

SFWIB AJC RFP
Offerors' Conference
Q & A
April 29, 2025

Email Requests for Clarification/Questions Prior to the Conference:	
1.	Please clarify how the RFP response is to be packaged. For Attachment A, the specific instruction is that it is to be submitted in a sealed envelope. However, the RFP does not address the other components of the proposal, such as Organizational Capabilities, budget, technical proposal narrative, What are the requirements for submission of these sections and documents? Which ones should be in a sealed envelope and which ones should be in an unsealed envelope?
	Only Attachment A is required to be in a sealed envelope. This is to protect the identity of the respondent until the public review forum.
2.	On page 23 of the RFP, it states that: "Respondents should review the Operational Documents link provided on the SFWIB website with this RFP. Submission of operational documents will be required immediately thereafter if selected as a potential provider." Does this mean that the Operational Documents are to be provided after selection for funding or do they need to be included with the remainder proposal documents?
	Operational documents can be submitted after selection, however, do to the short timeframe of this specific RFP it is recommended that a respondent began preparing them as soon as possible. SFWIB will not release a contract to a selected provider that has not successfully passed Due Diligence.
3.	Attachment K – Accounting System item 1 and 2 state November 30, 2021, should we assume this is and oversight and should be November 30, 2024?
	Yes, the date is supposed to be November 30, 2024.
4.	Several required forms request we include a solicitation number but the RFP does not have one listed. Are bidders leave this blank or can one be provided?
	Please use the 10 digit identifier that you created and used for attachment A.
5.	Please confirm tables, charts, and graphics may be less than 12-point font, so long as legible.
	Yes, however you are responsible for ensuring that they are legible.
6.	Per RFP pg. 15, the "B. Proposal Format, Content and Organizational" section, details the submission of all documents. Sections/Documents 1-8 are listed. There is not a #6. Is this missing or are bidders only required to submit 1-5, 7 and 8?
	The page was miss numbered there is no number six.

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7.	Can Organization capability can include identifying information?
	Yes
8.	<p>Page 20 states: The respondent shall identify any in-kind resources/support for the service delivery system beyond what is being requested in the budget. The respondent shall include each committed or proposed source of funding, and the amount of such funding in the budget.</p> <p>For line items listed under “Other” in the budget, the respondent shall clearly correlate proposed costs and outcomes by explaining and justifying the need for proposed costs in the budget narrative.</p> <p>For the previous RFP it was stated not to include In-Kind in the budget, how should this be answered for this RFP?</p>
	If you have In-kind resources that is not a part of what you are including in your budget to SFWIB, then you should list those resources under the section titled “Other” which is line number 155. For example if you receive support from another partner and will be utilizing that support for this contract then you should list that support under this section. Additionally, in the budget narrative you should provide an explanation of the In-Kind resource and the need for it.
9.	Attachment H, has line items for WFMS should the respondent include these cost in their budget. Respondents were previously told not to include training cost.
	No, do not include any WFMS information. Respondents should skip that section of the budget worksheet.
10.	If we propose a new Career Center location what are the specific criteria CareerSource will consider when assigning locations?
	The RFP is for the centers listed on page 13. If a respondent would like to offer an alternative location then the respondent should provide all relevant information on the location and if the location would be of no cost to the SFWIB. However, the respondent should be advised that the primary purpose of this solicitation is to select agency to provide workforce services at the specified locations within this RFP.
11.	Per RFP pg. 21, "7. Due Diligence Requirements" it states "Attachment K sets forth the Due Diligence Requirements. One (1) original set labeled Due Diligence documents must be packaged separately and included in the respondent’s submission, the respondent’s most recent Independent Audit Report and Management Letter must be included in the Due Diligence package. NOTE: Failure to include all of the required proposal components, as described above, may result in a reduced score. The SFWIB

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	will not advise a respondent of disqualification prior to the Public Review Forum scheduled for Thursday, May 1, 2025 at 1:00 p.m.". Please advise whether "7. Due Diligence" is required to be submitted ahead of the other required sections/documents on May 1.
	The submission date is incorrect, the RFP and all components are due May 20, 2025. Additionally, the Due Diligence portion is not required to be submitted with your response. It will be required prior to contract execution if selected by the board for a contract. A respondent may submit it when they submit their response but no points will be assigned and no points will be deducted for incomplete submissions.
12.	At the beginning of Q&A on this bidder's conference it was stated that bidders should use the alpha numeric code for ALL other files outside of Attachment A. The majority of the forms ask for a name?
	Please use the ten digit alpha numeric code that you created in every space that ask for a name in lieu of using the agency's actual name.
13.	