



## **Peralta Community College District**

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*Purchasing Department*

*June 10, 2015*

### ***ADDENDUM No. 2***

***Re: 14-15/38 East Bay Career Pathways Consortium K-12 Employer-Education Liaison***

***The following questions were submitted for the above-mentioned RFQ, by the deadline and are hereby answered in this addendum:***

1. The Marcus Foster Education Fund is considering submitting a proposal for the East Bay Career Pathways Consortium K-12 Employer Education Liaison for the Peralta Colleges sub-region. In the Peralta sub-region, we currently have particular expertise in Oakland, however our experience and relationships are limited in regards to the other K-12 school districts listed for this sub-region. For the Education Employer Liaison, is the expectation that all districts within the sub-region would receive the same level of services and facilitation, or, given the multiple years of the grant, services and facilitation could be scaled up over the first two years to provide time to build those relationships?

*Answer: The District provides that Applicants proposing to serve a single district or subset of a sub-region will be considered contingent on their willingness to participate in a common Client Relations Management system. The EBCP seeks applicants who are intentionally aligning with sub-regional employer liaisons and who can represent a commitment from all sub-regional parties to do so.*

2. Will the District consider proposals to engage partners in and provide K-12 Employer-Education Liaison services to a portion of a sub-region, e.g. to students in a subset of the K-12 districts? (This could involve a request for a portion of the funds available for the sub-region, proportional to the number of K-12 students enrolled.)

*Answer: Please refer to Answer #1.*

3. The Scope of Services provides the “successful proposer will demonstrate an effective approach for increasing work-based learning activities by a minimum of 50% of baseline in their sub-region [and] ... must describe how the sub-regional partnership will accomplish [the four functions].”

Does the District expect the contractor during the contract period to design the approach, to implement an approach crafted in the proposal submitted by the contractor, or some combination of the two?

*Answer: The District provides the expectation is that the contractor(s) will work closely with the partner K-12 Districts to design their approach.*

4. Has the District already established what the baseline of work-based learning activities is in the sub-region or will the contractor have to determine that during the contract period?

*Answer: The District will provide the baseline of work-based learning activities; the contractor will not be involved in the collection of that data.*

5. Does the District envision that the contractor will be managing students' experience with employers under function #3 in the Scope of Services?

*Answer: The District provides in the case of the West Contra Costa sub-region, the request is for the contractor to provide services including supervision, hiring, insurance, etc., as detailed in Section VI (Roles and Responsibilities). The other K-12's are not requesting this type of assistance*

6. What type of coordination is expected of the three sub-regional contractors? What steps will the District take to manage this coordination?

*Answer: The District provides that the organizations coordinating within and across the sub-regions must participate fully in a common Client Relations Management system.*

7. How likely is it that the District will create a cross-regional contractor from the proposals they receive?

*Answer: The region will be hiring a Work-based Learning Coordinator who works across the three sub-regions to assist with region-wide outreach and employer engagement.*

8. In "Evaluation Criteria" on page 8 of the RFQ it says in bold: "Proposers are advised that the District has the option to award the legal services contract to one or more law firms as the District may deem to be in its best interests." There is no mention of legal services in the Scope of Services. What legal services are expected to be provided in this project?

*Answer: Please refer to Addendum #1*

9. Has the District identified additional resources outside the funding levels articulated in the RFQ to fund this work?

*Answer: Yes, the Colleges have all been allocated funds to hire Work-based Learning Coordinators. Additional funds are coming from SB 1070 for the regional Work-based Learning Coordinator. The James Irvine Foundation is funding one full-time staff member for employer engagement who will also assist with coordinating the sub-regional efforts.*

10. I have Adobe Acrobat Pro and I have downloaded the RFQ from your website BUT I cannot write into your document. Any suggestions on how to do this as we fill out your forms?

*Answer: The District suggest that you turn the document into the Microsoft Word Format.*

11. We are a ROP (Regional Occupational Program) that has been formed by a Joint Powers Authority of four school districts. I'm unsure of how to answer or proceed with your Small Local Business Enterprise requirement.

*Answer: Please refer to the Small Business Enterprise and Small Emerging Local Business Enterprise Program section of the RFQ under "Definition" which provides the requirements to be deemed as a small business enterprise.*

12. Debarment. We have not been debarred. Is there standard debarment language that you request? I found some language on the Internet, but I'm wondering if Peralta is looking for specific language that we attest to in the debarment section?

*Answer? No. A no answer will suffice. If yes, please provide a brief statement which caused your organization to be debarred.*

13. In submission requirements, you request that all 7 sections are tabbed. Our proposal however, is 20 pages – how does the tabbing work?

*Answer: Please tab each section as it relates to your responses as outline in the RFQ.*

14. In the budget form, Section 1.1 refer to task 1; Section 1.2 refers to Task 3; Section 1.3 refers to Task 5 section 1.4 refers to Task 7. The only place where I see Tasks in the RFQ is in the Fee Proposal section. Where are the tasks listed in the RFQ?

*Answer: Please provide your total lump sum pricing on line item #1 of the Fee Proposal. The additional tasks are summarized for services as outline in the RFQ packet. If a task was not outline in the original RFQ, then do not insert a cost in that section of the Fee Proposal.*

15. I am reviewing the Acknowledgement and Signature Form in the 14-15/39 East Bay Career Pathways Consortium K-12 Employer-Education Liaison grant and I'm confused about the Addendum Acknowledgement requirement. Is there anything to list for this grant? I don't see any; although there are attachments and a non-required set of general provisions.

*Answer: The Addendum Acknowledgement is for the Proposer to acknowledge receipt of any revision(s) made to the original RFQ. A copy of the Addendum Acknowledgement form must be submitted with your proposal packet. Failure to return the Addendum Acknowledgement Form may cause your RFQ to be non-responsive.*

16. Which of the forms attached in the RFQ are required?

*Answer: Please refer to the Table of Contents of the RFQ and the section outline "Attachments" regarding the required forms.*

17. Are all required forms applicable to a non-profit organization?

*Answer: The forms are required for all businesses operating as an entity, including non-profits organizations.*

18. Does the 20 page limit exclude covers and dividers/tabbed pages for each section?

*Answers: Yes and No. Cover pages are generally insignificant. However, the District request tabbed sections for ease of read for the individual(s) who is responsible for evaluating the proposal.*

19. What is the complete and full amount of funding for entire program throughout all the years?

*Answer: The District provides the funding source is determined by the availability of funds for future years.*

20. Does our proposed program have to cover all sub-regions?

*Answer: No.*

21. Regarding the Vendor Questionnaire and Certificate of Compliance, do you have this form in Word? I tried to copy out of the RFQ and past into Word and some of your formatting did not transfer over.

*Answer: No. The form is available in PDF format, only.*

22. On the Vendor Questionnaire, it asks what type of organization is your organization and the name of the owner. If we are a non-profit organization, would the name of our owner be all of the board of directors or just the President of the Board of Directors, or would it be the CEO of the organization?

*Answer: No. The District provides it is the individual who has the authority to enter into contracts on behalf of the organization.*

23. There is also a question about the name of partners. Do we have to answer that question and would that simply be the partners we plan to collaborate with on this project.

*Answers: The District provides this question would only be relevant as it relates to multiple owners/partners in the organization.*

24. The RFQ documents reference a statement regarding environmentally sustainable products. We are re simply providing convening and consulting services; therefore, would that answer be N/A.

*Answer: No. The District is interested in doing business with organizations that are environmentally sound and utilize products that save the environment. Therefore, the District is committed to ensuring that our partners do the same. The District is interested in knowing your practices, as it relates to recycled paper, utilizing non-compost products and your organization recycling methods, etc.*

***There are no other changes to RFP 14-15/39***