

Request for Bids (RFB)
Job placement services for Workforce ISA Program graduates

Due September 23, 2020 at 5 p.m. PST

Organizational Background

The San Diego Workforce Partnership is a 501(c)(3) tax-exempt organization chartered by the County and the City of San Diego to support workforce development in the San Diego region. The organization's primary funding is allocated by the Department of Labor under the provisions of WIOA. The organization receives additional funding from the County of San Diego, the City of San Diego and private philanthropy, among other sources. The organization's mission is to empower job seekers to meet the current and future workforce needs of employers in San Diego County. The vision of the Workforce Partnership is that every business in our region has access to a skilled workforce and every job seeker has access to meaningful employment. For additional information, please visit workforce.org.

Project Scope

The Workforce Partnership seeks to engage one or more vendors to provide job placement services to graduates of their [ISA program](#). This program pays for San Diego residents to receive technical certificates in high demand tech sectors from UCSD Extension. They are seeking to partner with agencies that can place participants in jobs that pay more than \$40,000 a year and provide long term career growth opportunities in the field.

The Workforce ISA Program currently serves a broad range of underrepresented communities that are looking to access in-demand tech jobs. Graduates of the program receive a certificate from UCSD Extension and extensive job readiness training from the Workforce Partnership. The program will graduate more than 100 students in the next 12 months and would like to connect each with an experienced recruiting partner to assist them on their job search.

The successful respondent(s) will provide job placement services to ISA participants who have either graduated from their program or will do so within three months. The program currently offers six certificates at UCSD Extension to participants:

- Business Intelligence – Graduating December 2020
- Front-End Development – Graduating December 2020 & July 2021
- Java Programming – Graduating December 2020 & December 2021
- Digital Marketing – Graduating April 2021
- User Experience (UX) Design – Graduating December 2021
- Database Management – Graduating December 2021

Budget

The Partnership seeks to compensate the vendor(s) on a 'pay per placement' model.

Bid Format

Submit the following items by email to isa@workforce.org **no later than 5 p.m. PST on September 23, 2020** with "RFB RESPONSE: Job placement services for Workforce ISA Students" in the subject line of the email.

1. A single PDF document containing:

- A) Title page
 - 1. Include organization name, address, phone number, website, and federal tax identification number, as well as the name, phone number, email, and electronic signature for the person authorized to negotiate the contract and make decisions for the organization.
- B) Organizational background and qualifications (no more than 1 page)
- C) Statement describing your organization's approach to placing entry level candidates into jobs within the tech industry (no more than 2 pages)
 - 1. Respondents are encouraged to demonstrate their experience in placing a diverse workforce into roles within the tech industry.
 - 2. Respondents should highlight previous experience placing candidates who do not have a 4-year degree.
 - 3. Respondents are also encouraged to demonstrate the ability to communicate effectively with participants in a remote setting
- D) Proposed project plan for implementation (no more than 1 page)
 - 1. Include a description of how Workforce Partnership staff will refer students to your services and monitor effectiveness of job placement
 - 2. Provide an understanding of any other services provided by your firm outside of job placement that ISA students can leverage
- E) A list of the top 10 companies you have placed clients accompanied by the corresponding number of placements (no more than 1 page)
- F) Proposed fee structure and pricing (no more than 1 page)
- G) Three references from organizations with whom you have conducted similar work in the past.
 - 1. Include the name of the organization, the name of an individual who we can contact at the organization, the contact's email address and phone number, and a brief (no greater than 25 words) description of the work performed for the organization.
- H) Letter(s) of support (optional)
- I) Certification(s) of small, minority-owned, women-owned, or labor surplus area business (if available)

2. Completed and signed Conflict of Interest Disclosure Form (Attachment)

Timeline

- Questions are due no later than 5 pm pacific time on September 4, 2020
- Responses to questions will be posted on the procurement page of the Workforce Partnership website no later than September 9, 2020
- Responses are due no later than 5 pm pacific time on September 23, 2020
- Successful respondent(s) will be notified no later than September 30, 2020
- Services may begin as early as October 5, 2020

Miscellaneous Requirements

Questions

Questions must be submitted by email to isa@workforce.org with “RFB QUESTION: Job placement services for Workforce ISA Students” in the subject line no later than 5 p.m. PST on September 4, 2020.

Service agreement template

By submitting a proposal, you are agreeing to the terms outlined in the Attachment labeled “Service Agreement Template” should you be selected as a successful bidder.

Conflict of Interest

Bidders are required to list any and all individuals who contributed to the preparation of the proposal in the attachment labeled “Conflict of Interest Disclosure Form.” Disclosure of any actual or potential conflicts of interest relative to this Competitive Proposal is required. All bidders must fill this out and submit if even if there are no actual or potential conflicts of interest.