

**Construction Recruitment, Training, Job Readiness & Retention Services**

**Request for Proposals (RFP) FAS 2020-019**

***Q&A***

***December 16, 2020***

**Q1: Can organizations create another table in the “Proposed Performance” table(s) (Located in section C, number 5 of the “Proposal Questions” document) and include 2022 proposed performance?**

A: For the Proposed Performance table(s), please include the proposed performance for 2021 only, for alignment amongst proposals. Organizations can reflect the proposed 2021 and 2022 cohorts inthe “Work plan and Cost” document that is located in Section E. of the “Proposal Questions” under question #1.

**Q2: Does submitting a Washington State Business License suffice as Proof of legal business name?**

A: Organizations exempt from registering with the Secretary of State shall submit documentation noting that; that would suffice in lieu of submitting proof of legal name of business.

**Q3: Do Organizations need to submit the fully loaded rates for staff on both the “organizational chart” and the “Workplan and Cost?”**

A:For the organizational chart proposers can list the hourly wages or annual salary for all project staff listed. And for the “Workplan and Cost” document, proposers should provide the fully loaded hourly rate to complete the work.

**Q4: Would support services be appropriate to include in the Workplan and Cost table?**

Yes.

**Q5: In reference to Page 9 of the RFP, Number 8 “Partner Documentation,” what are acceptable items of partner documentation?**

A:The following areacceptable items of partner documentation:

* Articulation agreements and/or other agreements with schools

And/or

* joint proposals.

And/or

* Letter(s)/email(s) of support from partner organization(s) e.g. pre-apprenticeship, apprenticeship programs and/or contractors. The letters/emails of support should show your relationship(s) in the construction industry, or how you plan to build those relationships (it should describe your relationship and how you work together in your relationship in this work). The letters/emails should not be letters of support from funders or just purely letters from organizations describing the work your organization does.

**Q6: Are joint proposals required?**

A: No.

***December 14, 2020***

**Q1: Does the suggested 14-page limit for the proposal questions include the organization chart, proposed performance tables, and workplan?**

A: The suggested 14-page limit for the proposal questions **does not** include the organization chart, proposed performance tables, and workplan. Although the organization chart, proposed performance table(s) and workplan, are referenced in the proposal questions, they are seen as attachments, so they are not a part of the 14-page limit.

**Q2:** **Will resultant contracts be on a reimbursement basis or based on deliverables?**

A: Contracts are traditionally deliverable based but that would be finalized during negotiations.

**Q3: Do costs need to be allocated equally between Year 1 and Year 2 in the work plan/budget?**

A: The work plan/budget costs do not need to be allocated equally between Year 1 and Year 2.

**Q4: Will awarded organizations be required to report on staff hours per individual client?**

A: The City has not asked consultants to report on staff hours per individual client in the past. There is a “Metrics Reporting” word document embedded on page 7 of the RFP that includes the metrics that will be included in the monthly performance reports; the document also notes that any additional data/reporting item that is found useful will be requested and finalized during negotiations. Invoices will be submitted alongside the monthly performance reports.

**Q5: Per the 7 pages double sided, and 14 pages single sided suggested page limit for the “Proposal Questions” - does that mean emailed proposals can be 14 PDF pages total?**

A: Yes, it means that the proposal responses can be 14 PDF pages total (excluding the organization chart, proposed performance tables, and workplan). The “Proposal Questions” (item number 5 on the checklist on page 8 of the RFP), is the only item from the checklist with a suggested page limit.

**Q6: Can an organization submit be a joint proposal as a subconsultant and submit a separate proposal as a prime consultant?**

A: Yes.

**Q7: Do dates in the Workplan and Cost table (Proposal Questions Section E1) need to be detailed to the exact date or month?**

A: Dates can be detailed to the exact date or month.

**Q8: Can requests for technical assistance be made less than 10 business days prior to the proposal due date?**

A:Technical assistance need to be requested at least 10 business days prior to the proposal due date.

***December 4, 2020***

**Q1: Can the documentation from partners (Proposal Questions Section C2) include letters from contractors, articulation agreements and/or other agreements with schools?**

A: Yes.

**Q2: Would a chart be sufficient for partnership documentation?**

A: No. It should be documentation from partner(s), such as a letter, an email or an articulation agreement.

**Q3: How should proposers fill out the Workplan and Cost table (Proposal Questions Section E1)?**

A: Identify deliverables and associated tasks, staff and costs. Here’s an example of an item that may be included:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timeline | Task | Responsible Staff | Total Estimated Hours | Cost |
| March 2021 | Enroll 10 clients for childcare services | Program Manager, Childcare Teacher | 18 | $1,000 |

***November 20, 2020***

**Q1: Do people served have to live in an economically distressed ZIP code? Or can women and BIPOC individuals live outside of economically distressed ZIP codes?**

A: The RFP prioritizes:

* Residents of economically distressed ZIP codes [as defined by the City](http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Labor/Zip_Codes.pdf), and
* Women and BIPOC individuals, regardless of ZIP code.

**Q2: How would homeless individuals count toward the economically distressed ZIP code priority population?**

A: Economically distressed ZIP codes is based on residence, though it does not have to be a permanent address (such as those in temporary living situations). An example would be to use the ZIP code of the area the individual is located in.

**Q3: Does the City have apprenticeship completion data disaggregated by race, gender and trade?**

A: The City issued a construction apprenticeship analysis with race and gender completion rates by trade in late 2016: <http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Labor/CAI-Apprenticeship-2017.pdf>

In addition, Sound Transit recently issued a retention report that looked at disaggregated data throughout the first three years of construction apprenticeship:



**Q4: Can organizations submitting proposals be located outside King County?**

A: Yes. For example, if you are an organization located in Snohomish County you can submit a proposal.

**Q5: If an organization is submitting for more than one scope of work in the RFP, do they need multiple submittals?**

A: They could submit one proposal for multiple scopes, so long as they’re clear what they’re responding to. They must clearly and separately answer proposal questions for all the scopes being applied to.

**Q6: Are economically distressed ZIP codes only located within Seattle?**

A: No, there are also economically distressed ZIP codes in King County. You can see the City’s list of economically distressed ZIP codes below: <http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Labor/Zip_Codes.pdf>

Proposers should note that the City of Seattle has a unique economically distressed ZIP code list, as its target areas slightly differ from other agencies with Priority Hire programs.

**Q7: Is the information session PowerPoint available online?**

A: Yes, you can access the PowerPoint here: <http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Labor/PH-RFP-info-session-presentation.pdf>

**Q8: What types of organizations can apply for Scope 3 in the RFP?**

A: Any organization can apply for Scope 3. The one exception is for pre-apprenticeship training proposals, for which an organization would need to be a WSATC-recognized pre-apprenticeship.

**Q9: Can community organizations that are not pre-apprenticeship programs help prepare individuals for pre-apprenticeship or apprenticeship training?**

A: Yes. As noted in question 8 above, any organization can apply for job readiness services under Scope 3. Some examples of job readiness services organizations can propose under Scope 3 include, but is not limited to:

* An organization offering driver’s license services
* An organization offering digital literacy training

**Q10: What constitutes financial support services?**

A: See the financial support service guidelines here:



**Q11: Do individuals served under the RFP have to be pre-apprentices or apprentices?**

A: No. Proposals under Scope 1 can include journey workers. And Proposals under Scope 2 exclusively focuses on individuals who are not in construction, with the intention of recruiting individuals into construction.

**Q12: Can organizations submitting recruitment proposals under Scope 2 partner with pre-apprenticeship or apprenticeship programs to place people?**

A: Yes.

**Q13: Do pre-apprenticeship programs have to submit a proposal for recruitment under Scope 2 to find people to train in their Scope 3 proposal?**

A: No. If pre-apprenticeship programs are submitting a proposal for pre-apprenticeship training under Scope 3, they can include programmatic recruitment activities under scope 3 as well.

**Q14: Does this RFP include manufacturing, or is it construction only?**

A: It is only for construction.

**Q15: How long do individuals need to be tracked for retention?**

A: Proposers should plan to track retention for the term of their contract. Actual length of retention tracking will be negotiated in the contract.

**Q16: Should proposers submit letters of support from funders in addition to partnership documentation?**

A: No. Proposers should only include the partnership documentation that shows their relationships in the construction industry, or how they plan to build those relationships.

**Q17: Do proposals have to be submitted via portal or email?**

Proposals need to be submitted via email to [Julianna.Tesfu@seattle.gov](mailto:Julianna.Tesfu@seattle.gov) by 11:59 p.m. (PST) December 18, 2020.

**Q18: Does the City have a list of contract allowable/unallowable costs?**

Yes. You can find them here:

