

**WORKFORCE DEVELOPMENT CORPORATION (“WDC”)
REQUEST FOR PROPOSALS
RFP TITLE: Web Development Training Program
PIN: 2016WDC0005**

**ADDENDUM No. 1
Release Date: August 4, 2016**

This addendum includes the following information:

Section 1: Clarification to the RFP

Section 2: Answers to Questions submitted in writing to the WDC

Attachment D: Acknowledgement of Addenda

Section 1: Clarifications to the RFP

Minimum Qualification Requirements: Proposers, including any proposed subcontractors who will engage in curriculum development and/or provide technical instruction, must be able to meet all minimum eligibility requirements by October 1, 2016, the Anticipated Contract Start Date.

Section 2: Answers to Questions submitted in writing to the WDC

1. Is a school eligible that is currently not on the ETPL list but in the application process?

Answer: See Section 2, Part G (“Inclusion on the NYS Eligible Training Provider List (ETPL)”) which states that proposers must “have applied for, or will apply, for inclusion on the [New York State Eligible Training Provider List (ETPL)] upon contract award.”

2. Is a BPSS candidate school eligible?

Answer: See Section 2, Part F (“Minimum Qualification Requirements”) and Part G (“Inclusion on the NYS Eligible Training Provider List (ETPL)”) for eligibility requirements. A proposer who is a BPSS candidate school is eligible to receive an award if, upon contract award, the school has applied for, or will be applying for, inclusion on the ETPL and meets all other Minimum Qualification Requirements.

3. Is a school that will be in operation two years as of (10/1) eligible?

Answer: See above Section 1, “Clarifications to the RFP,” of this Addendum No. 1. Yes, if the organization meets all other Minimum Qualification Requirements.

4. Can you clarify “Anticipated Available Funding”? pg. 3, D

Answer: See Section II, Part D (“Anticipated Available Funding”). The WDC may award up to three (3) contracts as a result of this RFP. The maximum available funding for each of the three contracts awarded from this RFP will be \$1,100,000, so a maximum of \$3,300,000 may be awarded in total.

5. Are joint proposals allowed?

Answer: Joint proposals are acceptable in two forms only: 1) a Prime Contractor with subcontractors; or 2) a joint venture doing business under its own name.

Should a group of organizations wish to take the first route, they MUST specify which contractors (prime and sub-contractors) will be responsible for delivering on which part of the contract. They ALSO must provide the information regarding each subcontractor's experience as specified in Attachment B of the RFP.

6. For subcontractors, must both schools meet all eligibility requirements?

Answer: *See above Section 1, "Clarifications to the RFP," of this Addendum No. 1.*

Subcontractors engaged in curriculum development and/or providing technical instruction, must meet the Minimum Qualification Requirements outlined in Section 2, Part F.

7. Does a school that has been in operation for more than 2 years but only in NYC for less time qualify?

Answer: *See above Section 1, "Clarifications to the RFP," of this Addendum No. 1. See also Section 2, Part F ("Minimum Qualification Requirements") which states that proposers must have "at least two (2) years of demonstrated experience in developing training curriculum and providing training services in the City that has led to either measureable wage gains or employment for trainees" (emphasis added).*

Relevant experience may have been in-person or remote so long as trainees were based in New York City. If as of October 1, 2016 your organization has not had two years of experience developing training curriculum and providing training services in New York City, then the minimum eligibility requirements have not been met and your organization is not eligible to apply.*

**Note that program and outcome data submitted with the proposal should break out information on students who are New York City residents and job outcomes located in New York City.*

8. Once awarded, what are the payment terms and timeline for the schools to get paid?

Answer: *See Section II, Part E ("Anticipated Payment Structure"). Payment on the contract awarded as a result of this RFP will be structured as line item reimbursements for services rendered and performance-based payments. Final payment terms will be determined during contract negotiations, but this structure generally involves periodic reimbursements on a monthly or bi-monthly (i.e. every two months) basis.*

9. Seems three schools will receive the awards. Will the total award to all three schools be \$1.1million?

Answer: *See Answer to Question 4 above.*

10. With regards to the second minimum qualification requirement on page 3 of the RFP, 'Within the past year, Proposer has conducted a comprehensive web development training program with at least one cohort;' would we qualify given we're in the middle of a comprehensive web development training program with one cohort we launched earlier this year?

Answer: *See above Section 1, "Clarifications to the RFP," of this Addendum No. 1.*

The WDC defines "having conducted" to mean that the proposer has completed at least one (1) comprehensive web development training cohort by the Anticipated Contract Start Date. So, eligibility will depend on whether the cohort has completed by October 1st.

11. What specifically has changed since [the Web Developer Training Program RFP with Pin # 2016WDC0004 (released on May 20, 2016)] was released earlier this summer? The vast majority of the content looks identical, thought I noticed a handful of relatively small changes.

Answer: *This RFP contains minimal changes from what was previously released. The only substantive changes were edits to Section III, Part D, “Work Product Licenses,” which were made to clarify the limited nature of the WDC’s intellectual property rights flowing from any contracts entered into as a result of this RFP. Edits included:*

- *Revising the first sentence as follows: “Any and all materials created under any contract that is entered into as a result of this solicitation (the “Work Product”) are the exclusive property of WDC.”*
- *Deleting the following text: “The selected proposer will be required to provide the City with a non-exclusive license in perpetuity to use any software required to perform any of the Contractor’s services.” The WDC will not require a license to use any pre-existing software. Note, however, that the WDC will require a license be granted for use of certain other pre-existing materials as outlined in the “Note” at the end of Part D.*
- *Specifying that any license granted to the WDC will be limited to use for “governmental purposes.”*

12. Is there a reason why no grants were provided from the original RFP and it was updated and postponed to now?

Answer: *As stated in the Notice of Cancellation released on July 8, 2016, the Web Development Training Program RFP (Pin #: 2016WDC0004), was cancelled due to an insufficient response rate. Further, as stated in #11 above, revisions were also necessary to clarify the limited nature of the WDC’s intellectual property rights flowing from any contracts entered into as a result of this RFP. Through this RFP we hope to receive an increased number of proposals for the three available awards.*

ATTACHMENT D

ACKNOWLEDGMENT OF ADDENDA

RFP TITLE: Web Development Training Program

PIN: 2016WDC0005

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III. All proposers must complete and include this page as part of their proposal package.

Part I. Acknowledgment of Receipt of Addenda

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated _____, 2016

Addendum # 2, Dated _____, 2016

Addendum # 3, Dated _____, 2016

Addendum # 4, Dated _____, 2016

Addendum # 5, Dated _____, 2016

Part II. Acknowledgement of No Receipt of Addenda

_____ No Addendum was received in connection with this RFP

Part III. Proposer's Name and Authorized Representative

Proposer's Name: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____