



ADDENDUM No. 1

to

RFP No. 2020-ACWDB-YP

for

**Youth Innovation Program and Future Force Career Program
released Tuesday, October 20, 2020**

**Specification Clarification/Modification and Recap of the Networking/Bidders' Conference
held on October 28, 2020**

This County of Alameda, Social Services Agency (SSA), RFP Addendum has been 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/Addendum will also be posted on the GSA Contracting Opportunities website located at http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp.

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

1. Page 11, Item 2: “Bidders interested in serving more than one OSY ~~sub-regions must submit separate bid applications and exhibits for each sub-region.~~ **sub-region may submit a single bid response packet for multiple sub-regions but must delineate enrollment and performance for each sub-region.”**
2. Page 21, Item C.5: “Only one bid response, **per category**, will be accepted from any one person,…”
3. Page 23, Item D.3. Response Format: “...The proposal must be formatted as follows:…~~1-inch margins.~~ **.5-inch margins”**

Responses to Written Questions

Q1) The RFP Response Packet template has .5-inch margins. When the margins are changed to 1-inch, the formatting is changed and alignment is lost. Can the margin requirement be changed to .5 the align with the Response Packet Template?

A1) Yes, the margin requirement is changed to .5 inches.

Q2) Do you anticipate extending the bid due date?

A2) No.

Q3) What additional details are you willing to provide, if any beyond what is stated in bid documents concerning how you will identify the winning bid?

A3) All details on how the winning bid is identified are on pages 24 – 28 of the RFP.

Q4) Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

A4) No.

Q5) Other than your own website, where was this bid posted?

A5) The bid was also posted at www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp

Q6) On the “Geographic Scope” slide: Are the funding levels on the slide inclusive of both the in and out of school funding streams?

A6) The estimated funding available for In-School Youth is \$180,000. Bidders must identify the geographic sub-region for which it is applying. For Out-of-School Youth, there are different funding levels for each geographic sub-region, see page 7 of the RFP.

Q7) Will the use of the Metrix Online Learning system cost anything to the providers or the participants?

A7) Currently, providers and participants bear no cost to use the Metrix Online Learning System.

- Q8) Can any organization apply for both program designs?
A8) **Yes.**
- Q9) Will the PowerPoint presentation be shared?
A9) **Yes, it is available on our website at www.acwdb.org.**
- Q10) How many youth total are you hoping to reach with the 1.3 million?
A10) **Total number of youth served will be negotiated with those organizations that are offered contracts.**
- Q11) How many contracts are you anticipating on awarding – are you looking for a single contractor or multiple?
A11) **Page 31 of the RFP states that “ACWDB reserves the right to award to a single contractor or multiple contractors.”**
- Q12) If the proposing org has a Data Analyst as part of its administration, can the org use the Data Analyst’s time on the contract as a leveraged resource in lieu of the Data Management staff position?
A12) **The bidder must identify how the functional area of “data management” will be provided, which is inclusive of “data entry”. It may be an actual or leveraged cost.**
- Q13) Is there a designated percentage or amount for the required match?
A13) **The RFP does not require a specific percentage match.**
- Q14) Are proposing organizations permitted to propose to serve multiple Sub-Regions for Out of School Youth in one proposal?
A14) **Yes.**
- Q15) RFP page 11 requests separate bid applications and exhibits for each OSY sub-region. If a respondent is interested in bidding a comprehensive integrated OSY program, please confirm a single application and set of exhibits is acceptable to align with this model.
A15) **Yes, bidders may submit a single bid response packet to serve OSY in multiple sub-regions.**
- Q16) Are proposing organizations permitted to propose to serve multiple Sub-Regional for Out of School in one proposal?
A16) **Yes, bidders may submit a single bid response packet to serve OSY in multiple sub-regions.**
- Q17) Is there a cap on administrative costs?
A17) **The WIOA administrative cap is 10% for functions identified as admin under WIOA.**
- Q18) Is profit allowed?
A18) **Yes, generating profit is allowed. Bidders must identify profit and profit rate in their proposal response.**

- Q19) RFP page 17, Staffing Requirements. Are bidders required to use the listed positions or are these examples of possible staff to be used under this contract?
- A19) The Staffing Requirements listed on page 17 of the RFP are staff functions that must be identified in the proposal.**
- Q20) Are respondents to fill out the budget on the budget form in Attachment 2 or on the bid form from each program's response package?
- A20) Attachment 2 provides examples of forms that may be required for as part of proposals.**
- Q21) Will ACWDB please provide a copy of your support service policy?
- A21) Yes, Action Bulletin AB-82 is available on our website at www.acwdb.org.**
- Q22) Should respondents include facility or equipment costs in their proposed budgets?
- A22) If bidders are including facility or equipment costs in their proposed budgets, justification must be provided on the Budget Justification form (page 12 of Attachments 1A and 1B).**
- Q23) Please confirm graphics, charts, and tables are not subject to the 12-point requirement.
- A23) Graphics, charts, and tables are not subject to the 12-point font requirement.**
- Q24) RFP page 21 instructs that the hard copy original proposal should be unbound. Please confirm a binder clip is acceptable.
- A24) Yes, a binder clip is acceptable.**
- Q25) Attachment 1A and AB; section IV. Comprehensive Services and Strategies. Please advise if the description of how our program design will incorporate each of the WIOA mandated 14 elements can be provided in a chart as an attachment and excluded from the page limit allowance.
- A25) No, an attachment is not excluded from the page limit allowance.**
- Q26) RFP page 21, section C.4 states "Bidders shall not modify form(s) or qualify their bids. Bidders shall not submit to the County a scanner, re-typed, word-processed or otherwise recreated version of the bid form(s) or any other County-provided document." Please confirm that bidders are still to include scanned copies of signed forms.
- A26) Bidders may submit scanned copies of the signed forms.**
- Q27) RFP page 21, section C.4 states " 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." Please confirm that as long as bidders are to respond to the required questions within the provided response packet that they may differentiate the font/formatting of questions to aid evaluators.
- A27) Responses must be in 12-point font.**

Q28) RFP page 21 states “Bidders must also submit the hard copy original proposal...” Please confirm that the hardcopy should be delivered to the Hayward address by Nov. 27.

A28) The hardcopy of the proposal should be mailed to Deidra Perry, Alameda County Workforce Development Board, 24100 Amador Street, Suite 610C – Hayward, CA 94544. Bidders are not able to enter the building nor leave proposals at the front desk.

Q29) Can you provide more information regarding the sub-regions for services – is the sub-region defined on service location, youth place of residence, location of employment or other factor(s)?

A29) The sub-region is defined by the youth’s place of residence.

Q30) Based on the above, given COVID-19 and remote services, how is the sub-region defined?

A30) The sub-region is defined by the youth’s place of residence.

Q31) Can you provide more specifics on the performance goals? Are these measures for all participants, participants who have completed the WIOA-defined program, or another subset? Are these measures negotiable?

A31) The Local Area Performance Goals listed on RFP page 16 are established annually by the State of California and are the basis for the performance measures that are negotiated with our contracted providers.

Q32) RFP pg. 7 states, “Bidders may submit proposals for both categories stated below but must submit separate response applications and pg. 21 states that only bid response will be accepted from any one entity. Please clarify.

A32) RFP page 7 is correct. Bidders may submit proposal for both categories stated below but must submit separate response applications. RFP page 21 refers to “one bid response”

Q33) RFP pg. 7 states, “Bidders may submit proposals for both categories stated below but must submit separate response applications and pg. 21 states that only bid response will be accepted from any one entity. Please clarify.

A33) RFP page 7 is correct. Bidders may submit proposal for both categories stated below but must submit separate response applications. RFP page 21 has been amended to read: “...one bid response per category...”

The following participants registered/attended the Bidders' Conference:

	Company Name / Address	Representative	Contact Information
1.	In the Door	Robert Gordon	Phone: E-Mail: rgordon@inthedoornow.com
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4.	Merritt Colleges	Courtney Brown	Phone: E-Mail: courtneybrown@peralta.edu
5.	N Focus	Rick Reiman	Phone: E-Mail: sales@nfocus.com
6.	Ohlone College	Daniel Newell	Phone: E-Mail: dnewell@ohlone.edu
7.	Equus Workforce Solutions	Adrineh Terantonians	Phone: E-Mail: adrineh.terantonians@equusworks.com
8.	Five Keys	Elizabeth Bell	Phone: E-Mail: elizabethb@fivekeys.org
9.	Hats and Ladders	Leah Potter	Phone: E-Mail: leah@hatsandladders.com
10.	Equus Workforce Solutions	Tim Foster	Phone: E-Mail: tfoster@equusworks.com
11.	New Horizon Career Solutions	Rena Drake	Phone: E-Mail: rdrake@nhlearninggroup.com
12.	Pilot City	Derick Lee	Phone: E-Mail: dericklee@pilotcity.com
13.	Berkeley Youth Alternatives	Kevin Williams	Phone: E-Mail: kwilliams@byaonline.org
14.	La Familia Counseling	Evelyn Perez	Phone: E-Mail: Eperez@lafamiliacounseling.org
15.	Ohlone College	Binh Nguyen	Phone: E-Mail: bnguyen@ohlone.edu
16.	Love Never Fails	Vanessa Russell	Phone: E-Mail: vanessa@loveneverfailsus.com
17.	Hayward Adult School	Angela Holmes	Phone: E-Mail: aholmes@has.edu
18.	Beyond Emancipation	Julia Lakes	Phone: E-Mail: jlakes@beyondemancipation.org
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20.	First Place for Youth	June Miyake	Phone: E-Mail: Jmiyake@firstplaceforyouth.org
21.		Stephanie Ray	Phone:

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