



Alameda County High Road  
Training Partnership (H RTP):  
Resilient Workforce Program  
(RWP)

Maritime Trades and Water  
Transportation Careers (MTWTC)  
Initiative

Request for  
Proposal: No.

Maritime Industry Navigator (MIN)  
ACWDB MTWTC 2024

Release Date: December 12, 2023

Due Date: **4:00 PM, Friday, January 5, 2024**



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

Invites your application to provide Maritime Industry Navigator (MIN) services under High Road Training Partnership (H RTP): Resilient Workforce Program (RWP) funding for its Maritime Trades and Water Transportation Careers (MTWTC) Initiative.

The Alameda County Workforce Development Board (ACWDB) announces the issuance of this Request for Proposal (RFP) to seek an organization to serve as the Regional Maritime Industry Navigator (MIN). ACWDB anticipates that up to **\$1,334,000** will be available from High Road Training Partnership funds for this RFP. It is expected that only one award will be made for these services.

A contract awarded under this solicitation will be for 12 months for Program Year (PY) 2024-2025, starting on April 1, 2024, to March 31, 2025, with the option to renew for one additional program year contingent upon contract performance and availability of funds for a maximum total of 24 months. Eligible applicant organizations include: all public non-profit entities, community-based organizations, faith-based organizations, local education agencies, government agencies, and for-profit agencies.

### DEADLINE FOR SUBMISSION:

**A PDF signed in blue ink of the proposal must be received by email on or before 4:00 P.M., Friday, January 5, 2024.** Alternatively, the proposal may be received by post or hand delivery to the address below by the aforementioned submission date.

Send to:

Attn: Carmelo San Mames  
Sr. Strategic Partnership Coordinator  
Alameda County Workforce Development Board  
24100 Amador Street, 6<sup>th</sup> Floor, Room 610C.  
Hayward, CA 94544  
[Carmelo.sanmames@acgov.org](mailto:Carmelo.sanmames@acgov.org)

BIDDER'S CONFERENCE:

**Participation at the scheduled Virtual Bidder's Conference is highly encouraged.** ACWDB staff will hold two virtual bidder's conferences, which may provide applicants with relevant information. Both sessions will cover the same information and bidders are encouraged to attend any one of the two sessions. The virtual bidder's conference is intended to be the primary source of relevant information for all applicants. The virtual bidder's conference will be hosted on the Microsoft TEAMS platform per the schedule below:

Session #1	Session #2
<b>Monday, December 18, 2023, at 11AM PST</b>	<b>Monday, December 18, 2023 at 3:00PM PST</b>
<a href="#">Click here to join the meeting</a> Meeting ID: 277 803 132 243 Passcode: aUJQM9 <a href="#">Download Teams</a>   <a href="#">Join on the web</a> <b>Or call in (audio only)</b> <a href="#">+1 415-915-3950,,373504338#</a> San Francisco	<a href="#">Click here to join the meeting</a> Meeting ID: 254 181 949 111 Passcode: mZGFAQ <a href="#">Download Teams</a>   <a href="#">Join on the web</a> <b>Or call in (audio only)</b> <a href="#">+1 415-915-3950,,208208298#</a> San Francisco

An addendum will be released following the bidder's conference to provide answers to all questions asked during the bidder's conferences and through the question period. Technical assistance questions will be answered in writing only. **Written questions to staff are due by 4:00 PM, Wednesday, December 19, 2023.** All questions should be directed via email to:

Attn: Carmelo San Mames  
Sr. Strategic Partnership Coordinator  
[Carmelo.sanmames@acgov.org](mailto:Carmelo.sanmames@acgov.org)

All virtual bidder's conference questions and answers as well as technical assistance questions and answers will be posted on the ACWDB at:

[Doing Business With Us | Alameda County Workforce Development Board \(acwdb.org\)](#)

**ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD**  
**REQUEST FOR PROPOSAL**  
**SPECIFICATIONS, TERMS & CONDITIONS**  
**For**  
**Maritime Trades and Water Transportation Careers (MTWTC)**  
**Workforce Industry Coordinator (WIC)**

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**ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR PROPOSAL  
SPECIFICATIONS, TERMS & CONDITIONS**

For

**Maritime Trades and Water Transportation Careers (MTWTC)  
Workforce Industry Coordinator (WIC)**

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**ATTACHMENT 2**

- 2B - Statement of Work
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## I. OVERVIEW OF THE ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD

The ACWDB is a 27-member employer-led board, responsible for oversight of Workforce Innovation and Opportunity Act (WIOA) Title I programs that target Adults, Dislocated Workers, Youth and Young Adults, and businesses within a state-designated local area. ACWDB's local area includes all of Alameda County outside the City of Oakland. In addition to legislated responsibilities under the WIOA, ACWDB plays a major role in a variety of key state, regional, and local initiatives. The Maritime Trades and Water Transportation Careers Initiative is a new regional workforce development project funded under the State of California's H RTP: RWP Initiative. Applicants should be familiar with the intent, purpose, and values of both the State of California's H RTP: RWP Initiative and ACWDB's greater mission.

### A. Regional Service Area

This project is a Bay Area regional workforce initiative with support from several local workforce development areas, including but not limited to: Alameda County Workforce Development Board, Oakland Workforce Development Board, and Workforce Development Board of Contra Costa County. Accordingly, ACWDB will serve as the fiscal agent on behalf of a consortium of local workforce development boards. Proportionately, the services sought under this procurement will have a geographic service area that can include Bay Area jurisdictions with contiguous bay access including but not limited to ports, piers, ferry terminals and maritime repair, manufacturing, or storage facilities.

For reference and more information on Alameda County Workforce Development Board: <http://www.acwdb.org>

For reference and information on WIOA and other resources including the [ACWDB's strategic local plan](#) the following websites may be helpful:

Workforce Development Board of Contra Costa: [WDBCCC Local Plan 2021-2024 | Workforce Development Board of Contra Costa County](#)

Oakland Workforce Development Board Strategic Local Plan: [City of Oakland | OWDB 2021-24 Local Plan \(oaklandca.gov\)](#)

High Road Training Partnerships: Resilient Workforce Program: [High Road Training Partnerships | CWDB \(ca.gov\)](#)

## II. STATEMENT OF WORK

### A. INTENT

It is the intent of these specifications, terms, and conditions to describe the services and strategies solicited under this Request for Proposal (RFP). It is expected that only one applicant will be awarded funding as the Maritime Trades and Water Transportation Careers (MTWTC) Workforce Industry Coordinator (WIC).

Contracts will be awarded for a 12-month period with an estimated start date of April 1, 2024, through March 31, 2025. No obligation or commitment of funds will be allowed beyond this contract. Any contract renewal will be based on contractor performance and will be limited to no more than one additional funding period. The provider must meet the County's contracting requirements.

### B. BACKGROUND

1. The collective vision of the Alameda County, Contra Costa County, and Oakland Workforce Development Boards is to ensure that the publicly funded workforce system is quality-focused, employer-driven, customer-centered, and tailored to meet the needs of regional economies. It is designed to increase access to and opportunities for job seekers to succeed in the labor force, particularly those with barriers to employment, and aims to meet the needs of local and regional employers. Ensuring equal opportunity for individuals with disabilities in accordance with the ADA and WIOA Section 188, and all other applicable federal and state guidance.

The MTWTC initiative is designed to facilitate access to occupational training and career services to meet the demand of employers, by ensuring that job seekers are connected to quality career education, training services, and employment placement within high-growth industries. MTWTC initiative supports the regional workforce systems by equipping job seekers to meet the needs of businesses through collaboration with one-stop career center service delivery system, branded in the state as America's Job Centers of California (AJCC). The AJCC includes partner agencies in core WIOA programs. Additionally, the services delivered under this opportunity should align to the State H RTP Essential Principles:

1. **Industry Led Problem Solving:** Foundational is that the industry – including leaders representing both employers and workers - leads the problem solving for the workforce demands unique to that industry.
2. **The Partnership Itself is the Priority:** An essential element of an H RTP is to have a strong and durable industry partnership as a goal in and of itself. Partnership can be an overused term, but here it means a formal relationship that is neither loose nor ad hoc, but forms the basis for sustained problem-solving.
3. **Incorporate Worker Wisdom throughout Partnership Efforts:** H RTPs have found it critical to include worker voice fully in assessments of industry needs. Doing so can better inform understandings of the changing nature of work, the skills needed for workers to succeed once on the job, and any barriers that have made it hard to meet workforce demand in the past.
4. **Industry-Driven Education and Training Solutions:** This essential element affects not only who will provide the education and training needed for the industry but also the how. The training methods themselves will be more nuanced and effective than ones developed outside of this industry-driven approach because they will have been identified and evaluated by the industry partners for what is needed to get ahead of changes unique to their industry.

### C. SCOPE

The role of the MTWTC: Maritime Industry Navigator (MIN) includes the following:

#### A. Sector Coordination

1. Establish and lead the Maritime Industry Advisory Board (MIAB) within the Bay Area maritime sector with the following considerations:
  - The Board’s composition should include balanced representation from industry management and worker representatives.
  - There should be a sufficient number of representatives to serve on the board to reach the project goals of 300 individuals over the course of two years.
2. Provide staff as appropriate to ensure administrative support to the MIAB which is included but not limited to:
  - Securing the meeting location, developing agendas, recording meeting minutes, etc.
3. Conduct regular (quarterly at a minimum) meetings to ensure that MIAB is aligned to MTWTC initiative goals and outcomes.



4. Coordinate curriculum development, feedback, and guidance to inform industry-recognized workforce training standards.
5. Develop First-Source Hiring agreements and ensure that participating employers sign commitments to hire. To model best practices participating MIAB companies should be highly encouraged to be signatories of First-Source hiring agreement.
6. Liaison between CBO's performing recruitment and case management services and MIAB.

**B. Maritime Training Services**

1. Establish the Bay Area Maritime Training Academy
  - It is highly desired that training services be provided in both Contra Costa and Alameda County
2. Coordinate the delivery of maritime career training:
  - Training should include both hands-on and classroom training sufficient to meet industry recognized standards for employment.
  - Deliver at least two distinct maritime career training pathway options for participants (Maritime Trades and Water Transportation Careers)
  - Deliver training leading to industry recognized credentials to 300 participants over two years.

**C. Employment and Career-Based Exposure**

- MIN will coordinate career-based exposure for all 300 participants. Work exposure experiences can include but are not limited to: company tours, industry panels, volunteer opportunities, and externships, as well as continuing education opportunities within the maritime industry.
- Participation in a recognized State of California Division of Apprenticeship Standards (DAS) Registered Apprenticeships is highly desired.

- Whereas the MIN will serve as the training coordinator for participants they will be expected to capture and report training completion and employment placement data as the single point of contact.

**D. Evaluation**

- A two-part program performance evaluation is required as a condition to satisfy the services of this contract. The evaluation should be performed at the cost of the contractor and be conducted by an independent third-party service provider. The evaluation should include a report developed for ACWDB prior to contract renewal and a close out report prior to the payment of final invoice.

**6. POPULATIONS SERVED**

Bidders are required to research the communities in the region to demonstrate knowledge of local demographic and labor market information. This includes, but is not limited to, demographic variables such as income levels, employment status, culture, language spoken, educational level, ethnicity, and other factors such as homelessness and justice-involvement status. ACWDB places an emphasis on job seekers who have multiple barriers to employment. Populations with priority for services include, but are not limited to:

- a. Veterans and spouses of veterans**
- b. Public assistance recipients or people who are otherwise low income**
- c. Individuals with disabilities**
- d. Re-entry population**
- e. Individuals impacted by COVID-19**

**E. 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 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. The County 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, Exhibit N attached, certifying bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government.

**F. DELIVERABLES/REPORTS**

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

In addition, the successful bidder may be asked to provide additional documentation or information not accessible through the online data management system to evaluate performance outcomes, as well as program strengths and weaknesses.

**III. INSTRUCTIONS 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 or staff 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 by e-mail due on or before 4:00 P.M. on December 19, 2023 to:

Carmelo San Mames, Sr. Strategic Partnerships Coordinator  
Alameda County Workforce Development Board

24100 Amador Street, 6<sup>th</sup> Floor.  
 Hayward, CA 94544  
 E-Mail: [Carmelo.sanmames@acgov.org](mailto:Carmelo.sanmames@acgov.org)

The ACWDB website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. **Go to:** [Doing Business With Us | Alameda County Workforce Development Board \(acwdb.org\)](#)

It is the responsibility of each bidder to be familiar with all the specifications, terms and conditions and the site condition. By the 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. CALENDAR OF EVENTS**

<u>Event</u>	<u>Date/Location</u>
RFP Released to the Public	December 12, 2023
Bidders Conferences (virtual) Session #1 Session #2	December 18, 2023 11:00AM 3:00PM
Written Questions Due	December 19, 2023 by 4:00PM
Addendum Posted	December 20, 2023
Bid Proposals Due	<b>January 5, 2024 by 4:00PM</b>
Evaluation Period	January 8, 2024 – January 22, 2024
Funding Recommendations presented to the ACWDB Executive Committee	February 27, 2024
ACWDB Approval	March 14, 2024
Board of Supervisors Approval	March 25, 2024
Contract Start Date	April 1, 2024

**Note:** Dates are subject to change.

**C. REQUESTING AN RFP PACKET**

Applicants may download the RFP and corresponding attachments at:

[Doing Business With Us | Alameda County Workforce Development Board \(acwdb.org\)](http://Doing Business With Us | Alameda County Workforce Development Board (acwdb.org))

Alternatively, to request an RFP packet (by e-mail only), please contact:

Carmelo San Mames  
Sr. Strategic Partnerships Coordinator  
(510) 861-7228  
[Carmelo.SanMames@acgov.org](mailto:Carmelo.SanMames@acgov.org)

Please include your name, organization, phone, and e-mail address when requesting a copy. RFP's will only be distributed via e-mail.

**D. BIDDER'S CONFERENCE**

Virtual bidder's conference will be held to:

- Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
- Provide ACWDB with an opportunity to receive feedback regarding the project and RFP.

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.

Attendance at the virtual bidder's conference is not mandatory but is **highly encouraged**. Bidder's can attend any one of the two sessions available. Vendors who attend the bidder's

conference will be added to the Vendor Bid List and made available by the Addendum Posted date of December 20, 2023 as stated in Section B: Calendar of Events.

**E. SUBMITTAL OF BIDS**

K. **A signed pdf signed in blue ink of the proposal must be received by email on or before 4:00 PM, Friday, January 5, 2024.** The proposal must be received by post or hand delivery by the same deadline date (**Friday, January 5, 2024, 4:00 PM**) to the address below.

1. **NOTE: LATE BIDS CANNOT BE ACCEPTED.**

Carmelo San Mames  
Sr. Strategic Partnership Coordinator  
Alameda County Workforce Development Board  
24100 Amador Street, 6<sup>th</sup> Floor, Room 610c  
Hayward, CA 94544  
[Carmelo.SanMames@acgov.org](mailto:Carmelo.SanMames@acgov.org)

Bidder agrees and acknowledges all RFP specifications, terms, and conditions and indicates ability to perform by submission of its bid.

Submitted bids shall be valid for a minimum period of 12 months.

All costs required for the preparation and submission of a bid shall be borne by the bidder.

Only one bid response will be accepted from any one person, partnership, corporation, consortium, 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.

Proprietary or Confidential Information: No part of any bid response is to be marked as confidential or proprietary. ACWDB may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. ACWDB shall not be liable in any way for disclosure of any such records. Additionally, all bid responses shall become the property of ACWDB. ACWDB reserves the right to make use of any

information or ideas contained in submitted bid responses. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, *et seq.*) or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code Section 3426, *et seq.*).

**F. RESPONSE FORMAT**

1. All proposal submissions must meet the following format guidelines:
  - 12-point font
  - Single spaced
  - Single sided
  - 1-inch margins
  - All pages numbered sequentially.
2. The proposal must comply with the provisions of the RFP and all its instructions.
3. Bid responses are to be straightforward, clear, concise, and specific to the information requested.
4. For bids to be considered complete, bidder must provide all information requested. See Exhibit M, Response Content and Submittals Completeness Checklist.
5. The proposal budget must reflect actual costs. The costs that will be covered for funding are those associated with providing program services.
6. The proposal must contain accurate and complete information as requested in this proposal. ACWDB reserves the right to disqualify any proposal that contains inaccurate information.
7. Proposals will be reviewed as initially submitted. No changes, additions, or re-submissions will be accepted after the initial deadline for submission.
8. 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.

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

The evaluation and scoring of proposals and recommendation of providers for the Maritime Industry Navigator 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.H, Evaluation and Scoring.
3. Bidder proposals that meet the minimum qualifications, evaluation and scoring may be invited to be interviewed by the Review Panel in addition to the final scoring.
4. Upon completion of the proposal review process, recommendations for selecting providers will be strictly based on the aggregate scores of the Review Panel. These recommendations will be presented to the ACWDB recommending Committee (Systems and Strategies, Executive, Etc.) for approval. A notice of planned action is sent to the bidders. Bidders have the right to address the approving Committee at the public meeting when these recommendations are presented.
5. The final provider selection and funding allocation recommendations from the recommending Committee will then be submitted to the ACWDB for approval. A Notice of Intent is sent to bidders. Bidders have the right to address the ACWDB at the public meeting, for three minutes when these recommendations are presented.
6. Authority to execute contracts will be given by the County of Alameda Board of Supervisors following contractor selection by the 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. K (Bid Protest/Appeals Process) of this RFP document.

#### **H. 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.



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. Each proposal will be given a score between zero and 100. 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 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
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A	<p><b>Completeness of Response:</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.</p> <p>Responses that are rated a Fail and are not considered and may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p>	Pass/Fail
B	<p><b>Debarment and Suspension:</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
C	<p><b>References/Previous Contract Experience:</b> References for similar projects have been provided, and the County was able to speak with a <i>minimum of two (2) references to verify</i>.</p>	Pass/Fail
D	<p><b>Statement of Need:</b> Overview of current economy and workforce - demonstrate clearly and fully the need for the investment by describing the economy and workforce needs.</p>	15 Points
E	<p><b>Management and Organizational Capacity:</b> 1. Staff Capacity - Demonstrate staffing patterns and qualifications will properly manage the program</p>	10 Points
	<p>2. Fiscal, Administrative and Performance Management Capacity - Demonstrate the capacity to administer public workforce funding including or like WIOA Title I funds</p>	5 Points
	<p>3. Applicant's Experience - Demonstrate experience leading or participating in comprehensive partnerships and partners experience in implementing career services, training, education, business services and/or job placement initiatives</p>	5 Points
F	<p><b>Strategy and Work Plan</b> 1. Addressing Conditions described in the Statement of Need, targeted industry, and occupations - Demonstrate a clear strategy and implementation plan</p> <p>2. Proposed Recruitment, Training, Placement, and Retention Strategies - Demonstrate a comprehensive outreach and recruitment strategy</p> <p>3. Work Plan - Demonstrate a comprehensive work plan that includes startup, recruitment, training, placement, and retention</p>	15 Points 15 Points 15 Points
G	<p><b>Outcomes and Deliverables</b> 1. Projected Performance Outcomes - Provide outcome projections and demonstrate the capacity to collect participant-level data and aggregate outcomes</p> <p>2. Appropriateness and Feasibility, Degrees or Certificate Resulting from Training, and Deliverables - Demonstrate the appropriateness and feasibility of projected outcomes</p>	10 Points 10 Points
	Total	100 Points

EXAMPLE – REVIEW COMMITTEE RATING FORM

**SECTION 1: Minimum Bidder Requirements**

- The RFP Proposal is complete. [ ] yes/pass [ ] no/fail
- Debarment & Suspension Certification\*: [ ] yes/pass [ ] no/fail
- References: [ ] yes/pass [ ] no/fail

\*Bidders, its principle and named subcontractors are not identified on the list of federally debarred, suspended or other excluded parties located at [www.sam.gov](http://www.sam.gov) and have submitted Debarment & Suspension Form.

**SECTION 2: Rating Elements**

STATEMENT OF NEED: <i>“Does the proposal...</i>	Total Points
1. Demonstrate clearly and fully the need for training and employment in the Local Area by describing the overall economy and workforce needs?	15
<b>Subtotal:</b>	<b>15</b>
MANAGEMENT & ORGANIZATIONAL CAPACITY: <i>“Does the proposal...</i>	
1. Provide strong evidence that the applicant and its required partners have the staff capacity to implement the proposed initiative?	10
2. Provide strong evidence that the applicant and its required partners have the fiscal, administrative, and performance management capacity to effectively administer workforce development or similar WIOA Title I funding streams?	5
3. Demonstrate the applicant’s experience leading or participating significantly in a comprehensive partnership and implementing and operating training, business	5

services, and job placement initiatives of similar focus, size, and scope?	
<b>Subtotal:</b>	<b>20</b>
<b>STRATEGY &amp; WORK PLAN: “Does the proposal...</b>	
1. Demonstrate the proposed strategy that addresses the needs and challenges of the target population, target industry’s employment needs and occupations?	15
2. Provide a comprehensive workplan and demonstrate the breadth and depth of understanding of the bay area maritime industry?	15
3. Demonstrate a comprehensive and detailed explanation of the proposed training activities, a clear strategy for placing participants into employment and a clear job retention strategy?	15
<b>Subtotal:</b>	<b>45</b>
<b>OUTCOMES &amp; DELIVERABLES: “Does the proposal...</b>	
1. Demonstrate a results-oriented approach to managing and operating the proposed project by providing projections for outcome categories relevant to measuring the success or impact of the proposed strategy?	10
2. Demonstrate the appropriateness and feasibility of projections of the outcomes and the degrees or certificates resulting from training and deliverables?	10
<b>Subtotal:</b>	<b>20</b>
<b>GRAND TOTAL</b>	<b>100</b>

**I. PROPOSAL REVIEW PANEL**

A preliminary review will be conducted by ACWDB 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.

**J. CONTRACT AWARD PROCESS**

ACWDB staff will present funding recommendations to the ACWDB for approval. Funding recommendations will include a summary of the Review Committee evaluations. Bidders will be allowed a total of three (3) minutes during the public hearing to address the ACWDB regarding the specific funding recommendations being presented. A bidder may have the option to provide verbal testimony regarding the merits of its proposal and the reasons for consideration of funding. There is no requirement for any bidder to make a presentation to the ACWDB. Any presentation that is made **MUST** be an oral one and **CANNOT INCLUDE THE DISTRIBUTION OF WRITTEN MATERIALS**.

It is in the best interest of the bidders to (virtually) attend the funding hearing and to be prepared to answer any questions that the ACWDB may have regarding the application package. ACWDB staff will send notices to each bidder regarding the recommendations being made as well as a confirmation of the date, time, and location for the ACWDB meeting. It is the responsibility of the bidder to confirm the date, time, and place of the meeting to assure attendance.

Once the ACWDB has made a funding decision and taken action to select the successful bidder, all bidders will receive written notification of the contract award recommendation by ACWDB staff. Notification will be provided exclusively via e-mail. The document providing this notification is the Notice of Intent to Award/Non-Award. The Notice of Intent to Award/Non-Award will provide the following information: 1) the name of the bidder being recommended for contract award; and 2) the names of 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 County Board of Supervisors, who approves and executes all contracts for the ACWDB.

The targeted contract start date is April 1, 2024, 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, determination of need and that any changes under California State Workforce Development Board authorization do not significantly alter operations, which would

then impact this procurement. The ACWDB must formally approve the subsequent annual awards.

**K. BID PROTEST/APPEAL PROCESS**

The County and ACWDB pride themselves on the establishment of fair and competitive contracting procedures and the commitment made for following those procedures. The following is provided if bidders wish to protest the bid process or appeal the recommendation to award a contract for this program 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 ACWDB.

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 94607, 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, 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 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 issued 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 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 resulted 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 ACWDB. All appeals must be submitted to the ACWDB Director, 24100 Amador Street, 6<sup>th</sup> Floor, Hayward, CA 94544. 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 ACWDB 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. Upon receipt of a compliant appeal, the ACWDB Director will schedule a hearing with the ACWDB to hear the merits of the appeal.
  - 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 ACWDB will not re-judge the proposal(s). The appeal to the ACWDB 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 ACWDB 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 ACWDB may overturn the results of a bid process for ethical violations by ACWDB staff, selection committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
  - e. The ACWDB shall review the materials and conclusions reached by the SSA Finance Director and will determine whether to uphold or overturn the protest decision.
  - f. The decision of the ACWDB is the final step of the appeal process. The decision of the ACWDB will be furnished to the protestor, the bidder whose bid is the subject of the bid protest, and all bidders affected by the decision at the appeal hearing.

5. The County and ACWDB will complete the bid protest/appeal procedures set forth in this Section K before a final recommendation to award the Contract is considered by the ACWDB.

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.

**L. CONTRACT EVALUATION AND ASSESSMENT**

During the initial 60-day period of any contract, which may be awarded to a 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, (a) whether the Contractor has complied with all terms of this RFP and (b) whether 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 review panel and will be ranked in accordance with the RFP section entitled "Evaluation and Scoring."
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 the ACWDB and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.



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 a single or multiple contractors.
5. ACWDB has the right to decline to award this contract or any part thereof for any reason.
6. ACWDB and the 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 awardee prior to Board approval.

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 renewed for one additional one-year term at agreed prices with all other terms and conditions remaining the same.
3. The initial contract will include the PY 2024-2025 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 or state mandates. Awards will be dependent upon continuance of enabling legislation and fund availability for the Alameda County Workforce Development Area.

**C. METHOD OF ORDERING**

1. A written Purchase Order (PO) and signed contract will be issued upon ACWDB and 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**

Contractors will be responsible for the following:

1. Providing and training qualified staff to plan, administer, and implement the program;
2. Providing specified services to eligible participants as required by law;
3. Coordinating and tracking management information systems and paperwork associated with the reporting requirements, and complying with deadline and reporting requirements;
4. Coordinating with the ACWDB Program Liaison and the Eligibility and MIS Unit to ensure that required eligibility forms/certification, performance reports and fiscal claims are submitted in its entirety and on time;
5. Costs associated with contract closeout activities;
6. Attending in-service training sessions, technical assistance meetings, and any State or ACWDB mandatory meetings;
7. Implementing strategies for effective program evaluation and continuous improvement;
8. Providing evidence of regularly scheduled local partnership meetings; and
9. Using the mandatory data management system and reporting tools as directed.

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

1. Be legally capable of entering into a contract and be able to provide proof of the ability to administer workforce development programs (i.e.,

previous experience administering employment and training programs, other related service programs and no disbarment).

2. Provide Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State.
3. Be an Equal Employment and Affirmative Action Employer. If selected for funding, the lead agency and any collaborative partner agencies will be required to meet EEO requirements.
4. Be in compliance with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990.
5. Ensure that reports and/or documents contain correct information.
6. 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 & 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.
7. Comply with requirements for lobbying, debarment, and drug-free workplace certification.
8. Address the County's Language Access requirements.
9. Provide the most recently completed financial statement of the organization which may be either a Single Audit Report, per the

requirements of the applicable OMB circular, or a Financial Audit in accordance with the U.S. Comptroller General's Government Auditing Standards.

**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 approved 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. The 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**

For cost allocations purposes under this contract, contractor agrees to abide by the Workforce Innovation and 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; and
- 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; and
- 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 may be visited at any time by the ACWDB Workforce Systems and Strategies Committee, ACWDB, County staff, State of

California, or Contractors of these units of government, and others who have a direct concern in administration of state funded 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 not been approved by County to participate in contract without SLEB participation. As a result, there is a 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 SLEB provisions, including but not limited to:

- a. Contractor must be a certified small or emerging local business(s) or subcontract a minimum 20% with a certified small or emerging local business(s).
- 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. SLEB 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 SLEB 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 St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at [ACSLEBcompliance@acgov.org](mailto:ACSLEBcompliance@acgov.org).

1. First Source Program: The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the WIOA require that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued RFP are to allow Alameda County ten (10) working days to refer potential candidates to vendor 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. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as Exhibit H, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten-day window) in the event that they are awarded a contract as a result of this RFP. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

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



If additional information is needed regarding this requirement, please contact the EASTBAY *Works* AJCC network at 1-888-411-HIRE or (510) 768-4450.

**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 or 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.

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**ATTACHMENT NO. 1**

**BID RESPONSE PACKET**

**MARITIME TRADES & WATER TRANSPORTATION CAREERS**

**(MTWTC)**

**WORKFORCE INDUSTRY COORDINATOR (WIC)**

**RFP No. ACWDB MTWTC 2024**

Response Content and Submittal Complete Checklist  
Bid Acknowledgement  
Bid Form  
This Page Intentionally Omitted  
Current References  
First Source Agreement  
Debarment and Suspension Certification

**(Separate file)**

Documents are available online at:  
[Doing Business With Us | Alameda County Workforce Development Board \(acwdb.org\)](https://www.acwdb.org)

## **ATTACHMENT NO. 2**

### **CONTAINS THE FOLLOWING DOCUMENTS: (Separate file)**

- 2. B. Statement of Work
- 2. C. Budget
- 2. D. Minimum Insurance Requirements
- 2.G. Audit Requirements
- 2.H. This Page Intentionally Omitted - Exhibit E
- 2.J General Conditions
- 2.K. Certification Regarding Lobbying
- 2.I. Iran Contracting Act

Attachment A. This Page Intentionally Omitted  
Attachment B. Language Access Requirements

Documents are available online at:

[Doing Business With Us | Alameda County Workforce Development Board \(acwdb.org\)](http://www.acwdb.org)