



**Workforce Innovation and  
Opportunity Act**

**Youth Innovation Program**

and

**Future Force Career Program**

---

**REQUEST FOR PROPOSAL**

**RFP No. 2020-ACWDB-YP**

**Release Date: October 20, 2020**

**Due Date: November 20, 2020 – 4:00 p.m.**

EQUAL OPPORTUNITY / EQUAL ACCESS

ACWDB is an equal opportunity employer. Free auxiliary aids and services are available upon request for individuals with disabilities.

## **Alameda County Workforce Development Board Request for Proposal Summary**

The **Alameda County Workforce Development Board (ACWDB)** is requesting proposals for the in person and virtual delivery of youth and young adult services under the Workforce Innovation and Opportunity Act (WIOA) of 2014 within Alameda County. The contract award period will be from July 1, 2021 through June 30, 2022. Subsequent contracts may be issued based upon satisfactory performance and funds availability until the end of the award period.

Eligible applicants are organizations with experience providing employment and job training and career exploration services to high-risk youth and young adults that traditionally lack access to programs and resources that lead to career and educational advancement. Delivery of services must be available in person and virtually as appropriate.

It is estimated that there will be **\$1.2 million** available in youth and young adult program funds during the initial funding period July 1, 2021 to June 30, 2022. Funding amount in this Request for Proposal (RFP) are **estimates only** and are subject to federal budgetary policy decisions.

All funding under this Request for Proposal (RFP) is contingent upon the ACWDB's receipt of funds.

This RFP is available on the ACWDB website at: [www.acwdb.org](http://www.acwdb.org)

**ACWDB** reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level.

Questions about the program content of the RFP and the WIOA operations within the ACWDB, contact Deidra Perry at [deperry@acgov.org](mailto:deperry@acgov.org)

## **CALENDAR OF EVENTS**

<b>EVENT</b>	<b>DATE/LOCATION</b>
RFP Released	October 20, 2020
Networking/Bidders Conference No.1	<b>October 28, 2020</b> 10:00 am – 12:00 noon Must register at: <a href="https://zoom.us/meeting/register/tJld-6tpjwHnWA0wZOfoeWlgajFSkeKpl">https://zoom.us/meeting/register/tJld-6tpjwHnWA0wZOfoeWlgajFSkeKpl</a>
Written Questions Due	October 29, 2020 @5:00 p.m. <a href="mailto:deperry@acgov.org">deperry@acgov.org</a>
Addendum No. 1 Posted	November 5, 2020
Response Due	November 20, 2020 by 4:00 p.m.
Evaluation Period	November 23 – December 21, 2020
Funding Recommendations to ACWDB Youth Committee	February 8, 2021
ACWDB Approval	March 11, 2021
Alameda County Board of Supervisors Approval	May 18, 2021
Contract and Program Start Date	July 1, 2021

Note: Dates are approximate and subject to change

# ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD

## Request for Proposal Specifications, Terms & Conditions

### FOR YOUTH INNOVATION PROGRAM and FUTURE FORCE CAREER PROGRAM

#### TABLE OF CONTENTS

	Page
Proposal Summary .....	2
Calendar of Events .....	3
<b>I. OVERVIEW OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT .....</b>	<b>6</b>
<b>II. STATEMENT OF WORK</b>	
A. Intent.....	7
B. Available Funding and Performance Period .....	7-8
C. Leveraging Resources .....	8
D. Scope and Background.....	8-9
E. Scope of Requested Services.....	9-11
F. WIOA Program Design Requirements.....	11-15
G. Youth Eligibility Criteria.....	15-16
H. Performance Management....	16-17
I. Staffing Requirements.....	17
J. Eligible Organizations .....	18
K. Deliverables/Reports.....	19
L. Debarment/Suspension Policy.....	19
<b>III. INSTRUCTIONS TO BIDDERS</b>	
A. County Contacts .....	20
B. Networking/Bidder's Conference .....	20-21
C. Submittal of Bids.....	21-23
D. Response Format.....	23-24
E. Proposal Review and Grant Award Process Overview .....	24
F. Evaluation and Scoring .....	25-27
G. Proposal Review Panel .....	27-28
H. Contract Award Process .....	28
I. Bid Protest/Appeals Process .....	28-30
J. Contract Evaluation and Assessment.....	31
<b>IV. TERMS AND CONDITIONS</b>	
A. Award.....	31-32
B. Term / Termination / Renewal.....	32
C. Method of Ordering .....	32

D.	Contracting Requirements .....	33-34
E.	Type of Contract .....	34
F.	Invoicing.....	34
G.	Administrative Costs.....	34-36
H.	Prohibition Against Subcontracting or Assignment.....	36
I.	Record Keeping.....	36
J.	Monitoring.....	36-37
K.	County Provisions .....	37-38
L.	General Requirements .....	38
M.	Compliance with Applicable Regulations.....	38

**ATTACHMENTS**

Attachment 1A – RFP Response Packet – Youth Innovation Program

Attachment 1B – RFP Response Packet- Future Force Career Program

Attachment 2

- 2A – Standard Services Agreement Template
- 2B – Statement of Work
- 2C – Budget Template
- 2D – Minimum Insurance Requirements
- 2E – Audit Requirements
- 2F – Exhibit E – This Page Intentionally Omitted
- 2G – Debarment Suspension Certification
- 2H – General Conditions/Special Conditions
- 2I – Certification Regarding Lobbying
- 2J – Attachment A – This Page Intentionally Omitted
- 2K – Language Access Requirement
- 2L – The Iran Contracting Act (ICA) of 2010

## I. OVERVIEW OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) of 2014 took effect on July 1, 2015 and requires at least 75% of Formula funding be spent serving Out-of-School youth (OSY). WIOA increased the OSY age limit from 21 to 24 years, streamlined the eligibility process, and strengthened its focus on work-based learning and career pathways.

Department of Labor (DOL) is committed to “providing high-quality services for OSY and young adults; beginning with career exploration and guidance; continuing support for educational attainment; opportunities for skills training within in-demand industries and occupations and culminating with a good job along a career pathway and/or enrollment in post-secondary education.”

The COVID-19 pandemic created a crisis, stymied the best laid plans, and exacerbated the unemployment rate for youth and young adults. This crisis has also created opportunities to strategically enhance and redesign employment and training programs utilizing current technologies and new and enhanced partnerships. It is within this context that ACWDB is issuing an (RFP) to identify high performing youth-serving organizations to develop and fully implement high-support, high achievement, year-round occupational training, and educational programs for OSY and ISY.

For reference and information on the WIOA and other resources including the ACWDB’s four-year strategic local plan, the following websites may be helpful:

Alameda County Workforce Development Board –

<http://www.acwdb.org/info-research/documents/department-reports>

Workforce Innovation and Opportunity Act – <http://www.doleta.gov>

The Workforce Innovation and Opportunity Act – Fact Sheet-Youth Programs -

[https://www.doleta.gov/wioa/Docs/WIOA\\_YouthProgram\\_FactSheet.pdf](https://www.doleta.gov/wioa/Docs/WIOA_YouthProgram_FactSheet.pdf)

WIOA Youth Program Requirements –

[https://edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd17-07.pdf](https://edd.ca.gov/Jobs_and_Training/pubs/wsd17-07.pdf)

21<sup>st</sup> Century Skills -

<http://www.launchpath.com/Badging/21stCenturySkills/tabid/439/Default.aspx>

**II. STATEMENT OF WORK**

**A. INTENT**

It is the intent of these specifications, terms, and conditions to describe the framework for comprehensive services and activities to increase the education, educational skill attainment and employment of eligible youth and young adults in an effort to improve the quality of the workforce, reduce dependency on public assistance programs, foster economic self-sufficiency, and enhance work experience activities for high-risk youth and young adults ages 16 -24.

Awards will be for a 12-month contract period (with option to renew for three additional fiscal years contingent upon availability of funds and contract performance) to the successful bidder(s) selected whose response conforms most closely to the RFP and meets the Alameda County’s contracting requirements.

**B. AVAILABLE FUNDING AND PERFORMANCE PERIOD**

Youth programs under WIOA are funded under Title I, ACWDB anticipates that up to \$1.2 million in WIOA funds will be available for the 12-month contract period. ACWDB is projecting to allocate \$180,000 (15%) of the funds to the Innovation Youth Program (for in-school youth) services. There is no geographic sub-region requirement for the Youth Innovation Program. Bidders shall describe target population in their proposal.

\$1,020,000 (85%) is allocated to the Future Force Career Program (for out-of-school young adults), as follows:

<b>Future Force Career Program Allocation by Sub-Region</b>		
<b>Sub-Region</b>	<b>% of Funding Allocation</b>	<b>Estimated Funding Amount</b>
Eden	36%	\$ 367,000
North Cities	31%	\$ 316,500
Tri-Cities	21%	\$ 214,500
Tri-Valley	12%	\$ 122,000

Bidders may submit proposals for both categories stated below but must submit separate response applications (see Attachments 1A and 1B RFP Response Packets) with separate bid applications and exhibits.

Contingent upon the annual WIOA Title I Formula funding allocations, the contract period is anticipated to begin July 1, 2021 and end on June 30, 2022.

The contract may be renewed for up to three additional years, based on several factors including, but not limited to, contract performance measures, available WIOA formula funding and geographic distribution.

### **C. LEVERAGING RESOURCES**

Funds available under this RFP are to be used to leverage additional resources to support the ACWDB funded youth services as WIOA funds are not sufficient to offer a broad enough range of services to eligible youth. WIOA funds are not intended to be the sole source of funding for the services and activities of the Future Force Career Program for OSY and the Youth Innovation Program for ISY. To efficiently use Title I WIOA funding and deliver services throughout the Local Workforce Development Area (Local Area), it is necessary to leverage a wide-range of public and private resources. Bidders must identify match resources that will directly support the proposed program activities.

### **D. SCOPE AND BACKGROUND**

The ACWDB is charged with implementing and maintaining a workforce development system under WIOA by providing administrative, fiscal, and policy oversight within its Local Area (jurisdiction). In Alameda County, the Local Area includes all of Alameda County with the exception of the city of Oakland which has its own workforce development board. In addition to legislated responsibilities under WIOA, ACWDB is actively engaged in key local and regional initiatives including Alignment Bay Area and Earn and Learn East Bay.

ACWDB staff has identified several industries and in-demand occupations that demonstrate high growth in Alameda County over the next three - five years. The **Industry Sector and Occupational Framework (ISOF)** is a three-tiered hierarchal model that highlights growth and presence of industries and occupations. Successful bidders will demonstrate how they will introduce youth and young adult participants (with an emphasis on individuals facing significant barriers to education and employment) to various career pathways and/or train them for employment in a specific industry sector for a particular job or range of jobs. The identified sectors and occupations within those industries include:



**Health Care/Social Assistance**

(Medical Secretary, Medical Assistant, Office Clerk, Health Technologist/Technician, Dental Assistant, Nursing Assistant, Clinical/Administrative Assistant)

---

**Professional Scientific Technical Services Information/Communication Technology**

(Web Developer, Engineer, Computer User Support Specialist, Computer Programmer, Office Clerk)

---

**Construction**

Electrician, Heating, Air Conditioning and Refrigeration Mechanic and Installer, Cost Estimator

---

**Advanced Manufacturing**

Team Assembler, Production/Operating Worker and Supervisor, Inspector, Machinist

---

**Transportation/Warehousing or Transportation/Logistics**

Truck Drivers, Fulfillment Associate, Cargo and Freight Agent

---

**Government**

Eligibility Service Technicians, Clerk II

---

Reference:

<https://acwdb.org/acwdb-assets/docs/AB%2020-01%20ISOF%20Revised.pdf>

**E. SCOPE OF REQUESTED SERVICES**

Recent labor market data reports an unemployment rate of 9.3% within the ACWDB Local Area. WIOA eligible youth experience an even higher unemployment rate. This creates an urgency to identify occupational training and employment opportunities that will put participants on a path to economic stability. ACWDB is therefore seeking proposals from experienced organizations with proven capacity to support OSY and ISY in contextualized learning opportunities that result in occupational skill attainment, placement in entry-level jobs with career potential, successful workforce preparation and post-secondary educational placement.

ACWDB prioritizes its support for programs delivered in-person and virtually (as appropriate) that assist youth and young adults in occupational skills training and educational attainment that will lead to self and family sustaining wages through the following benchmarks:

- Proficiency in core 21<sup>st</sup> Century workplace competencies
- High school diploma, GED, and/or industry and WIOA recognized credential

- Post-secondary preparedness, enrollment, and retention
- Placement into high-growth middle-skilled occupations aligned with a career pathway

This RFP calls for organizations that will provide programmatic, fiscal, reporting, and administrative services for the Youth Innovation Program serving ISY and the Future Force Career Program serving OSY within defined geographic service sub-regions within Alameda County.

The four geographic sub-regional service areas are:

North Cities	Central/Eden	Tri-Cities	Tri-Valley
Alameda Albany Berkeley Emeryville Piedmont	Hayward San Leandro San Lorenzo Castro Valley Unincorporated areas of Ashland, Cherryland and Fairview	Fremont Newark Union City	Dublin Pleasanton Livermore Unincorporated area of Sunol

There are two unique service delivery strategies:

**1. Innovative Youth Program (In-School Youth)**

Program design for ISY, ages 16-21 should be innovative, creative, and offered to the youth in unique ways to attract and retain them to position them to be competitive for entry-level employment and to strategic in their career goals.

In addition to the WIOA Required Program Elements listed below in Section F, the program design must include:

- **21<sup>st</sup> Century Skills Work Readiness Certificate**  
Competencies in Adaptability, Analysis/Solution Mindset, Collaboration, Communication and Digital Fluency utilizing curriculum from Metrix Learning and New World of Work  
<https://www.metrixlearning.com/login.cfm>  
<https://newworldofwork.org/resources/>
- **Earn and Learn** opportunities (contextualized learning experiences (i.e. internships, pre-apprenticeships, incentives)  
<https://cte.ed.gov/wbltoolkit/>
- **Partnerships** with secondary and/or post-secondary educational entities, employers, and business/industry

## 2. Future Force Career Program (Out-of-School Youth)

Program design for OSY ages 16-24 must be year-round to include comprehensive case management and follow-up services to achieve the proven workforce elements that prepare young job seekers for employment and post-secondary enrollment in high-growth career pathways that meet the needs of employers in Alameda County and the greater Bay Area. Collaborations are essential to a successful program design. Successful bidders will be required to document the nature of relationships/partnerships with schools, employers, industry groups, community-based organizations, and community colleges.

In addition to the WIOA Required Program Elements listed below in Section F, the Program design must include:

- **21<sup>st</sup> Century Skills Work Readiness Certificate**  
Competencies in Adaptability, Analysis/Solution Mindset, Collaboration, Communication and Digital Fluency utilizing curriculum from Metrix Learning and New World of Work.  
<https://www.metrixlearning.com/login.cfm>  
<https://newworldofwork.org/resources/>
- **Earn and Learn** training opportunities that lead to WIOA recognized occupational credentials and certifications and/or unsubsidized employment.  
**Note:** Contracted service providers will have the ability to refer eligible young adult participants for Individual Training Accounts (ITAs) and On-the-Job Training (OJT) employment opportunities depending upon the availability of training dollars granted to our local area.
- **Partnerships** with employers, business/industry and secondary and/or post-secondary educational entities.

Bidders may submit proposals for both the IS and OSY strategies stated above but must submit separate response applications (see attachment 1A and 1B RFP Response Packets) with separate bid applications and exhibits.

Bidders interested in serving more than one OSY sub-regions must submit separate bid applications and exhibits for each sub-region.

## F. WIOA PROGRAM DESIGN REQUIREMENTS

The program design for both IS and OSY must be age, developmentally and culturally appropriate, and based on the assets, strengths, and goals of the individual youth or young adult. Proposed programs must offer a continuum

of services designed to reflect a progressive sequence of activities allowing individuals to experience success and increased responsibility.

WIOA youth formula funds shall be used for the following program design areas. Respondents must describe how the organization will ensure that service is provided and a high quality of service is maintained:

- a. **Outreach, Recruitment, Orientation:** Outreach and recruitment include identifying potentially eligible youth and providing an orientation informing youth of the full array of applicable services available and how to access these services. Youth without a high school diploma are expected to have the ability to earn a high school diploma or its equivalent within a reasonable amount of time. Knowledge of the target group and effective outreach is critical.
- b. **Intake, Eligibility, Registration:** The selected youth service provider is responsible for determining WIOA eligibility for all youth applicants, this includes gathering, verifying, and certifying eligibility as well as data entry into CalJOBS. CalJOBS is the web-based case management and customer tracking system used by the ACWDB. WIOA requires all youth to be determined eligible prior to enrollment and receipt of WIOA-funding services. If an individual is not eligible for WIOA services, he/she will be guided in accessing organizations/services that are more appropriate, such as the America's Job Center of California (AJCC).
- c. **Objective Assessment (OA) and Referral:** The OA will establish the baseline for all activities and training. It will also act as the foundation for development of goals (i.e. education, employment, credential attainment, etc.) Each eligible youth must receive an OA that includes a review of basic skills, education, work history, occupational skills, employability, interests, aptitudes, developmental needs, supportive service needs and strengths for the purpose of identifying appropriate services, career pathways and for informing the Individual Service Strategy (ISS).
- d. **Individual Service Strategy (ISS):** Based on the results of the OA, an ISS will be mutually developed with the participant and case manager. The ISS is a written plan of action that identifies age-appropriate short and long-term goals that include career pathways, education, employment goals, and service needs. The ISS must directly link activities and services to one or more indicators of performance. The ISS is a living document that requires on-going review of the participant's progress in meeting his/her goals. The plan is updated as needed.
- e. **Case Management:** Case management is a youth-centered and goal-oriented process for assessing needs of youth for particular services in order to meet educational and employment goals and assist youth in obtaining those services. Contractors are responsible for providing comprehensive

case management for each youth. Respondents must identify staff to participant ratio (case management load).

Record keeping is an essential component of case management. Records are used to document and retain information about the participant, the process and progress of the services being provided and are a focal point for accountability to funding. All contractors must maintain hard copy and electronic participant files in CalJOBS that meet WIOA and ACWDB specifications.

**f. Work Experience**

Work experience provides the youth/young adult participant with opportunities for career exploration and/or core skill and occupational skill development.

WIOA defines work experience (both paid and un-paid) as “a planned, structured learning experience that takes place in a workplace for a limited period of time. A work experience may take place in the private, for-profit, non-profit, or public sectors.

WIOA requires that **20 percent** of the contracted funds be spend on work experience which is inclusive of the following:

- Wages/stipends paid for participation in a work experience.
- Employer work experience orientation sessions.
- Classroom training or the required academic education component directly related to work experience.
- Incentive payments directly tied to the completion of the work experience, and the workplace readiness skills training in preparation for a work experience.
- Staff time working to identify and develop work experience opportunities including staff time spent working with employers to identify and develop the work experience.
- Staff time working with employers to ensure a successful work experience, including staff time managing the work experience.

Reference: TEGl 21-16

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_21-16.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf)

**g. WIOA Required Elements for both In-School and Out-of-School Youth:**

WIOA requires that the following 14 elements be available to all eligible youth/young adult and must be available on a year-round basis. The RFP requires respondents to articulate how these elements will be accessible

and/or delivered: proposers are not required to provide all services themselves but must provide referrals to enrolled participants:

1. Tutoring, study skills training and instruction and evidenced-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar documents for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout services as appropriate;
3. Work Experience (meaningful paid and unpaid work experiences that have academic and occupational education as a component of the work experience which may include a. summer employment and other employment opportunities throughout the school year (No stand-alone summer programs); (b) pre-apprenticeship programs; (c) internships and job shadowing; and (d) on-the-job training (OJT) opportunities;
4. Occupational skill training which includes training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations;
5. Education offered concurrently with and in the same context as workforce preparation activities that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupational clusters;
6. Leadership development opportunities including community service and peer-centered activities encouraging responsibility and other positive social behaviors;
7. Supportive Services -to reduce the barriers to success in-school and work, which include assistance with limited transportation, linkages to community services, referrals to medical services; appropriate work attire and work-related clothing or tool costs; assistance with books and school supplies.
8. Adult Mentoring for a duration of at least 12 months that may occur both during and after program participation;
9. Follow-up Services for not less than 12 months after the completion of participation: *The agency that has the primary case management responsibility for the youth during program enrollment must submit quarterly reports into ACWDB approved management information data system;*
10. Comprehensive Guidance and Counseling including drug and alcohol abuse counseling as well as referrals to counseling, as appropriate to the needs of the individual youth;

11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
14. Activities that help youth prepare for and transition to post-secondary education and training.

### **G. YOUTH ELIGIBILITY CRITERIA**

Local eligibility criteria include the following and applies to both in-school and out-of-school youth and young adults:

- Right to Work in the United States.
- Selective Service Registration for males born in 1960 or later.
- Date of Birth/Age.
- Documentable Social Security Number
- Residency.

#### **In-School Youth:**

An individual between the ages of 16 and 21; attending school (including youth who are in alternative schools), having low income, and meeting one or more of the additional conditions:

- Basic skills deficient.
- English language learner.
- Subject to the justice system.
- Homeless/runaway.
- In Foster Care or aged out of the Foster Care system.
- Pregnant or parenting.
- An individual with a disability.

#### **Out of School Youth:**

- a. Not attending any school (WIOA youth programs may consider a youth to be an OSY for purposes of WIOA youth program eligibility if he/she attend adult education under Title II of WIOA, Youth Build, Job Corps, high school equivalency programs or dropout re-engagement programs regardless of the funding source of those programs).
- b. Not younger than 16 or older than 24 at the time of enrollment; and
- c. One or more of the following:
  - A school dropout: within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter.

- A recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner.
- An individual subject to the juvenile or adult justice system.
- Homeless or runaway.
- In Foster Care or aged out of the Foster Care system.
- Pregnant or parenting.
- An individual with a disability.
- Low-income and requires additional assistance to enter or complete an educational program or to secure or maintain employment.

For complete eligibility criteria, please refer to:

- California Employment Development Department, Workforce Services Directive 17-07, Youth Program Requirements
- [https://edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd17-07.pdf](https://edd.ca.gov/Jobs_and_Training/pubs/wsd17-07.pdf)
- ACWDB Action Bulletin AB 17-03 R6, WIOA Youth Eligibility Guidance and Program Requirements.  
<https://acwdb.org/acwdb-assets/docs/AB%2017-03%20R6%20-%20Youth%20Eligibility%20Guidance.pdf>

#### **H. PERFORMANCE MANAGEMENT**

Youth service providers will work closely with the ACWDB to implement federal, state, and local performance measures and attain the prescribed standards for the delivery of youth services. ACWDB current Local Area Performance Measures and Goals are found in the chart below and serve as reference for Program Year (PY) 2021-22. Performance measures may be modified to remain in compliance with federal, state, and local requirements.

<b>PY 2020-2021 Local Area Performance Goals</b>	
<b>MEASURES</b>	<b>YOUTH</b>
Employment/Education Rate @ 2 <sup>nd</sup> Quarter Post Exit	<b>62.30%</b>
Employment/Education Rate @ 4 <sup>th</sup> Quarter Post Exit	<b>65.00%</b>
Median Earnings	<b>\$3,100</b>
Credential Attainment by 4 <sup>th</sup> Quarters Post Exit	<b>54.1%</b>
Measurable Skills Gains	<b>43.0%</b>

Standards will be developed in the future for Measurable Skills Gains (MSG) as a performance goal. There are five types of MSG:

1. Educational Functional Level
2. Secondary School Diploma



3. Transcript/Report Card
4. Training Milestone
5. Skills Progression

## **I. STAFFING REQUIREMENTS**

Bidders must submit a staffing plan to include key functional areas of responsibility (include a job description for each position). Please identify number of staff and if in either a full-time equivalent (FTE) or part-time equivalent (PTE) capacity:

### **1. Career Navigator**

Conduct intake interviews, determine eligibility, complete Objective Assessments; administer and interpret career assessment tools (e.g. O\*NET Interest Profiler; involve participants in using assessment results to develop their own plans and goals for career and educational and life skills development, which culminates in an Individual Service Strategy (ISS). Facilitate workplace readiness, core skills building and assess employability strengths/barriers of youth; teach job search skills, resume preparation and completing on-line applications; digital literacy and current internet and social media platforms such as LinkedIn.

### **2. Business Engagement/Job Development**

Develop employer contacts and referrals sources; job shadow opportunities, generate internships, occupational trainings, and employment leads; orient and support employers who hire youth/young adults; participate in employer recruitment events, job fairs, and networking events. Will partner with Business Services staff within both ACWDB and the Alameda County Social Services Agency.

### **3. Data Management**

Manage the intake and maintenance of data into ACWDB's designated data management information system (MIS); ensure accurate and timely data entry; serve as liaison to ACWDB MIS team.

Successful respondents will be required to have designated staff attend the following meetings:

- a. In-service training sessions and mandatory bi-monthly Service Providers' meetings with ACWDB program liaison.
- b. Quarterly Youth Committee and Workforce Development Board meetings.

## **J. ELIGIBLE ORGANIZATIONS**

Qualified applicants must have a minimum of two (2) years of documented successful experience in providing the full range of youth workforce development services for eligible individuals 16 through 24 years. Eligible organizations include 501(c) 3 non-profit organizations, public or private educational institutions, government units, public agencies, or private for-profit organizations properly organized in accordance with Federal, State, and local law. Minority and Women-Owned businesses are encouraged to apply.

In addition, bidders must exhibit desired qualifications, including experience, demonstrated track record and current capacity to:

- Have meaningful partnerships with accredited secondary schools, post-secondary schools and collaborative partnerships that include integrated educational, occupational, and placement programming through curriculum design that may be accompanied with work experience activities.
- Employ proven recruitment and service strategies to actively engage, enroll, and retain OSY and ISY.
- Have partnerships with employers in high-growth industries and other relevant organizations that provide integrated educational, short-term occupational training that may lead to job placement.
- Implement models promoting 21<sup>st</sup> Century work-readiness skills and post-secondary preparedness.
- Understand appropriate employment tracks relative to occupational skills training pathways.
- Provide strengths-based, goal-oriented, youth-centered case management with comprehensive social support connections.
- Maintain client tracking and program performance management systems.
- Have diverse funding sources supporting their operating and programmatic expenses.
- Capable of offering continuous and relevant programming from July 1, 2021 to June 30, 2022 with three optional one-year extensions based on performance and funding availability.

The contractor for the service-delivery resulting from this procurement shall act as the sole organization or as the lead organization. The selected organization shall carry out fiscal and reporting responsibilities, as well as ensure the efficacy and consistency of the services throughout the contract period. The recommended contractor(s) shall serve as the employer of

record for payroll, coordinate all education and employment activities and ensure contractual services are delivered via executed subcontract memorandums of understanding (MOUs) with their collaborative partnerships, if any.

**K. DELIVERABLES/REPORTS**

The successful bidder is required to use an online data management system (CalJOBS) to record and track participant activities and program services. Reports from this system will be utilized to determine program performance by ACWDB and the State of California. Knowledge of the system with accurate and timely entry of information is critical. System training will be facilitated through ACWDB but it is the contractor's responsibility to ensure on-going staff expertise, cooperation and timely data input and reporting.

In addition, the successful bidder may be asked to provide additional documentation or information not accessible through CalJOBS to evaluate performance outcomes (including strengths and weaknesses) and to provide qualitative information.

**L. DEBARMENT/SUSPENSION POLICY**

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of the RFP response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549. ACWDB will verify bidder, its principal and their named subcontractors are not on the Federal Debarred List, suspended or otherwise excluded list of vendors located at [www.sam.gov](http://www.sam.gov); and bidders are to complete a Debarment and Suspension Certification form located in Attachment 1A and Attachment 1B, certifying bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States government.

### **III. INSTRUCTION TO BIDDERS**

#### **A. COUNTY CONTACTS**

ACWDB is managing the competitive process for this project. All contact during the competitive process is to be through ACWDB only.

The evaluation phase of the competitive process shall begin upon receipt of proposals and continue until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by bidders to contact evaluators may result in disqualification of bidder. All questions regarding these specifications, terms, and conditions are to be submitted in writing via e-mail to:

Deidra Perry, Youth/Young Adult Planner  
e-mail: [deperry@acgov.org](mailto:deperry@acgov.org)

The ACWDB website will be the official notification posting place of all Requests for Proposals, Interest, Quotes, and Addenda. Go to: [www.acwdb.org](http://www.acwdb.org) to view current contracting opportunities.

It is the responsibility of each bidder to be familiar with all of the specifications, terms, and conditions. By submission of a Bid, the bidder certifies that if awarded a contract they will make no claim against the ACWDB based upon ignorance of conditions or misunderstanding of the specifications.

#### **B. NETWORKING/BIDDERS' CONFERENCE**

1. The Bidders' Conference will be held on October 28, 2020 via Zoom which is enabled for remote participation. Bidders can opt to participate via a computer with stable internet connection (the recommended bandwidth is 512Kbps) at:  
<https://zoom.us/meeting/register/tJld-6tpjwtnHWA0wZOfkoeWlgajFSkeKpl>
2. Networking/Bidders' conference will be held to provide:
  - a. An opportunity for bidders to ask specific questions about the project and request RFP clarification.
  - b. ACWDB with an opportunity to receive feedback regarding the project and RFP.
3. All questions will be addressed and the list of attendees will be included in an RFP Addendum following the networking/bidders' conference in accordance with the Calendar of Events.

4. Attendance at the Bidders' Conference is highly recommended. Vendors who attend the Bidders Conference will be added to the Vendor Bid List and made available by the addendum date on November 5, 2020.

### **C. SUBMITTAL OF BIDS**

1. All bids must be **emailed** by 4:00 p.m. November 20, 2020.  
(see Calendar of Events)

#### **LATE BIDS WILL NOT BE ACCEPTED.**

Any bid received after said time cannot be considered and will be returned. The date and time of the email submission shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bids are to be submitted electronically, addressed, and delivered as follows:

E-mail: [deperry@acgov.org](mailto:deperry@acgov.org) - Deidra Perry, Youth/Young Adult Planner

Bidder's name and the RFP number must appear in the subject line.

3. Bidders must also submit the **hard copy** original proposal printed on plain white paper, **signatures in BLUE ink**, loose leaf, **NOT** bound via U.S. Postal Service to:

Deidra Perry, Youth/Young Adult Planner  
Alameda County Workforce Development Board  
24100 Amador Street – Room 610C  
Hayward, CA 94544

4. Bidders shall not modify form(s) or qualify their bids. Bidders shall not submit to the County a scanned, re-typed, word-processed or otherwise recreated version of the bid form(s) or any other County-provided document. All costs required for the preparation and submission of a bid shall be borne by bidder.
5. All costs required for the preparation and submission of a bid shall be borne by bidder.
6. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, "partnership" shall mean, and is limited to, a legal partnership formed under one or more of

the provisions of the California or other state's Corporations Code or an equivalent statute.

7. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, a recommended award has been made by the County Selection Committee and forwarded to the ACWDB Youth Committee. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for the award. In addition, award information will be posted on ACWDB's website.
8. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the contract, be open to public inspection.
9. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
10. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
11. The undersigned bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the bid documents.
12. The undersigned bidder certifies that it is not, at the time of bidding, on the California Department of General Services (CDGS) list of persons

determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).

13. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the bid documents.

**D. RESPONSE FORMAT**

1. Bid responses are to be straightforward, clear, concise, and specific to the information requested.
2. **The proposal must meet the deadline and location for submittal, i.e., no later than 4:00 p.m., Friday, November 20, 2020. Late proposals will be returned.**
3. One PDF copy ([signatures in blue ink](#)), of the proposal must be submitted by the due date and time. The proposal must be formatted as follows:
  - 12-point font
  - 1-inch margins
  - Single spaced
  - Single sided
  - All pages numbered sequentially
  - Loose leaf
  - Header on each page (upper right-hand corner) under Specifications, Term and Conditions RFP No. 2020-ACWDP-YP and below that your agency name or agency acronym: (RFP No. 2020-ACWDB-YP) and name of bidder.
4. The proposal must comply with the provisions of the Request for Proposals and all its instructions.
5. In order for bids to be considered complete, bidder must provide all information requested. See Attachments 1A and 1B for the Response Content and Submittals Completeness Checklist.
6. The proposal budget must reflect actual costs associated with providing program services.
7. The proposal must contain accurate and complete information as requested in this proposal.

8. Proposals will be reviewed as initially submitted. No changes, additions, or re-submissions will be accepted after the initial deadline for submission.
9. ACWDB reserves the right to withdraw a contract-funding award if it is determined that the award was based on false information provided by the proposer.
10. Bid responses, in whole or in part, NOT to be marked confidential or proprietary. ACWDB may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to the RFP may be subject to public disclosure. ACWDB shall not be liable in any way for disclosure of any such records. Please refer the Alameda County's website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.

**E. PROPOSAL REVIEW AND GRANT AWARD PROCESS OVERVIEW**

The evaluation and scoring of proposals and recommendation of providers for the Youth Innovation and Future Force Career Program RFP will consist of several phases:

1. A preliminary review will be conducted by ACWDB staff to ensure that each proposal meets the minimum qualifications for proposal acceptance.
2. For proposals that meet the minimum qualifications, evaluation, and scoring of each proposal will be conducted by an outside Review Panel according to the criteria listed in Section III.G. Evaluation and Scoring. Staff may arrange site visits with the applicants to confirm the information stated in the proposals.
3. Upon completion of the proposal review process, recommendations for selecting providers will be strictly based on the aggregate scores of the Review Panel.
4. Authority to execute contracts will be given by the Alameda County Board of Supervisors following selection and award of funding by ACWDB. Funding will be contingent on state and federal policies.

If no more than one proposal is received in response to this solicitation, the County reserves the right to classify this procurement as a failed competition and reissue the RFP or enter into sole source agreements to ensure service delivery. Funding decisions are the sole responsibility and at the sole discretion of the ACWDB. Any formal appeal of funding decisions must be in accordance with Section III. J. Bid Protest and Appeals Process of this RFP document.



## **F. EVALUATION AND SCORING**

Each proposal will be evaluated and scored on the information contained in the proposals directly responding to the proposal questions. Information may be disputed or confirmed by staff through follow-up site-visits and consultations with provided references. Additionally, each applicant may have the opportunity to attend an interview with the review panel to answer any questions the panel has regarding their proposal. Each proposal will be given a score between 0 and 100.

A proposal evaluation system, which includes a point system for rating each proposal submitted, will be used to review all proposals that meet minimum qualifications. This system will ensure uniformity in evaluating proposals and will identify the rationale for approval or disapproval.

**A PROPOSAL MUST SCORE A MINIMUM OF 75 POINTS TO BE CONSIDERED FOR FUNDING.**

Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the requirements as set forth in this RFP.

Bidders are advised that in the evaluation of cost it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.

As a result of this RFP, ACWDB intends to award a contract to the responsible bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to ACWDB, all evaluation criteria considered. The combined score of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the bidder that proposes the best quality as determined by the evaluation criteria. ACWDB may award a contract of higher qualitative competence over the lowest priced response.

The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the goods and/or services being solicited.

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated and scored according to each Evaluation Criteria. The scores for all the Evaluation Criteria will then be added together to arrive at a total score for each proposal. A proposal with a high total will be deemed of higher quality than a proposal with a lesser total.

The final maximum score for any project is one hundred (100) points. The Evaluation Criteria and their respective scores are as follows:

Evaluation Criteria		Score
<b>A</b>	<p><b><u>Completeness of Response:</u></b> Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered will be returned.</p>	Pass/Fail
<b>B</b>	<p><b><u>Debarment and Suspension:</u></b> Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at <a href="http://www.sam.gov">www.sam.gov</a>.</p>	Pass/Fail
<b>C</b>	<p><b><u>Statement of Need: (10) Available Points</u></b> How well does bidder articulate the needs of the population it is proposing to serve? What are the barriers to educational attainment, career readiness, etc.? What the sub-region pose additional barriers?</p>	10 points
<b>D</b>	<p><b><u>Administrative/Organizational Capacity: 10 Available Points</u></b> Bidder demonstrates the ability to manage and maintain programmatic and fiscal records, including experience with federal funds and cost allocation. Bidder has adequate and qualified administrative and programmatic staff. Bidder has capacity to track required deliverables and generate required reports.</p>	10 Points
<b>E</b>	<p><b><u>Demonstrated Performance/Ability: 10 Available Points</u></b> Bidder documents experience working with high-risk youth, length of time, performance goals and actual outcomes. Bidder provides summary of two recent program evaluations or monitoring reviews that are similar to WIOA programs and addresses outcomes of any performance issues Bidder describes types of funding/sources</p>	10 Points

<b>F</b>	<p><b><u>Comprehensive Services and Strategies: 40 Available Points</u></b>  Bidder describes effective outreach and recruitment and retention strategies.  Bidder describes how the Objective Assessment and Individual Service Strategy will be completed and updated as needed.  Bidder identifies concrete individual and cohort training opportunities delivered in person and virtually as appropriate; that lead to WIOA recognized credentials and/or employment.  Bidder describes Earn and Learn opportunities.  Bidder uses Supportive Services strategically.  Bidder describes how the 14 WIOA program design elements will be incorporated into its programming.</p>	40 Points
<b>G</b>	<p><b><u>Outcomes and Deliverables: 15 Available Points</u></b>  Bidder identifies established linkages/relationships/partnerships with employers, business/industry, educational institutions, and details how those linkages will lead to internships, job shadowing, mentoring, career exploration, etc.  Bidder provides memorandum(s) of understanding.</p>	15 Points
<b>H</b>	<p><b><u>Budget Considerations: 10 Available Points</u></b>  Bidder describes fiscal management experience and use of fiscal controls.  Bidder provides budget justification and demonstrates sufficient understanding of WIOA cost definitions and cost reimbursement contracts.  Bidder offers cash/in-kind match.  Bidder provides justification for cost per participant. Addresses reasonableness and realism.</p>	10 Points
<b>I</b>	<p><b><u>References/Previous Contract Experience:</u></b>  References for similar projects have been provided and the County was able to speak with a minimum of three (3) references in order to verify.</p>	5 Points
<b>Total Points</b>		<b>100</b>

**G. PROPOSAL REVIEW PANEL**

A preliminary review will be conducted by WDB staff to ensure that each proposal meets the minimum qualifications for proposal acceptance. An outside Review Committee will review and score each proposal that has met the Minimum Qualifications. The Review Committee may be composed of staff from other Local Workforce Areas that may have expertise or experience relevant to this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the Review Committee and will be based on the evaluation criteria set forth in this RFP.

All contact during the evaluation phase shall be through ACWDB staff only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the Review Committee may result in disqualification of Bidder. The Review Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP.

#### **H. CONTRACT AWARD PROCESS**

Once the RFP Review Panel has evaluated all qualifying proposals, ACWDB will make a funding decision and take action to select the successful bidder(s). All bidders will receive written notification of the contract award recommendation by ACWDB staff. Notification will be provided via e-mail and United States Postal Service. The document providing this notification is the Notice of Intent to Award/Non-Award and will provide the name(s) of the bidder(s) being recommended for contract award and the names of the all other parties that submitted proposals.

Upon completion of any bid protest/appeal, the ACWDB will approve the final contract award recommendation. If no bid protest/appeal is made, the ACWDB's decision to issue the Notice of Intent to Award/Non-Award is considered the final contract award decision of the ACWDB. The ACWDB will then submit the final contract award decision to the Alameda County Board of Supervisors, who approves and executes all contracts for the ACWDB.

Contracts will commence July 1, 2021 contingent upon availability of funds from the State of California. Grant awards will be conferred annually based upon the following criteria: provider meets contractual obligations; successful performance; and any WIOA authorization changes that impact this procurement. The ACWDB must formally approve the subsequent annual awards.

#### **I. BID PROTEST/APPEAL PROCESS**

The County prides itself on the establishment of fair and competitive contracting procedures and the commitment made for following those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

1. Any Bid protest must be based on one or both of the following:
  - a. The action of the ACWDB is at variance with the law; and/or
  - b. The action of the ACWDB contravenes current ACWDB or County policy.
  
2. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County's SSA Finance Director, located at 1111 Jackson Street, Suite 103, Oakland, CA 94612, Fax: (510) 839-0748, before 5:00 p.m. of the **FIFTH (5<sup>th</sup>)** business day **following the date of issuance of the Notice of Intent to Award/Non-Award, not the date received by the Bidder**. A Bid protest received after 5:00 p.m. is considered received as of the next business day.
  - a. The Bid protest must contain a complete statement of the reasons and facts for the protest.
  - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
  - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
  - d. The SSA Finance Director will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest.
  
3. Upon receipt of the written protest, the SSA Finance Director, or designee will review and evaluate the protest and issue a written decision. The SSA Finance Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issue at least ten (10) business days prior to the ACWDB's final contract approval/appeal hearing date.

The decision will be communicated by e-mail and certified mail and will inform the bidder whether or not the recommendation to the ACWDB in the Notice of Intent to Award/Non-Award is going to change. A copy of the decision will be furnished to all bidders affected by the decision. As used in this paragraph, a bidder is affected by the decision on a bid protest if a decision on the protest could have result in the bidder not being the apparent successful bidder on the RFP.
  
4. The decision of the SSA Finance Director on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance

(OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612, and Fax: (510) 272-6502. The bidder whose bid is the subject of the protest, all bidders affected by the SSA Finance Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the SSA Finance Director's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the SSA Finance Director, not the date received by the bidder. An appeal received after 5:00 p.m. is considered received as of the next business day.

- a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
  - b. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if there were material errors in the RFP process or, where appropriate, ACWDB or County policies or other laws and regulations.
  - c. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the SSA Finance Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
  - d. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protester, the bidder whose bid is the subject of the bid protest, and all bidders affected by the decision.
6. The County will complete the bid protest/appeal procedures set forth in this paragraph before a final recommendation to award the Contract is considered by the Alameda County Board of Supervisors.
  7. The procedures and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of Bid Protest. A bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

#### **J. CONTRACT EVALUATION AND ASSESSMENT**

During the initial 60-day period of any contract that may be awarded to Contractor, the ACWDB staff will meet with the Contractor to evaluate the performance and to identify any issues or potential problems.

ACWDB reserves the right to determine, at its sole discretion whether:

1. Contractor has complied with all terms of this RFP; and
2. Any problems or potential problems with the proposed services were evidenced which make it unlikely (even with possible modifications) that such proposed services have met ACWDB requirements.

If, as a result of such determination ACWDB concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and/or services as contracted for therein, the Contractor will be notified of contract termination effective 45 days following notice. The County will have the right to invite the next highest ranked bidder to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

#### **IV. TERMS AND CONDITIONS**

##### **A. AWARD**

1. Proposals will be evaluated by a Proposal Review Panel and will be ranked in accordance with the RFP section entitled "Proposal Review Panel."
2. The Review Panel will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of ACWDB and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest cost.
3. ACWDB reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. ACWDB reserves the right to award to a single contractor or multiple contractors.

5. ACWDB has the right to decline to award this contract or any part thereof for any reason.
6. ACWDB and Alameda County Board of Supervisor's approval to award a contract are required.
7. A contract must be negotiated, finalized, and signed by the intended awardees prior to Board approval.
8. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

**B. TERM/TERMINATION/RENEWAL**

1. The term of the contract, which may be awarded pursuant to this RFP, will be 12 months.
2. By mutual agreement, any contract which may be awarded pursuant to this RFP May be extended for three additional one-year terms at agreed prices with all other terms and conditions remaining the same.
3. The initial contract will include the PY 2021-2022 award, scope of work and performance requirements. This contract will be amended to include performance requirements and any scope of work modifications necessary as a result of changes in federal, state, or mandates. Awards will be dependent upon continuance of enabling legislation (Workforce Development Act) and fund availability for the Alameda County Workforce Local Development Area.

**C. METHOD OF ORDERING**

1. A written Purchase Order (PO) and signed contract will be issue upon ACWDB and Alameda County Board of Supervisor's approval.
2. POs and payments for services will be issued only in the name of Contractor.
3. Changes in service delivery shall be agreed upon by Contractor and County and issued as needed in writing by County.



**D. CONTRACTING REQUIREMENTS**

In order to contract for WIOA funds, the Contractor must:

1. Be legally capable of entering into a contract and be able to provide proof of the ability to administer WIOA programs (i.e., previous experience administering employment and training programs, other related service programs and no disbarment).
2. Provide documentation of current fiscal and compliance audits, as required by law.
3. Provide Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State.
4. Be an Affirmative/Equal Opportunity Employer. If selected for funding, the lead agency and any collaborative partner agencies will be required to meet EEO requirements.
5. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
6. Ensure that reports and/or documents contain correct information.
7. File required insurance documentation with the County of Alameda as an exhibit to the contract. The County must review all documentation before the initial invoice will be processed. The following are insurance requirements that contractors must carry:
  - Commercial General Liability in the amount no less than \$1,000,000.
  - Combined Single Limit for each occurrence. Must include personal injury coverage.
  - Workers' Compensation as required by State law or \$1,000,000. Employers Liability minimum \$100,000.
  - Automobile Liability in an amount not less than \$1,000,000 combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles.
  - Professional/Liability/Errors and Omissions in the amount no less than \$1,000,000.
  - The County of Alameda is covered as additional insured.
  - Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after 30 days prior written notice has been given to the County of Alameda.

8. Comply with requirements for lobbying, debarment, and drug-free workplace certification.
9. Address the County's Language Access requirements.

**E. TYPE OF CONTRACT**

Contracts will be written on a cost reimbursement basis. The Contractor is required to provide a detailed line-item budget as part of the contract and agree to submit monthly invoices for payment. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that the County is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this Contract.

**F. INVOICING**

1. Contractor shall invoice ACWDB as prescribed in the executed contract.
2. County shall notify Contractor of any adjustments required to invoice.
3. Contractor shall utilize standardized invoice provided by ACWDB and as defined within the contract Scope of Work.
4. Invoices shall only be prepared and submitted by the Contractor who is awarded a contract.
5. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the executed contract Purchase Order.
6. County will pay Contractor monthly, or as agreed upon, not to exceed the total maximum specified in the executed contract Exhibit B Budget.

**G. ADMINISTRATIVE COSTS**

The Workforce Innovation Opportunity Act regulations at 20 CFR 667.200 identify specific items of cost, which must be classified to the administrative cost category. Please ensure that expenditures attributable to the following functions are appropriately classified to the Administration category of cost. These costs can be both personnel and non-personnel and both direct and indirect.

Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:

- Accounting, budgeting, financial and cash management functions.
- Procurement and purchasing functions.
- Property management functions.
- Personnel management functions.
- Payroll functions.
- Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports.
- Audit functions.
- General legal services functions.
- Developing systems and procedures, including information systems, required for these administrative functions.
- Performing oversight and monitoring responsibilities related to WIOA administrative functions.
- Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
- Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
- Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.
- Awards to sub recipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

Personnel and related non-personnel costs of staff that perform both administrative functions specified above and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/ categories based on documented distributions of actual time worked or other equitable cost allocation methods.

Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

All costs incurred for functions and activities by your organization and vendors who are awarded funds for the purpose of delivering programmatic services are program costs.

Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

- Tracking or monitoring of participant and performance information.
- Employment statistics information, including job listing information, job skills information, and demand occupation information.
- Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
- Local area performance information.
- Information relating to supportive services and unemployment insurance claims for program participants.

**H. PROHIBITION AGAINST SUBCONTRACTING OR ASSIGNMENT**

Contractor shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the ACWDB. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the ACWDB. Any such prohibited assignment or transfer shall be void.

**I. RECORD KEEPING**

Contractor will be expected to maintain complete up-to-date and accurate records and management controls. The Contractor will be expected to maintain complete fiscal and accounting records, in accordance with Federal Government Accounting Principles, including, but not limited to, backup documentation to the contract budget, and demonstration of acceptable accounting methods to disburse costs. All documents and records will be maintained for a period of no less than five (5) years. This is a federal administrative requirement.

**J. MONITORING**

The Contractor selected and funded with WIOA dollars may be visited at any time by the ACWDB staff, the Youth Committee (YC), ACWDB board members, County officials, and officials from the State of California,

Department of Labor, or Contractors of these units of government, and others who have a direct concern in administration of WIOA programs and projects. All agency records must be available for inspection. All areas of the project will be subject to examination and could include, but are not limited to, inspection of personnel files and applications, and the financial bookkeeping records. In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies partnering within this operator to ensure provision of agreed upon services.

**K. COUNTY PROVISIONS**

SMALL, LOCAL AND EMERGING BUSINESS (SLEB) PARTICIPATION: Contractor has been approved by County to participate in contract without SLEB participation (SLEB Waiver# F-1787). As a result, there is no requirement to subcontract with another business in order to satisfy the County's Small Local and Emerging Business provision.

However, if circumstances or the terms of the contract should change, Contractor may be required to immediately comply with the County's Small Local and Emerging Business provisions, including but not limited to:

- a. Contractor must be a certified small or emerging local business (es) or subcontract a minimum 20% with a certified small or emerging local business (es).
- b. SLEB subcontractor(s) is independently owned and operated (i.e., is not owned or operated in any way by Prime), nor do any employees of either entity work for the other.
- c. Small and/or Emerging Local Business participation and current SLEB certification status must be maintained for the term of the contract. Contractor shall ensure that their own certification status and/or that of participating subcontractors (as is applicable) are maintained in compliance with the SLEB Program.
- d. Contractor shall not substitute or add any small and/or emerging local business(s) listed in this agreement without prior written approval from the County. Said requests to substitute or add a small and/or emerging local business shall be submitted in writing to the County department contract representative identified under Item #13 above. Contractor will not be able to substitute the subcontractor without prior written approval from the Alameda County Auditor Controller Agency, Office of Contract Compliance (OCC).
- e. All SLEB participation, except for SLEB prime contractor, must be tracked and monitored utilizing the Elation compliance System.

County will be under no obligation to pay contractor for the percent committed to a SLEB (whether SLEB is a prime or subcontractor) if the work is not performed by the listed small and/or emerging local business.

For further information regarding the Small Local Emerging Business participation requirements and utilization of the Alameda County Contract Compliance System contact the County Auditor- Controller's Office of Contract Compliance (OCC) located at:

1221 Oak Street, Room 249, Oakland, CA 94612  
Tel: (510) 891-5500, Fax: (510) 272-6502 or via  
E-mail at [ACSLEBcompliance@acgov.org](mailto:ACSLEBcompliance@acgov.org).

**L. GENERAL REQUIREMENTS**

1. Proper conduct is expected of Contractor's personnel when on County premises. This includes adhering to no-smoking ordinances, the drug-free workplace policy, not using alcoholic beverages and treating employees courteously.
2. County has the right to request removal of any Contractor employee or subcontractor who does not properly conduct himself/herself/itself for perform quality work.
3. Contractor personnel shall be easily identifiable as non-County employees (i.e. work uniforms, badges, etc.)

**M. COMPLIANCE WITH APPLICABLE REGULATIONS**

This RFP has been developed consistent with applicable State and Federal statutes, regulations, and published guidelines and policies.

**ATTACHMENT NO. 1A**

**BID RESPONSE PACKET  
YOUTH INNOVATION PROGRAM  
(SEPARATE FILE)**

**ATTACHMENT NO. 1B**

**BID RESPONSE PACKET  
YOUNG ADULT FUTURE FORCE CAREER PROGRAM  
(SEPARATE FILE)**

## **ATTACHMENT NO. 2**

Standard Services Agreement Template  
Statement of Work  
Budget Template  
Minimum Insurance Requirements for Community Colleges/Adult Schools  
Minimum Insurance Requirements for Nonprofits  
Audit Requirements  
Exhibit E - This Page Intentionally Omitted  
Debarment Suspension Certification  
General Conditions/Special Conditions WIOA (Youth)  
Certification Regarding Lobbying  
Attachment A - This Page Intentionally Omitted  
Language Access Requirements  
The Iran Contracting Act (ICA) of 2010