

**REQUEST FOR QUOTE (RFQ)**

**VIRTUAL JOB FAIR**

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 **WB Analyst**

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**Golden Sierra Job Training Agency (GSJTA)**

**115 Ascot Drive, Suite 140**

**Roseville, CA 95661**

[**www.goldensierra.com**](http://www.goldensierra.com/)

**REQUEST FOR QUOTE (RFQ)**

**For**

**FULL SERVICE VIRTUAL JOB FAIR**

**BACKGROUND**

The Golden Sierra Job Training Agency (GSJTA) is seeking proposals from qualified sources to provide full service virtual job fair(s) in accordance with the Workforce Innovation & Opportunity Act (WIOA) and/or its successor legislation.

The GSJTA serves Alpine, El Dorado and Placer Counties.

Primary funding for this project is provided by the Workforce Innovation & Opportunity Act (WIOA) and/or its successor legislation.

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**

This RFQ has been released to allow GSJTA to secure a qualified vendor to provide full service virtual job fair(s) for the Golden Sierra Consortium serving Alpine, El Dorado & Placer Counties in accordance with WIOA 121(d).

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

**QUALIFIED APPLICANTS**

Qualified applicant agencies include:

Community Based Organizations (CBO)

Public agencies

Private for-profit entities

Private non-profit agencies/institutions

Local Chamber or Business Organization

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 Development Board, pursuant to the Workforce Innovation & Opportunity Act (WIOA) and/or its successor legislation under Title I.

**FORMAL CONTRACT**

All successful applicants selected to provide services will be required to enter into a standard form service agreement with GSJTA. A copy of the most recent form of this agreement is available for review in Exhibit C at [rfp.goldensierra.com](http://rfp.goldensierra.com). Applicants are encouraged to obtain and review this contract prior to submitting proposals so as to be familiar with contract requirements.

Applicants are advised that the 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.

**PERIOD OF SOLICITATION**

**Timelines**

RFQ open October 6, 2020; 10:00 am

Final questions October 20, 2020; 5:00 pm

RFQ responses due October 23, 2020; 5:00 pm

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

**QUESTIONS**

Questions regarding this RFQ and/or the submission process should be directed to Lorna Magnussen at magnussen@goldensierra.com. All questions must be submitted by October 20, 2020, 5:00 pm. To ensure a fair and objective evaluation, answers to all questions will be posted at rfp.goldensierra.com.

**SUBMITTAL PROCEDURE**

Applicants must submit Exhibit A Proposal and if required an Exhibit B References. Electronic signatures will be accepted.

Completed proposal packet should be submitted via email to☺

Lorna Magnussen, WB Analyst

Golden Sierra Job Training Agency

magnussen@goldensierra.com

Subject line: *VJF RFQ – [your entities name]*

All proposals must be received by October 23, 2020 at 5:00 pm to be considered.

**SELECTION/EVALUATION PROCEDURE AND CRITERIA**

Proposals will be evaluated by a qualified evaluation team. Applicants may be contacted in writing to answer questions or provide clarification to the evaluation team. Upon completion of evaluation process and submittal of supplemental documents, staff will notify all vendors of proposal status.

The following is a summary of the evaluation criteria:

**Statement of Capabilities (30 points)**

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

**Services (40 points)**

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

Adequacy/description of anticipated outcomes and/or benchmarks.

**Reasonableness of Cost (30 points)**

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

**SUPPLEMENTAL DOCUMENTS**

All vendors that successfully pass the evaluation process will be required to submit administrative (590 & W-9) and insurance (outlined in contract template) documents. Only verification of insurance required at this point; endorsement will be required if selected to provide services

**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**

1. An appeal of a **denial of award** can only be brought on the following grounds:

Failure of GSJTA Staff to follow the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments;

There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq;

A violation of State or Federal law.

1. Appeals will not be accepted for any reasons other than those stated above.
2. Appeals must be sent to:

**Golden Sierra Job Training Agency**

**Attn: Executive Director**

**115 Ascot Drive, Suite 140**

**Roseville, CA 95661**

1. Accepted appeals will be processed and reviewed by the Executive Director of the Agency;
2. 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 this proposal. Submission of proposals does not, in any way, obligate GSJTA to award a contract.

GSJTA reserves the right to accept or reject any proposal, 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:

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

**SUBCONTRACTING**

Subcontracting for specialized, technical portions of services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the proposal 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.

**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.

**PROTECTION OF HUMAN SUBJECTS**

Successful applicants shall comply with the provisions of applicable federal regulations, including but not limited to Executive Order 13627 dated September 25, 2012, which requires safeguarding the rights and welfare of human subjects who are involved in activities supported by federal program funds.

**PROPOSED SCOPE OF WORK**

Full service virtual job fair model that includes the following:

* Detailed service model
* Platform
* Business/Employer recruitment
* Job Seeker/Applicant recruitment
* Enrollment & data collection
* Customer satisfaction process

Exhibit A will collect detailed information on each area of service delivery outlined above.

**VIRTUAL JOB FAIR**

**PROPOSAL**

**COVER PAGE**

|  |  |
| --- | --- |
| **Applicant Organization Name** | **IRS Employer Identification Number** |
| **Organization Address** | **City** | **State** | **Zip** |
| **Phone** | **Fax** | **E-Mail** |
| **Contact Name**  | **Title** |
| **Status:** **[ ]  Community Based Organizations (CBO)****[ ]  Public agencies****[ ]  Private for-profit entities****[ ]  Private non-profit agencies/institutions****[ ]  Local Chamber or Business Organization****[ ]  Educational institutions** |

**Assurances and Certification**:

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

|  |
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|  |
| **Signature** |
|       |
| **Typed Name** |
|       |
| **Date** |

**[CLICK TO ACCESS FILLABLE FORM](https://goldensierra.com/app/uploads/2020/10/Virtual-Job-Fair-Proposal-Exh-A.docx)**

**VIRTUAL JOB FAIR**

**PROPOSAL**

**STATEMENT OF CAPABILITIES (30 points)**

**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) 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 services, and formally document the results, including:

1. Activities reviewed;
2. Methods that will be used to measure services and outcomes;
3. Data collection method to support measures;
4. Frequency;
5. Corrective action; and,
6. Staff assigned to monitor/evaluate.
7. **References**

Applicants who have not received funding from GSJTA within the past two years of the submitting this proposal must complete [Exhibit B, References](https://goldensierra.com/app/uploads/2020/10/Virtual-Job-Fair-References-Exh-B.doc.docx), 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 services 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

**SERVICES (40 points)**

1. **Service model**
	1. Describe detailed service model (i.e. virtual booth, video options, chat features, one-on-one interviews, webinars, etc.).
	2. What are the qualifications, credentials, certifications and experience of your program and any staff providing the proposed service?
2. **Virtual Job Fair Platform**
3. What platform will be used?
4. What technical capabilities will participants require (business/job seekers)?
5. Describe how the platform/services will be accessible to people with disabilities.
6. **Business/Employer recruitment**
7. Form of recruitment/outreach.
8. Estimated or minimum number of business/employers recommended.
9. Target industries (if any).
10. **Job Seeker/Applicant recruitment**
11. Form of recruitment/outreach.
12. Estimated or minimum number of business/employers recommended.
13. Target population (if any).
14. **Enrollment & data collection**
15. Describe method of enrollment.
16. Describe what data will be collected during the enrollment process.
17. If data contains any personally protected information indicate how and where data will be maintained and stored, and describe the safeguards that are in place to insure the confidentiality and security of the data.
18. **Customer satisfaction process**
19. How will you measure the outcome/success of your service?
20. How will customer satisfaction be measured?

**COST (30 points)**

* + 1. Provide the following:
			- Cost breakout (software, outreach, staff, travel, materials, etc.)
			- Estimated # of hours to provide service

**REFERENCES**

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

|  |  |  |
| --- | --- | --- |
| **References(Agencies/Organizations)** | **Contract Person,Phone Number andEmail Address** | **Grant Period, Type ofServices Provided,Funding Source andAmount of Grant orFees for Services** |
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[**CLICK TO ACCESS FILLABLE FORM**](https://goldensierra.com/app/uploads/2020/10/Virtual-Job-Fair-References-Exh-B.doc.docx)