

Bidder's Call  
RFP 2019  
May 3, 2019  
10:00am – 11:00am

Xue Lor, Program Associate, CWA  
Matt Hidalgo, Program Director, CWA

Program Associate welcomed and gave an introduction to the Bidder's Call participants. Bidder's Call will cover section by section of the RFP. Program Associate provided a list of topics that CWA is looking to add:

- Transgender Awareness
- Equal Employment Opportunity
- Brown Act Compliance
- Business Process Analysis
- Partnership Development
- Regional Meetings
- Career Pathways
- Certificate Programs involving workforce development

Program Associate asked the participants if there were any questions.

Question: How do I get on the RFP Listserv?

Answer: You can send your contact information to the Program Associate at [xlor@calworkforce.org](mailto:xlor@calworkforce.org)

Program Associate reads Section 1 from the RFP. Current California Training Initiative (CTI) providers will not need to resubmit proposals; this RFP seeks to augment and amend list of topics by adding new topics, services, and providers. Current CTI providers may communicate with the Program Associate to add new trainings. Then, the Evaluation Team will review the proposed trainings to be added to the current training list.

Question: I am an approved trainer, but I am also interested in being on the general consulting list. Will I need to submit a new proposal for consulting services or simply update, so I can be added to the consulting list?

Answer: You do not need to resubmit a proposal. You can send an email to the Program Associate of the update, and the Evaluation Team will review it.

Program Associate reads Section 2 from the RFP. No questions were asked.

Program Associate reads Section 3 from the RFP. Proposals must be received before 5:00 PM PST, Friday, May 24<sup>th</sup>, 2019. The fee must be inclusive of all costs, including CWA's 15% admin

fee in the price. Program Director explains that the 15% administration fee is for administrating trainings, doing the RFP, contracting, and invoicing.

Question: If travel is involved, would the travel cost not include the 15% admin fee, correct?

Answer: Yes, correct.

Program Associate reads Section 4 from the RFP.

Question: Assuming that a bidder is successful in the additional one-year extension, the service provider will need to reapply after those two years, is that correct?

Answer: Yes, it is.

Program Associate reads Section 5 from the RFP. No questions were asked.

Program Associate reads Section 6 from the RFP. Program Director explains that there will be one opportunity to appeal if proposals are not accepted at first.

Program Associate reads Section 7 from the RFP.

Question: Other than travel fees excluded from the 15% admin fee, what other fees are excluded?

Answer: Training materials.

Question: So, any other fees other than the actual cost of the training, is that correct?

Answer: Yes.

Program Associate reads Section 8 from the RFP.

Question: Is printing material excluded from the 15% admin fee?

Answer: Yes. You can either include the material fee in the overall training fee or you can also include it in the overall cost of the training. CWA can include it in the overall invoice as well.

Question: Concerning on-site logistics requirements. If one needed supplies, would the cost of supplies be excluded from the 15% admin fee as well?

Answer: Yes.

Program Associate reads Section 9 from the RFP. No questions were asked.

Program Associate reads Section 10 from the RFP.

Question: We are a college, and we have multiple trainers. Do you need us to identify that for each trainer who we are going to propose?

Answer: For a college, please provide a list of proposed courses and the regular list of trainers who you have. We will need bios and resumes for each trainer.

Question: Do you require references for each trainer/consultant?

Answer: Yes. We are also looking for how recent they have worked on their area of expertise.

Program Associate reads Section 11 from the RFP. Description of each training and consulting service offered will be posted on CWA CTI's webpage. Limit the proposal to 15-20 pages max if possible. You may send a hard copy of the proposal to the address listed, but email is the preferred way.

Question: Do you require the email document to be in a particular format?

Answer: Word document.

Question: How detailed does the staff qualification section needed to be?

Answer: Detailed enough to cover the 5 criteria under Staff Qualifications. A short bio would be sufficient if it covers all the criteria. A resume is sufficient too. We are trying to market CTI through our website, so a bio would be helpful.

Question: Do we need to include the college staff who will be running the training program?

Answer: Only the trainers. In the cover page, be sure to list the proper contact person. That person does not need to be an instructor.

Program Associate reads Section 12 from the RFP. CWA does not provide liability insurance.

Question: I am an approved trainer. My contract was extended once, and it is expiring soon. Do I need to resubmit a new proposal?

Answer: No, we got approval from the State Board and our immediate lawyer that we can extend current contract one more time. This is an exemption for the purpose of aligning all contract periods to the same starting and ending date.

Question: What were those topics that CWA is looking for again?

Answer:

- Transgender Awareness

- Equal Employment Opportunity
- Brown Act Compliance
- Business Process Analysis
- Partnership Development
- Regional Meetings
- Career Pathways
- Certificate Programs involving workforce development

End of Bidder's Call