

CWA Bidders call – California Training Initiative

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Opens call at 10:00 AM

Call Structure:

Matt Hidalgo presents RFP section by section opening up the call to questions, concerns, or comments following his recitation of each section therein. Below are the questions which arose through the discussion of the RFPs various components:

Does this initiative also include administration and financial literacy and management topics?

Yes, there are a number of topics which the RTCs have requested. You may see a listing of desired topics at CWAs California Training Initiative Webpage: <http://calworkforce.org/CTI>

In the bid you mention pricing needs hourly rate, but if you want a flat rate does it need to be broken down to hourly?

No, you may go ahead and submit with flat fee. However, this must include the CTI 15% administrative fee.

It's a flat fee and CWA gets a percentage. How much is the total of the two amounts you talked about?

You would charge the amount you would charge for your training, plus 15%. If applicable, an additional 10% should be included in your fee if you would like CWA to maintain the registration. This is very rarely asked and is usually requested for larger capacity building trainings such as Statewide trainings.

Do CTI providers need to resubmit or is this only necessary if you're expanding your offerings?

No need to resubmit unless you are adding to your offerings.

Who pays the consultant?

The CWA member will pay CWA, and CWA will pay the consultant. Typically, the agreement is for a set training, and once completed, trainer invoices CWA. CWA the invoices member. Once member pays, CWA will pay the trainer. There is a clause stating that CWA will pay (trainer) after session completion and no later than 30 days following receipt of proper a proper invoice from (trainer).

Is it possible to get the current consultants list?

The full list can be found at <http://calworkforce.org/CTI>

Are you looking for Capacity Building or Tech Assistance, Short term and long-term consulting projects, please define?

Both, short term and long project terms. Please include in both in the proposal.

Individual Registrations Sessions?

This is very rare. Usually only for very large training sessions. These are sessions where local workforce board require CWA registration for training. Typically, Board takes care of the registration portion. Note: CWA has not been asked to maintain registrations for the training via CTI – the Boards are doing it themselves.

Who can receive CTI training or consulting?

Only CWA Membership (Full members and affiliates)

Is there a list of the trainings that the RTC have identified?

It will be loaded to the CWA CTI page 2/28/18 – Update – Now viewable on CTI webpage.

Materials for the training: Is it the trainer that provides the materials?

This is entirely up to you. I understand that some trainers would prefer to print their own materials and others who are comfortable having the local board print them. If there is a cost associated with this, please include this in your budget.

How granular do you want the training fees?

A flat fee or hourly rate is acceptable. You may itemize as you see fit, but the total cost is the amount which will be considered in the scoring.

Would you be open to having us put an estimated cost or range of cost? Example \$3,000 - \$5,000

Yes this is acceptable. It would also be helpful if you did this to list the reason for the price range.

Is there a total # of consultant?

We are developing a list, therefore there is no set number currently. There is no cap – but this may change based on what is received.

Would contractors have to renew every year? On-going consultant projects?

If selected, the contract term is for 1 year with an option to extend for an additional year after the original contract terms expire. After which period the consultant would need to resubmit a proposal.

Is it still up to the local areas to make the choice of consultant?

Yes. The intent is to grant the opportunity for CWA members to choose which training they would like to bring to their organization. This also give the opportunity for CWA members to tailor the training to the CWA member's needs. Advertising will be done across the board equal for all trainers / consultants on CTI at CWA conferences and various meetings held across the State. Suggested marketing strategy: Present, Sponsor, and/or Exhibit at a CWA conference.

How will that affect already existing work that I will be doing in CA? Will it create confusion?

This is not the intent and we don't want to disturb any ongoing work. The intent is to make your services available to organizations who would not be able to purchase your services without a lengthy procurement process. It will make contracting with Local Workforce Development Boards simpler. It will also give you more exposure to a broader audience.

Vendor approval / qualification process by the cities, counties, etc. Will there be a conflict?

There are two reasons why this is advantageous to not only CWA members, but specifically Local Workforce Development Boards: the first is by doing this comprehensive RFP, many LWDBs are able to utilize our procurement in place of doing one themselves. This is not true for all counties, but they are in the minority. The second reason is because it is written directly into the grants administered by the California Workforce Development Board to the Regional Planning Units. CWA has been named the technical assistance and capacity building coordinator. The CWDB has mandated the RPU's to coordinate with CWA to implement their regional training plans, through CTI.

Question about the process on the CTI webpage? Titles are used multiple times – How can the requestor define what might be best for them. How do they find the right vendor?

By utilizing the "Search CTI" tool, the interested party can view the summary of curriculum, logistics, target audience, and other details. Matt also has a specific internal spreadsheet that has the long hand version that he can send to the local area directly via email.

Is there a way to find the specifics?

The "Search CTI" gives all the details.

CTI, please define?

CA Training Initiative, we will make the changes to the website from the previous CA Training Institute.

Note: The url for CTI webpage has changed to <http://calworkforce.org/CTI>

CWA fees to be added to the budget?

CTI Administrative fee (15%): This is added on top of your training fee to cover contracting, invoicing, and follow-up. If you list travel as an additional fee to your training fee, the 15% fee is only added to the training fee. CWA does not take a fee from your travel.

CTI Registration webpage fee (10%): Very rare and almost not applicable. The CWA member will negotiate, location, date and time of training, and registration.

All the existing consultants, did they all get work with CWA Members?

Currently we do not have a specific statistic on the % of trainers that had been requested this past year.

How do consultants budget costs in for webpages, white papers, etc.

The 15% comes off the total cost of training. This does not include travel, if applicable.

Can we offer training to non-CWA Members?

Yes, but not through CTI. You may receive a request from a non-CWA member based on the exposure of being a consultant on CTI. The prospective customer has two options, they can contract with you directly by following their own procurement/vender list procedures that they have in place, or they can become a member of CWA and enjoy all of the benefits of being a member of a state workforce association.

How should we propose travel flat fee or accurate?

Flat fee works and as accurate as possible. A range also works if you can not offer a flat fee.

Are you going to allow anyone to ask questions and are you going to put those as an addendum to the RFP?

I will be going dark after today and no longer answering questions. You may however send me a question, and if I feel it is necessary I will answer the question and amend the Bidders call notes to add the question and answer.

Do you require insurance?

Yes, CWA does not assume any liability for the trainings.

Thank you to all those who participated and attended the Bidder's call. Please email me at mhidalgo@calworkforce.org if you would like any clarification on the above questions asked.

Note: I will not answer any new questions unless absolutely necessary.

Thanks again and I look forward to reading your proposal.