



Golden Sierra

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

BASIC COMPUTER WORKSHOPS

**Contact: Lorna Magnussen
WIB Analyst**

Telephone: (530) 823-4635 ext. 221

Email: magnussen@goldensierra.com

**Golden Sierra Job Training Agency (GSJTA)
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603**

www.goldensierra.com

REQUEST FOR QUALIFICATIONS (RFQ) For BASIC COMPUTER WORKSHOPS

BACKGROUND

The Golden Sierra Job Training Agency (GSJTA) is part of a national workforce development system that is funded by the Workforce Investment Act (WIA).

Job Seeker services are provided through our America's Job Center of California (AJCC) located in Auburn & Roseville.

Primary funding for this project is provided by the Workforce Investment Act (WIA) of 1998.

Applicants should be aware that GSJTA's activities, as well as those of any GSJTA-funded contractor, are subject to modifications based on needs, services, and funding and those required by Federal and State legislation and their regulations, local laws, specific funding-source requirements and applicable GSJTA policies and procedures.

PURPOSE OF SOLICITATION

Golden Sierra Job Training Agency (GSJTA) has determined the need for an established list of qualified vendors to provide services outlined below; awards are based on funding available. This list will remain active for 12 months from close of RFQ review period.

This RFQ has been released to allow GSJTA to recruit qualified vendors to provide Basic Computer Workshops at Auburn Connections and/or Roseville Connections as outlined in Exhibit B.

This RFQ may be updated without notice at any time to promote successful outcomes and ensure program compliance.

QUALIFIED APPLICANTS

Qualified applicant agencies include:

- Established community-based organizations
- Public agencies
- Private for-profit entities
- Private non-profit agencies/institutions
- Educational institutions

AVAILABLE FUNDS

Funds are provided to GSJTA by the U.S. Department of Labor (DOL) via the State of California, under the auspices of the State Workforce Investment Board, pursuant to the Workforce Investment Act (WIA) under Title I.

CONTRACT

All applicants selected to provide services will be required to enter into a standard contract with GSJTA. A copy of the most recent form of this contract is available for review at goldensierra.com/wib/proposal-requests. Applicants are encouraged to obtain and review this contract prior to submitting applications so as to be familiar with contract requirements.

Applicants are advised that GSJTA may require that all recipients of funds publicize the fact that the program it operates is funded, in whole, or in part, by GSJTA. All contracts will contain a provision requiring the contractor to abide by this requirement.

REQUIRED RESPONSE FORMAT

Interested applicants must respond using the Vendor Services (VS) Application. Application forms provided (forms may also be downloaded from GSJTA's website at goldensierra.com/wib/proposal-requests). **NO SUBSTITUTIONS IN FORMAT, DESIGN, OR ACTIVITY WILL BE CONSIDERED.**

PERIOD OF SOLICITATION

Timelines

RFQ open	June 16, 2014; 8:00 am
Final questions	July 1, 2014; 5:00 pm
RFQ responses due	July 7, 2014; 5:00 pm
Review period closes	July 18, 2014; 5:00 pm
Established List posted	July 23, 2014; 8:00 am (EXTENDED)

This RFQ may be updated without notice at any time to promote successful outcomes and ensure program compliance.

SUBMITTAL PROCEDURE

To be considered, applicants must submit one (1) original and (1) electronic VS application completed in response to this RFQ.

The VS Application must be signed in blue ink by an appropriate official who is authorized to submit the application for the responding agency.

Completed applications should be submitted to:

Lorna Magnussen, WIB Analyst
Golden Sierra Job Training Agency
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95630
magnussen@goldensierra.com

All questions regarding the RFQ and/or the submission process must be directed to Lorna Magnussen at magnussen@goldensierra.com; Q & A will be posted on website at goldensierra.com/wib/proposal-requests.

SELECTION/EVALUATION PROCEDURE AND CRITERIA

Evaluations will be conducted by a qualified evaluation team. Applicants may be contacted to answer questions or provide clarification to the evaluation team.

The following is a summary of the evaluation criteria:

Program Management/Capabilities

Adequacy/description of the history and experience of the applicant, the organizational structure, program facilities, internal fiscal controls, and internal evaluation and monitoring system. Demonstrated ability to administer and manage a grant funded program.

Service/Design of Activity

Adequacy/description of proposed VS service, including the overall design of the activity and, if applicable, the curriculum or program outline.

Service Goals/Outcomes/Benchmarks

Adequacy/description of anticipated outcomes and/or benchmarks.

Reasonableness of Cost

Comparison will be made of proposed cost to the historical cost of vendors with similar activities.

PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFQ shall be submitted in writing, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The written protest must be delivered to the GSJTA within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFQ shall be eligible for any remedy.

Any applicant desiring to protest a determination concerning this RFQ or the recommendation of GSJTA staff, must file a protest, in writing, no later than five (5) calendar days following release of the staff recommendation. The GSJTA Executive Director shall resolve any protest based upon the written protest and any oral and written response thereto provided by GSJTA staff. Any resolution of the protest shall be deemed final.

Appeals

- a. An appeal of a **denial of award** can only be brought on the following grounds:
 - i. Failure of GSJTA Staff to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments;
 - ii. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq;
 - iii. A violation of State or Federal law.
- b. Appeals will not be accepted for any reasons other than those stated above. Appeals must be sent to:

**Golden Sierra Job Training Agency
Attn: Executive Director
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603**

- c. The Executive Director will consider only those specific issues addressed in the written appeal.

LIMITATIONS

GSJTA shall not pay for any costs incurred by the applicant agency in the completion of the Vendor Services (VS) Applications. Submission of VS applications does not, in any way, obligate GSJTA to award a contract.

GSJTA reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ, if it is in the best interest of GSJTA to do so.

GSJTA may require successful applicants to participate in contract negotiations and to submit additional programmatic or financial information as a result of negotiations prior to contract finalization. GSJTA shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFQ process.

MODIFICATION OF CONTRACTS

Any contract awarded pursuant to this RFQ may be unilaterally modified by GSJTA upon written notice to the contractor under the following circumstances:

- a) Contractor fails to meet performance and service expectations set forth in the contract, or
- b) The Federal or State government increases, reduces or withdraws funds allocated to GSJTA, which impact services solicited under this RFQ, or
- c) There is a change in Federal or State legislation and/or their regulations, local laws, or applicable GSJTA policies or procedures.

GENERAL INFORMATION/GUIDELINES

If an applicant is selected to provide services a Contract Packet will be for provided. This packet will contain the necessary administrative documents needed for contract completion and outlines GSJTA's Insurance Requirements. Completion and submission of all required documents (administrative and insurance) and certifications and disclosure will be required prior to contract execution.

SUBCONTRACTING

Subcontracting for specialized, technical portions of vendor services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the application any plans to subcontract, identify the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). GSJTA reserves the right to approve the form and content of all subcontracts.

REPORTING REQUIREMENTS

GSJTA has established specific reporting processes to administer its programs. These include, but may not be limited to:

- a) Management Information Systems (MIS) and/or participant reports requested by GSJTA; and,
- b) Monthly Fiscal Reports.

The details for accomplishing the above will be provided to all successful applicants.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

All organizations and facilities must comply with the 1990 Americans with Disabilities Act (ADA). Under Title III of the Act, all privately operated public accommodations, commercial facilities and private entities offering examinations or training must make their goods and services accessible to persons with disabilities. Any complaints regarding the above should be directed to Ms. Darlene Galipo at (916) 746-7722.

NONDISCRIMINATION REQUIREMENTS

Successful applicants must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity. Furthermore, successful applicants will ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity.

VENDOR SERVICES (VS)

APPLICATION

Applicant Organization Name		IRS Employer Identification Number		
Organization Address		City	State	Zip
Phone	Fax		E-Mail	
Contact Name		Title		
Status: Private Non-Profit: <input type="checkbox"/> Private For-Profit: <input type="checkbox"/> Public Agency: <input type="checkbox"/> Other (specify): <input type="checkbox"/> _____				

Assurances and Certification:

I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained on this application, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this application from the respondent agency to deliver services.

Signature

Typed Name

Date

[CLICK TO ACCESS FILLABLE FORM](#)

GSJTA reserves the right in its sole discretion, to select the funding source from which to award contracts provided that the activities identified in the application(s) may be funded from that source and categories. Contractors will be required to adhere to the statutes, regulations, or policies applicable to the funding source under which the funding is provided.

VENDOR SERVICES (VS)

APPLICATION

1. STATEMENT OF CAPABILITIES

A. Organizational History, Experience, and Structure:

- 1) Describe your organization. Include history, purpose, years of operation, number of staff and services provided to the community.
- 2) Indicate how and where customer records will be maintained and stored, and describe the safeguards that are in place to insure the confidentiality and security of the records.
- 3) Describe your organization's experience in operating the proposed program or similar programs. Attach an organization chart.

B. Fiscal Controls:

- 1) Describe your organization's internal fiscal system, including:
 - a) Type of accounting system used;
 - b) Which staff member is responsible for the preparation of the fiscal reports;
 - c) The internal controls used in your fiscal systems;
 - d) How your agency would repay any potential disallowed costs; and,
 - e) Describe your agency's ability to manage grant funds

C. Internal Program Evaluation and Monitoring:

- 1) Describe the process you will use to evaluate and monitor your staff and program(s), and formally document the results, including:
 - a) Activities reviewed;
 - b) Methods that will be used to measure services and outcomes
 - c) Data collection method to support measures
 - d) Frequency;
 - e) Corrective action; and,
 - f) Staff assigned to monitor/evaluate.

D. References

Applicants who have not received funding from GSJTA within the past two years of the submitting this application must complete Exhibit A, References, and provide at least three (3) complete references from organizations/agencies (other than GSJTA), that applicant has had direct involvement with or received funding for the provision of activit(ies) for which applicant is applying. The following information for each reference must be included:

- Reference's organization name
- Contact person
- Address, phone number and email address
- Grant period, funding source and/or amount or fees for funded activities
- Description of activities provided

2. PROPOSED SERVICES

- A. Please describe the vendor services you are proposing (based upon outlined provided in Exhibit B), including the overall design of the activity. Attach curriculum, course outline, or other material you plan to use in delivering the proposed service.

- B. Please provide responses to the following questions:
 - 1. What are the qualifications, credentials, certifications and experience of your program and any staff providing the proposed service?

 - 2. Which locations do you propose providing services at:
 - Auburn
 - Roseville
 - Both locations

 - 3. What is detailed cost per session; including materials?

 - 4. Will recognized certification of completion be provided?

 - 5. How will you measure the outcome/success of your service?

 - 6. How will customer satisfaction be measured?

3. ACCEPTANCE OF CANCELLATION POLICY

- A. All proposals must accept/acknowledge the following “Cancellation Policy” to be considered responsive.

Cancellation Policy: All sessions that have less than 4 registered participants will be cancelled by close of business the day before the session is schedule. No payment will be made for sessions cancelled in this manner.

Accepted/acknowledge by:

REFERENCES

To be completed by new/non-GSJTA funded applicants:

References (Agencies/Organizations)	Contact Person, Phone Number and Email Address	Grant Period, Type of Activity(ies) Provided, Funding Source and Amount of Grant or Fees for Activity(ies)

PROPOSED SERVICES

Basic Computer Workshops

- 2 hour workshops
- 1 session per week (at each location)*
- 4 sessions per month (at each location)*

* Applications will be accepted for either location or both locations

(Sample Monthly Schedule-repeated monthly)

Session	Auburn	Roseville
PC Basics – Using the Mouse and Keyboard	Week 1	Week 1
PC Basics – Using E-mail and Sending Attachments	Week 2	Week 2
Internet Navigation	Week 3	Week 3
Microsoft Word: Formatting Basics	Week 4	Week 4

(Sample Curriculum Outline)

1. PC Basics – Using the Mouse and Keyboard
 - Explain basic computer terminology
 - Point out the parts of the computer
 - Help customers overcome fear of technology
 - Exercise: practice using the mouse
 - Exercise: practice using the keyboard
 - Expose customers to free online tutorials (DIY)

2. PC Basics – Using E-mail and Sending Attachments
 - Demonstrate how to create a new e-mail account
 - Demonstrate how to compose a new message
 - Explain how documents are saved on the computer
 - Demonstrate how to attach a document
 - Explain folder structure – Inbox/Sent/Draft

3. Internet Navigation
 - Explain basic Internet terminology
 - Point out safety and confidentiality issues
 - Exercise: cut-and-paste URL into address bar
 - Exercise: search for job openings on Connections/CalJOBS
 - Point out how to use bookmarks
 - Expose customers to different search engines
 - Help customers develop strategy for organizing usernames and passwords

4. Microsoft Word: Formatting Basics
 - Explain basic formatting terminology
 - Exercise: Edit a resume
 - Exercise: Edit a cover letter
 - Adjust font size, font style, and margins
 - Explain how to insert bullet points
 - Demonstrate how to save documents for future use