

SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB)
11539 Hawthorne Blvd., 5th Floor
Hawthorne, CA 90250

Request for Proposal (RFP)

Online Assessment and Career Planning Resource Tools

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| Release Date: | December 16, 2015 |
| Deadline for Submission: | January 18, 2016 |
| <u>Mandatory</u> Teleconference for Respondents | January 7, 2016 From 11:00 am – 12:00 pm (PST) <u>Call in:</u> 712-432-0255 Access Code: 922820# |
| For More Information: Justina Munoz, Sub-grant Manager jmunoz@sbwib.org (310) 970-7700 | |

These RFP documents have been prepared by the South Bay Workforce Investment Board on behalf of a multi-region consortium of workforce development boards. These documents are to be used for the procurement of services through a competitive bid process in accordance with regulations and rules under Uniform Administrative Guidance, 2 CFR 200.318 through 200.326 and EDD WSD 12-10.

An equal opportunity employer/program. Auxiliary aides are available upon request to individuals with disabilities.

Request for Proposal (RFP)

Online Assessment and Career Planning Resource Tools

(Multilingual resources desirable)

Potential Applicants,

The South Bay Workforce Investment Board (SBWIB) on behalf of a multi-regional consortium of workforce development boards and herein referred as the “Consortium” release this Request for Proposal process to purchase online assessment and career planning resources for adults, dislocated workers and youth seeking employment and training services funded by the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Using a regional approach and plan, the Consortium is working collaboratively to coordinate services; strategies and resources under this competitive bid process and intends to share costs for these services provided. This process will serve and benefit a multi-region of workforce development boards and provide job seeker services and direct access to career readiness tools as they prepare to reenter the workforce.

The following provides the requirements to apply:

1. The South Bay Workforce Investment Board (SBWIB) invites you to submit a bid for the supply and services identified above and detailed in Section II of this Request for Proposal.
2. You are kindly requested to submit a bid in accordance with this document and Attachments herein.
3. The Request for Proposal (RFP), hereinafter “RFP” consists of this document and the following:

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|-------------|---|-----------------------------------|
| Section I | - | Background Information |
| Section II | - | Scope of Services |
| Section III | - | General Instructions to Bidders |
| Section IV | - | Terms and Conditions |
| Section V | | Preparation and Contents |
| Section VI | | Selection and Evaluation Criteria |
| Section VII | | Contracting Requirements |
| Attachments | | Attachments 1 – 4 |
| Attachments | | Attachments A - F |

4. The deadline for receipt of this Request for Proposal is **Monday, January 18, 2016, at 5:00 pm (PST)**. The submission should be marked as instructed. **Any RFP received after this date and time above will be returned and will not be considered.** The deadline for submission and other important dates are indicated as follows:

Important Dates

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| Release of Solicitation: | December 16, 2015 |
| Deadline for Clarifications or Questions to be answered on Teleconference | January 5, 2016 by 1:00 pm (PST) |
| <u>Mandatory</u> Teleconference for Respondents | January 7, 2016 from 11:00 am – 12:00 pm (PST) Call in: 712-432-0255 / Access Code: 922820# |
| Submission Deadline for Response: | January 18, 2016 by 5:00 pm (On or before this date/time PST) |
| Proposal Review & Recommendations | January 18 - 25, 2016 |
| SBWIB Executive Committee – Review and Approve Recommendations | February 10, 2016 |
| State Approval of Services / Provider | February 11 – 26, 2016 |
| Publish Intent to Award | Upon State Approval |
| Contracting & Negotiations | Upon State Approval |

5. Important Addresses

| | |
|--|--|
| RFP Submission mailing address: | Clarification or questions via electronic mail address: |
| South Bay Workforce Investment Board Attn: Administrative Office 11539 Hawthorne Blvd., 5 th Floor Hawthorne, CA 90250 | <u>jmunoz@sbwib.org</u> |

Any RFP received after this date and time above will be returned and will not be considered.

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| Respondents Conference & Teleconference: | January 8, 2016 From 11:00 am – 12:00 pm (PST) |
| | <u>Call in:</u> 712-432-0255 Access Code: 922820# |

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SECTION 1

Background

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA amends titles I and II of the Workforce Investment Act of 1998 (WIA), and also the Wagner-Peyser Act and the Rehabilitation Act of 1973.

Under WIOA, the *vision for the one-stop delivery system* reflects the long-standing and ongoing work of dedicated workforce professionals around the country to align a wide range of publicly- and privately-funded education, employment, and training programs while also providing high-quality customer service to job seekers, workers, and businesses through the one-stop delivery system.

Organizational Structure: The South Bay Workforce Investment Board (SBWIB) is a 501 (c) (3) non-profit benefit corporation designated by the City of Inglewood. to act on its behalf as the designated administrator of the South Bay Workforce Investment Area (SBWIA) to provide employment and training services to member cities (Inglewood, Hawthorne, EL Segundo, Lawndale, Gardena, Carson, Torrance, Redondo Beach, Manhattan Beach, Hermosa Beach and Lomita).

Consortium: The South Bay Workforce Investment Board on behalf of a multi-regional consortium of workforce development boards herein referred as the “Consortium” oversee and operate the one-stop delivery systems in conjunction with the America’s Job Center (AJCC) of California partners, to provide the availability and access to career services as described under WIOA (sec. 134 (c) (2)).

It is the Consortium’s commitment to offer career services and resources that allow job seekers to access real-time virtual services during their job readiness and career planning experience. Assessment and Career Planning Resources and Systems will maximize the job seekers ability to:

- Understand work-related values, interests, personality traits and skills
- Develop educational and career plans
- Determine skills and education required by employers
- Identify in-depth occupational information to make career decisions
- Match strengths and interests to industry sector pathways

SECTION II

Scope of Services:

Because of these different approaches and resources, we ask respondents to use the following as a basic guide in responding to the types of skills are (or will be) assessed by the individual job seeker to help determine their career readiness:

- **Academic skills:** Skills such as English language arts, math, science, and social studies
- **Employability skills:** Skills necessary to succeed in entry-level employment, such as time management, problem solving, self-discipline, perseverance (often referred to as “soft skills”)
- **Technical skills:** Industry-based skills or those needed to pursue a specific career pathway, such as healthcare or information technology

Each respondent should be prepared to identify as many of the common online assessment aids available and the associated costs by individual assessment taken or by a set number of assessments desired.

A. Types of Online Assessments and Career Resources:

- Basic Skills Assessment (Skill levels in Reading, Math, English Language proficiency)
- Career Interests, Aptitudes, Abilities, Personality, and Traits
- Career Planning and Skill Sets
- Using Labor Market Information/ Occupational Guides
- Evaluation and Results Reports
- Other self-directed tutorials:
 - Communication Skills for Active Listening, Effective Speech and Effective Writing
 - Time Management and Organizational Skills
 - Financial Literacy
 - Teamwork and Leadership
 - Critical Thinking and Problem Solving

**Desired: multilingual assessments and resources; products and assistive technology for individuals with disabilities*

Each respondent should be prepared to identify all necessary system set-up costs to install or access its online assessments and resources.

B. Type of allowable online System Set-up and Installation, License and User Fees:

- Annual user fee –to be shared by each participating entity
- Software / hardware /technical system installation and equipment (as applicable)
- Technical support and maintenance
- Staff Training as needed
- Access and Usage Reports
- Copyright, Firewall and Security

SBWIB and the Consortium make no guarantee to the amount or size of this award for projected services. Awards made under this proposal may be entered into by one or more participating workforce development boards—all awards are contingent upon State approval.

SECTION III

General Information

1. General

1.1. Eligible Bidders.

- 1.1.1. Eligible firms and organizations may include one of the following: Non-profit, non-government entities; For-profit private entities, independent contractors and Minority Owned Women are encouraged to apply.
- 1.1.2. Eligible firms and organizations must also have a minimum of two (2) years documented, successful experience within the last five (5) years of the submitted bid.
- 1.1.3. Interested respondents possessing the appropriate capacity and demonstrated ability to provide the services outlined in this RFP are eligible to apply. Responses will be deemed eligible for pre-qualification based on their completeness, and responsiveness to this RFP.
- 1.1.4. The respondent at the time of the bid submission certifies its firm and its principals are not suspended or debarred per Federal requirements.

1.2. Definitions

- 1.2.1. Firm; refers to any organization and its legal status, whether it is a sole proprietorship, a company, non-profit, a partnership, a joint venture, or any other form of legal association.
- 1.2.2. Consortium; refers to the named participating workforce development boards in this solicitation requesting service(s).
- 1.2.3. Contractor(s); mean the party or parties with which the SBWIB may eventually enter into a contract(s) for the works and/or services as requested and described herein.

1.3. Costs incurred.

- 1.3.1. This RFP does not commit the SBWIB to award a contract or to pay any costs incurred in the preparation or submission of bids, or to procure or contract for services or supplies.

1.4. Right to reject.

- 1.4.1. SBWIB reserves the right to reject any or all bids received in response to this RFP and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the Consortium.

1.5. No contractual offer.

- 1.5.1. The RFP contains no contractual offer of any kind. Any bid submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any offer by SBWIB.

1.6. Modifications.

- 1.6.1. SBWIB reserves the right to modify or exclude any consideration, information or requirement contained in this RFP and to add new considerations, information or requirements at any stage of the procurement process, including negotiations with proposers, at any time before any contract is awarded for the services detailed in the RFP.
- 1.6.2. Bidders will be given reasonable time in which to take a modification into account in preparing their bids, SBWIB may, at its sole discretion, extend the deadline for submission of bids. The new deadline will be communicated to potential bidders through appropriate media announcement.

1.7. Communication.

- 1.7.1. Other than this official means of communication, excluding all provisions made herein, SBWIB staff are prohibited from communicating about this procurement with any respondent or external party during the course of this procurement. Respondents are not to call or attempt to communicate in any other ways with SBWIB staff regarding this procurement except as instructed. Any violation of this instruction may adversely affect a Contractor's prospect of selection.

2. Awards

2.1. Funds and Awards.

- 2.1.1. Funds received under the Workforce Innovation and Opportunity Act (WIOA) will support this request for proposal of services as described.
- 2.1.2. The Contractor represents itself as being qualified and capable of providing said services in accordance with all rules and regulations developed to implement said statutes and in accordance with the terms and conditions of this award, as well as applicable Federal, State and local regulations regarding WIOA funds.
- 2.1.3. The Contractor agrees to comply with nondiscrimination and equal opportunity provisions of WIOA in sec. 188 and its implementing regulations at 29 CFR part 37.
- 2.1.4. The Contractor understands they may enter into one or more contracts with the following workforce development boards (Consortium) as a result of this procurement (South Bay Workforce Development Board, Foothill Workforce Development Board, Southeast Los Angeles Workforce Development Board, Verdugo Workforce Development Board, San Bernardino County Workforce Development Board, Riverside County Workforce Development Board, Ventura Workforce Development Board, Anaheim Workforce Development Board and Santa Ana Workforce Development Board).
- 2.1.5. Funding made to the Contractor is contingent upon the availability of funds received under the WIOA; subsequent year funding will be contingent upon a sufficient appropriations, satisfactory performance and need.

SECTION IV

Terms and Conditions

1.1. Failed Competition.

1.1.1. If only one responsive proposal is received from this solicitation, resulting in a failed competition, the option may be exercised to reopen competition or to enter into a sole source contract.

1.2. Conflict of Interest.

1.2.1. Agencies employing or retaining employees of the SBWIB, One-Stop Policy Committee and/or other SBWIB employees such as contractors, subcontractors, or consultants or in any other capacity, must make such information known with their proposal document. Failure to do so may result in disqualification of the proposal, cancellation of contract or contract award, or result in disciplinary action against individuals involved.

1.3. EEO Certification.

1.3.1. Successful Respondents will be required to certify and agree that all person employed by the respondent, its affiliates, subsidiaries, or hold companies are and will be treated equally by the firm without regards to or because of race, religion, ancestry, national origin, or sex and in compliance with all federal, State and local anti-discrimination laws.

1.4. Acceptance of Terms and Conditions.

1.4.1. Each respondent, by submission of a proposal, acknowledges acceptance of terms and conditions, certifies that all specifications listed in the RFP will be met, and further understands that these specifications may become part of a contract for provision of services should awarded.

1.5. Truth and Accuracy of Representation.

1.5.1. False, incomplete, or unresponsive statement in connection with a proposal may be cause for its rejection. The evaluation and determination of the fulfillment of the requirement will be in the SBWIBs sole judgment and its judgment will be final and conclusive.

1.6. Change to RFP.

1.6.1. A respondent submitting a proposal will not change the wording of the RFP and no words or comments will be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to RFP, may be deemed irregular and rejected.

1.7. Gratuities.

1.7.1. It is improper for any SBWIB member, employee or agent to solicit consideration, in any form, from a respondent with the implication, suggestion or statement that the Respondents provision of the consideration may secure more favorable treatment for the respondent in the award of the contract or that the Respondents failure to provide such consideration may negatively affect the SBWIB considerations of the Respondents submission. A respondent will not offer a SBWIB member, employee or agent for the purpose of securing favorable treatment with respect to the award of the contract.

1.7.2. A respondent will immediately report any attempt by a SBWIB member, employee or agent to solicit such improper consideration. The report will be made to the SBWIB Executive Director. Failure to report such a solicitation may result in the Respondents submission begin eliminated from consideration, Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.

1.8. Registration of Respondents Interest in This RFP.

1.8.1. When a copy of this RFP is picked up or mailed/emailed to an interested respondent, the name and address of the respondent is logged into the RFP record by the SBWIB. In the event that the RFP is amended, dates changed or other actions taken prior to the deadline date, notice of such action will be mailed to each respondent on the RFP list. If your name and address are not accurately registered with the SBWIB on the RFP log, the SBWIB is not responsible for providing you with notice of any changes. Therefore, it is incumbent upon each respondent to accurately and timely register your interest with the SBWIB particularly if you did not receive a copy of the RFP directly from the SBWIB. Each RFP issued by the SBWIB has its own log; registrations from a different RFP dose not ensure that you are registered on this RFPs log.

1.9. Best Offer.

1.9.1. The proposal shall include the Respondents best terms and conditions.

1.10. Accuracy and Completeness.

1.10.1. The proposal must set forth accurate and complete information as required in this RFP. Proposals will be received and maintained consistent with the requirements of the Workforce Investment Act of 1998 and the California Public Records Act. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If the Respondents include privacy or proprietary information in its proposal, which it does not desire to have publicly disclosed, this restriction must be clearly noted. Such notice to the SBWIB shall not be effective if such protection is not allowable under the Freedom of Information Act or the California Public Records Act. The SBWIB shall use reasonable administrative procedures and care to protect the release of restricted proposal information. However, the SBWIB shall not be liable for the disclosure of any information submitted in the proposal even though the Respondents requested a restriction on its release.

1.11. Right to Amend or Withdraw This Request for Proposal.

1.11.1. The SBWIB reserves the right to amend or withdraw this RFP at any time and to change any set or planned dates announced herein; however, the SBWIB will not amend the deadline due date of the RFP to an earlier date.

1.12. Rights of the SBWIB.

1.12.1. The SBWIB reserves the right to waive informality in any proposal, to accept or reject any or all proposals, to reject one part of a proposal and accept another, to re-advertise and, or seek other proposals, to make awards to the most responsive proposal as the interest of the SBWIB may require.

1.12.2. The SBWIB reserves the right to provide or contract for any of these services independently.

1.12.3. The SBWIB reserves the right to allocate services according to SBWIB's best interest.

1.12.4. The SBWIB may opt to contract for some, all or none of the services listed above. The SBWIB also reserves the right to select multiple vendors for any component if it serves the SBWIB's best interests.

1.12.5. The SBWIB reserves the right to establish additional consideration or criteria for funding, as deemed necessary. Such consideration may be addressed through final agreement negotiations.

1.12.6. The SBWIB reserves the right to reject any proposal and waive any requirement when the action is considered to be in the SBWIBs best interest and negotiate change, revision, and/or modification of a proposal with any Respondents.

1.12.7. The SBWIB reserves the right to retain all proposals submitted in response to this RFP. The proposals shall become the property of the SBWIB. The SBWIB also reserves the right to use any or all ideas presented in any proposal submitted in response to a Request for Proposal, without charge or limitation. The selection or rejection of a proposal does not affect these rights.

1.13. Right to Reject and Negotiate Proposals.

1.13.1. The SBWIB may reject any proposal and waive any requirement when the action is considered to be in the SBWIB's best interest and negotiate changes, revisions, and/or modifications of a proposal with any Respondents.

1.14. Request for Additional Information.

1.14.1. The SBWIB may require additional information from a Respondent for the determination of its qualifications to provide services. This additional information may be requested any time during the review process.

1.15. Termination.

1.15.1. The SBWIB may terminate the agreement resulting from this proposal at its own discretion or when conditions encountered during the work make it impossible or impracticable to proceed, or when the SBWIB is prevented from proceeding with the agreement by law or by official action of a public authority. Additionally, if federal, State, or local project funds are suspended the agreement will likewise be suspended/terminated.

SECTION V

Preparation and Contents

1. Preparation/Content

1.1. Clarification of RFP Documents.

1.1.1. A prospective Respondent requiring any clarification of the RFP Document(s) shall contact the SBWIB in writing at the email address specified in the RFP Document. SBWIB will respond in writing to any request for clarification, provided that such request is received no later than *the date defined in the RFP Request Document*.

1.1.2. In responding to the requests for clarification SBWIB may, at its sole discretion, apply the provisions made under Exhibit III, Clause 1.6 Modifications.

1.2. Contents of the proposal.

1.2.1. This sub-section refers exclusively to the assessable contents of the bid.

1.2.1.1. Bids must offer services for the total requirements. Any bid which does not fully and comprehensively address this RFP may be rejected. The respondent is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Respondent's risk and may affect the evaluation of the bid.

1.2.1.2. A description of your firm's qualifications and an outline identifying other similar projects, and organizations that have received your services (or use your product) that can be called upon as reference to the quality and substantive reliability.

1.2.1.3. The SBWIB/Consortium is requesting that only respondents with the requisite and experience apply.

1.3. Technical proposal.

1.3.1. The proposal should provide a description of services and products as requested in this bid process. The respondent will be responsible to identify any other specific components required but not indicated in the request and provide a description of the component demonstrating its specifications and need.

1.3.2. The proposal must contain complete financial information (price) for services requested that will be provided by the Contractor. The firm must indicate any discounts, group rates if any, and payment terms for use. See Exhibit IV – Bid Form.

1.4. Period of validity of bid.

1.4.1. Bids shall remain valid for a period of at least one hundred and twenty (120) days from the date of submission. A bid valid for a shorter period than indicated may be rejected or considered non-responsive.

2. Required Bid Forms/Formats

2.1. All Attachments must be provided and forms must be completed as indicated. If any form or part therefore is not applicable, the form should be included in the proposal with notation to that effect. The failure to fully complete or include a required form or other required information will render the proposal non-responsive and it will be removed from further review and consideration.

2.2. Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling of your completed proposal.

- ___ 1. Cover Page (Attachment 1 & 1A): Complete the required contact and background information for your firm. Submit a complete breakdown total for each service description to be provided by your firm; including necessary supplies, equipment not otherwise stated but required. Must be signed by the authorized principal of the firm to submit the proposal
- ___ 2. Proposal Abstract (Attachment 2): Briefly describe your overall objectives and how they can meet the services requested. Not to exceed 250 words.
- ___ 3. Service Questionnaire (Attachment 3): Complete as requested.
- ___ 4. References (Attachment 4): Provide information as requested.
- ___ 5. Attachment A: Must be signed by the authorized principal of the firm to submit the proposal
- ___ 6. Attachment B: Must be signed by the authorized principal of the firm to submit the proposal
- ___ 7. Attachment B-2: Must be signed by the authorized principal of the firm to submit the proposal
- ___ 8. Attachment C: Must be signed by the authorized principal of the firm to submit the proposal
- ___ 9. Attachment D: Must be signed by the authorized principal of the firm to submit the proposal
- ___ 10. Attachment E: Must be signed by the authorized principal of the firm to submit the proposal
- ___ 11. Attachment F: Must be signed by the authorized principal of the firm to submit the proposal

3. Submission Guidelines

3.1. Requirements.

3.1.1. Respondents must comply with the submission requirements and instruction provided. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittal by the SBWIB.

3.2. Submission.

3.2.1. The Respondent shall submit five (5) copies of their completed RFP response. All Proposals contents shall be limited to the information requested in this RFP.

3.2.2. Proposal formats provided must be used. Additional written and typed information as requested shall be submitted on 8 ½ x 11 format(s), single-sided print only, numbered sequentially, with exception of the cover page.

3.2.3. The original must be clearly marked "Original" on the Proposal Cover Page and bear original signatures.

3.2.4. Proposals must be sealed in an envelope or box. Three ring binders may be used for the proposals; however, plastic sleeves or spiral binders are discouraged. Proposal will not be read in public or available for public inspection until after an award determination has been made.

3.2.5. SBWIB staffs will not copy, complete, organize or otherwise change any proposal submitted in response to this solicitation. Proposals accepted as responsive will be reviewed only as originally submitted by the deadline. Upon receipt by the SBWIB any and all proposal will become the property of SBWIB.

3.2.6. Bids sent or copied to any other address other than the one specified in the RFP document will be declared void.

SECTION VI

1. Selection and Evaluation Criteria

1.1. Selection Process.

- 1.1.1. The following description of the selection proposal review process is a general description. Not all elements must be performed on all proposals received and the order of the process may be varied at the discretion of the SBWIB Review/Evaluation Team.
- 1.1.2. SBWIB staff will screen proposals for responsiveness. Non-responsive proposals will not be given further consideration. To be responsive, a proposal must be:
- a. Submitted on time;
 - b. Meet all submission requirements, e.g., quantity, signatures, etc.
 - c. Include all required forms, signed certifications, and other material fully completed in accordance with the instructions.
- 1.1.3. Upon finding that a proposal is responsive, the SBWIB will review forms, certifications and other documentations; check references; may conduct onsite investigations; and perform other verification activities.
- 1.1.4. All responsive proposals are reviewed and scored by the SBWIB Review/Evaluation Team, designated by the SBWIB, Executive Director. Proposals will be read and scored by the same reviewers. Each reviewer will evaluate the proposal for acceptability and assign a numerical score. Scores from each reviewer for all proposals will then be totaled and averaged. A maximum of 100 points may be awarded to any single proposal. The recommendations of the Team will then be forwarded to the assigned standing committee or Executive Committee deemed appropriate for acceptance. The SBWIB, Executive Committee will make final recommendations for ratification by the full SBWIB.
- 1.1.5. SBWIB may, at its discretion, request presentations by or meetings with any Proposers to clarify or negotiate modifications to the proposals. Based on the scores, the Team will make recommendations to the SBWIB. After the SBWIB, approves contract amounts, a contract can be negotiated. A contract award is not final until SBWIB and the applicant have executed a mutually satisfactory agreement.

2. Proposal Evaluation and Scoring Criteria

- 2.1. Each proposal submitted for consideration will be evaluated and scored on its own merit. The emphasis in the evaluation is on clarity, relevance, and strict compliance to the RFP requirements.

3. Grading

- 3.1. Proposals that meet mandatory requirements will be evaluated using the following factors and weights:

| | |
|--|------------------|
| Qualifications and experience in the areas listed in this RFP | 20 points |
| Demonstrated experience and expertise in similar projects | 20 points |
| Proposed approach to the Scope of Services described in this RFP | 30 points |
| Cost effectiveness | 30 points |
| Total | <hr/> 100 points |

- 3.2. As part of the selection process, the SBWIB reserves the right to establish additional consideration or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiation.

4. Cost and Price Analysis

- 4.1. All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. To accomplish this, the SBWIB's staff shall conduct a cost and price analysis on proposed costs during the review process. Organizations are encouraged to submit their best offer for providing their services solicited and to thoroughly describe and justify the costs.
- 4.2. The cost and price shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs, to ensure that the costs are directly associated with carrying out only proposed services; and to ensure that the proposed costs will benefit the program.

The following characteristics will also be taken in to consideration in the evaluation:

- Compliance with all requirements specified in the RFP
 - Experience and qualifications of the firm
 - References and responses
 - Applied discounts and or group rates
- 4.3. SBWIB reserves the right to accept or reject any or all bids, and to cancel the process and reject all bids, at any time prior to the award of contract, without incurring any liability to the Respondents or any obligation to inform the Respondents of the grounds of such action.

5. Slate of Providers

- 5.1. The SBWIB may recommend additional providers to the SBWIB Executive Committee who was not selected for funding but who submitted applications that met all of the submission requirements and were among the top three (3) highest scored applications. The recommendation providers will be added to a "Slate of Providers" list from which the SBWIB may select in the case of failure by the top Respondent to enter into an Agreement with the SBWIB or default on an Agreement entered into with the SBWIB for delivery of services under this RFP.
- 5.2. The listing of the Service provider on the Slate of Providers is not a commitment by the SBWIB to utilize the services of the service provider. The Service provider agrees that it will honor its commitment stated in SBWIB approved proposal so long as it is listed on the Slate. The SBWIB approved proposal is the final proposal submitted by the service provider and is likely to be the result of the service provider's response to questions and/or negotiations with the SBWIB in the nature of a best and final offer.
- 5.3. The service provider may, by written notice to the SBWIB, remove itself from the Slate. Such written notice shall contain the effective date of the removal and a statement as to the reason for removal. A party authorized to commit the Service provider shall sign the notice. Once voluntarily withdrawn from Slate, the Service provider cannot be placed on the Slate again except thru selection by the SBWIB in response to a new solicitation.
- 5.4. The SBWIB reserves the right to remove a Service provider from the Slate at any time when it deems such action to be in the best interest of the SBWIB.

6. Publish Intent to Award

Publish intent to award will be published upon State approval. All notices are subject to change based on final authorization by the State.

7. Protest/Appeal and Grievance Procedures to Resolve Procurement Disputes

- 7.1. If any entity had submitted a proposal and is not recommended for funding during the review process, the entity may protest/appeal the recommendation to the SBWIB Executive Committee. The protest/appeal may not dispute the particular score received by the petitioning entity, or the score assigned to a competing entity. The scores given by the rating panel are final and not subject to question by an appealing entity. An appealing entity may protest/appeal the recommendations of the evaluators if it can show that any substantial portion of the SBWIB-approved RFP process has not been followed.
- 7.2. The written protest/appeal must be delivered to the SBWIB, Executive Director, 11539 Hawthorne Blvd., 5th Floor, Hawthorne, CA, by Monday, February 8, 2016, at 1:00 p.m. Protests/appeals received after the established time frame will not be accepted. Only protests/appeals, which cite specific sections (s) of RFP that have been violated, will be considered. Once reviewed by the SBWIB Executive Director for merit, the protest/appeal will be elevated to the SBWIB Executive Committee, which will meet on Wednesday, February 10, at 9:00 a.m. The SBWIB Executive Committee shall resolve any protest based upon written protest and any oral or written response thereto provided by staff. Any SBWIB Executive Committee resolution shall be made prior to any funding determination under this RFP. The decision made by the SBWIB Executive Committee, as to which proposal(s) are funded will be final.

SECTION VII

Contracting Requirements and Provisions

- 1.1. The successful respondent shall comply with all applicable Federal, State and local laws. In order to contract for funds awarded under this RFP, the Service Provider must:
 - 1.1.1. Be legally capable of entering into a contract, and be able to provide proof of the ability to administer the terms and conditions of this RFP (i.e. previous experience administering related marketing programs).
 - 1.1.2. Comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
 - 1.1.3. Lobbyist Ordinance Compliance Certification-Each person, firm or applicant submitting a response to these RFP creativities that no lobbying activities will be carried out using funds provided by this grant.
 - 1.1.4. Certify as a Drug-Free Workplace if awarded the contract, the successful applicant shall warrant and certify it will comply with the California Drug-Free Workplace act of 1990 (Cal.Gov.Code §8350 et.seq.) as amended, including provision of the requisite certification as set forth therein.
 - 1.1.5. Compliance with the Occupational Safety and Health Act
- 1.2. Insurance Requirements.
 - 1.2.1. Must be able to provide, at minimum, General Liability Insurance in the amount of \$1,000,000 combines single limit; Automobile Liability Insurance in the amount \$1,000,000 combined single limit; Workers Compensation insurance for all employees. The selected respondent must provide a certificate for each of the required insurance naming the City of Inglewood/SBWIB, Inc. its officers and employees as additional names insured at the time of contract.
 - 1.2.2. **Notice of Cancellation** must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled without 30 days prior written notice to the SBWIB.
- 1.3. Contract Costs.
 - 1.3.1. All costs that approved in a contract must be reasonable and necessary to carry out the planned functions. The costs must be allowable and allocable to the proper grants and cost categories.
- 1.4. Contract Type.
 - 1.4.1. The successful respondent will be offered a cost reimbursement or fixed fee contract. The successful respondent will be a contractor of the SBWIB, Inc. The contractor chosen will be reimbursed within thirty (30) days following receipt and approval of each monthly invoice or within the course of ordinary SBWIB business, whichever occurs first.
- 1.5. Contract Renewal.
 - 1.5.1. The contract that results from this RFP may have a provision for renewal. The terms and lengths of any renewal will be established by SBWIB and will be included in the contract provisions. All renewals must be documented in a modification to the contract. Each renewal must be for not more than one year a maximum of two renewals are permitted. Renewal will be contingent upon the contractors' documented and verified established performance.
- 1.6. Early Terminations.
 - 1.6.1. The contract that results from this RFP will have provisions for termination of the contract for failure to satisfactorily perform the tasks that are required. The contract that results from this RFP may also have provisions, which allow the contract parties to cancel the

contract at any time by providing advance notice to other contract parties. The contract will also provide for termination of the contract for lack of funds.

1.7. Modification.

1.7.1. The contract will have a provision for modifying the contract. Modifications may be necessary to incorporate changes required by Federal or State laws and policies. Modifications may be necessary to increase or decrease funds to the Contractor if funds become available through National Emergency Grants, 25% Special Projects, Trade Adjustment Assistance or other sources. Additional modifications may be necessary to increase or decrease funds when circumstances that were not known or foreseeable at the time of procurement and which require re-negotiation of the contract.

1.8. Contract Administration.

1.8.1. The contract that results from this RFP will have certain requirements for contract administration. The contractor will be required to comply with appropriate OMB Circulars, State of California policy guidance, and applicable local guidance from the SBWIB. The respondent must have the technical competence and expertise in management and administration to properly administer the contract.

**SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB)
REQUEST FOR PROPOSAL COVER PAGE**

| | | |
|---|--|--|
| Name of Firm, Entity, Organization | | |
| Contact Name | | |
| Title of Contact Person | | |
| Mailing Address | | |
| Physical Address (if different) | | |
| Phone Number | | |
| Fax Number | | |
| E-mail | | |
| Organization Type and Legal Status of Organization: (Private non-profit, private for profit, community based organization, public agency, etc.): | | |
| Identification Number: Federal Employer ID# (FEIN) | | |
| Qualifications: | | |
| Experience with similar projects: | | |

QUOTATION

| A. Types of Online Assessments and Career Resources (check all that apply): | | | | |
|--|---|-----------------|---------------------|------------------------|
| Provide costs by the projected quantity of tests: | | <u>1 to 500</u> | <u>500 to 1,000</u> | <u>1, 000 to 2,000</u> |
| ___ | Basic Skills Assessment (Skill levels in Reading, Math, English Language proficiency) | | | |
| ___ | Career Interests, Aptitudes, Abilities, Personality, and Traits | | | |
| ___ | Career Planning and Skill Sets | | | |
| ___ | Using Labor Market Information/ Occupational Guides | | | |
| ___ | Evaluation and Results Reports | | | |
| ___ | Other self-directed tutorials: <input type="checkbox"/> Communication Skills for Active Listening, Effective Speech and Effective Writing <input type="checkbox"/> Time Management and Organizational Skills <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Teamwork and Leadership <input type="checkbox"/> Critical Thinking and Problem Solving | | | |
| ___ | Other (describe): | | | |
| ___ | Other (describe): | | | |
| ___ | Other (describe): | | | |
| | Total A | \$ | \$ | \$ |

| B. Types of allowable online System Set-up and Installation, License and User Fees (check all that apply): | | | | |
|---|--|----------------|-----------------|-------------|
| Provide costs by the projected quantity of users: | | <u>1 to 25</u> | <u>26 to 50</u> | <u>51 +</u> |
| ___ | Annual user fee –to be shared by each participating entity | | | |
| ___ | Software / hardware /technical system installation and equipment (as applicable) | | | |
| ___ | Technical support and maintenance | | | |
| ___ | Staff Training as needed | | | |
| ___ | Access and Usage Reports | | | |
| ___ | Copyright, Firewall and Security | | | |
| ___ | Other (describe) | | | |
| ___ | Other (describe) | | | |
| ___ | Other (describe) | | | |
| | Total B | \$ | \$ | \$ |
| | Total Bid for Services (A & B): | \$ | \$ | \$ |

| C. Use this section to list additional resources or fees not described. | | | |
|--|--|----|----|
| | Provide costs by the projected quantity or users: | | |
| ___ | Other (describe) | | |
| ___ | Other (describe) | | |
| ___ | Other (describe) | | |
| ___ | | | |
| ___ | | | |
| ___ | | | |
| ___ | | | |
| | Total C | \$ | \$ |
| | Total Bid for Services (A, B, C): | \$ | \$ |
| Comments: | | | |

CERTIFICATIONS

I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that (I) am (we) are duly authorized to submit this proposal from the respondent agency to deliver said services.

Signature

Date

Print Name & Title of Authorized Representative

PROPOSAL ABSTRACT

Briefly describe your overall objectives and how they can meet the services requested. (Not to exceed 250 words).

SERVICE QUESTIONNAIRE

The following Questionnaire shall be completed and submitted with the Request for Proposal. This section must contain all relevant data related to the Respondent's experience that demonstrates the Respondent's qualifications and capabilities to deliver the types of services requested. Respondents provide assurances for truth and accuracy of all statements and answers. Two (2) page limit.

1. How many years have you/your organization/company been in business?

2. Briefly describe how your organization/company developed and researched the specialized tests?

3. Briefly describe how often the specialized tests are up-dated and what are your special target groups or users?

4. Describe how assessment results are shared between the individual and case manager/counselor?

5. Have you ever failed to complete work awarded to you?
No _____ Yes _____ If so, where and why?

6. What technical strengths do you bring to the proposal?

7. Provide an electronic copy of a brochure/catalog or link that identifies and outlines the types of skills assessments available and their related purpose (such as a product demonstration).

REFERENCES

List three professional client references associated to the products or services your firm has previously provided within the past 5 years. For each reference, please specify:

| | |
|----------------------------|--|
| Reference 1 | |
| Name of Firm | |
| Address of Firm | |
| Contact Person | |
| Telephone | |
| Email | |
| Dates of Service(s) | |
| Type of Service(s) | |
| Reference 2 | |
| Name of Firm | |
| Address of Firm | |
| Contact Person | |
| Telephone | |
| Email | |
| Dates of Service(s) | |
| Type of Service(s) | |
| Reference 3 | |
| Name of Firm | |
| Address of Firm | |
| Contact Person | |
| Telephone | |
| Email | |
| Dates of Service(s) | |
| Type of Service(s) | |

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly
4. This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Print Name & Title of Authorized Representative

Organization

DEBARMENT AND SUSPENSION CERTIFICATION

Instructing for completing Certification Form

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds (referred to as the "Bidder" throughout) is providing the certification as set out below.
2. The certification in this clause is a material representative of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the U.S. Department of Labor (DOL), the State of California, SBWIA, SBWIB, or any of the Operating Cities may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstance.
4. The terms "covered transaction", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "Proposal" and "voluntarily excluded", as used in this section, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in his covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may but it is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be constructed to require establishment of a system of records in order to render in good faith the certification required by this clause.
9. The knowledge and information of a participant is not required to exceed which a prudent person in the ordinary course of business dealings normally possesses.

10. Except for transaction authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participant in this transaction, in addition to other remedies available, the DOL may peruse available remedies, including suspension and/or debarment.

Signature

Date

Print Name & Title of Authorized Representative

Organization

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510 Participants responsibilities. The regulations were published were published as Part VII of the Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it or its principal are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this proposal.

Signature

Date

Print Name & Title of Authorized Representative

Organization

CERTIFICATION REGARDING DRUG-FREE WORKPLACE ACT REQUIREMENTS

The undersigned certifies that it will or will continue to provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- 2) Establishing an ongoing drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) The subrecipient's policy of maintaining a drug-free workplace;
 - c) Any available counseling, rehabilitation, and employee assistance programs; and
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3) Making it a requirement that each employee to be engaged in the performance of any subgrant be given a copy of the statement required by paragraph (A);
- 4) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the subgrant, the employee will:
 - a) Abide by the terms of the statement; and
 - b) Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- 5) Notifying the South Bay Workforce Investment Board (hereinafter referred to as the SBWIB), in writing, within ten (10) calendar days after receiving notice under paragraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every sub-grant officer or other designee on whose sub-grant activity the convicted employee was working, unless the SBWIB has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected sub-grant;
- 6) Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (5)(b), with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b) Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- 7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5).

The sub-recipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific sub-grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Signature

Date

Print Name & Title of Authorized Representative

Organization

**CERTIFICATION REGARDING COMPLIANCE WITH
THE AMERICANS WITH DISABILITIES ACT**

The undersigned certifies, that to the best of his/her knowledge and belief, that:

1. The Contractor is in compliance with and will continue to comply with the Americans with Disabilities Act 42U.S.C. 12101 et seq., and its implementing regulations.
2. The Contractor will provide for reasonable accommodations to allow qualifies individuals with disabilities to have access to and participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act.
3. The Contractor will not discriminate against persons with disabilities nor against persons due to their relationship or association with a person with disability.
4. The Contractor will require that the language of this certification be included in the award documents for all sub awards at the tiers (including subcontractors, subgrants, and contacts under grants, loads and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
5. This certification is a material representation of fact which reliance was placed when the parties entered into his/her transaction.

Signature

Date

Print Name & Title of Authorized Representative

Organization

NON-DISCRMINATION ASSURANCE

During the performance of this agreement, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex. The Contractor will take affirmative action to assure that applicants are employed, and that employees are treated during their employment, without regard to their race, religions creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex. Such affirmative action shall be designed to insure against discrimination in the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship or any other change or proposed change in employment conditions.
2. The Contractor will cause the forgoing to be inserted in all subcontractors for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the forgoing provisions shall not apply to contracts or subcontractors for standards commercial supplies or raw materials.

Signature

Date

Print Name & Title of Authorized Representative

Organization

**SOUTH BAY WORKFORCE INVESTMENT BOARD
NON-COLLUSION ASSURANCE**

To be executed by respondent and submitted with RFP:

I, _____, am, the

(Position/Title)

(Company)

The party making the foregoing RFP certifies that the RFP is not made in the interest, or behalf of, any undisclosed person, partnership, company, association, organization; that the RFP is genuine and not collusive or sham; that the respondent has not directly or indirectly solicited any other respondent to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent has not in any, manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the respondent or any other respondent, or to fix any overhead, profit, or cost element of the bid price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract that all statements contained in the RFP are true; and further, that the respondent has not directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Signature

Date

Print Name & Title of Authorized Representative

Organization