



ADDENDUM No. 1

to

RFP No. CSC 2020

For the

CAREER SERVICES COLLABORATIVE (CSC)

released Tuesday, October 20, 2020

**Specification Clarification/Modification and Recap of the Virtual Bidders Conference
Held on October 28, 2020**

This County of Alameda, General Services Agency (GSA), RFP/Q Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP/Q Addendum will also be posted on the GSA Contracting Opportunities website located at http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp.



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The following Sections have been modified to read as shown below. Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~.

A. Changes to RFP Specifications, Terms and Conditions

- a. Page 6, Item A: **Awards will be for a 12-month contract period (with option to renew for three additional years contingent upon availability of funds and contract performance) to the successful bidder whose response conforms most closely to this RFP and meets the Alameda County contracting requirements.** The procurement cycle is July 1, 2021 through June 30, 2025. Awards will be for a 12-month contract period effective July 1, 2021 through June 30, 2022 (with the option to renew for three additional years contingent upon availability of funds and contract performance).
- b. Page 20, Item F: Header on each page with the funding strategy: **Career Services Collaborative** ~~Adult and Dislocated Worker Career Services Provider~~
- c. Page 20, Item F: **Include with the submitted email pdf, a hardcopy of the proposal by a later date.** For RFP No. CSC 2020, hard copies may be submitted any time after the proposal due date. ACWDB would like hard copies of the CSC proposal to be received no later than November 27.

Responses to Written Questions

- Q1) If I serve the formerly incarcerated population, can I focus on just this segment of the population?
- A1) **Proposals must be submitted by a lead agency for both the AJCC and the CSC RFPs. The CSC lead agency proposal must include a description of how services will be provided to all priority populations, including formerly incarcerated individuals. An agency can focus solely on serving formerly incarcerated individuals as a sub-contractor in the CSC.**
- Q2) Does data need to be presented by sub-region (statement of need, labor market needs, etc.) or for the area as a whole?
- A2) **Yes. The statement of need should be broken down by sub-region, especially considering the dynamic regions, needs, and populations of Alameda County.**
- Q3) Do ITA training \$\$ and OJT costs come out of the \$1.1M?
- A3) **No. WIOA training funds are not included in this RFP and are managed separately by ACWDB.**
- Q4) Will the subcontracting/partnering all happen before the proposal is submitted (i.e. we should start to develop partnerships/proposals now) or will whatever org get the lead issue their own RFP for subcontractors?
- A4) **Bidders are expected to submit a proposal that includes a comprehensive program design and delivery model for implementing requested services. This model should include partnerships, sub-contracts, MOUs, etc. necessary to perform the proposed work. Bidders are expected to include whether planned partnerships are in place or under development.**

- Q5) Will you publish the list of orgs that will lead or sub?**
A5) ACWDB will publish a list of attendees for the Bidders' Conference and include any "lead" or "sub-contract" information provided.
- Q6) Re-entry services right now are a separate grant with separate funding. It is now to be wrapped up in the \$1.1 million?**
A6) Yes. Services to the reentry population are expected to be included in the responses to this RFP as described on Page 12 of the RFP document. The lead agency for the CSC will coordinate all services and act as the prime contractor and fiscal agent.
- Q7) Can you please talk about the fiscal agency aspect of the CSC lead and the fact that administrative costs are not allowed in the RFP?**
A7) Lead/fiscal agency includes but it is not limited to executing sub-contracts, preparing and submitting programmatic reports, and managing of funds awarded. Please refer to Section IV G of the CSC RFP for additional information regarding WIOA Administrative costs.
- Q8) Is there a transition plan/timeline in place for existing providers?**
A8) This is not required for the RFP.
- Q9) Do u need hard copies as well as electronic**
A9) Yes. Both electronic and hard copies are required. Please refer to Page 19 of RFP.
- Q10) Can the hard copy be dropped off in person, with receipt given for the turn in of the bid?**
A10) No. Proposals must be submitted electronically by the due date. Hard copies must be submitted through the postal service. Please refer to Page 19 of the RFP.
- Q11) Do supportive services come out of the \$1.1? is there a dollar amount or percentage that should be targeted?**
A11) Yes. Provision of supportive services to eligible participants should be included in RFP responses. Please refer to Page 9 for information regarding WIOA Career Services including Supportive Services. The RFP does not specify a dollar amount or percentage for supportive services.
- Q12) I see that funds can't be used for accounting costs, being a fiscal agent requires accounting. Please clarify.**
A12) Please refer to Section IV G of the CSC RFP for additional information regarding WIOA Administrative costs. Page 35 of this section describes how administrative costs do/do not apply to awards for the purpose of delivering programmatic services.
- Q13) What type of commitment from sub-contractors do you want to see for the basis of the collaborative?**
A13) Bidders are expected to submit a proposal that includes a comprehensive program design and delivery model for implementing requested services. This model should include partnerships, sub-contracts, MOUs, etc. necessary to perform the proposed work. Bidders

are expected to include whether planned partnerships are in place or under development. MOUs/letters of support/other agreements can be used to demonstrate existing partnerships.

Q14) Center for Higher Purpose (Non-Profit) Disabled Veteran Enterprise is seeking the Lead Recipient Role, will there be points deducted from a total bid for being a DVBE?

A14) No.

Q15) The RFP indicates that "Bidders must demonstrate matching resources of 25% or more from any variety of funding sources." The Bid Form asks for leveraged resources for each line item. Must respondents demonstrate 25% or greater match for every line item, or across the request amount as a whole?

A15) Bidders must demonstrate matching resources of 25% or more from any variety of funding sources. The 25% match requirement applies to the total amount requested in the proposal.

Q16) Regarding Attachment 2: Are respondents supposed to fill in anything in Exhibit A? Also, are respondents to complete Exhibit B in addition to the Bid Form included in the response package?

A16) Attachment to documents are included for reference only. Proposals should include documents completed from the RFP response package only.

Q17) Please confirm that the CSC lead has no role in fiscal agent or oversight for the AJCC operator/ WIOA provider, as they will over WIOA providers in the career services collaborative. There is a reference to AJCC operator working with lead but doesn't specify how/roles.

A17) The AJCC Operator does not have any fiscal oversight as it relates to the Career Services Collaborative lead agency or it's sub-contractors.

Q18) Page 2 of the RFP states the contract period is July 1, 2021-June 30, 2022. Page 6 of the RFP states July 2, 2021- July 31, 2022. What is the correct contract period?

A18) The procurement cycle is July 1, 2021 through June 30, 2025. Awards will be for a 12-month contract period effective July 1, 2021 through June 30, 2022 (with the option to renew for three additional years contingent upon availability of funds and contract performance).

Q19) Are respondents to fill out the budget on the budget form in Attachment 2 or on Exhibit B?

A19) Attachment to documents are included for reference only. Proposals should include documents completed from the RFP response package only.

Q20) Please advise if the Work Plan timeline requested in Section III – Strategy and Work Plan can be excluded from the page limit allowance.

A20) The workplan timeline in Section II Strategy and Workplan is excluded from the page limit allowance.

Q21) Since many potential partners did not join the Networking/Bidders Conference yesterday, would it be possible for you to make available the 2017 proposals for the three sub-regions? My understanding is that the lead for each sub-region included a list and descriptions of their partners.
Having access to these past proposals should promote more comprehensive responses to the current RFP for CSC lead.

A21) The 2017 Sub-regional Workforce Network proposals will be provided in Addendum #2 on November 9.



The following participants attended the Bidders Conferences:

	Company Name / Address	Representative	Contact Information
1.	Ohlone College - LEAD	Daniel Newell	Phone: (510) 742-2320 E-Mail: dnewell@ohlone.edu
2.	International Rescue Committee - SUB	Mitch Margolis	Phone: E-Mail: Mitchell.margolis@rescue.org
3.	Chabot Las Positas Community College District - LEAD	Sarah Holtzclaw	Phone: (925) 560-9439 E-Mail: sholtzclaw@clpccd.org
4.	Rubicon Programs	Monique Brown	Phone: (E-Mail: moniqueb@rubiconprograms.org
5.	Equus Workforce Solution - LEAD	Tim Foster	Phone: E-Mail: tfoster@equusworks.com
6.	In the Door - SUB	Robert Gordon	Phone: E-Mail: rgordon@inthedoor.com
7.	Equus Workforce Solution - LEAD	Sharon Schmidt	Phone: E-Mail: Sharon.schmidt@brightspringhealth.com
8.	Five Keys - SUB	Dorick Scarpelli	Phone: (510) 823-2165 E-Mail: doricks@fivekeys.org
9.	ACWDB	Michele Garcia	Phone: (510) 259-3802 E-Mail: melvin.e.cowan@gmail.com
10.	In the Door - SUB	Jerry Myers	Phone: E-Mail: jmyers@inthedoor.com
11.	Chabot Las Positas Community College District	Julia Dozier	Phone: (925) 249-9370 E-Mail: jdozier@clpccd.org
12.	Humanity Way - SUB	DeVonn Powers	Phone: (925) 247-4601 E-Mail: dpowers@humanityway.org
13.	Triumph Resource Center - SUB	Karen McNairy	Phone: E-Mail: kmcnairy@triumphresourcecenter.org
14.	Public Consulting Group, Inc	Meredith Crouse	Phone: (E-Mail: mcrouse@pcgus.com
15.	Domain Experts Corporation - LEAD	Rekha Rao	Phone: (408) 748-1800 E-Mail: rekha@domain-experts.net
16.	Change To Come - SUB	Tracy Creer	Phone: E-Mail: change@changetocome.org
17.	Equus Workforce Solution	Adrineh Terantonians	Phone: E-Mail: adrineh.terantonians@equuworks.com
18.	Mid Alameda County Consortium - SUB	Tim Combs	Phone: E-mail: timcombs@macc4ae.org
19.	Fremont Resource Center - SUB	Judy Schwartz	Phone: (510) 574-2007 E-Mail: jschwartz@fremont.gov

	Company Name / Address	Representative	Contact Information
20.	Center for a Higher Purpose - LEAD	Carol Breiling	Phone: (707) 365-8008 E-Mail: carolbreiling@yahoo.com

