

November 15, 2024

REQUEST FOR PROPOSAL
RFP No. TCSP 2025



ALAMEDA COUNTY WORKFORCE
DEVELOPMENT BOARD

WORKFORCE INNOVATION AND OPPORTUNITY ACT
TARGETED CAREER SERVICES PROVIDER

DUE DATE: 5:00 PM, MONDAY, JANUARY 6, 2025

EQUAL OPPORTUNITY / EQUAL ACCESS

This ACWDB/WIOA Title I financially assisted program or activity is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

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

**For
Targeted Career Service Provider**

TABLE OF CONTENTS

I. OVERVIEW OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT.....3

II. ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD REQUEST FOR PROPOSAL SUMMARY 3

III. CALENDAR OF EVENTS.....4

IV. STATEMENT OF WORK.....5

 A. ...INTENT.....5

 B. ...AVAILABLE FUNDING AND PERFORMANCE PERIOD.....5

 C. ...SCOPE OF THE TARGETED CAREER SERVICES PROVIDER 6

 D. ...COORDINATION OF SERVICES 10

 E. ...LEVERAGED RESOURCES..... 10

 F. ...Industry Sector and Occupational Framework (ISOF)..... 11

 G. ...PERFORMANCE MANAGEMENT..... 11

 H. ...DEBARMENT/SUSPENSION POLICY..... 12

 I.DELIVERABLES/REPORTS 12

V. INSTRUCTIONS TO BIDDERS 13

 A. ...COUNTY CONTACTS 13

 B. ...REQUESTING AN RFP PACKET 13

 C. ...BIDDERS' CONFERENCE 14

| | |
|--|----|
| D. ...SUBMITTAL OF BIDS | 14 |
| E....RESPONSE FORMAT | 15 |
| F....PROPOSAL REVIEW AND GRANT AWARD PROCESS OVERVIEW..... | 16 |
| G. ...EVALUATION AND SCORING | 17 |
| H. ...PROPOSAL REVIEW PANEL | 19 |
| I.CONTRACT AWARD PROCESS | 20 |
| J.BID PROTEST/APPEAL PROCESS | 20 |
| K. ...CONTRACT EVALUATION AND ASSESSMENT..... | 23 |
| | |
| VI. TERMS AND CONDITIONS | 23 |
| | |
| B. ...TERM / TERMINATION / RENEWAL..... | 24 |
| C. ...METHOD OF ORDERING..... | 24 |
| D. ...CONTRACTING REQUIREMENTS..... | 24 |
| E....TYPE OF CONTRACT..... | 26 |
| F....INVOICING | 26 |
| G. ...ADMINISTRATIVE COSTS | 27 |
| H. ...PROHIBITION AGAINST SUBCONTRACTING OR ASSIGNMENT | 28 |
| I.RECORD KEEPING..... | 29 |
| J.MONITORING | 29 |
| K. ...COUNTY PROVISIONS | 29 |
| L....GENERAL REQUIREMENTS..... | 31 |
| M. ..COMPLIANCE WITH APPLICABLE REGULATIONS..... | 32 |

I. OVERVIEW OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The WIOA of 2014 is designed to help job seekers access employment, education, training, and support services to succeed in the labor market, as well as to match employers with the skilled workers they need to compete in the global economy. The workforce system is designed to be customer-focused on meeting both the needs of businesses for skilled workers, and in assisting individuals in easily accessing information and services needed to begin and manage their careers.

The Alameda County Workforce Development Board (ACWDB) is charged with developing and maintaining a workforce development system under the WIOA in the local workforce area. The Alameda County Local Workforce Development Area (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, local and regional initiatives.

The ACWDB is an active member of *EASTBAY Works*, a regional partnership and collaboration among the Workforce Development Boards (WDB) of Alameda County, Contra Costa County, and the cities of Oakland and Richmond. Through joint regional projects in the East Bay Regional Planning Unit, Career Services Providers will be required to provide on-ramps to high-growth regional industries articulated in the regional plan.

For reference and information on WIOA and other resources including the ACWDB's strategic local plan the following websites may be helpful.

Workforce Innovation and Opportunity Act Information (WIOA) <http://www.doleta.gov>

California WIOA https://edd.ca.gov/en/jobs_and_training/

Employment Development Department <http://www.edd.ca.gov/>

EASTBAY Works <http://www.eastbayworks.com/>

Alameda County Workforce Development Board <http://www.acwdb.org>

II. Alameda County Workforce Development Board Request for Proposal Summary

The Alameda County Workforce Development Board (ACWDB) is requesting proposals for the in-person and virtual delivery of employment and training services under the Workforce Innovation and Opportunity Act (WIOA) Title I program in the Alameda County local workforce area, outside the city of Oakland. Under this Request for Proposals (RFP), ACWDB seeks responses from experienced organizations with the capacity to act as a Targeted Career Service Provider (TCSP) to deliver career services to a priority population of clients who would also be considered Adults and Dislocated Workers under the WIOA program.

Eligible applicants are organizations with experience providing employment and training services to a targeted/specific population, with wrap-around services and relevant partnerships in place to address the specific barriers and needs of the population to be served.

Specifically, this RFP provides \$175,000 for service delivery to organizations that propose to serve Adults, Dislocated Workers, or a combination of both populations. No more than three grants in the amount of up to \$175,000 each will be awarded for a one-time funding opportunity, starting on July 1, 2025, and ending on June 30, 2026. Contracts may be extended contingent upon contract performance and availability of funds. Funding amounts included in the RFP are estimates only and are subject to federal, state, and local budgetary decisions. All funding under this RFP is contingent upon ACWDB’s receipt of WIOA funds.

ACWDB is also seeking responses to two separate RFPs for WIOA service delivery as -- Sub-regional Career Services Providers and another for the operator of the America’s Job Center of California (AJCC). Applicants may submit no more than one response of the three RFP opportunities being issued in 2024 for Adult and Dislocated Worker services for implementation in July 2025.

ACWDB reserves the right to make unilateral modifications to this RFP to address changes at the federal, state or local level. All questions should be directed to ACWDB@acgov.org.

This RFP is available on the [ACWDB website](#).

III. CALENDAR OF EVENTS

| <u>Event</u> | <u>Date/Location</u> |
|---|---|
| RFP Released to the Public | November 15, 2024 |
| Networking/Bidders’ Conferences (virtual) | <p>Session 1: December 4, 2024 10:00 am – 11:30 am Must register in advance: https://us02web.zoom.us/meeting/register/tZUrd-mrrzspE9FTFYas0YJdGGRtHcxm6F6t</p> <p>Session 2: December 4, 2024 2:00 pm – 3:30 pm Must register in advance: https://us02web.zoom.us/meeting/register/tZAocu-pqT8pHtxmmMVAuspC0Km92PWpielk</p> |
| Written Questions Due | December 6, 2024 by 5:00 p.m. to ACWDB@acgov.org |
| Addendum Posted | December 13, 2024 |
| Bid Proposals Due | Monday, January 6, 2025 at 5:00PM |

| | |
|---|------------------------|
| Evaluation Period | January-February 2025 |
| Funding Recommendations presented to the ACWDB Systems and Strategies Committee | February or April 2025 |
| ACWDB Approval | March or May 2025 |
| Board of Supervisors Approval | March-June 2025 |
| Contract Start Date | July 1, 2025 |

Note: Dates are subject to change.

IV. STATEMENT OF WORK

A. INTENT

ACWDB intends to award organizations that can establish clear capacity to engage and support individuals who are a part of a defined priority population as they look to realize career and employment goals. Population-specific support should emphasize educational, physical and mental health, social and other needs as well as employment and career interests of the targeted population, with clear evidence of effective approach resulting in positive outcomes.

It is the intent of these specifications, terms, and conditions to describe the services and strategies solicited under this RFP. Up to three applicants will be awarded funding as TCSPs.

Awards will be for a 12-month contract period (with the opportunity to extend contingent upon availability of funds and contract performance) to up to three successful bidders whose responses conforms most closely to this RFP and meet the Alameda County contracting requirements.

The ACWDB seeks applicants to act as TCSPs within Alameda County.

B. AVAILABLE FUNDING AND PERFORMANCE PERIOD

ACWDB anticipates that up to \$175,000 in WIOA funding will be available for a 12-month contract period, per awardee. Contingent upon ACWDB’s annual WIOA Title I Formula funding allocations, the contract period is anticipated to begin July 1, 2025 and end on June 30, 2026. The contract may be extended, based on several factors, including, but not limited to contract performance measures, available WIOA funding and geographic distribution.

The successful bidder will be responsible for providing Targeted Career Services within Alameda County, outside of Oakland. In addition to showcasing capacity, programing, and/or partnerships in place to serve the intended targeted population, bidder must ensure they can effectively provide WIOA Career Services to eligible Adult and/or Dislocated Workers.

C. SCOPE OF THE TARGETED CAREER SERVICES PROVIDER

ACWDB envisions the Targeted Career Services Provider (TCSP) to customize their approach to a priority population that faces unique and specific challenges, or barriers, to obtaining and retaining gainful employment. Populations may include, but are not limited to, re-entry individuals, refugee/immigrants, unhoused or homeless individuals, veterans, English language learners, people with disabilities, or other populations that service providers can demonstrate face unique challenges and/or barriers to employment and would benefit from WIOA services.

1. Targeted Career Services Provider

The role of the TCSP to provide WIOA career services to targeted priority population/s in addition to a variety of other wrap-around services that are specific to the unique needs of the population. WIOA career services include the creation of an individualized employment plan (IEP), comprehensive case management, documentation of job seeker's progress within IEP, delivery of supportive services, resource referrals, job-search support and/or placement, and follow-up services for 12 months following case closure. More information on WIOA services is available in the section below titled "WIOA CAREER SERVICES FOR ADULTS AND DISLOCATED WORKERS".

Job seekers often report the need for specific supports according to their particular situation and/or community. As such, the TCSP should provide responsive services that are relevant and supportive of their targeted population. Such services may include referrals to other agencies and programs serving the intended population, mental health and/or health services intended to support individuals' progress and self-sufficiency, training programs or partnerships in place to provide effective work experiences that are responsive to population needs, referral opportunities for services such as childcare or other responsive supports, as well as any other supports deemed necessary for the intended population.

The TCSP will also have the capacity to deliver virtual services, as needed, to clients. Virtual services are designed to increase access and availability of services to area job seekers. Virtual services will include, but not be limited to the following:

- Client case management
- WIOA orientation
- Workshops (resume, interview skills, networking, etc.)
- Networking opportunities and virtual job fairs/events
- Wrap-around supportive services/referrals

2. WIOA CAREER SERVICES FOR ADULTS AND DISLOCATED WORKERS

WIOA Career Services are designed to meet the demand for consistent, high-quality education, employment, and training services. Respondents must describe how they will ensure that these services are provided:

- a) **Universal Basic Career Services.** Basic career services are universally accessible and available to all individuals seeking employment and training services in the local area. Generally, these services require less staff time and attention and include services such as: use of computers for job search activities, eligibility determinations, initial skill assessments, labor exchange services, provision of information on programs and services, and program referrals, and other general career services.
- b) **Outreach and Recruitment.** Outreach and recruitment activities will be aimed at informing the public at large, local communities, job seekers, employers, and partner organizations about services available through the workforce system in Alameda County. Outreach and recruitment efforts must be targeted and accessible to ACWDB priority populations, including street-level outreach aimed at informing community groups directly of services. Outreach methods should include efforts to “meet jobseekers where they are”.
- c) **Eligibility and Enrollment.** The successful respondent will determine participant eligibility for WIOA Adult and WIOA Dislocated Worker programs, in accordance with federal, state and local eligibility requirement and guidelines. All required eligibility documentation must be completed and received prior to participant enrollment into WIOA programs.
- d) **Participant Case Files.** Complete physical case files and/or electronic case files must be maintained for each WIOA program participant in accordance with ACWDB requirements. Case files will be stored securely and in full compliance with EEO, confidentiality, and other applicable rules and regulations.
- e) **Individualized Career Services.** Individualized Career Services must be provided to all enrolled WIOA Adult and WIOA Dislocated Worker participants. Generally, these services involve significant staff time and customization to each individual’s need. Individualized career services include services such as: Targeted assessments, developing an individual employment plan, counseling, work experiences (including transitional jobs), etc.
- f) **Case Management.** Comprehensive case management services must be provided to WIOA program participants throughout their enrollment in WIOA program activities. Case management services may include, but are not limited to the following activities:
 - i. **Objective Assessment.** All participants enrolled in WIOA Adult and WIOA Dislocated Worker programs must receive a comprehensive, Targeted assessment of skill levels and service needs of a participant. The assessment may include diagnostic testing or other assessment tools, and in-depth interviews and evaluation to identify employment barriers and appropriate employment goals.

- ii. **Individual Employment Plan.** Each WIOA program participant must have an Individual Employment Plan (IEP) to identify the participant's employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to be able to achieve his/her employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.
- iii. **Training Services.** Provide access to training services for WIOA Adult and WIOA Dislocated Worker program participants as part of the participant's IEP and refer participants to appropriate training services. The selection of training services, including occupational training such as ITAs and OJTs, must be conducted in a manner that maximizes customer choice, is linked to Industry Sector and Occupational Framework and career pathways aligned, is informed by the performance of relevant training providers, and is coordinated to the extent possible with other sources of assistance.
- iv. **Participant-related Payments.** Supportive services, stipends, and other participant-related payments must be available to enrolled WIOA program participants who are unable to obtain supportive services through other funding sources. WIOA supportive services are limited to:
 - a) Transportation;
 - b) Work-related clothing, tools, equipment, or safety items not covered through training funds, training providers, other Supportive Services agencies, or employers;
 - c) Verification/Documentation;
 - d) Educational Testing (related to certifications and industry-recognized credentials)
 - e) Training Related Academic/Educational Materials (not covered through training funds, training providers, or other Supportive Services agencies)
 - f) Utilities; and
 - g) Needs-Related Payments.
- v. **Job Development & Job Referral.** Bidder will provide supply-side (job seeker) services and activities that address the hiring needs of employers. Employer partners should be committed to engaging in activities to support employment placement outcomes of participants. Supply-side services and activities will be provided in accordance with the ACWDB ISOF criteria.
- vi. **Follow-up Services.** Follow-up services must be provided for WIOA Adult and WIOA Dislocated Worker participants for up

to 12 months post exit. Follow-up services do not extend the date of exit in performance reporting.

C. WIOA PARTICIPANT ELIGIBILITY

Each of the formula funding streams under this RFP, (Adult and Dislocated Worker) has supplementary elements of eligibility that are specific to that stream. Once such criteria is priority of service for adult participants, explained in section E, below.

Awardees of this RFP will be responsible for adhering to all compliance requirements under WIOA and ACWDB policies.

An **Adult** applicant must at minimum be authorized to work in the United States, be 18 years of age or older at the time of application, be able to demonstrate residence or employment within Alameda County and be able to demonstrate compliance with Selective Service requirements, when applicable.

A **Dislocated Worker** applicant must meet all Adult criteria as well as specific eligibility requirements tied to their status as laid-off workers.

Please reference ACWDB Action Bulletins as follows for a complete understanding of WIOA eligibility:

- [Standard Local Eligibility Guidance \(AB 17-01 R2\)](#)
- [Adult Priority of Service \(AB 17-08 R3\)](#)
- [Dislocated Worker Eligibility \(AB 17-02\)](#)
- [Residency Policy Exception \(AB 17-07 R5\)](#)
- [Verifying Right to Work Status \(AB 17-05\)](#)
- [Selective Service Policy \(AB 21-03\)](#)
- [Self-Sufficiency Wage Threshold Policy \(AB 21-01\)](#)
- [WIOA Participation Cycle \(AB 21-02\)](#)

D. 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 offender status.

The ACWDB is interested in providing services to all population groups in the Local Area, however, with limited resources the ACWDB places an emphasis on those job seekers who have multiple barriers to employment. Populations with priority for services include:

- **Veterans and spouses of veterans**
- **Refugee/immigrant population**
- **Individuals with disabilities**
- **Re-entry population**

- Homeless/Unhoused individuals
- Low-income individuals
- Women
- LGBTQ+ individuals
- First generation college students
- Long-term unemployed individuals
- Single parents
- Older individuals (Ages 55+)
- Department of Child Services involved individuals
- Recipients of Section 8 Housing vouchers

For more information: [ACWDB Action Bulletin 17-08 R 3](#)

D. COORDINATION OF SERVICES

The ACWDB undertakes efforts to support an integrated workforce system that is flexible, seamless, and responsible to the needs of both job seekers and employers. The role of the ACWDB is to advance the economic vitality of the Alameda County Local Area by developing and maintaining a high-quality workforce that is responsive to the local economic conditions. Developing and maintaining a high-quality workforce will be accomplished through the delivery of integrated workforce services, education, apprenticeships, and career/technical certificated training.

To advance the goals of the ACWDB Local Plan, the TCSP, and other partners as appropriate, will work collaboratively with the Comprehensive AJCC located in Hayward, CA. The TCSP will also work in collaboration with the ACWDB Business Services Unit, employers, adult schools, the community colleges, and other higher education partners, in their efforts to increase training and educational capacity and opportunities in order to promote an integrated workforce system. The TCSP will coordinate with designated providers involved with ACWDB’s special Dislocated Worker projects and/or any other discretionary grants that are administered by the ACWDB from time to time, as needed. The TCSP is expected to be flexible and responsive to the changes in the workforce and adapt services as needed.

E. LEVERAGED RESOURCES

Funds available under this RFP are to be used to leverage additional resources to support the ACWDB funded workforce efforts. **WIOA Title I funds are not intended to be the sole source of funding for the activities of the TCSPs.** Services funded through the WIOA are not sufficient to offer a complete range of services to job seekers. To efficiently use Title I WIOA funding and deliver services within the geographical region, it is necessary to leverage a wide range of public and private resources. Bidders’ must demonstrate leveraged resources of **25%** or more from any variety of funding sources. These leveraged resources must directly support the proposed program activities and must be documented with a Letter of Commitment.

Leveraged resources are defined as a contribution of non-WIOA funds made available to the bidders' to be used specifically for program activities

Leveraged Training Funds--Awardees will also be expected to facilitate the use of leveraged funds (10% of total funding) toward achieving ACWDB's training expenditure requirement (30% of total funding). Leveraged funds going toward training may include funding directly from training providers, employer contributions, etc., which may contribute to ITA, On the Job Training (OJT), and other training costs.

The WIOA funds awarded through this proposal may not be used to pay for WIOA-defined administrative costs. See Part IV-G for the detailed definition.

F. Industry Sector and Occupational Framework (ISOF)

The TCSP will provide programs and services within the ISOF. Job seekers will receive relevant certificates, degrees, and appropriate services to meet the needs of the priority industry sectors. Sector-based strategies must result in industry-recognized certificates or credentials. Skills training may include classroom/cohort training, apprenticeships, and OJT which are effective and responsive to meet the demands of the regional economy that affects the talent of the local labor pool.

Industry sector-based strategies align industry-relevant education with the specific workforce needs of employers to produce workers who possess skills and credentials that ensure they can secure and retain employment. Sector strategies offer a mechanism to focus scarce resources on employers in the Local Area facing skill and talent gaps, as well as to concentrate comprehensively on the workforce skills lacking in the regional economy.

The ACWDB adopted an Industry Sector and Occupational Framework (ISOF) for the Alameda County Local Area. The ISOF is a three-tiered hierarchal model that highlights growth and presence of industries and occupations in Alameda County over the next five years and includes occupational wage criterion. The ACWDB has adopted a policy related to the ISOF, one of which requires contracted service providers to use the ISOF as a tool to direct and guide workforce development activities. More information about ISOF can be found at: <https://acwdb.org/wp-content/uploads/2024/06/Action-Bulletin-23-01-ISOF-update-and-Quality-Jobs-rev-6-11-24.pdf>

G. PERFORMANCE MANAGEMENT

The TCSP will work closely with the ACWDB to achieve federal, state, and local performance goals and attain the prescribed standards for the delivery of services. ACWDB current Local Area Performance Measures and goals are found in the chart below. Performance Measure and Goals may be modified to remain in compliance with federal, state, and local requirements.

| PY 2025-2026 Local Area Performance Goals | | |
|---|--------|--------------------|
| Measures | Adults | Dislocated Workers |

| | | |
|---|----------|----------|
| Measurable Skill Gains** | 50.0% | 50.0% |
| Credential Attainment within 4 Quarters After Exit* | 72.0% | 67.0% |
| Employment Rate 2 nd Quarter After Exit* | 65.0% | 69.0% |
| Employment Rate 4 th Quarter After Exit* | 63.0% | 68.0% |
| Median Earnings 2 nd Quarter After Exit+ | \$10,800 | \$12,100 |

*Measures reflect participant status during quarters following program participation exit, or closure.

+ Median Earning as reflected by state wage information, or captured by CalJOBS system data-entry

** Measurable Skill Gains reflect progress or level attainment during participation in education, training, or credential program. (Reference: [ACWDB AB 20-08](#))

The TCSP will also be required to provide reports that reflect the numbers of universal clients served as well as the numbers and types of services they use.

H. 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; and bidders' are to complete a Debarment and Suspension Certification form, Exhibit D attached, certifying bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government.

I. DELIVERABLES/REPORTS

The successful bidder is required to use CalJOBS 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 CalJOBS, 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. An onboarding and ongoing training plan should be developed to address training needs for current and/or future staff.

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.

V. 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. Bidder's shall not contact or lobby evaluators during the evaluation process. Attempts by bidders' to contact evaluators may result in disqualification of bidder.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail, by 5:00 p.m. on December 6, 2024 to:

Alameda County Workforce Development Board
24100 Amador Street, 6th Floor
Hayward, CA 94544
E-Mail: ACWDB@acgov.org

The ACWDB and GSA websites will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to www.acwdb.org and/or General Services Administration website: <https://gsa.acgov.org/do-business-with-us/contracting-opportunities/>

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. REQUESTING AN RFP PACKET

To obtain an RFP packet and accompanying documents, please visit: www.acwdb.org/doing-business-with-us/

If you have any issues accessing the RFP documents, please contact:

Alex Cheung, Specialist Clerk
Alex.Cheung@acgov.org

C. **BIDDERS' CONFERENCE**

Virtual Bidders' Conferences 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 Bidders' Conference is not mandatory but is **highly encouraged**. Vendors who attend the bidders' conference will be added to the Vendor Bid List and made available by the Addendum Posted date of December 13, 2024 as stated in Section B: Calendar of Events.

D. **SUBMITTAL OF BIDS**

1. All bids must be saved as a pdf and received by email at ACWDB@acgov.org no later than 5:00 PM on January 6, 2025 as specified in the Calendar of Events.

NOTE: LATE BIDS CANNOT BE ACCEPTED.

2. Bidders are to submit three (3) original hard copy bids, signed with **BLUE ink**. All hard copy responses should be received in ACWDB office by January 6, 2025, via certified priority mail. The original proposal is to be clearly marked, printed on plain white paper, and must be either loose leaf or in a 3-ring binder (**NOT** bound). Bids are to be mailed to:

Alameda County Workforce Development Board

Attn: Jennifer Victorica

24100 Amador Street, 6th Floor

Hayward, CA 94544

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.*).

E. **RESPONSE FORMAT**

1. The proposal must meet the deadline for submittal, i.e., no later than 5:00 p.m., Monday, January 6, 2025. **No late proposals will be accepted.**
2. One (1) emailed original pdf, signed in blue ink, must be submitted by email to ACWDB@acgov.org by the due date and time. The copy must have original signatures. The proposal must be formatted as follows:
 - 12-point font
 - Single spaced
 - Single sided
 - 1-inch margins
 - All pages numbered sequentially
 - Header on each page with the funding strategy: ***Targeted Career Services Provider***
3. **As part of the submitted response, include three (3) hardcopies of the proposal by January 13, 2025, mailed to the ACWDB office via certified priority mail.**
4. The proposal must comply with the provisions of the RFP and all its instructions.
5. Bid responses are to be straightforward, clear, concise, and specific to the information requested.
6. For bids to be considered complete, bidder must provide all information requested. See Exhibit M, Response Content and Submittals Completeness Checklist.
7. The proposal budget must reflect actual costs. The costs that will be covered for funding are those associated with providing program services.
8. 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.

9. Proposals will be reviewed as initially submitted. No changes, additions, or re-submissions will be accepted after the initial deadline for submission.
10. 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.

F. PROPOSAL REVIEW AND GRANT AWARD PROCESS OVERVIEW

The evaluation and scoring of proposals and recommendation of providers for the TCSP 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 Systems and Strategies Committee for approval. A notice of planned action is sent to the bidders. Bidders' have the right to address the Systems and Strategies Committee at the public meeting when these recommendations are presented.
5. The final provider selection and funding allocation recommendations from Systems and Strategies 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 Alameda County Board of Supervisors following bidder 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.

G. 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 |
|---|--|--|
| A | <p>Completeness of Response: 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 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>Debarment and Suspension: Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov.</p> | Pass/Fail |
| C | <p>References/Previous Contract Experience: References for similar projects have been provided, and the County was able to speak with a <i>minimum of two (2) references in order to verify.</i></p> | Pass/Fail |
| D | <p>Statement of Need: Overview of Current Economy and Workforce - Demonstrate clearly and fully the need for the WIOA Title I investment by describing the economy and workforce needs.</p> | 10 Points |
| E | <p>Project Management and Organizational Capacity:</p> <p>1. Staff Capacity - Demonstrate staffing patterns and qualifications will properly manage and implement the project, including a training plan to ensure staff is up to date on program deliver strategies and compliance requirements.</p> <p>2. Fiscal, Administrative, and Performance Management Capacity - Demonstrate the capacity to administer WIOA Title I funds or similar workforce development programs.</p> <p>3. Applicant's Experience - Demonstrate experience leading or participating in comprehensive partnerships and partners' experience in implementing Career Services, training, education, and job placement initiatives.</p> | <p>5 Points</p> <p>5 Points</p> <p>10 Points</p> |

| | | |
|---|---|------------------------|
| F | Strategy and Work Plan | |
| | 1. Addressing Conditions described in the Statement of Need, targeted industries and occupations - Demonstrate a clear strategy and implementation plan. | 10 Points |
| | 2. Roles and level of commitment of Project Partners - Demonstrate the breadth and depth of partners' commitment to the proposed service delivery strategy. | 10 Points |
| | 3. Proposed Recruitment, Training, Placement, and Retention Strategies - Demonstrate a comprehensive outreach and recruitment strategy, inclusive of "on the ground" outreach at partner sites, libraries, and/or other community-accessible locations as needed. | 10 Points 15 Points |
| | 4. Project Work Plan - Demonstrate a comprehensive project work plan that includes startup, recruitment, training, placement and retention. | |
| G | Outcomes and Deliverables | |
| | 1. Projected Performance Outcomes - Provide outcome projections and demonstrate the capacity to collect participant-level data and outcomes that measure program strategy success and/or impact. | 10 Points 5 Points |
| | 2. Appropriateness and Feasibility, Degrees or Certificate Resulting from Training, and Deliverables - Demonstrate the appropriateness and feasibility of projected outcomes. | |
| | Employer Commitment Letters (at least two) | 5 points |
| H | From employers who demonstrate alignment with at least two criteria outlined in the High Quality Jobs Checklist . | |
| I | Oral Interview | 5 points |
| | | 100 Points |
| | Total | |
| | <i>Bidders will receive an additional 5% preference if they are a local business, and an additional 5% if they are approved as a Small and Local Emerging Business (SLEB) at the time of the bid.</i> | |

H. **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.

I. **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 via e-mail and by certified 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.

Contracts will commence July 1, 2025 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 WIOA authorization do not significantly alter operations, which would then impact this procurement. The ACWDB must formally approve the subsequent annual awards.

J. **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 bidder's 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.

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.

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 (5th) 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.

The bid protest must contain a complete statement of the reasons and facts for the protest.

The protest must refer to the specific portions of all documents that form the basis for the protest.

The protest must include the name, address, email address, fax number, and telephone number of the person representing the protesting party.

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, 6th 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.

The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.

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.

- a. 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.
 - b. 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.
 - c. 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.
 - d. 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.

K. 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.

VI. 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 extended for two additional one-year terms at agreed prices with all other terms and conditions remaining the same.
3. The initial contract will include the PY 2025-2026 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 WIOA, 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 and mandatory meetings;
7. Implementing strategies for effective program evaluation and continuous improvement;
8. Attending mandatory ACWDB Board and Committee meetings;
9. Participating in EASTBAY *Works* standing committee meetings;
10. Providing evidence of regularly scheduled local partnership meetings; and
11. Using the mandatory online data management system as directed.

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

1. Be legally capable of entering into a contract and be able to provide proof of the ability to administer WIOA programs (i.e., previous experience administering employment and training programs, other related service programs and no disbarment).
2. Provide 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 provided by ACWDB and as defined within the contract Scope of Work.
4. Invoices shall only be prepared and submitted by the Contractor who is awarded a contract.

5. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the executed contract Purchase Order.
6. 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

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

K. **COUNTY PROVISIONS**

a. **Small and Emerging Locally Owned Business:** The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

b. As a result of the County's commitment to advancing the economic opportunities of these businesses, **Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:

(1) [Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)
[<http://acgov.org/auditor/sleb/overview.htm>]; and

(2) [Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)
[<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]

c. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 611710, 624190, 611430, 624310.

- d. **EXEMPT FROM SLEB:** *The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB:*
- i. non-profit community based organizations (CBO) that are providing services on behalf of the County directly to County clients/residents;
 - ii. non-profit churches or non-profit religious organizations (NPO);
 - iii. public schools; and universities; and
 - iv. government agencies.
- e. A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.
- f. An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.
- g. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over \$25,000.
- h. The maximum bid preference will be up to and no more than \$150,000 per California Code, Public Contract Code – PCC § 2002(a)(1) and 2003 (a)(1)(A) and (B). *For example, if the bid price is \$3,000,000 and under, then the bid preference is 5% of the bid price. If the bid price is over \$3,000,000, the preference will not exceed \$150,000.* This is for public work/construction ONLY.
- i. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference.

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.

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 If additional information is needed regarding this requirement, please contact ACWDB@acgov.org.

L. **GENERAL REQUIREMENTS**

1. Proper conduct is expected of Contractor's personnel when on County premises. This includes adhering to no-smoking ordinances, the drug-free workplace policy, not using alcoholic beverages and treating employees courteously.

2. County has the right to request removal of any Contractor employee or subcontractor who does not properly conduct himself/herself/itself 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.

ATTACHMENT No. 1

BID RESPONSE PACKET

TCSP

(Separate file)

Documents are available online at: <https://acwdb.org/doing-business-with-us/>

ATTACHMENT NO. 2

CONTAINS THE FOLLOWING DOCUMENTS: (Separate file)

2A - [Standard Services Agreement Template](#)

2B - Statement of Work

2C - Budget

2D - Minimum Insurance Requirements

2E - Audit

2F - Exhibit E-This Page Intentionally Omitted

2G - General Conditions/Special Conditions-WIOA

2H - [Alameda County SLEB Program Overview](#)

[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm)

2H1 - [Alameda County SLEB Program Additional Information](#)

[\[https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/\]](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)

Attachment A – This Page Intentionally Omitted

Attachment B - Language Access Requirements

Attachment C – Confidentiality – Contract Provisions

Documents are available online at: <https://acwdb.org/doing-business-with-us/>