



City of Seattle  
Edward B. Murray, Mayor

**Finance and Administrative Services**  
Fred Podesta, Director

**Priority Hire Construction Training and Outreach Funds  
Request for Proposals RFP #FAS-102215  
Q&A**

**Oct. 30, 2015**

*Q1: Can awarded proposer(s) renew their contract(s)?*

A: Contract(s) will be awarded for a term of 12 months. Prior to expiration, the Department of Finance and Administrative Services (FAS) and the winning community-based organization may mutually agree to renew the contract for one or more additional years.

*Q2: Are proposers recommended to apply to one funding category or is it advisable to apply for both?*

A: Proposers may submit a proposal for one or both categories. FAS will score each proposal independently such that there is no particular advantage to submitting a proposal for both categories versus submitting a proposal for one category. The proposer can verify whether or not it meets the minimum requirements to submit a proposal by viewing the *Minimum Qualifications* section of the RFP. If proposers would like additional support verifying their eligibility in advance, they may contact the RFP coordinator at any time by email or phone: [LaborEquity@seattle.gov](mailto:LaborEquity@seattle.gov) or 206-684-4570.

*Q3: Are the available funds aimed for youth-specific programs in particular?*

A: The available funds are intended for priority workers (individuals living in economically distressed ZIP codes—see Attachment 1 of the RFP) and women and/or people of color that are underrepresented in the construction industry, regardless of age.

*Q4: Is the goal of the RFP to increase the proposer's number of clients or would it also fund an existing scope of work/training?*

A: 1.) The intent of the Outreach and Referral funds is to create or enhance an existing outreach and referral process that will measurably increase the number of successful referrals of individuals living in priority hire ZIP codes (RFP Attachment 1), women and/or people of color to local pre-apprentice and apprentice construction training programs and job opportunities.

2.) The intent of the Construction Training funds is to develop new or enhance existing pre-apprenticeship construction training, curriculum development and support services to increase retention and graduation rates of pre-apprentices and apprentices who live in priority hire ZIP codes, women and people of color.

*Q5: Do proposers that submit a proposal in collaboration with other community-based organizations have a competitive advantage over proposers that submit a proposal independently?*

A: There is no competitive advantage to submitting a proposal in collaboration with other community-based organizations. FAS will score each proposal independently such that there is no particular advantage to submitting a collaborative proposal versus an independent proposal.

**Nov. 6, 2015**

*Q6: Will the City send an email confirmation if an RFP is submitted electronically?*

A: Yes.

*Q7: Who will be on the evaluation committee, and how will it be decided?*

A: The City's Department of Finance and Administrative Services will determine who will be invited to be on the evaluation committee, with the intention that stakeholder groups such as community, labor and contractors will be represented. The evaluation committee membership will be announced after the proposal due date.

*Q8: What has more weight in the evaluation process: retention or placement?*

A: Neither has more weight than the other.

*Q9: How many organizations will be awarded for outreach and training?*

A: No more than two organizations will be awarded for outreach, and no more than three for construction training.

*Q10: Is this RFP a continuation of existing funds? If so, can samples of previous proposals be shared?*

A: This is a new program and RFP. Samples of previous proposals are not currently available to be shared; the RFP coordinator will notify proposers if this changes.

*Q11: Can attachments be submitted with the RFP, such as support letters, additional staff resumes and examples of work?*

A: No. Attachments are now allowed, and please do not include these types of items in your response.

*Q12: If an organization has an existing relationship with unions, can they submit letters of support from them?*

A: No. Letters of support are not accepted as part of the response.

*Q13: Does the project manager's resume count toward the eight pages?*

A: Yes.

*Q14: Will the City request more information from the proposer if needed?*

A: It is possible but unlikely that the City will ask for more written information from proposers. Proposers may be called in for an interview.

*Q15: Can proposers leverage existing work in other workforce development areas to increase the overall impact to the community?*

A: Yes. Proposals should include a list current partnerships; this information could be included there.

*Q16: Should the work plan include a list of general partner organizations or only partnerships with a contractual relationship (e.g., memorandum of understanding)?*

A: Partnerships listed in the work plan can be general partner organizations and do not have to be bound by a contractual relationship, though contractual relationships can be listed as well.

*Q17: Is there a formal definition of partnership?*

A: The organizations need to work together in a meaningful way, but they are not required to have a formalized partnership (i.e., written documentation).

*Q18: Should the RFP include the project budget or the organization budget?*

A: Proposers should include the project budget.

*Q19: Is the Consultant Questionnaire required for all proposers?*

A: Yes.

*Q20: Is Section 6.12 of the City of Seattle Disclaimers and General Provisions in the RFP for proposal submittal or for the contract?*

A: Section 6.12 is required before the execution of the contract but not at the time of proposal submittal.

*Q21: Will contracts include pay-for-performance conditions?*

A: Consultant contracts may include pay-for-performance conditions; FAS has the option to negotiate the terms of the contract.

*Q22: Will there be an opportunity to extend the funds into 2017?*

A: Contracts may be renewed depending on availability of resources. FAS anticipates training funds will continue, but the availability of funds will be determined by future Mayor and City Council budget decisions.

*Q23: What percentage of outreach funds can be applied toward staff?*

A: There is no minimum or maximum level of staffing required.

*Q24: Will the City recognize job-preparedness efforts outside of construction?*

A: The main objective of the funds is to increase the available pool of qualified priority workers, women and people of color in the construction industry, so efforts should be focused on preparing individuals to enter and maintain a career in construction.

*Q25: What are support services?*

A: Support services are any service that assists priority workers, women or people of color to enter and continue their career in the construction industry.

*Q26: Would assistance to a worker experiencing discrimination on the jobsite be considered a support service?*

A: Yes.

*Q27: Are workers assisted required to be citizens and/or not have a criminal history?*

A: No.

*Q28: Per Section 6.33 of the City of Seattle Disclaimers and General Provisions in the RFP, are background and/or immigration status checks required for program participants?*

A: FAS does not require background or immigration status checks. For more information, go to:

<http://www.seattle.gov/city-purchasing-and-contracting/social-equity/background-checks>.

Many construction apprenticeship programs require proof of authorization to work to be accepted in the apprenticeship program.

*Q29: Will report templates be provided by the City?*

A: Yes, template forms for reporting on contract metrics will be included in the contract.

*Q30: What will be the evaluation expectations at the end of the 2016 calendar year?*

A: The main objective of the funds is to increase the available pool of qualified priority workers, women and people of color in the construction industry. The specific metrics are in Section 7 on reporting.

*Q31: How does I-200 impact the hiring of people of color?*

A: The City cannot require contractors to hire anyone based on their race or gender. The City has aspirational goals for hiring women and people of color.

*Q32: Do open-shop placements count the same as union placements?*

A: Yes.

*Q33: Do placements into both training and work count, or is one more important than the other?*

A: There is no prioritization of one over the other.

*Q34: What if an organization only placed a small number of workers?*

A: FAS was intentionally silent on the number of required placements because we want to see strategies that organizations propose and the associated placement estimations. FAS expects to see robust responses for how organizations will meet proposed placements in work plans.

*Q35: Are job placement projections weighted during evaluation so that an organization that proposes more placements receives a higher evaluation score?*

A: There is no minimum number of placements required in the RFP. Work plans will be evaluated based on not only numbers of priority workers served but also on approach.

*Q36: Will worker referrals from awarded organizations receive priority by unions?*

A: Unions can dispatch priority workers, women and people of color out of order per the Community Workforce Agreement, though they may not know which of those workers were referred by an awarded organization. The City Job and Training Coordinator will make an effort to track referred workers through the dispatch process and on the jobsite.

*Q37: Do placements need to be made into the construction industry to count toward the contract goal?*

A: Yes.

*Q38: Will workers have to be dispatched through unions, or can they go directly to a contractor for hiring?*

A: Workers on Community Workforce Agreement projects are required to be dispatched through the union hiring hall. However, open-shop workers can qualify as core workers or be dispatched through the City's secondary referral process. These workers still need to be dispatched through the union hiring hall but are not required to become union workers.

*Q39: How are unions held accountable for dispatching women and people of color?*

A: The City meets with unions and contractors monthly at the Joint Administrative Committee to review workforce performance, hiring needs and discuss any issues related to dispatch. If a union is unable to fulfill a specific dispatch request, contractors may request a letter from the union to document the

occurrence. The City works in partnership with unions to ensure that priority hire workers, women and people of color are being dispatched. The City also publishes project performance to track if those workers are actually receiving hours.

**Nov. 23, 2015**

*Q40: Are all proposers being invited to interview?*

A: Not necessarily; the evaluation committee will decide whether to offer interviews to top proposer(s).

*Q41: Are the amounts listed in the RFP per contract, or does the dollar figure represent the total amount of money available?*

A: Please see Amendment 1, which explains the funds available. No more than two proposals will be awarded for outreach and referral funds and no more than three proposals will be awarded for construction training funds.

*Q42: Is a collaborative proposal counted as one proposal?*

A: Yes. A collaborative proposal is counted as one proposal.

*Q43: What writing style is the City looking for (examples, bullets, lists, etc.)?*

A: The Department of Finance and Administrative Services does not require the use of a particular writing style. The expectation is that proposals will be clearly written and follow the format outlined on page 9 of the RFP.

*Q44: Are organizations hired to provide outreach expected to track the use of support services by workers?*

A: Yes. The work plan in the proposal should include how an organization will follow up to see if workers use support services they were referred to.

*Q45: Are outreach providers expected to track job placements?*

A: Yes. The work plan in the proposal should include how an organization will follow up to see workers that are successful referrals (a successful referral is a priority hire worker who enters into a pre-apprenticeship program, apprenticeship program or employment).

*Q46: Will outreach organizations be expected to only refer to pre-apprenticeship training programs that receive City funding, or can they refer candidates to any training organization?*

A: Outreach providers can refer individuals to any state-recognized pre-apprenticeship program or registered apprenticeship program.

*Q47: Will the City provide a reporting template?*

A: Yes.

*Q48: Will the City release list of people attending workshops?*

A: Yes. The attendees included: ANEW, SVI, Flash Points Collective, PACE, Casa Latina, The Millionaire Club Charity, Port Jobs, NDC, Fair Work Center, LELO, Raydo, Humanity Diversity, Puget Sound Labor Agency, El Centro De La Raza, YouthCare.

Q49: When will contracts actually be executed?

A: By December 31.

Q50: Can contracts be extended?

A: Yes. See #3 Performance Schedule on page 4 for more information about contract renewal.

Q51: Are proposers required to be citizens and/or not have a criminal history?

A: It is not FAS's intent to automatically disqualify a proposer with a staff member with a criminal background. See the compliance section on page 2 of the revised Consultant Questionnaire for further information.