



**Request for Proposal
Temporary Staffing and Employer of Record Services**

RFP Issued	August 1, 2017
Respondents Orientation	August 8, 2017
Last Day to Submit Questions	August 25, 2017
Proposals Due	September 1, 2017
Evaluation Completion	September 4-8, 2017
Contractor Selected	September 15, 2017
Services Begin	October 1, 2017

**Proposals must be submitted no later than
September 1, 2017 at 3:00 p.m. (PDT) to procurement@workforce.org**

ABSOLUTELY NO EXCEPTIONS

SDWP is an equal opportunity employer and is committed to equal opportunity in its contracting process. Auxiliary aids and services are available upon request to individuals with disabilities.

Table of Contents

1. Introduction.....	1
1.1 Solicitation and Contract Period.....	1
1.2 Organizational Overview & Governance.....	1
1.3 Eligible Applicants.....	1
1.4 Addenda to this RFP.....	1
1.5 Right to Cancel.....	1
1.6 Respondents Orientation & Questions and Answers.....	2
1.7 Submittal of Proposals.....	2
2. Requested Services.....	2
2.1 Description of Services Required.....	3
2.2 Implementation Plan and Timeline.....	3
3. Proposal Submission.....	4
3.1 Cover Page.....	4
3.2 Description of Services.....	4
3.3 Equity, Diversity, and Inclusion.....	4
3.4 Cost.....	5
3.5 Organization and Staff Qualifications.....	5
3.6 Organization References.....	5
3.7 Formatting Requirements.....	5
3.8 Evaluation Criteria and Selection.....	5
4. Contract Award, Provisions, and Disclaimers.....	6
4.1 Contract Award.....	6
4.2 Conflict of Interest.....	6
4.3 General Provisions.....	7
4.4 Appeals Process and Access to Evaluation Information.....	8
4.5 Restriction on Disclosure.....	8
5. Attachments.....	9

1. Introduction

1.1 Solicitation and Contract Period

The San Diego Workforce Partnership, Inc. (SDWP) is issuing this Request for Proposals (RFP) for temporary staffing services to fill short-term staffing needs, employer of record services, background checks, and other miscellaneous staffing services for SDWP.

The purpose of this request is to procure a qualified contractor for one nine-month period with the option to extend the agreement for three additional one-year periods based on need, performance and funding availability. The period of performance for the agreement to be awarded is nine months, beginning October 1, 2017 and ending June 30, 2018.

1.2 Organizational Overview & Governance

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 Innovation and Opportunity Act (WIOA) and distributed under the leadership of the Workforce Development Board (WDB) and the Policy Board.

For additional information on SDWP, our governance structure, or our program funding please visit workforce.org.

1.3 Eligible Applicants

Organizations with experience in providing temporary staffing and employer of record services are encouraged to apply. SDWP encourages the participation of Respondents who are certified as small businesses, minority-owned firms, women's business enterprises, emerging business organizations, disabled veteran business enterprises, and disadvantaged business enterprises.

1.4 Addenda to this RFP

SDWP may revise any part of this RFP and will release an addendum that will be posted on SDWP's website: workforce.org/procurement

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 the SDWP communications team at communications@workforce.org.

1.5 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 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.

1.6 Respondents Orientation & Questions and Answers

SDWP will provide a 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. Other than the Respondents Orientation, no communication with SDWP staff regarding this RFP is allowed. The Respondents Orientation will be held virtually:

- Tuesday, August 8, 2017 from 10:00 a.m. to 12:00 p.m.
- Registration URL: <https://attendee.gotowebinar.com/register/858810225086434306>
- Webinar ID: 244-746-107
For phone/audio, please dial the following number (United States: +1 (415) 930-5321). The audio PIN will be shown onscreen after joining the webinar via a computer.
- The orientation will be recorded and posted to SDWP's webpage where the RFP can be found.
- Questions related to the RFP must be submitted via email to: procurement@workforce.org or asked during the Respondents Orientation. Apart from the Respondents Orientation, oral questions will not be accepted. Respondents are asked to refrain from directly contacting SDWP and/or board members with questions regarding the RFP. Violation of this requirement may result in disqualification from the bidding process.
- Written questions will be accepted through 5:00 p.m. Friday, August 25, 2017.
- Questions received after the deadline will not be answered.

Written responses to questions received by SDWP will be posted on the website at workforce.org/procurement by August 29, 2017. It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted. SDWP reserves the right to consolidate or group questions to streamline the response process.

1.7 Submittal of Proposals

SDWP must receive proposals no later than September 1, 2017 at 3:00 p.m. (PDT). Submit a PDF version of the proposal to procurement@workforce.org.

2. Requested Services

SDWP uses temporary staffing services to fill short term staffing needs in the area of, but not limited to, administrative support, technical support, human resources and finance. The contractor will be required to assist SDWP staff in project completion or in interim placement due to employee turnover or individual leave or vacation.

In addition to regular temporary staffing services, SDWP also has the occasional need to payroll staff through the temporary staffing agency. In this case, SDWP would select an individual and send them to the contractor for employer-of-record services and background checks, as necessary.

Both SDWP-identified and agency-sourced candidates may work for a variety of durations and respondents should be prepared to payroll temporary staff for various periods.

2.1 Description of Services Required

The contracted third-party staffing agency will be responsible for administering the following services:

- Provide third-party payroll services to participants for on-the-job training and subsidized employment programs
- Provide third-party payroll services to temporary or seasonal workers identified by SDWP
- Source candidates for temporary and temp-to-hire staffing needs of the organization, utilizing sourcing methods that promote diverse candidate pools and equal opportunity employment opportunities
- Serve as the employer of record for youth and adult participants of on-the-job training and subsidized employment programs, including temporary and seasonal workers identified by SDWP and/or sourced by the agency
- Provide ongoing customer service to all candidates and SDWP staff, meeting all deadlines and communicating proactively
- Be responsible for all payroll taxes, employment insurance, workers' compensation insurance, property insurance and liability insurance, as required by federal, state and local laws
- Conduct assessments and interviews to source potential candidates
- Conduct background checks as requested by SDWP
- Provide reimbursement to temporary staff for mileage, parking, etc.
- Travel to the community sites to process, source and onboard temporary staff for SDWP
- Provide a system for ongoing communication and validation of services (e.g., reports as needed)
- Ability to process work permits and manage liability for workers ages 16-18 years old

2.2 Implementation Plan and Timeline

The period of performance for the agreement to be awarded is nine months, beginning October 1, 2017 and ending June 30, 2018, with the option to extend the agreement for three additional one-year periods, based on funding, need and quality of services.

3. Proposal Submission

Section	Section Title	Page Limit(s)*
3.1	Cover Page	1 page
3.2	Description of Services	No more than 10 pages combined for sections 3.2 through 3.5
3.3	Equity, Diversity and Inclusion	
3.4	Costs	
3.5	Qualifications and References	

**Content beyond the page limit listed above will be removed before proposals are evaluated.*

3.1 Cover Page

The cover page should include the following:

- Organization name
- Employer Identification Number (EIN)
- Point of contact name and job title
- Point of contact email and phone number

3.2 Description of Services

Respondents are asked to address the following in their proposals:

- What is your organization’s hiring and sourcing approach?
- How does your organization screen candidates prior to referring to clients?
- How does your organization support candidates in their roles after placement?
- What type and amount of workers’ compensation and liability coverage does your organization have?
- Describe your experience in working with young adults (ages 16-24).

3.3 Equity, Diversity and Inclusion

SDWP is committed to creating an organizational identity that is deep-rooted in valuing equity, diversity and inclusion. Respondents are asked to address the following in their proposals:

- Describe your organization’s approach to ensuring a diverse and inclusive candidate set.
- Describe specific community partners in San Diego that you have worked with or plan to work with if selected to ensure a diverse and inclusive candidate set.
- Does your organization have any practices or policies designed to eliminate implicit biases in the screening process? If so, please describe.

3.4 Cost

Respondents are asked to address the following in their proposals:

- What is your markup rate/price for candidates identified by SDWP and referred to your organization?
- What is your markup rate/price for candidates that you identify and source?
- If there are different rates for different positions, please describe those differences.
- What is your temp-to-hire conversion cost/rate?
- What is the cost for a background check for an SDWP employee?

3.5 Organization and Staff Qualifications

Respondents are asked to address the following in their proposals:

- Provide 3 examples of projects with a similar size and scope.
- Describe the experience and expertise of the individual(s) who would be responsible for servicing SDWP's account, including their qualifications and length of service in their current position.
- Describe what you would do to ensure consistency of the service to SDWP in the event that there is a change in the primary contact assigned to SDWP.

3.6 Organization References

The respondent must provide at least 3 complete references from clients with a similar scope. References shall include the following information:

- Reference's organization/company name;
- Reference's address and phone number (and email address, if possible);
- Contact person name; and
- Description and date of project and/or services provided for each reference.

3.7 Formatting Requirements

- Language: English
- Page size: 8.5" x 11"
- Font: 12-point regular, Arial or Times New Roman
- Character Spacing: Normal
- Line spacing: Double-spaced, single sided
- Margins: At least 1" on all sides
- Pages should be numbered sequentially

3.8 Evaluation Criteria and Selection

The RFP evaluation will be comprised of two components; the written portion and the oral interview portion. Respondents who receive 75 or more points on the written portion of the proposal will move on to the oral interview portion of the evaluation. Respondents that qualify for oral interviews will be given 20 minutes to highlight the different areas of their proposal, and will then answer a series of questions from the RFP Scoring Panel. The respondent's authorized

negotiator or delegate and proposed project manager must be in attendance for the oral interview. A participant, employer and other key personnel are encouraged to attend but not required. The respondent is limited to a presentation team of five individuals.

The RFP Scoring Panel will score, rank and select the winning proposal. 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 following details the points assigned per section:

Proposal Section	Point Value
Description of Services	25
Inclusion, Diversity, and Equity	25
Qualifications and References	25
Costs	25
Oral Interview	25
Total Points	125

Respondents must have a total score of 100 points or higher to be recommended for funding. In the event that any contractor selected fails to provide services outlined in the agreement and proposal, SDWP may use an alternate respondent to perform services upon board approval.

Summaries of score sheets and comments will be provided to all applicants of the RFP within 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.

4. Contract Award, Provisions and Disclaimers

4.1 Contract Award

Once the successful proposal is selected, arrangements will be made to begin contract negotiations and contract implementation. We reserve the right to change the terms of the contract annually based on the availability of funds. Negotiation/Contract: All respondents shall designate an authorized negotiator. 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(s). Items that may be negotiated include, but are not limited to, the scope of work, the implementation schedule, target population, partners, and the final award amount.

4.2 Conflict of Interest

Collaboration with committee and/or board members is allowed, however, such collaboration must be included on the **Conflict of Interest Disclosure Form - Attachment A**. A completed Conflict of Interest Disclosure Form must be submitted even if there are no actual or potential conflicts of interest.

Policy Board, WDB, committee members may not participate in the evaluation of proposals, discussions and/or voting to fund proposals if the member has a conflict of interest or has had any ex-parte communication with the Respondent regarding this RFP.

Cooling Off Period

SDWP, the WDB and the Policy Board shall not approve or contract with, and will reject any bid or proposal submitted by an individual or entity who within the preceding 12 months, was themselves or employs anyone who 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 12-month period beginning on the date the person left the employment of SDWP, and will apply to any procurement issued or contract 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 cooling off provision.

4.3 General Provisions

Contract Terms and Litigation Warranty

SDWP will negotiate contract agreements with the successful respondent(s). SDWP's standard contract terms are included in the **Service Agreement Template - Attachment B**. 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 shall 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 shall indicate in its proposal any exceptions that the respondent takes to the terms and conditions in the **Service Agreement Template - Attachment B**, 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.

4.4 Appeals Process and Access to Evaluation Information

Only Respondents to this RFP may appeal the results if the procurement process, as outlined by the RFP, was violated in some manner, and/or federal, state and/or SDWP procurement guidelines have been violated.

An appeal will not be allowed to contest individual scores, the rating system, disqualification, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

The appeal process must follow the steps listed below:

- A written letter of appeal will be sent to procurement@workforce.org:
 - The written appeal must specify evidence for appeal and the specific relief sought.
 - The written appeal must be received by SDWP within five business days from the date the RFP recommendation is first publicly posted on SDWP's website.
- An appeal review panel appointed by the WDB Chair will review the appeal. The appeal panel will review the appeal and collect information related to the appeal. At their discretion, the review panel may request a meeting with the respondent and SDWP staff, and/or use other methods to gather relevant information.
- Once all the information is gathered and discussed, the appeals review panel will issue a written decision regarding the appeal to the appellant and the full WDB. The decision of the appeals review panel will be final.

4.5 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 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 the 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 §§6250 et. seq. and the Freedom of Information Act, 5 U.S.C. §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.

5. Attachments

Attachments are included in this RFP by reference, and may be downloaded from SDWP's website workforce.org.

Attachment A - Conflict of Interest Disclosure Form
Attachment B - Service Agreement Template