



San Diego County Career Center Network RFP

Questions & Answers (Q&A)

procurement@workforce.org

Updated: December 1, 2021

November 24, 2021: Last day to submit questions

November 24, 2021: Notice of intent due

December 10, 2021: RFP due

Question #	Questions	Answers
1	<p>Page 19 of the Career Center RFP, item (b) indicates direction for considering a bidder's Indirect Cost rate, and places a limit of ten percent (10%) on negotiated profit. Yet, indirect cost and profit combined are limited to no more than 15%, which has the impact of either the vendor foregoing recoupment of their full indirect costs (which are real costs to an organization) or receive less of a competitive fee in order to do business with the SDWP. We note that the reimbursement is now based on 60 percent performance, which also increases the risk profile for a vendor. Given this constraint impacts whether organizations may wish to submit a bid for consideration, we would ask your flexibility in allowing for vendors to submit their indirect cost (according to the parameters you have specified), along with profit up to 10% as written, and suggest negotiation of mutually favorable terms with the bidder selected. Given your answer will inform a determination for whether our firm should submit a bid, we respectfully ask that an answer to this question be provided quickly.</p>	<p>To provide maximum benefit of the funding to our participants, the total of Indirect Costs and Negotiated Profit shall not exceed a maximum of 15%.</p>

2	<p>Page 19, of the Career Center RFP, item (c) specified program support costs cannot exceed 5%, and further defines these costs as “typically include salary and wages for staff who work in Finance, Human Resources, Payroll, Legal, Property Management, etc. as well as other associated costs related to these functions.” Can you clarify whether your intent to treat costs like fringe, overhead, or other general/administrative applied to program staff, as an administrative cost under this 5% cap? We understand that program staff roles are not considered an administrative cost, yet unclear whether you intend to treat the other costs associated with these roles as an administrative cost.</p>	<p>The cost associated with program staff roles are considered as Program cost and are not part of the Support cost calculation.</p>
3	<p>Who is the incumbent and what was the award amount? Does this RFP cover the employee's compensation, or is it separate?</p>	<p>KRA Corporation is incumbent for both the Center Operator and the Career Service provider of the Career Center Network. Last year's award amount was \$5.2M, the award amount for each year is based on WIOA funding allocations the Workforce Partnership receives from DOL and EDD. The RFP includes employee's compensation.</p>
4	<p>Is the Career Center Operator one person?</p>	<p>Yes, only one entity will be selected for the Career Center Operator.</p>
5	<p>Is the \$300,000/career site, or per year for all 6 sites? The RFP shows a different amount for each site.</p>	<p>Career Services RFP-The \$3,000,000 is per year for all 6 career centers. In section I.D. Contract Period, Figure 1 shows how the funding will need to be tracked to make sure the Subrecipient follow the geographic distribution per region and per funding.</p>
6	<p>Does the budget include the operational costs of the 6 career centers?</p>	<p>See question 5 Please attend the November 2 training.</p>
7	<p>Will the list of organizations that submitted Notices of Intent be shared with those on this call? For collaboration purposes, we could use this list.</p>	<p>The Notice of Intent is not due until November 24. If you want to request that information on November 24. 2021 you can submit the request through the procurement@workforce.org.</p>

8	Will you provide a list of attendees to today's video participants, so we can see if we can partner with others?	<p>The list of attendees who posted in the chat that they wanted to collaborate will be listed on our website. Requests for Proposal (RFP) for San Diego County Career Center Network - San Diego Workforce Partnership</p> <p>If anyone wants to be included on the list you can email procurement@workforce.org.</p>
9	Does a subcontractor have to provide Letter of Intent?	No, the subcontractor does not submit the Notice of Intent, because that has to be submitted by the lead Respondent.
10	Will this presentation be emailed to us?	<p>We will post the presentation on our website.</p> <p>https://workforce.org/rfps/2021/10/14/requests-for-proposal-rfp-adult-career-center</p>
11	Will you also be posting the PowerPoint itself of just the recording?	<p>We will post both.</p> <p>https://workforce.org/rfps/2021/10/14/requests-for-proposal-rfp-adult-career-center</p>
12	Will the transcript of this Power Point be released to participants?	No, we do not have a transcript.
13	Will the budget training on Nov. 2 be recorded and shared on the website as well?	<p>Yes, this will be posted on our website the next day.</p> <p>https://workforce.org/rfps/2021/10/14/requests-for-proposal-rfp-adult-career-center</p>
14	Can a Tutoring and Learning Service be a supportive service instead of childcare?	Supportive Services are need for successful participation in WIOA (Workforce Innovation and Opportunity Act) does not fund tutoring/Learning Services under Supportive services but they can be made available through partnership and collaboration with other organizations that provide those services.
15	Who is the current contractor? Will the incumbent be allowed to bid on these contracts?	KRA Corporation is incumbent for both the Center Operator and the Career Service provider of the Career Center Network. Yes, the incumbent subrecipient will be allowed to bid on these RFPs (Requests for Proposals).

16	Can subcontractors to bidders be included in more than one bidder submission?	Yes, a subcontractor can be included in more than one bidder submission.
17	Are there additional funds for direct contracts that provide support above and beyond what is covered in these to RFP's.	<p>No, additional funds for direct contracts to provide support above and beyond what is covered in the RFPs. The Workforce Partnership will provide support through our Customer Service Department and Business Experience Department.</p> <p>The funding amount is listed in section Contract Period for both RFPs. The Career Services RFP will have additional funds for training, but that is managed by the Workforce Partnership.</p>
18	I heard one of the presenters say the you use Career Coach. Does this mean that bidders who propose to employ a more comprehensive software support platform, such as Guided Compass, are at a disadvantage. Or, will you consider using another platform (or integrating the two platforms for further enhancements)?	The funded Subrecipient will need to use Career Coach or other platforms that the Workforce Partnership uses. You can propose another platform that enhances the platforms the Workforce Partnership uses, and a discussion will take place with our Customer Experience Department.
19	Will the Career Center Operator or Center Services contract winner be prevented from exploring enhancements to the software support platform or are they limited to using Career Coach?	Please see answer to question 18.
20	I didn't hear anything about "Workforce Readiness" Training. Are you interested in enhancing such trainings. The National Association of Corporate Directors PSW has an initiative to improve these types of trainings for career seekers. Should bidders address "workforce readiness" training programs? We are making a presentation at the NAWDP Youth Conference in December. I'd be happy to discuss this initiative with you.	The Customer Experience Department at the Workforce Partnership will be managing the curriculum for work readiness training. The Workforce Partnership is always open to a discussion on new initiatives.

21	Should the proponent be expected to budget for the six career center locations (the two comprehensive career centers and four affiliate career centers mentioned in the RFP)? If yes, what are the amounts of the lease?	Please see answer to question 5.
22	Can the proponent include additional staff titles than what is already listed (e.g. Business Service Representative, Intake and Eligibility Specialists, Career Navigator, Quality Assurance Specialists) in the Personnel Detail Budget Spreadsheet Attachment 2?	Yes. Respondent can add additional staff titles in the yellow highlighted cells.
23	Columns L through BK are hidden in the Personnel Detail tab of the Budget Spreadsheet Attachment 2. Should the proponent unhide these columns and complete detail of the East, Metro, North and South Regions?	No. Columns are hidden, they are not applicable to the particular RFP. Reference the Respondents Orientation, slide #35 •Do not change or alter the template files
24	Is there existing computer equipment that the proponent can use from the incumbent vendor (e.g. staff and client computers, cabling, etc.). If yes, what is the current condition of the equipment?	The career center network and computers are procured and supported by the Workforce Partnership. Please refer to the RFPs Attachment – Technology and System Requirements for more information.
25	If you have a range of salaries within a position group and enter in the total program amount, do you explain that in the budget narrative?	Yes, only for the required positions only and enter the average salary of the group. Positions that are not required must be entered uniquely.
26	If you use de minimis rate, will the spreadsheet calculate it correctly? For example, charging for relevant line items at only the first \$25,000?	Any indirect costs budgeted must be supported by a Negotiated Indirect Cost Rate Agreement (NICRA) 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. Reference RFP section 4.b
27	You have profit costs? Can you explain?	This is a required field if your organization is for-profit.

28	Therefore, are for-profits allowed to submit?	Yes, for-profits are allowed to submit as long their indirect + profit do not exceed 15%.
29	Who is the incumbent One Stop Operator?	KRA
30	What is the current staffing structure of the One Stop Operator?	The current staffing is blended with the career services.
31	Who is the lease holder for the comprehensive centers?	The Workforce Partnership holds the leases for the comprehensive career centers. For the space that is subleased to the partner staff collocated in the career centers, the Career Center Operator will hold those leases based on the San Diego Workforce Partnership's lease terms.
32	<p>Please explain the facilities management responsibilities of the One Stop Operator:</p> <ol style="list-style-type: none"> 1. Is the responsibility to collect cost shares a financial responsibility of the One Stop Operator (as accounts receivable and payable where the OSO creates an account for the collection of cost shares and makes payments to the Workforce Partnership), or is the OSO simply responsible to communicate, remind partners of cost share responsibilities and payments due? 2. Is the OSO responsible for procuring and executing contracts for facilities repair? If so, is that financial responsibility a part of the \$300,000 budget, or is the responsibility to schedule repairs and coordinate with the Workforce Partnership staff for the budgeting and payment? 3. Is the OSO responsible for procuring and executing contracts for security as part of facilities management? If so, is that financial responsibility a part of the \$300,000 budget, or is the responsibility to assist the Workforce Partnership to 	<ol style="list-style-type: none"> 1. Yes, the Career Center Operator collects the partner cost-share and the Workforce Partnership then invoices the Career Center Operator for those cost shares. 2. The Career Center Operator will support the Workforce Partnership in the procurement process, then manage the repairs and ensure that all agreements, invoices and repairs are timely and properly completed. Repairs are not included in the \$300,000. 3. The Career Center Operator will procure and execute security contracts if required. No, the cost of required security is not part of the \$300K.

	administer the procurement, where the OSO manages the regular operation of the Security staff?	
33	Does the responsibility on page 8 “Maintain full/near full level of occupancy” refer to the OSO’s responsibility to expand partnerships in the center and keep the center fully staffed?	That section refers to having partner staff in the career centers through lease or other space agreements. It refers to space usage not staffing levels.
34	<p>Please confirm the Evaluation Criteria starting on RFP page 11 is the order proposals should be returned in:</p> <ol style="list-style-type: none"> 1. Cover Page, Table of Contents, And Organizational Qualification and Project Management <ol style="list-style-type: none"> a. Cover Page b. Table of Contents c. Organization Qualifications and project Management 2. Past Performance 3. Narrative 4. Project Budget <ol style="list-style-type: none"> d. Budget File e. Budget Narrative f. Cost Allocation g. Negotiated Indirect Cost Rate 5. Staffing 6. Additional Attachments <ol style="list-style-type: none"> h. Resumes 	<p>Confirming that the evaluation criteria starting on RFP page 11 is the order proposals should be returned in. Please note Past Performance Questionnaires must be completed and emailed directly to procurement@workforce.org by the referring agency by the proposal due date and do not have to be included as part of the proposal.</p>
35	<p>Please confirm the SOQ form and documents requested within are to be submitted at the time of award and not with the submission.</p> <ol style="list-style-type: none"> a. If required with proposal submission, please provide the exhibit mentioned in Q9 of the SOQ. 	<p>Correct, only if selected, the SOQ documents must be submitted at the time of award and updated annually with the Workforce Partnership. Failure to provide SOQ and/or incomplete SOQ will result in not being awarded the contract.</p>
36	<p>Please confirm if the budget and budget narrative are to be provided separately or if they should be included with the proposal submission.</p>	<p>The budget file is separate, the budget narrative is part of the PDF. Refer to the RFP Section II.B.4 and Attachment – Budget and Budget Narrative Instructions.</p>
37	<p>To best ensure compliance with the identified page limits, please confirm questions/prompts are not subject to the formatting requirements.</p>	<p>Questions and prompts do count towards the page limits and are subject to formatting requirements. You don’t have to restate the question just state</p>

		the section and answer the question(s).
38	To best ensure compliance with the identified page limits, please confirm question prompts may be truncated.	Please see answer to question 37.
39	May tables, charts/graphs, and graphics be single-spaced and in a smaller point font as long as legible?	Tables, charts/graphs, and graphics are subject to formatting requirements.
40	Please confirm if the Past Performance questionnaire is also required with the proposal submission.	Past Performance Questionnaires is not included with the proposal but 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.
41	To assure receipt of all file uploads, please confirm any file size limitations.	There is no file size limitations to the upload, however the budget file template must be uploaded as one (1) MS excel file and all RFP documents including the attachments must be merged and submitted as one (1) PDF document.
42	<p>Please confirm the Evaluation Criteria starting on RFP page 12 is the order proposals should be returned in:</p> <ol style="list-style-type: none"> 1. Cover Page, Table of Contents, And Organizational Qualification and Project Management <ol style="list-style-type: none"> a. Cover Page b. Table of Contents c. Organization Qualifications and project Management 2. Past Performance 3. Service Design Narrative 4. Project Budget <ol style="list-style-type: none"> a. Budget File b. Budget Narrative c. Cost Allocation d. Negotiated Indirect Cost Rate 5. Additional Attachments <ol style="list-style-type: none"> a. Resumes b. Insurance Certificate 	<p>Confirming that the evaluation criteria starting on RFP page 12 is the order proposals should be returned in. Please note Past Performance Questionnaires must be completed and emailed directly to procurement@workforce.org by the referring agency by the proposal due date and do not have to be included as part of the proposal.</p>
43	Please confirm the SOQ form and documents requested within are to be submitted at the time of award and not with the submission.	Correct, only if selected, the SOQ documents must be submitted at the time of award and updated annually with the Workforce Partnership. Failure

	a. If required with proposal submission, please provide the exhibit mentioned in Q9 of the SOQ.	to provide SOQ and/or incomplete SOQ will result in not being awarded the contract.
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45	To best ensure compliance with the identified page limits, please confirm questions/prompts are not subject to the formatting requirements.	Questions and prompts do count towards the page limits and are subject to formatting requirements. You don't have to restate the question just state the section and answer the question(s).
46	To best ensure compliance with the identified page limits, please confirm question prompts may be truncated.	Please see question 45.
47	May tables, charts/graphs, and graphics be single-spaced and in a smaller point font as long as legible?	Tables, charts/graphs, and graphics are subject to formatting requirements.
48	Please confirm if the Past Performance questionnaire is also required with the proposal submission.	Past Performance Questionnaires is not included with the proposal but 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.
49	To assure receipt of all file uploads, please confirm any file size limitations.	There is no file size limitations to the upload, however the budget file template must be uploaded as one (1) MS excel file and all RFP documents including the attachments must be merged and submitted as one (1) PDF document.