, CA 92105.

1.6 Notice of Intent to Submit a Proposal

A **Notice of Intent to Submit - Attachment A** is requested of all organizations planning to submit a proposal. The Notice of Intent to Submit form is attached and will also be available at the Respondents' Orientation. Providing a Notice of Intent to Submit does not commit the Respondent to submit a proposal. All Notices of Intent to Submit are due **no later than 3:00 P.M., PDT, Friday, July 31, 2015** to:

Evelyn Ramirez, Finance and Operations Analyst
3910 University Avenue, Suite 400
San Diego, CA 92105
619-228-2954
Email: procurement@workforce.org

1.7 Statement of Qualifications (SOQ)

SDWP is using a Statement of Qualifications (SOQ) to establish a Respondent's qualifications to bid for workforce development funds. The submission of a SOQ determines an organization's legal, administrative, and fiscal capacity to meet SDWP, state, and federal government requirements. The SOQ places organizations on the Qualified Agencies List (QAL), which allows the organization to be eligible to respond to RFP's and to be awarded a contract with SDWP. The SOQ must be updated annually and filed with SDWP. Completion of the SOQ is a **required** step in the process.

SDWP encourages the participation of Respondents who are certified as small businesses, minority-owned firms, women's business enterprises, emerging business organization, disabled veteran business enterprise, and disadvantaged business enterprise whenever possible. Such certification must be documented in their SOQ. **One (1) original and one (1) copy** of all SOQ documents are due **no later than 3:00 P.M., PDT, Monday, August 10, 2015** to:

Evelyn Ramirez, Finance and Operations Analyst
3910 University Ave., Suite #400
San Diego, CA 92105
619-228-2954

Detailed information and the necessary forms are available for download on the SDWP website: <http://workforce.org/workforce-program-rfps>. If you have difficulty downloading the document please contact Evelyn Ramirez, Finance and Operations Analyst at (619) 228-2954 or procurement@workforce.org.

1.8 RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP that arise after the Respondent's Orientation must be submitted via e-mail to: reentryRFP@workforce.org. Written questions will be accepted through Monday, August 3, 2015. Questions received after the deadline will not be answered.

Written responses to questions received by SDWP will be posted on the website, <http://workforce.org/workforce-program-rfps> within three (3) business days of the day the question was submitted. The last date SDWP will post answers to questions is Thursday, August 6, 2015. If the website is unavailable on this date or on the third business day after a question is submitted, SDWP will email the questions and responses to the Respondents who submitted a **Notice of Intent to Submit-Attachment A**. **It is the Respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.** NOTE: With the exception of the Respondents' Orientation, oral questions will NOT be accepted.

Only the responses on the website or emailed directly from SDWP are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP. **No other sources of responses or clarification are considered valid.** Respondents are strictly prohibited from contacting members of SDWP Board of Directors (Board of Directors), Workforce Investment Board

(WIB), San Diego Consortium Policy Board (Policy Board), Adult Programs Committee (APC), San Diego Youth Council (Youth Council) or SDWP staff other than as stated in Section 6.8 Conflict of Interest.

1.9 Addenda to this RFP

At the discretion of SDWP, if it becomes necessary to revise any part of this RFP, an addendum will be posted on SDWP's website, <http://workforce.org/workforce-program-rfps>. Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP. If you have difficulty or problems accessing the website or downloading information, please contact Evelyn Ramirez, Finance and Operations Analyst at (619) 228-2954 or procurement@workforce.org.

1.10 Right to Cancel

SDWP reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. SDWP also reserves the right to modify the RFP process and timeline as deemed necessary. This RFP does not commit SDWP to accept any proposal, nor is SDWP responsible for any costs incurred by the Respondents in the preparation of responses to this RFP. SDWP reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of SDWP. SDWP reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of SDWP.

1.11 Termination Due to Availability of Funds

When funds are not appropriated or otherwise made available by SDWP to support continuation of this contract, this contract shall be cancelled as of the effective date set forth in the termination notice and the Contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

2.0 BACKGROUND INFORMATION

2.1 Organizational Overview

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 the Workforce Investment Act (WIA). The WIA was authorized in 1998 and recently the public workforce system has received new authorization that addresses evolving workforce and economic needs. The Workforce Innovation and Opportunity Act (WIOA) replaces WIA and will be in effect for the next five years (2015-2020). The organization's mission is to empower job seekers to meet the current and future workforce needs of employers in San Diego County. The Workforce Investment Board (WIB) is a business led board that sets the priorities of local workforce development strategy. SDWP is also governed by the Policy Board and a Board of Directors. For more information on SDWP and its governance please visit SDWP website at www.workforce.org/boards.

2.2 American Job Centers of California (AJCC) Network

SDWP oversees the operation of a network of six full service AJCCs and six AJCC satellite sites located throughout San Diego County. AJCCs provide employment and training services to the general public, including career assessment, job training, and job search assistance for San Diego City and County

residents whether unemployed or employed. Each year, the AJCC network serves nearly 15,000 unique visitors across the region.

2.3 Linking to Employment Activities Pre-Release (LEAP) Guiding Principles

The overarching goals of DOL's LEAP program are to:

- Deliver job center services effectively and to reduce recidivism for incarcerated and previously incarcerated populations;
- Support both system alignment and partnerships between local correctional facilities, AJCCs and a range of community-based resources; and
- Reduce employment barriers and provide services to incarcerated offenders that better prepares them to re-enter the workforce and improves opportunities for finding suitable employment immediately upon release.

A list of reference materials to aid Respondents is available in [Reference Materials – Attachment B](#), as well as a glossary of terms available in [Glossary of Terms – Attachment C](#).

2.4 Roles and Responsibilities of SDWP

Roles and responsibilities of the SDWP include:

- Oversee and evaluate the management and operations of all programs funded by the SDWP;
- Allocate funds;
- Monitor Contractors' performance, quality of service, and cost effectiveness, and report on performance to the Boards;
- Develop and provide technical assistance to Contractor's staff;
- Provide technology systems and network connectivity together with the Sheriff's Data Services Division
- Inform contractors of federal and state policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly;
- Prepare grant plans and/or modifications as required for all funding sources; and
- Ensure compliance with all rules, regulations, and procedures issued by all funding sources.

The roles and responsibilities may be refined and changed as:

- Federal and State law and requirements are enacted, updated and/or implemented covering the workforce development system;
- Regulations and procedures are developed or changed by the DOL; and/or
- SDWP's governing Boards adopt new local direction and/or procedures.

2.5 Roles and Responsibilities of the Contractor

Roles and responsibilities of the Contractor include:

- The provision of all required AJCC services to participants which include but are not limited to:
 - Orientation;
 - Intake/Eligibility;
 - Referrals;
 - Enrollment;
 - Assessment;
 - Case Management;
 - Individual Employment Plans (IEPs)

- Placement;
- Incentives/Supportive Services/Stipends; and
- Follow-up Services.
- Manage fiscal responsibilities associated with operation and payment of the contract(s).

For a detailed list of required program elements, refer to the grant submission to the DOL, [SDWP Proposal Narrative – Attachment D](#).

3.0 PROGRAM DESCRIPTION

3.1 *Reentry Works San Diego* – LEAP Program Design Background

Employment plays a critical role in recidivism reduction. A growing body of evidence has shown the critical link between career opportunities and successful reentry of incarcerated individuals back into the community.¹ Improving local reentry outcomes requires the SDWP, Sheriff and Probation Departments, and other partners to better align and integrate services across the criminal justice and public workforce systems. The guiding principles of *Reentry Works San Diego* are:

1) **Team-based case management:** participants will develop a joint reentry plan with all program partners that include pre-release vocational training and AJCC services. Because a continuum of services is an important step toward reentry this grant will fund AJCC services at EMRF and transition, “hand-off” services through the South County Probation Office and AJCC network.

2) **Empowerment and ownership:** Through peer-to-peer learning models, entrepreneurial development, career coaching, and data informed assessments, our program design provides the tools, resources, and support for a successful reentry process driven by the individual.

3) **Targeted job development:** Job development must focus on those employers willing to hire the formerly incarcerated. Job development services will be focused on pre-release services that will turn into post-release jobs.

Through *Reentry Works San Diego*, SDWP and its partners will align the public workforce system’s infrastructure and outcomes with those of the local criminal justice system, representing a systemic response to the challenges of Realignment and high-recidivism in San Diego County.

Tiered Services

This program was designed to provide the following services in partnership with Sheriff and Probation Dept. staff, to 500 participants at EMRF universal job center services, including but not limited to:

- Orientations,
- Group services through workshops,
- Job-readiness activities.
- And other services as appropriate to meeting program outcomes and outputs.

The next tier of service is to 100 participants before release and will provide a more individualized set of career services, including 1:1 counseling/case management, comprehensive assessments, IEPs and access to supportive services. They will also coordinate services post-release with the AJCC network and Probation. The definition and descriptions of universal and career services can be found in current WIA regulations, at www.doleta.gov ([see Attachment B – Reference Materials](#)).

¹ Christy Visher, Sara Debus, and Jennifer Yahner, *Employment After Prison: A Longitudinal Study of Releases in Three States* (Washington: Urban Institute, 2008)

3.2 Eligible Participants

Participants will be incarcerated individuals at the EMRF. The Sheriff's and Probation Department staff will be responsible for selecting and referring eligible participants to the jail-based AJCC.

At a minimum, to participate in funded activities under this grant, an individual must:

- Be a sentenced offender confined in EMRF;
- Have a release date scheduled within 180 days of the individual's enrollment in the program; and
- Have not been convicted of a sexual offense other than prostitution.

Veterans' Priority for Participants:

38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

3.3 Detention Facilities Security Clearance and Background Check

The selected contractor's staff who will be entering and operating in SDSD detention facilities must pass the Sheriff's standard background check by submitting a completed and signed SDSD J-23 form and providing a copy of their valid California Driver's License or California Identification Card. All applicants will be notified in writing by SDSD of the time and place of a mandatory orientation session that they must attend prior to their application being processed. Failure to attend the orientation session will result in the application being made inactive. All potential detention facility service providers will be screened and cleared by the SDSD Detentions Investigations Unit prior to entering any detention facility. An applicant who fails the background investigation and is denied access per the Detentions Investigations Unit will be notified in writing. Information on which the denial is based will be provided. Once cleared, service providers will be issued a visitor ID card and will be escorted and monitored by Sheriff staff while in the detention facility. Ongoing criteria for contractor staff access include no warrants, no pending prosecutions, sobriety, and no felony convictions.

3.4 Performance Management

SDWP requires a comprehensive accountability system to determine the effectiveness of services provided through the AJCC system. The selected contractor will work closely with the SDWP to implement performance measures and attain the prescribed standards as defined in the grant proposal for the delivery of AJCC services. At a minimum, selected contractors will be accountable for the following measures:

- Total participants enrolled
- Total participants served
- Job Placement
- Retention

- Participation
- Work-readiness Indicators
- Recidivism

These measures are defined in greater detail in Section 4.6.3. In addition to these performance measures, each jail-based specialized AJC will report on the applicable WIA/WIOA common measures for all participants. Upon release, participants who transition into a community-based AJC will remain “active” under the state’s workforce system and will follow the same rules for exit and reporting as all other AJC customers.

3.5 Tracking Requirements

The Contractor must utilize the CalJOBS data management system. This includes the entry of individual participant data such as eligibility determination, demographics, activities, case notes and outcomes and follow-up data. Timely data entry is required and must be entered within five (5) business days after the date of any individual activity. Outcomes such as enrollment, participation and completion will also be entered into the Sheriff Department’s Reentry Services Database. SDWP Program Specialists will conduct on-going monitoring to evaluate the Contractor’s use of the data system(s). Failure to comply with the required use will result in corrective action and may result in the contract being terminated. SDWP will provide technical assistance on the data system to the Contractor.

3.6 Technology System Requirements

SDWP has technology system requirements with which the successful Respondent must comply. For technology system requirements see [Technology System Requirements - Attachment E](#), which provides additional technology systems recommendations.

4.0 REQUIRED PROPOSAL FORMAT AND CONTENT

The proposal must clearly demonstrate the Respondent's ability to provide the requested services. The RFP provides information regarding the format which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Respondent’s responsibilities, and the documents that must be included. Questions regarding the proposal format must be submitted to SDWP in writing by **3:00 P.M. PDT, Monday, August 3, 2015 per Section 1.8 RFP Questions.**

In order to simplify the review process and obtain the maximum degree of comparison the proposal must be organized as follows:

4.1 Required Documents and Page Limits

Respondents should include the following documents and must adhere to the following page limits:

- Title Page – 1 page limit
- Table of Contents – No limit
- Executive Summary – 2 page limit
- Proposal Narrative – 20 page limit
- Required Attachments: Budget Shell – No limit
- Required Attachments: Budget Narrative – 6 page limit
- Required Attachments: *Conflict of Interest Disclosure – No limit.

***Please note:** [Attachment K – Conflict of Interest Disclosure](#) must be submitted even if Respondent does not have a potential conflict.

If applicable, the proposal should also include the following attachments:

- Cost Allocation Plan (Section 5.1) - No limit
- Indirect Cost Agreement, (Section 5.1) - No limit
- Additional attachments (such as letters of support/commitment, organizational charts, resumes of key staff)- 10 page limit

SDWP will remove any excess pages from proposals exceeding these page limits before the proposals are distributed for review and evaluation.

4.2 Formatting Requirements

Respondents must adhere to the following formatting requirements:

- Font size: 12 point
- Font: Times New Roman
- Margins: At least one inch
- Line spacing: Double-spaced
- Pages: Single-sided
- Pages numbered sequentially
- Language: English

4.3 Title Page

The title page must include:

- Company name, address, phone number, and federal tax identification number;
- Name of the person authorized to negotiate contracts and make decisions for the organization including the telephone number, fax number, and e-mail address; and
- Authorized signature and submittal date.

4.4 Table of Contents

Include a table of contents that shows a clear identification of the material in the proposal by section and by page number.

4.5 Executive Summary

The executive summary must include a brief overview of the entire proposal including a summary of the Respondent's understanding of the project, an overview of the Respondent's approach and highlight the key strategies that will make their organization successful. The executive summary must not exceed two (2) double-spaced pages.

4.6 Proposal Narrative (Total 70 points)

Proposals should be in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator and/or subcontractor. Responses to this section must not exceed twenty (20) double-spaced pages and must include the following elements:

4.6.1 Organizational Capacity and Qualifications (10 points)

The Respondent must provide an overview of its organization, including the primary location of the organization, type of organization (for-profit, non-profit, etc.), size of the organization, years in business, history of business, the organization's mission and objectives, major services and competencies, and any other relevant information that helps provide an overview of the organization. The Respondent must describe applicable experience in workforce development and/or serving the target population. Respondents must provide evidence of the organization's ability to successfully perform AJCC services

and the services described in this RFP, including descriptions of past projects completed with a similar scope of work and/or other deliverables.

4.6.2 Program Team Staffing Structure (5 points)

The Respondent must propose and develop a staffing model to the program design and service-level expectations as outlined in this RFP. The Respondents will be expected to provide, staffing that covers at minimum, but not limited to, the following key functions:

Job Seeker Services:

- Oversee day-to-day center operations at EMRF in partnership with Sheriff and volunteer civilian staff.
- Train inmate facilitators to promote peer-to-peer learning and engage community volunteers to lead entrepreneurial classes, expungement workshops, and other group services.
- Manage the schedule of workshops and the universal services for 500 participants who may use general job search services.
- Conduct intensive services enrollment for a minimum of 100 participants, including eligibility, assessment and all career counseling activities including the development of an individual employment plan (IEP).

Job Development Services:

- Identify in-demand jobs and employers who have expressed a willingness to hire justice-involved individuals.
- Develop job leads for all participants from businesses willing to hire justice-involved individuals
- Develop job openings/placement opportunities for participants and connect participants to job fairs, employer socials, and interviews pre- and post-release.

4.6.3 Population Served (15 points)

Respondents must describe their understanding of the target population by using applicable experience and research. Respondents must demonstrate how to best provide services and resources needed by justice-involved individuals to overcome barriers to employment, develop and achieve their career goals, and reduce the likelihood of recidivism. Respondents must describe their target performance measures based on their understanding of the population to be served. The jail-based specialized AJC will measure these seven performance outcomes and outputs:

Pre-release measures:

- **Enrollment Rate:** - the number of participants enrolled in the program compared to the target number participants identified in this RFP
- **Participation Rate:** - the rate of continued participation in the program (includes both universal Core A participants and intensive “Core B” enrolled participants); and
- **Work-Readiness Indicator:** - the percentage of participants who are deemed work-ready and/or demonstrate an increase in work-readiness after receiving pre-release services. To assess increases in work-readiness, respondents must use pre-and post service assessment tools.

Post-release measures:

- **Post-Release Enrollment Rate:** - the percentage of participants who report for and are enrolled into comprehensive career services post-release;

- **Placement Rate:** - the percentage of participants who are placed in one or more of the following after post-release enrollment: Registered Apprenticeships, unsubsidized employment, post-secondary education, or occupational skills training;
- **Retention Rate:** - the percentage of participants who remain in employment or educational placements in the third quarter after program exit; and,
- **Recidivism Rate:** - the percentage of participants who reoffend or are re-incarcerated within one year of program exit.

4.6.4 Job Seeker Services (15 points)

Given the understanding of program design and the AJCC activities and tiered approach to service delivery referenced in section 3.1, Respondents must describe the key elements of their program design to provide AJCC services at EMRF. While the WIOA defined Career Services (such as assessment, workshops, 1:1 counseling) are required, Respondents will be asked to describe creative ways in which these services will be enhanced and expanded specifically serve justice involved job seekers/participants.

4.6.5 Peer-to-Peer Learning and Empowerment (10 points)

Research suggests that peer-to-peer learning improves outcomes for at-risk and hard-to-reach populations.² Peer-to-peer learning can improve social and cognitive development, increases a sense of responsibility for achievement and enhances transferable skills for employability. EMRF through their Vocational Programs establishes “Team Leads” who provide leadership, guidance and training to their peers. SDWP and its partners want participants to play a key role in empowering themselves and each other through the services, creating a sense of ownership and pride of the center.

Respondents should describe how they will develop a culture of inmate ownership while expanding the services offered by the AJCC through peer-to-peer learning, inmate leadership development, train-the-trainer initiatives, and other participant empowerment models.

4.6.6 Job Development (10 points)

SDWP recognizes that a criminal record hinders job opportunities for individuals in the competitive labor market. Respondents must describe their organization’s approach to targeting and developing job opportunities for the target population. SDWP is particularly interested in Respondents demonstrating any past experience and strategies conducting job development with employers willing to hire justice-involved individuals.

4.6.7 Partners, Collaboration and Continuum of Services (5 points)

SDWP understands that it is not feasible for the jail-based AJCC to address every need the participant has. Respondents should explain their approach to working with existing partners (Sheriff and Probation) and forming partnerships within the region to connect participants to a broader array of wrap-around services. Respondents shall describe how they will connect with organizations (such as substance abuse counseling, mental health services, housing services, volunteers, training programs, etc.) to aid program participants in the reentry process. Respondents should describe their plan to connect participants to continued services post-release through SDWP’s network of community-based AJCCs and what that transition “hand-off” process will look like.

2 Peer Learning in Higher Education: Learning From & With Each Other, edited by David Boud, Ruth Cohen & Jane Sampson. Published by Kogan Page Limited 120 Pentonville Road, London N1 9JN, UK and Stylus Publishing Inc. 22883 Quicksilver Drive Sterling, VA 20166-2012, USA. <http://web.stanford.edu/dept/CTL/Tomprof/postings/418.html> Copyright © David Boud, Ruth Cohen, Jane Sampson and individual contributors, 2002.

4.7 Past Performance Questionnaire (5 points)

Three (3) complete **Past Performance Questionnaires – Attachment L** must be submitted from organizations/agencies which the Respondent has had direct involvement in projects similar in scope. Questionnaires must be for projects the Respondent has managed within the past five years. If a joint proposal is submitted, Questionnaires must be completed for the lead entity, the organization that assumes financial responsibility. Respondents that have had contracts with SDWP within the past two years must include SDWP as one of the agencies completing a Questionnaire. Each of the Respondent's Questionnaires must be completed and **emailed** directly to procurement@workforce.org by the **referring agency** by the proposal due date. Past Performance Questionnaires received after the proposal due date will not be accepted. Organizations/agencies must email the questionnaire to:

Evelyn Ramirez, Finance and Operations Analyst
procurement@workforce.org

Respondents may be deducted points in this category if SDWP does not receive all three past performance questionnaires via email from the **referring agency** by the proposal deadline.

4.8 Proposed Budget (Total 10 Points)

With guidance from Section 5.2, Budget Information, Respondents must complete the following Budget Forms to prepare a twenty-four (24) month budget in accordance with Section 5.0 **with Budget Instructions – Attachment I**:

- **Budget Shell – Attachment G**
 - Budget Detail
 - Personnel Detail
 - In-Kind Personnel Costs
 - Expenditure Plan
- **Budget Narrative Worksheet – Attachment H**
- **Cost Allocation Plan, if applicable**
- **Indirect Cost Agreement, if applicable**

Please note: job center facility space, office furniture, including desks and chair, equipment such as twelve (12) laptops for participants and staff, phones and some office supplies will be provided by the Sherriff's department and should NOT be accounted for in the proposed budget.

5.0 FINANCIAL REQUIREMENTS

5.1 Budget Information

As stated in **Section 1.0** of this RFP, the period of performance for the contract to be awarded is twenty-four (24) months beginning October 1, 2015 and ending September 30, 2017.

The Respondent must submit a **Budget Shell - Attachment G**, (e.g., personnel, non-personnel, contracts, indirect, profit) that covers the entire twenty-four (24) month contract period, a related **Budget Narrative - Attachment H** by line-item, and, if applicable, a Cost Allocation Plan. Estimated funding amounts are listed in **Section 1.2**. No Respondent should exceed the estimated funding amounts. The overall line-item detail budget should provide a high-level snapshot of the Respondent's total budget.

All personnel costs must identify the staff position, annual salary, and percentage of annual time spent on the funding sources for every staff position by program year of the twenty-four (24) month contract. Non-personnel costs should also be further outlined into specific line items (such as supplies,

equipment, repairs, and mileage). Subcontractor costs should identify the subcontractor, the service to be provided, and the total cost. The Respondent's subcontracts funded must be reviewed and approved by SDWP prior to executing. The subcontracts must be procured through full and open competition to meet the WIOA requirement that funds must be competitively procured, as indicated in the Federal procurement guidelines at 2 CFR parts 200 and 2900, in addition to applicable State and local procurement laws.

Each Respondent must submit a [Budget Narrative - Attachment H](#) and, if applicable, a Cost Allocation Plan that corresponds to its line-item budget detail. This narrative should justify the need for all costs built into the line-item detail, the methodology used to derive each cost.

The Cost Allocation Plan describes the methodology that will be used to prorate common operating costs to each funding source. Examples of common operating costs are infrastructure costs (e.g. rent and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources. Furthermore, the estimated amounts derived from the proposed methodology should be allocated to each budget line item by funding source. All costs should be identified as program or program support costs (see **Section 5.2 Program/Administrative Support vs. Program Costs**).

The total of the separate indirect and negotiated profit line items (when calculated in aggregate) should not exceed 15 percent of a Respondent's budget. For-profit organizations' negotiated profit line item will not be negotiated at a rate higher than 10 percent of the total project. The following factors that may be considered in negotiating profit:

- a. The Contractor's effort measured by the complexity of the work to be performed and amount of subcontracting (if approved under the contract terms);
- b. Contract cost risk;
- c. The Contractor's investment and independent development;
- d. The quality of the Contractor's record of past performance including cost control and past accomplishments; and
- e. Additional factors as needed.

The extent to which a Respondent can meet performance objectives while minimizing indirect and profit costs will be a factor in the evaluation process. Any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency. If a Respondent does not have an approved indirect rate but wishes to include indirect costs in its proposal, it must submit all relevant financial information that outlines how the indirect rate and costs were determined and future steps for required approval by the relevant cognizant agency. If the Respondent is not required to obtain an indirect rate, then the Cost Allocation Plan must include the methodology describing how common operating costs are distributed to the different funding sources. All costs should be identified as program support or program costs. For guidance on completing the standard budget shell and the budget narrative, please see [Budget Instructions – Attachment I](#).

5.2 Program/Administrative Support vs. Program Costs

WIOA identifies two cost categories: administrative and program costs. For the purpose of the RFP, SDWP defines administrative costs as program support costs. Respondents may not exceed the cap of 10 percent on program support costs. For more information on program support and program costs, refer to "2 CFR parts 200 and 2900. All Respondents should follow this rule when classifying budget costs as program support or program costs. SDWP encourages Respondents to use in-kind or other revenue streams other than WIOA funding to pay for program support costs. The extent to which a Respondent

can meet performance objectives while minimizing support costs will be a factor in the evaluation process.

5.3 In-Kind and Cash Match Resources

In order to efficiently use insert program funding funding and deliver program services to residents and businesses within San Diego County, it becomes increasingly important to leverage a wide-range of public and private resources to support program services. Respondents are encouraged to demonstrate either in-kind or cash match resources from any variety of funding sources.

These in-kind or cash match resources must directly support the proposed program activities and must be documented with a Letter of Commitment, Memorandum of Understanding or other documentation.

In-kind and cash match resources can support any particular budget item as long as it supports program activities. Cash match is defined as a contribution of funds made available to the Respondents to be used specifically for program activities. Respondents are required to assign a monetary value to any in-kind contributions. Examples of in-kind resources include but are not limited to:

- Staff time from lead and/or partner agencies (directly related to jobseeker or business customers)
- Facilities/Infrastructure (where services are provided)
- Participant expenses (e.g. internship/work experience wages, incentives, supportive services, tuition, books, fees, tools or clothing for employment)
- Equipment (directly related to services to jobseeker or business customers)
- Outreach and/or media support

5.4 Subcontractors

If applicable, the Respondent must describe its plan to subcontract any portion of the services in **Section 4.6 Proposal Narrative**. The Respondent must follow their own procurement procedures to procure subcontractors if those procedures reflect state and local laws and conform to the standards in 2 CFR 200.318 – 326. If a proposal identifies a specific subcontractor as collaborating in the design or provision of services, SDWP’s award of the grant does not provide the justification or basis to sole source the procurement of those services, thereby avoiding full and open competition for the provision of the planned services. Procurement of subcontractors may be done before or after submitting a proposal. See **Contract General Provisions – Attachment J** (Section 29.0 Procurement and Purchases and Section 42.0 Subcontracting), for additional information.

6.0 EVALUATION PROCESS AND CONTRACT AWARD

6.1 Compliance Review

Upon receipt of proposals, staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. All proposals should adhere to the required format and, in order to be competitive, should include all of the requested information, all sections awarding points, completed forms, and attachments. **Proposals that do not include the following will be determined non-responsive and will not be considered for funding.**

- Statement of Qualifications (Section 1.7);
- Proposal Content (Section 4.6);

- Budget Shell and Narrative (Section 5.1); and
- Conflict of Interest Disclosure (Section 6.7)

Proposals that do not adhere to formatting requirements and/or do not include other required sections and attachments may not receive full points in the evaluation. SDWP reserves the right to reject any proposal submitted. SDWP will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for evaluation.

6.2 Evaluation Criteria

SDWP will put together an RFP scoring panel of community leaders, board members, and outside experts that will score and rank all proposals that meet the compliance requirements described in Section 6.1, Compliance Review. The RFP Scoring Panel will use the criteria described within the RFP and make a recommendation for funding based on the evaluation scores. Following the proposal review, the panels will conduct oral interviews that will allow the Respondents to highlight their plans for the delivery of services and the financial requirements. Respondents must have a total average score of 70 points or higher to qualify for oral interviews. Respondents will be notified by Monday, August 24, 2015 if they are selected for oral interviews. Oral interviews will take place Wednesday, August 26, 2015. SDWP reserves the right to recommend multiple proposals to governing boards.

During the oral interview, Respondents will be given no more than thirty (30) minutes to present their proposal for the delivery of services and the financial requirements and answer questions from the evaluation panel. The Respondent may not present any new information during the oral interview. The individual designated as the authorized negotiator and/or key personnel may be in attendance at the interview. The respondent is limited to a presentation panel of three (3). The table below provides a summary the evaluation scoring methodology for this RFP:

RFP Scoring Methodology	
Written Proposal Scoring	
<i>Proposal Narrative (70 Points Total)</i>	
Organizational Capacity and Qualifications	10
Program Team Staffing Structure	5
Population Served	15
Job Seeker Services	15
Peer-to-Peer Learning and Empowerment	10
Job Development	10
Partners, Collaboration and Continuum of Services	5
<i>Past Performance (5 points Total)</i>	
Past Performance Questionnaire	5
<i>Proposed Budget (10 Points Total)</i>	
Proposed Budget	10
Written Proposal Total Available Points	85
<i>(Respondents that receive 70+ points will advance to the Oral Interview)</i>	
Oral Interview	15
Total Available Points	100

In the event that the primary Respondent recommended fails to provide services outlined in the agreement and proposal, SDWP may use an alternate Respondent to perform services based on score

approved by the governing board. Respondents must achieve a minimum total of 85 points to receive funding.

6.3 Selection

The RFP Scoring Panel will recommend as the successful Respondent the organization whose proposal is determined to best meet the needs of SDWP, based on the evaluation criteria discussed above. The selection of the successful proposal will be based upon information supplied by the Respondent in response to this RFP and upon other information that will be obtained by the RFP Scoring Panel, as deemed necessary. The lowest-cost proposal may not be determined to be the most responsive when all factors of evaluation of the proposal have been considered. However, the quoted budget will be an important factor in the determination of the successful proposal. SDWP reserves the right to negotiate with any Respondent after proposals are opened, if such action is deemed to be in the best interest of SDWP.

6.4 Appeals Process and Access to Evaluation Information

The information below outlines the appeals process and procedure to access evaluation information. 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 RFP was violated in some manner; and/or
- Federal, state, and/or SDWP procurement guidelines, as described in [Contract General Provisions- Attachment J](#), has 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; or
- By those other than RFP Respondents.

The appeals process will consist of the following steps:

- A written letter of appeal must be delivered to SDWP operations department at procurement@workforce.org
- The written appeal shall specify evidence for valid appeal and the specific relief sought;
- The written appeal must be received by SDWP within three (3) business days from the date the RFP recommendation is first 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 must be posted no later than 72 hours prior to the meeting being held. Therefore, the agenda for the September 1, 2015 APC meeting must be posted no later than August 26, 2015 at: <http://workforce.org/boards/>. If the website is unavailable on this date, SDWP will email the agenda to the addresses on the SDWP RFP contact list;
- A designated third-party, appeals review panel comprised of non-SDWP staff will have ten (10) business days to determine if the criteria for a valid appeal have been met. The decision of the review panel will be final with no provision for reconsideration.

Access to Score Sheet and Comments

Individual score sheets and comments used during the evaluation process may be provided in the form of summaries as prepared by SDWP staff. Actual individual scores sheets will not be disclosed. These summaries will be provided to applicants of the RFP who submit a written request. Requests for this information must be responded to within ten (10) business days of the Policy Board reviewing the final

contract recommendations and any appeals submitted. The purpose for releasing this information is for technical assistance and continuous improvement and not for purpose of an appeal.

6.5 Board Action

The review panel's recommendations will be presented to the APC at its meeting on September 1, 2015. The APC's recommendation will be presented at the WIB meeting on September 17, 2015 and at the Policy Board meeting on September 25, 2015. These dates are subject to change at SDWP's discretion. These Boards will designate the Respondent to be awarded the contract(s) based upon consideration of the RFP Scoring Panel's recommendations. Respondents are advised that the WIB and the Policy Board must approve the final selection, based upon the results of the evaluation process and the recommendations of the RFP Scoring Panel and staff.

6.6 Contract Award

The Policy Board will make the final selection of the successful Respondent on September 25, 2015, with contract negotiations and contract signing to follow. These target dates are subject to revision. Once the successful Respondent is approved, arrangements will be made to begin contract negotiations and contract implementation. The term of the contract will be for two (2) years with the option to extend the agreement for three (3) additional one-year periods based on need, performance, and funding availability. The period of performance for the agreement to be awarded is twenty-four (24) months, beginning October 1, 2015 and ending September 30, 2017.

6.6.1 Negotiation/Contract

All Respondents must designate an authorized negotiator. (The name and contact information for this person should be included on the title page of the proposal.) This designated person must be empowered to make binding commitments for the successful Respondent and its subcontractors, if any. SDWP reserves the right to negotiate the final terms of the contract agreements with the successful Respondent. Items that may be negotiated include, but are not limited to, the scope of work, the staff as proposed, the implementation schedule and the final award amount.

6.7 Conflict of Interest

Respondents are required to list any and all individuals who contributed to the preparation of the proposal in the [Conflict of Interest Disclosure – Attachment K](#). Disclosure of any actual or potential conflicts of interest relative to this RFP is required. **All Respondents must fill this out and submit if even if there are no actual or potential conflicts of interest.**

6.7.1 Ex-Parte Communication

It is the policy of SDWP to prohibit ex-parte communication with any board member (Policy Board, WIB, APC, Youth Council, or Board of Directors), SDWP staff, consultants or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

Any written communication to a board member or evaluator from potential Respondents will be distributed to all board members and evaluators. Collaboration with members of the various SDWP boards and committees on or about the proposal is a violation of the ex-parte communication rule. However, recognizing the value that such collaborations may bring to our system, SDWP has developed [Conflict of Interest Disclosure Form - Attachment K](#) to ensure that these types of arrangements do not place Respondents in jeopardy. **All Respondent MUST include a Conflict of Interest Disclosure Form - Attachment K, even if no real or potential conflicts exist.** Financial relationships with Respondents will disqualify a Policy Board, WIB, Youth Council or APC member from participating in the discussion and

voting to fund proposals and will also disqualify any individual from evaluating proposals. NOTE: Under no circumstances may an individual who is part of the RFP Scoring Panel collaborate with any Respondent. All individuals on the RFP Scoring Panel will be asked to sign the “Conflict of Interest Certification for Request for Proposal” stating they have not collaborated with any Respondent.

6.7.2 Cooling Off Period

SDWP, the WIB and the Policy Board will not approve or contract with, and will 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
 - 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 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 required [Conflict of Interest Disclosure Form - Attachment K](#). The San Diego Consortium Policy Board may, upon a showing of special circumstances that would justify the approval of such a contract, waive this prohibition.

6.8 Intellectual Property

As a sub-recipient of DOL, SDWP reserves copyrights of all products developed under this grant including, but not limited to, curricula, training models, technical assistance products, and any related materials. Such copyright uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. DOL funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where DOL has a license or rights of free use in such work.

6.9 Communications

SDWP takes sole responsibility for any and all outreach and distribution of information about the status of contracts and/or public relations matters to the media and/or other parties. Any and all media or information inquiries about SDWP contracts and/or public relations matters should be immediately directed to SDWP’s Communications Team at communications@workforce.org or 619-228-2904.

6.10 Insurance

A full line of business insurance will be required of all successful Respondents. Please refer to SDWP’s [Contract General Provisions - Attachment J](#) (Section 19.0 Fidelity Bonding and Section 20.0 Insurance) for complete information.

6.11 Contract Terms and Litigation Warranty

SDWP will negotiate contract agreements with the successful Respondent(s). SDWP’s standard contract terms are included in the [Contract Template - Attachment E](#) and [Contract General Provisions -](#)

Attachment J. These will be the terms and conditions used by SDWP in its contract, and will form the basis for contract negotiations.

The RFP, any addenda, and the Respondent's response will also become part of the contract agreement between SDWP and the Respondent. SDWP is not responsible for oversights in this RFP that are not brought to the attention of SDWP prior to starting contract negotiations. The Respondent must indicate in its proposal any exceptions that the Respondent takes to the terms and conditions in the **Contract General Provisions - Attachment J**, or to any of the contents of this RFP. Contract terms required by the Respondent must be included or attached to the Respondent's proposal.

Respondents, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the Respondents on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to SDWP in the proposal(s). Disclosure will not automatically disqualify the Respondents; however, SDWP reserves the right to evaluate proposal(s) on the basis of facts surrounding such litigation or arbitration. These will be reviewed and decided upon at the discretion of SDWP.

6.12 Funding Warranty

Respondents, by submitting a proposal, warrant that in the preceding three (3) years they have not had one or more public transactions (federal, state, or local) terminated for cause or default.

6.13 Work for Hire

Respondent agrees that all intellectual properties created by the Respondent in the course of performance of Respondent's duties under a contract with SDWP, including without limitation, all patentable and copyrightable inventions and recordings, in every format, are each a "work for hire" and are the sole and exclusive property of the State, except as provided in 37 CFR Regulations part 401.14 and CFR 97.34 where it is the property of DOL, as indicated in the WIA Sub-grant Agreement, provision 19. In the event the contract does not qualify as a "work for hire" agreement, in partial consideration for the compensation paid to the Respondent pursuant to the contract, the Respondent hereby irrevocably assigns to SDWP, on behalf of the State and DOL, in perpetuity, all of the Respondent's rights, title, and interest in and to all copyrights, patents, know-how, and other forms of intellectual property created by the Respondent in the course of performance of Respondent's duties under a contract with SDWP. Respondent agrees to execute any forms of assignment or transfer reasonably requested by SDWP during or following the term of this Contract in order to evidence the foregoing agreement of the parties.

6.14 Restriction on Disclosure

Confidential Information: Any information deemed confidential or proprietary by Respondent must be clearly marked and identified by Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record. If Respondent does not mark information as confidential or proprietary, SDWP will assume that Respondent believes such unmarked data should be released to the public.

Proposals submitted in response to an RFP, amounts actually paid by the government under a contract, and cost and pricing data incorporated into a contractual document such as line item prices, contract

award prices, and modifications are released. Explanatory material and headings associated with costs and pricing data are normally released unless Respondent can justify their deletion.

Proposals will be received, maintained, and disclosed to the public consistent with the California Public Records Act and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Respondents should be aware that SDWP is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government code Section 6250 et.seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

SDWP will not notify Respondent of requests for release of information or that SDWP released data unless SDWP receives a request for information previously marked and identified by Respondent as confidential or proprietary. If SDWP receives a request for release of such previously marked and identified confidential or proprietary information, SDWP will notify Respondent of such request to allow Respondent to challenge such request consistent with applicable law. Respondent, by submission of materials marked confidential or proprietary, expressly acknowledges and agrees that neither SDWP nor the City or County of San Diego will have any obligation or liability to the Respondent in the event a court of competent jurisdiction compels the disclosure of these materials. Any data to be returned should be so marked by Respondent and will be returned if not essential to the proposal or contract record.

7.0 ATTACHMENTS

Attachments are separate documents to this RFP and maybe downloaded from SDWP's website www.workforce.org.

- Attachment A** - **Notice of Intent to Submit**
- Attachment B** - **Reference Materials**
- Attachment C** - **Glossary of Terms**
- Attachment D** - **SDWP Proposal Narrative**
- Attachment E** - **Contract Template**
- Attachment F** - **Technology System Requirements**
- Attachment G** - **Budget Shell**
- Attachment H** - **Budget Narrative**
- Attachment I** - **Budget Instructions**
- Attachment J** - **Contract General Provisions**
- Attachment K** - **Conflict of Interest Disclosure Form**
- Attachment L** - **Past Performance Questionnaire**
- Attachment M** - **RFP Checklist**