



ATTACHMENT 1

RFP Response Package

RFP No. MTWTC 2024 Maritime Industry Navigator (MIN)

Responses due: January 5, 2024, 4:00 PM

Submit via email:

**Carmelo San Mames,
Sr. Strategic Partnership Coordinator
Carmelo.SanMames@acgov.org**

(Include bidder's name, RFP name, and number on the subject line)

RFP Pre-screening Response Checklist

RFP Pre-screening Requirements: Bidders shall provide all the bid documentation and exhibits listed below. Any material deviation from these requirements may be cause for rejection of the proposal, as determined at the County’s sole discretion. Please verify that each item below is correctly submitted as per the RFP specifications and check (✓) its corresponding Check Box and sign below.

Response Format:

Check Boxes

Item		✓
1.	One (1) original emailed no later than 4:00 pm., January 5, 2024.	<input type="checkbox"/>
2.	The “original” bid response must be signed in blue ink by an authorized signature.	<input type="checkbox"/>
3.	The “original” bid response is to be loose-leaf, not bound.	<input type="checkbox"/>
4.	Proposals must be printed on white 8 ½” by 11” paper. The font must be 12-point type in “Times New Roman” or equivalent font. Lines shall be single-spaced with 1-inch margins.	<input type="checkbox"/>
5.	Table of Contents: Bid responses shall include a table of contents listing the individual sections of the quotation/proposal and their corresponding page numbers. Tabs should separate each of the individual sections.	<input type="checkbox"/>
6.	Bidders may also mail or hand deliver the original signed copy of their proposal.	<input type="checkbox"/>

Response Package:

Item		✓
1.	Proposal Checklist – signed.	<input type="checkbox"/>
2.	Signed Cover Letter: Includes Federal Tax ID#, Organization Structure & Location. – signed.	<input type="checkbox"/>
3.	Agency Summary Sheet – one page is allowed.	<input type="checkbox"/>
4.	Agency Description – one page is allowed.	<input type="checkbox"/>
5.	Statement of Need – two pages are allowed.	<input type="checkbox"/>
6.	Project Management and Organizational Capacity – five pages are allowed.	<input type="checkbox"/>
7.	Strategy and Program Work Plan– ten pages are allowed.	<input type="checkbox"/>
8.	Outcome and Deliverables – five pages are allowed.	<input type="checkbox"/>
9.	Projected Staff – two pages & up to six employee classifications are allowed.	<input type="checkbox"/>
10.	Exhibit A: Bid Acknowledgement – signed.	<input type="checkbox"/>
11.	Exhibit B Bid Form (Project Budget) – six pages are allowed	<input type="checkbox"/>
12.	Exhibit D-1: References – one page is allowed.	<input type="checkbox"/>
13.	Exhibit H: Alameda County Vendor First Source Agreement Vendor Info.– signed.	<input type="checkbox"/>
14.	Exhibit N: Debarment & Suspension Certificate – signed.	<input type="checkbox"/>

Our agency certifies that all above requested information have been completed for the RFP.

Agency Name: _____

Signature: _____ **Print Name:** _____ **Date:** _____

COVER LETTER

Subject: H RTP - Maritime Trades and Water Transportation Careers/Maritime Industry Navigator (MIN)

This proposal is submitted for consideration of award under the RFP for the period April 1, 2024 through March 31, 2025 Initial Contracts will be executed for (12) months beginning with the Program Year 2024-2025.

Our agency accepts the terms and conditions contained in the Request for Proposals (RFP) package.

Our agency certifies that all statements in this proposal are true.

Name of Project: H RTP - Maritime Trades and Water Transportation Careers/Maritime Industry Navigator (MIN)	Total Funds Requested: \$
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FISCAL AGENT/CONTRACTOR: Signature of official authorized to sign for submitting agency			
Agency Name:	Federal Tax Id#:		
Organizational Structure (e.g. Nonprofit 501c-3, Corporation, etc.):			
Name of Official:		Title:	
Signature of Official:		Date:	
Agency Address			
Phone:		Fax:	
E Mail Address:			

This Fiscal Agent will be named to receive payments. The Fiscal Agent will retain primary financial and legal responsibility for contract.

Signatures of alternate official authorized to sign for submitting agency			
Agency Name:			
Name of Official:		Title:	
Signature of Official:		Date:	
Agency Address:			
Phone:		Fax:	
E Mail Address:			

AGENCY SUMMARY SHEET

Agency Name: _____

Office Address: _____

Program Director: _____

Phone: _____

E-Mail Address: _____

TYPE OF ORGANIZATION: (CHECK APPROPRIATE BOX)			
<input type="checkbox"/>	Education Agency	<input type="checkbox"/>	Faith-Based Organization
<input type="checkbox"/>	Human Service Agency	<input type="checkbox"/>	Public Non-Profit
<input type="checkbox"/>	City Government Agency	<input type="checkbox"/>	Private Non-Profit
<input type="checkbox"/>	County Government Agency	<input type="checkbox"/>	Private for Profit
<input type="checkbox"/>	Community-Based Organization	<input type="checkbox"/>	Other:

Please number and re-state each highlighted heading
Your response should be specific, complete, and concise. Use quantifiable information where necessary.

AGENCY DESCRIPTION (No Points) One (1) page is allowed

1. Briefly describe how workforce development fits with your agency's vision, mission and programs.

Section I: STATEMENT OF NEED (15 points) – Two (2) pages are allowed

1. Describe the regional workforce needs that the program will serve. The response must include the unemployment and overall need of the businesses and the community.
2. Describe the HRTP priority population you seek to target, the current level of skills and educational attainment of those populations and specific industry sector workforce and/or training needs.
3. Describe barriers to employment faced by the target population. Include in your response those workers who are marginally attached to the workforce.

Section II: MANAGEMENT AND ORGANIZATIONAL CAPACITY (15 points) - Five (5) pages are allowed

1. Describe the program management and administrative program staff responsible for implementing workforce services. Include the time allocated. Describe the program manager's qualifications and level of experience. Attach an organizational chart (**not included in the page limit allowance**).
2. Describe your agency's systems, processes and administrative controls that will enable you to comply with Federal and State rules and regulations related to fiscal and administrative requirements.
3. Describe your agency's systems, processes and administrative controls that will support performance management requirements. Explain how your agency collects and manages data that allows for accurate and timely reporting of performance outcomes. Describe the data management software and/or resources utilized for performance reporting.
4. Describe your agency's experience in leading and participating in comprehensive partnerships that include a wide range of stakeholders. Describe your agency's and your partners' experience implementing and operating training, education, and job placement initiatives. Provide specific examples of programmatic goals and results achieved by the program in leading a collaborative.
5. Provide examples of your agency's track record administering Federal, State and / or other grants. Include the programmatic goals and results.
6. Describe your agency's and the required partners experience in Federal, State and/ or programs providing education, training, and placement services to adult unemployed workers, dislocated workers, incumbent workers including low-wage workers. Include the programmatic goals and results.

7. Describe your agency's experience and ability to engage and maintain industry relations with employers including developing and implementing First-Source hiring agreements.

Section III: STRATEGY AND WORK PLAN- (50 points) Twelve (10) pages are allowed

1. Describe the proposed strategy that addresses the needs and challenges of the target population, target industry's employment needs and occupations?
2. Describe a comprehensive and detailed explanation of the proposed training activities, a clear strategy for placing participants into employment and a clear job retention strategy?
3. Describe how many individuals you hope to serve, train and place into employment. How will you deliver work-based exposure so participants are aware of career paths inside the industry.
4. Describe the use of technology in providing training to be used in the implementation of your program services.
5. Describe how you propose to provide convening, coordination, and oversight for the first-source agreements.
6. Describe how your agency will target middle-skilled occupations within the local maritime industry.
7. Submit a Work Plan timeline that includes: Startup, Partnership Development, Recruitment, Training, Placement and Retention. Identify the major activities required to implement each phase. For each activity, include the following information: (a) Start Date; (b) End Date; (c) Program partners that will be primarily responsible for performing each activity; (d) Key tasks associated with each activity; (e) Key milestones, their target dates and associated outcomes projected for partnership development, recruitment, training, placement, and retention activities; and (f) Sub-total budget dollar amount associated with each activity, as accurately as possible.

Section IV: OUTCOMES AND DELIVERABLES (20 points) - Five (5) pages are allowed

1. Describe the products and deliverables that will be produced as a result of the activities. Demonstrate the appropriateness and feasibility of achieving these results and determine which goals are short-term, mid-term and long-term. Provide projections and outcomes for each of the following categories for all participants served with grant funds:
 - a. Total participants served;
 - b. Total number of participants beginning education/training activities;
 - c. Total number of participants completing education/training activities;
 - d. Total participants referred to pre-apprenticeship and apprenticeship programs;
 - e. Total number of participants that complete education/training activities that receive an industry-recognized degree/certificate;
 - f. Total number of participants that complete education/training activities that are placed into unsubsidized employment;
 - g. Total number of participants placed in middle-skilled occupations;
2. Describe your agency's capacity to collect both participant-level data and aggregate outcomes for the following categories: demographic and socioeconomic characteristics, employment history, services provided and outcomes achieved.

3. Describe the appropriateness and feasibility of your agency's projected outcomes by addressing (a) the extent to which the expected outcomes are realistic and consistent with the needs of the community; (b) your agency's ability to achieve the stated outcomes and report results within the timeframe of the grant; and (c) the appropriateness of the outcomes with respect to the requested level of funding.

4. Describe activities leading to an employer or industry recognized certificate or degree. Identify the degree or certificate that participants will earn as a result of the proposed training, and the employer, industry, or State-defined standards associated with the degree or certificate. Identify your local education partners that will conduct the training or other private post-secondary institutions. If the degree or certificate expected by the training is performance-based, (a) demonstrate employer engagement in the curriculum development process, or (b) demonstrate that the degree or certificate will translate into concrete job opportunities with an employer.

Maritime Industry Navigator: Complete the boxes below for up to six (6) employee classifications to be involved in proposed services.

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

EXHIBIT A – BID ACKNOWLEDGEMENT

RFP No. MTWTC 2024

For

H RTP-Water Trades & Maritime Transportation Careers/Maritime Industry Navigator (MIN)

The County of Alameda is soliciting bids from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP. This Bid Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the bid response. Obligations assumed by such signature must be fulfilled.

1. **Preparation of bids:** (a) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid. (b) Quote price as specified in RFP. No alterations or changes of any kind shall be permitted to Exhibit B, Bid Form. Responses that do not comply shall be subject to rejection in total.
2. **Failure to bid:** If you are not submitting a bid but want to remain on the mailing list and receive future bids, complete, sign and return this Bid Acknowledgement and state the reason you are not bidding.
3. **Taxes and freight charges:** (a) Unless otherwise required and specified in the RFP, the prices quoted herein do not include Sales, Use or other taxes. (b) No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid. (c) Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County, as such papers may be accepted by the carrier as proof of the exempt character of the shipment. (d) Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
4. **Award:** (a) Unless otherwise specified by the bidder or the RFP gives notice of an all-or-none award, the County may accept any item or group of items of any bid. (b) Bids are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful bidder within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
5. **Patent indemnity:** Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
6. **Samples:** Samples of items, when required, shall be furnished free of expense to the County and if not destroyed by test may upon request (made when the sample is furnished), be returned at the bidder's expense.
7. **Rights and remedies of County for default:** (a) In the event any item furnished by vendor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by vendor with its bid, the County may reject the same, and it shall thereupon become the duty of vendor to reclaim and remove the same forthwith, without expense to the County, and immediately to replace all such rejected items with others conforming to such specifications or samples; provided that should vendor fail, neglect or refuse so to do the County shall thereupon have the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may thereafter come due to vendor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that vendor fails to make prompt delivery as specified for any item, the same conditions as to the rights of the County to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government. (b) Cost of inspection or deliveries or offers for delivery, which do not meet specifications, will be borne by the vendor. (c) The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
8. **Discounts:** (a) Terms of less than ten (10) days for cash discount will be considered as net. (b) In connection with any discount offered, time will be computed from date of complete, satisfactory delivery of the supplies, equipment or services specified in the RFP, or from date correct invoices are received by the County at the billing address specified, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the County warrant check.
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. **No guarantee or warranty:** The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

THE undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP and Bid Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this RFP?

By : _____ Date _____ Phone _____

Printed Name Signed Above: _____

Title: _____

EXHIBIT B - COUNTY OF ALAMEDA
RFP No. MTWTC 2024
For
H RTP - Maritime Trades and Water Transportation Careers/Maritime
Industry Navigator (MIN)
BID FORM

Cost shall be submitted on Exhibit B as is. No alterations or changes of any kind are permitted to this form. Bid responses that do not comply will be subject to rejection in total. Bidders should submit a **project budget** at the level needed to cover all wages, benefits and business costs for the provision of Comprehensive One Stop Career Center Services. Bidders are required to leverage cash resources. **Two (2) pages are allowed.** Attach a **Budget Narrative** providing justification for each line-item listed in the budget. Indicate the amount and source of the required 25% leveraged resources. **Four (4) pages are allowed.**

LINE ITEM	WIOA COST \$	LEVERAGED RESOURCE \$	SOURCE OF FUNDS <i>(e.g.- ADA, HUD, Perkins)</i>
<i>PERSONNEL COSTS</i>			
Staff Salaries/Wages			
Staff Fringe Benefits			
Other:			
<i>NON PERSONNEL</i>			
Facilities/Space			
Equipment			
Maintenance Costs			
Communications			
Printing & Duplicating			
Consumable Supplies			
Staff Training			
Professional Services			
Insurance			
Travel			
Consultant Services			

Other:			
<i>PARTICIPANT COSTS</i>			
Assessment Tools			
Tuition & Fees			
Teaching Aids			
Training Equipment			
Support Services			
Other:			
<i>INDIRECT COST RATE*</i>			
<i>TOTALS</i>			

* If Indirect Cost Rate is charged to WIOA – Submit a Cost Rate letter from a Cognizant Federal Agency

EXHIBIT D-1
COUNTY OF ALAMEDA
RFP No. MTWTC 2024
For
H RTP - Maritime Trades and Water Transportation Careers/Maritime Industry
Navigator (MIN)

CURRENT REFERENCES

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

EXHIBIT H
COUNTY OF ALAMEDA

RFP No. MTWTC 2024
H RTP - Maritime Trades and Water Transportation Careers/Maritime Industry Navigator (MIN)

ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION

ALCOLINK Vendor Number (if known): 00000 _____ SLEB Vendor Number: _____

Full Legal Name: _____

DBA: _____

Type of Entity: Individual Sole Proprietor Partnership
 Corporation Tax-Exempted Government or Trust

Check the boxes that apply:

Goods Only Goods & Services Rents/Leases Legal Services
 Rents/Leases paid to you as the agent Medical Services Non-Medical Services – Describe

Other _____

Federal Tax ID Number (required): _____

P.O. Box/Street Address: _____

Vendor Contact's Name: _____

Vendor Contact's Telephone: _____ Fax: _____

Vendor Contact's E-mail address: _____

Please check all that apply:

- LOC Local Vendor (Holds business license within Alameda County)
- SML Small Business (as defined by Small Business Administration)
- I American Indian or Alaskan Native (>50%)
- A Asian (>50%)
- B Black or African American (>50%)
- F Filipino (>50%)
- H Hispanic or Latino (>50%)
- N Native Hawaiian or other Pacific Islander (>50%)
- W White (>50%)

Number of entry level positions available through the life of the contract: _____ Number of other positions available through the life of the contact: _____

This information to be completed by County:	
Contract #	_____
Contract Amount:	_____
Contract Term:	_____

EXHIBIT H
COUNTY OF ALAMEDA

RFP No. MTWTC 2024
For
H RTP - Maritime Trades and Water Transportation Careers/Maritime Industry Navigator
(MIN)

ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION

Vendor agrees to provide Alameda County (through EASTBAY *Works* and Social Services Agency), ten (10) working days to refer to Vendor, potential candidates to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Vendor will also provide the County with specific job requirements for new or vacant positions. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but final decision of whether or not to offer employment, and the terms and conditions thereof, to the candidate(s) rest solely within the discretion of the Vendor.

Alameda County (through EASTBAY *Works* and Social Services Agency) agrees to only refer pre-screened qualified applicants, based on vendor specifications, to vendor for interviews for prospective employment by Vendor (see Incentives for Vendor Participation under Vendor/First Source Program located on the Small Local Emerging Business (SLEB) Website, <http://www.acgov.org/auditor/sleb/>).

If compliance with the First Source Program will interfere with Vendor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct Vendor's ability to carry out the terms of the contract, Vendor will provide to the County a written justification of non-compliance in the space provided below.

(Company Name)

(Vendor Signature)

(Date)

Justification for Non-Compliance:

EXHIBIT N

COUNTY OF ALAMEDA

RFP No. MTWTC 2024

For

HRTF - Maritime Trades and Water Transportation Careers/Maritime Industry Navigator (MIN)

DEBARMENT AND SUSPENSION CERTIFICATION

(For Procurements Over \$25,000)

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its Principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

BIDDER: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____