

**WORKFORCE DEVELOPMENT CORPORATION (“WDC”)
REQUEST FOR PROPOSALS
RFP TITLE: Preparation for Tech Training and Careers
PIN: 2016WDC0006**

**ADDENDUM No. 1
Release Date: September 14, 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: Clarification to the RFP

Minimum Qualification Requirements: NOTE: The Minimum Qualification Requirements are hereby deleted and moved to the first two bullets of the Preferred Qualifications section. There are no Minimum Qualification Requirements for this RFP.

The Preferred Qualifications are now as follows:

Preferred Qualifications

WDC prefers for the Proposer to possess the following non-exclusive list of qualifications and/or skills:

- Within the past five (5) years, proposer/proposed Subcontractor has developed at least one complete training curriculum in technology.
 - Within the past two (2) years, proposer/proposed subcontractor has conducted and completed training in computer programming to prepare at least 20 individuals for software, web, or mobile development training, careers in these fields, or post-secondary education in computer science. Relevant experience may have been in person or remote, and instruction may have been delivered to a cohort of students or to individual students.
 - Demonstrated experience conducting and completing training in New York City.
 - Demonstrated experience working with individuals who face substantial cultural barriers to employment, including foreign-born New Yorkers and/or young adults;
 - Demonstrated experience in assessing individuals for and connecting them to appropriate occupational training;
 - Demonstrated experience working to prepare young adults for and help them connect to higher education, with a focus on preparation for majors in computer science or related majors;
 - Demonstrated experience and success training individuals who are traditionally underrepresented in the technology sector and/or who have other barriers to training and employment; and
 - Demonstrated experience building industry relationships, capturing employer feedback, and developing trainings that are responsive to industry need.
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Section 2: Answers to Questions submitted in writing to the WDC

1. For the \$74,000 kept aside for supportive services: If some of this budgeted amount is left unused, can we use this for rental reimbursement?

Answer: *It is anticipated that both pre-training tracks will take place on-site at a Workforce1 Career Center; therefore, the WDC does not anticipate that the vendor would incur any major rental costs.*

That said being said, Proposers may not propose to use any of the \$74,000 that is being set aside for provision of WDC-defined supportive services for any purpose, but proposers may propose budgets that exceed the remaining \$336,000 (and therefore exceeding \$410,000 total) if you believe this is necessary. \$410,000 is the amount anticipated by the WDC to cover the costs of services procured through this solicitation. Proposers wishing to propose a budget over \$410,000 should provide a detailed explanation and cost-breakdown showing why you believe the increased budget is necessary.

2. We want to clarify that the curriculum will be developed only after the contract has been awarded.

Answer: *Yes, it is expected that the final Curriculum will be developed only after the contract has been awarded. However, the selected contractor will be able to use pre-existing materials in its development of the Curriculum.*

3. Assuming we are awarded the contract, the curriculum that we develop is likely to contain parts of [pre-existing curricula] e.g. reading materials, questions, coding challenges etc. These parts should not be the exclusive property of WDC. Please clarify this situation.

Answer: *Pursuant to Section III, Part D (“Licenses”) of the RFP (pages 7-8), and as specified in the Paragraph 22 of the Standard Terms and Conditions in Appendix A (page 28), to the extent that the materials are not Work Product, as defined in that section, any materials created by the successful proposer or Contractor prior to entering into the agreement with the WDC are not covered by the WDC’s ownership rights.*

Note, however, that the winning proposer will be required to provide the WDC an irrevocable, world-wide, royalty-free, non-exclusive, sub-licensable, license to reproduce, translate, publish, use, make derivative works, distribute and dispose of, for governmental purposes, any pre-existing reports, documents, data, photographs, deliverables, and/or other pre-existing materials delivered under any contract that is entered into as a result of this solicitation. Any licenses provided will not cover pre-existing software.

4. Insurance - please clarify what is meant by “Bonding”?

Answer: *“Bonding” is the process by which a business obtains a surety bond issued by an insurance company or a bank to guarantee their satisfactory completion of a project. Bonding is not required for this project.*

5. On names of employees - this is a hypothetical question but we need some clarity on this. What if we put names of employees who end up leaving or we end up terminating their employment before the project starts and they are substituted by others in their place?

Answer: *The WDC understands staff turnover may occur after a proposal has been submitted but before the project starts. If this happened, the WDC would expect for the vendor to replace any exiting staff with new staff who are able to perform the work as proposed and/or agreed to by the vendor and the WDC.*

Please note that if the WDC reasonably determines (in its own discretion) that the staff changes may prevent a proposer/selected contractor from effectively delivering services, the WDC may decline to enter into a contract for services or, if a contract has already been executed, terminate the contract pursuant to its terms.

That said, as previously stated, the WDC understands that staff turnover may occur and may, at its discretion and in the best interests of the Program, work with any selected vendor to continue the work as proposed and/or contracted as long as the vendor is still able to perform the work as proposed and/or agreed to by the vendor and the WDC.

6. Is the contract amount fixed at \$410,000 or is the actual dollar amount determined based on the cost that a particular vendor proposes in the RFP?

Answer: \$410,000 is the amount *anticipated* by the WDC to cover the costs of services procured through this solicitation. Proposers wishing to propose a budget over \$410,000 should provide a detailed explanation and cost-breakdown showing why you believe the increased budget is necessary.

7. Would the WDC be open to a fully online training program?

Answer: The RFP requires that training be delivered as cohort-based, in-person training. The RFP does not contemplate a “fully online” training program. As a result, proposers should not submit proposals consisting of “fully online” (remote or virtual) training.

8. Can you clarify the target age range for both tracks of training? I see young adults defined as 18-21. Is there a chance trainees will be under 18?

Answer: All individuals served by this Program will be 18 years of age or older. Participants in Track B will be between the ages of 18 and 21 at the time of their enrollment in the Program.

9. Will more than one contractor be awarded? If so, how many?

Answer: It is expected that there will be one contract awarded as a result of this RFP.

10. Are joint proposals and/or subcontractors permitted?

Answer: Yes. Joint proposals are acceptable in two forms: 1) a Prime Contractor with subcontractor(s); or 2) a joint venture doing business under its own name. Should a group of organizations wish to take either route, they **MUST** specify which contractors (prime and sub-contractors) will be responsible for delivering on which part of the contract.

11. Will a response and/or selection to the prior Tech Training RFP have any influence on selection for RFP 2016WD0006?

Answer: Interested organizations may respond to as many WDC solicitations as they would like; organizations are not “penalized” for submission of proposals in response to multiple RFPs, and the WDC encourages organizations to submit proposals for all RFPs for which they would like to compete and are capable of performing. All proposals will be evaluated in accordance with the evaluation criteria set forth in the RFP (page 12 of the RFP).

12. Does "foreign born" New Yorkers include those without Green card?

Answer: “Foreign-born” is defined to include any individual born outside of the United States of America. Note that all Program participants must be able to meet certain eligibility requirements, including being authorized to work in the United States.

ATTACHMENT D

ACKNOWLEDGMENT OF ADDENDA

RFP TITLE: Preparation for Tech Training and Careers

PIN: 2016WDC0006

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: _____