

Revised Question and Answers

City of Santa Fe Economic Development Dept.

Workforce Development RFP # 22/07/P

Questions & Answers - July 19, 2021

- 1) Please provide a little color on what and why you are seeking it, that you are not able to get for the city's employers, that you are not getting from your involvement with the Northern Area Workforce Development Board.

The Economic Development Department is a small staff that relies on partners to carry out programmatic work that aligns with our Economic Development Strategic Plans. Workforce Development is a key success indicator of our City's goals for increased wealth and quality of life. With over 2,000 small businesses and an estimated 4,000+ unemployed citizens, we need a robust and community-engaged effort to address the issue. At the scale, we act as a catalyst and invest with our local partners to achieve these workforce development goals. With our procurement-based investment, we can provide funding, support and guidance to measure our accomplishments.

- 2) Please provide guidance on the scope of the project you are seeking. There is really no way to tell if you are trying to serve 10 or 1000 people based on the 4 corners of the RFP document.

There may be multiple contracts awarded so the City is not setting an expectation on total number of people served. We know that our current unemployment rate is hovering at about 7.2%, so we are looking for strong proposals that outline how many you can serve, with a success WBL measured rate of 20% of your engaged population served.

- 3) Please provide the required forms in word format or fillable PDF forms.

Unfortunately, we do not have word documents to be issued and they are not a fillable PDF.

- 4) You note that there will be gross receipts tax added to the payments made from the city to the contractor. Please confirm that these are a pass through and will be returned to the city.

Not sure what is meant by "pass through" but this is a service and the tax may or may not be added to the contract compensation. If it is not added to the compensation then the Contractor will add the tax on their invoice and the City will pay the invoice including the tax. The Contractor is responsible to pay the tax to NM Taxation and Revenue which in turn will be filtered back to the City in the disbursement of the Gross Receipts Tax from Taxation and Revenue.

- 5) Please indicate the estimated annual available funding for this request.

The estimated budget is not available, though the range could be up to \$50,000 or more. The City is looking for the most advantageous proposal offers that will address the need outlined in the RFP Scope of Work.

- 6) The RFP is not clear as to the form or structure of any agreement coming from this RFP. Is it planned to be a "Fee for Service" or a "Cost plus" styled contract?

It will be a "Fee for Service". A cost-plus fee structure is not allowed by law (13-1-149 NMSA 1978).

Revised Question and Answers

City of Santa Fe Economic Development Dept.

Workforce Development RFP # 22/07/P

Questions & Answers - July 19, 2021

- 7) Please confirm that the primary planned activity will be Work-Based-Learning (WBL) (Paid work experience, On-The-Job Training, Paid apprenticeships etc.)

Work-based learning programs are top priority and the City currently supports and will continue to support internships and apprenticeship programs.

- 8) Is it your expectation that for paid work experience that the contractor will be the employer of record and for other forms of work based learning, the respective employer will be the employer of record.

We look to receive proposals where the selected contractor will be the employer of record for any Work Based Learning. If a selected proposal includes a two-step approach from contractor work-based learning to opportunities for internship/placement at an employer (s), we expect that employer (s) to fund the onsite work opportunity.

While there may be Federal Grant dollars available to support this onsite employer work internship/apprenticeship, there is no guarantee that funding can be secured.

- 9) Please provide samples of OJT contract that you would like to use.

We do not have a standard OJT contract that we use. We will work on this with selected final candidate. If any candidate has one to share, we will welcome a copy to share.

- 10) What are the annual limits you are planning for maximum dollars for WBL?

Because this is a potential multi-award RFP, we are looking for proposals that will allow us to budget based on creative WBL solutions provided by candidates

Selected candidates will have an opportunity to contract for a four-year period.

- 11) Does the city plan to use prevailing wage for WBL or some other rate per hour?

The City plans to adhere to the Living Wage of \$12.32/hr. The prevailing wage is set at the discretion of the Offeror.

- 12) Will the contractor be given access to the State Workforce Data base for case management functions and participant tracking? Or, will a contractor be required to provide their own case management system?

The selected contractor will need to use their own case management system.

- 13) Is there available space or real estate for the awarded staff to come and offer services?

Revised Question and Answers

City of Santa Fe Economic Development Dept.

Workforce Development RFP # 22/07/P

Questions & Answers - July 19, 2021

We do not provide physical office space for selected contracted providers, but have conference meeting rooms at our 500 Market Street Station Office that can be reserved (in advance) to host periodic

convening related to their workforce development program.

14) Who comprises the evaluation committee?

Because of procurement rules, the Evaluation Committee will be comprised of internal City Staff only. After contracts have been selected for Governing Body approval, we will release the names of the evaluation committee in our public resolution packets.

15) Will you provide a list of Bid Conference attendees and organizations in the event that organizations are seeking to partner to accomplish a stronger proposal response?

The pre-proposal conference sign-in sheet was posted on the City's website and sent to all attendees.

16) When would the city like to go live with an awarded solution?

The City would like to go live with an award as soon as the contract is awarded, Sept. 10, 2021. There will be a launch meeting scheduled shortly after this date.

17) Will the city consider proposals for existing software solutions?

The City is open to any proposals that can fulfill the Scope of Work outlined and that aim to provide innovative workforce development solutions for our community.

18) Is the City of Santa Fe leveraging any state tools for career exploration?

The City would like to see proposals that align with state goals and utilize any career exploration tools available, in particular with the Department of Workforce Solutions.

19) Will the city consider non-public companies (your request for a 10K implies you only wish to do business with public companies)?

The City encourages any public-private partnerships that can assist in achieving our workforce development goals.

20) Will the city consider doing business with companies without audited financials?

In the Proposal, Section IV C 1, it states: If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g.D & B report).

Revised Question and Answers

City of Santa Fe Economic Development Dept.

Workforce Development RFP # 22/07/P

Questions & Answers - July 19, 2021

21) The Cost Response form indicates Year 1 will be prorated, beginning on 9/1/21. Based on the RFP events, would the contract start date actually be 10/1/21?

No, in order to keep the evaluation the same for all Offerors, the cost form should be filled out as stated. The actual contract term is not known at this time due to negotiations and the signature process. It will be prorated according to the actual contract start date.