



REQUEST FOR PROPOSALS

ONE STOP OPERATOR SERVICES

**for the
Foothill Workforce Development Board
City of Pasadena Housing and Career Services Department**

City of Pasadena Purchasing Division

NOTICE REGARDING DISCLOSURE
OF
CONTENTS OF DOCUMENT

All responses to this Request for Proposal (RFP) accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City Manager recommends a contractor to the City Council, and such recommendation, with any recommended contract appears on the Council agenda, all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

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City of Pasadena
REQUEST FOR PROPOSALS
FOR

**One Stop Operator Services for Foothill Workforce Development Board/City of
Pasadena Career Services Division**

1. REQUEST FOR PROPOSALS

The City is seeking an organization or individual to provide One Stop Operator Services for Foothill Workforce Development Boards described in this RFP. The funds for these services are provided through the Workforce Innovation and Opportunity Act (WIOA) Title I.

2. DEADLINE FOR SUBMISSIONS

Parties interested in responding are asked to submit one (1) original hard copy (marked "Original") and four (4) hard copies of the proposal in a sealed envelope or package no later than 4:00 pm on **May 12, 2017**:

Foothill Workforce Development Board/City of Pasadena Housing and Career Services
Department
Attention: Joumana Barakat
One Stop Operator Services Request for Proposal
1207 E. Green Street
Pasadena, CA 91106

The Proposal shall be clearly titled:
Foothill Workforce Development Board/City of Pasadena Housing and Career Services
Department
One Stop Operator Services Request for Proposal

All Proposals shall be enclosed in sealed envelopes, distinctly marked "*One Stop Operator Services RFP*" and the Proposer's name and address appearing on the outside.

Proposals received after the Proposal Deadline may not be accepted by the City.

3. DEADLINE FOR RFP QUESTIONS

The **deadline to submit questions** related to this RFP is **Friday, May 12 , 2017 prior to 12:00 p.m.**

Questions regarding this Request for Proposals should be directed only to the person(s) designated below. Do not contact any other City employee or official regarding this RFP.

Questions shall be in written format and be submitted ONLY via e-mail

- **General and/or technical questions:**

Joumana Barakat
Business Services Liaison
jbarakat@foothilletec.org

- **Questions regarding the City of Pasadena Purchasing Procedures, and Pasadena Living Wage Ordinance:**

Antonio Watson
Project Manager
Department of Finance
Phone: (626) 744-8382
E-mail: awatson@cityofpasadena.net

Any questions submitted after the date and time specified will not be considered.

References:

- WIOA (Public Law 113-128)
- Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor Exceptions)
- Title 20 CFR WIOA, "Department of Labor; Final Rule"
- Title 34 CFR WIOA, "Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"

Pre-Proposal Meeting

There will be no Pre-Proposal meeting for this RFP

4. DEFINITIONS

The words (A) "City", (B) "Department", (C) "Director", or (D) "Contractor", as used in this RFP, shall be understood to refer respectively to (A) the City of Pasadena, California; (B) the several departments therein; (C) the directors of the several City departments; or any of their properly authorized assistants; and (D) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

5. ADDENDA

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this Request for Proposals, he/she may submit to the City representative(s) identified in Section 3, above, a written request for an interpretation or correction thereof.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in Section 3, above. Addenda shall be made available to each Proposer. A proposer's failure to address the requirements of the addenda may result in the proposal not being considered. If the City determines that a time extension is required for the proposal, the addenda will give the new submission date. The Proposer is responsible to register with "PLANET BIDS" at www.cityofpasadena.net to insure they receive all RFP documents including addenda which are available as a download.

The City reserves the right to change any part of these Instructions to PROPOSERS and Specifications any time prior to Deadline for Submissions. Any changes shall be in the form of addenda and will become a part of the Proposal documents and of the contract.

6. **BACKGROUND AND BUDGET**

The Foothill Workforce Development Board is housed in the City of Pasadena Housing and Career Services Department. Under a Joint Powers Agreement developed 35 years ago, the workforce development efforts of six cities, as a consortium, has resulted in thousands of successful matches between those seeking employment and businesses scouting talent. The **Foothill Workforce Development Board (Foothill WDB)** oversees a local workforce development area (LWDA) comprised of six cities with an aggregate population of nearly 300,000 residents. The six cities are **Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena**. Under a Joint Powers Agreement, the City of Pasadena is the fiscal agent and administrative entity for the Foothill WDB through the Joint Powers Agreement.

The **Foothill WDB** provides employment and training services to Adults, Dislocated Workers, and Youth under funding provided by the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. The WIOA funds are issued to the State of California Employment Development Department's Workforce Services Branch (WSB), who then, distributes the funds to the local workforce development areas (LWDAs) such as the **Foothill WDB**.

With the funds, the **Foothill WDB** provides workforce development services through a service delivery system, headquartered in a comprehensive service center, the Foothill Employment and Training Connection located at 1207 E. Green Street, Pasadena, California. This facility is a part of the *America's Job Centers of California (AJCC) Network*. The AJCC Network includes adult schools, State of California Employment Development Job Service programs, State of California Vocational Rehabilitation Department and many more applicable workforce development partners. This system is prepared to meet the challenge of developing the skills of workers to fulfill the needs of businesses within key industry sectors **within the consortium** and throughout the greater Los Angeles Basin regional economy.

7. **OBJECTIVE – Selection of a One-Stop Operator**

The federal Workforce Innovation and Opportunity Act (WIOA), requires that the Foothill WDB procure a One Stop Operator to assist in the coordination of the service delivery of required one stop partners and service providers. The One Stop Operator provision must be procured through a competitive process at least once every four years 121[d][2][B]).

WIOA sec. 3(41) defines One Stop Operator as one or more entities designated or certified under WIOA sec. 121(d). Such designation or certification must be through a competitive process. The One Stop Operator must be an entity (public, private, or nonprofit) or a consortium of entities that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the Local Area. Entities selected and serving as One Stop Operators are sub recipients of a Federal award and thus are required to follow the Uniform Guidance.

Such entities may include the following:

- Government agencies or governmental units, such as: Local or county governments, school districts, State agencies, and Federal WIOA partners;
- Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;
- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations (collectively referred to herein as “Indian Tribes”);
- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a one-stop operator);
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations that are capable of carrying out the duties of the one-stop operator, such as a local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities;
- Local WDBs, if approved by the Chief Elected Official (CEO) and the Governor as required in WIOA sec. 107(g)(2).

The One Stop Operator in carrying out WIOA programs and activities must adhere to the following (Title 20 CFR Section 678.600):

- Disclose any potential conflict of interest arising from the relations of the AJCC/One Stop Center

- One Stop Operator with particular training service providers or other service providers in accordance with Uniform Guidance Section 200.318.
- Do not establish practices that create disincentives to providing services to individuals with barriers to employment that may require longer-term services, such as intensive employment, training and education services.
- Comply with federal regulations and procurement policies relating to the calculation and use of profits as outlined Uniform Guidance.
- Adhere to any applicable firewalls or internal controls.

The Foothill WDB reserves the right to re-negotiate the terms and conditions of a contract renewal for bona fide reasons including, but not limited to, changes in funding levels, contractor's performance, economic conditions or workforce characteristics and adjustment in program designs dictated by program evaluations and state and/or federal regulatory requirements. The contract will be monitored for performance on a quarterly basis and may be amended or terminated if performance does not meet the contractual obligations of this RFP or the expectations of the **Foothill WDB**.

8. **SCOPE OF WORK and DELIVERABLES**

- 8.1 WIOA provides local workforce development boards a great deal of flexibility in defining the roles and responsibilities of One Stop Operators. Accordingly, Foothill WDB has determined the following roles and responsibilities of the One Stop Operator.

The One Stop Operator shall:

1. Coordinate the implementation of **Foothill WDB** Memorandums of Understanding (MOUs)/Resource Sharing Agreements with all mandated partners in conjunction with appropriate appointed Foothill WDB staff and identify any changes that may be needed to the agreements in order to ensure appropriate customer flow for AJCC shared services.
2. Act as a liaison between **Foothill WDB** and AJCC partners for the purpose of facility coordination, ADA compliance, site accessibility, resolving disputes, and addressing grievances. This includes assuring the delivery of accessible services to individuals with limited English proficiency, disabilities, or other significant barriers.
3. Convene and facilitate partner meetings for the purpose of promoting the adoption of creative and innovative methods and best practices in the delivery of required services. This includes coordinating AJCC partner activities to improve client flow, shared services including cross-training, policies and procedures training, development of marketing and/or educational tools, creation of a partner directory, and collaborative efforts for process improvement.
4. Ensure AJCC partners follow the policies of the AJCC.
5. Support general coordination of career services and AJCC partners.
6. Adhere to and implement all Federal, State, and Board policies and guidance. The One Stop Operator must follow and abide by any current and future Foothill WDB administrative directives especially those directives concerning the day-to-day operation of the AJCC, Equal Employment Opportunities, and the Americans with Disabilities Act.
7. Advise and assist Foothill WDB on all items relevant to AJCC certification and partner agreements.

8. Assess, develop and generate a Foothill WDB/ AJCC quarterly report that accurately reflects and measures AJCC:
 - Partner activities
 - Customer traffic
 - Co-enrollments
 - Referrals and outcomes
 - Successes and failures
9. Attend quarterly Foothill WDB Board meetings and Committee meetings as requested.
10. Work with local businesses to develop engagement strategies on behalf of the AJCC and AJCC partners

In accordance with WIOA, a One Stop Operator may NOT perform the following functions:

1. Convene system stakeholders to assist in the development of the local plan;
2. Prepare and submit local plans (as required under sec. 107 of WIOA);
3. Be responsible for oversight of itself;
4. Manage or significantly participate in the competitive selection process for one-stop operators;
5. Select or terminate one-stop operators, career services, and youth providers;
6. Negotiate local performance accountability measures; nor may they
7. Develop and submit budget for activities of the Local Board in the local area.

8.2 **Deliverables:**

Other possible negotiable specifics may include a proposed work schedule to indicate duration and completion dates and/or projected milestones. This includes:

- Total four (4) quarterly meeting with partners
- Total of four (4) meetings Board meetings
- Total of four (4) Joint Operations Committee and Employer Services meetings
- Four (4) performance reports per year
- Six (6) business engagement strategy planning meetings
- Miscellaneous meetings with partners for performance evaluations or matters that impact service delivery

Foothill WDB has budgeted a maximum annual amount of \$40,000 or less for the project. Payments will be based on billable hours and deliverables.

9. **LOCATION**

The One Stop Operator shall operate out of its own offices although it may conduct some business at the Foothill Employment and Training Connection AJCC located at 1207 E. Green Street in Pasadena, California, as appropriate.

10. SERVICE DATES

The One Stop Operator shall be offered an initial 12-month contract with a possible two (2) year extension.

11. EVALUATION PROCEDURES AND CRITERIA

Evaluation of submitted proposals will be based on a competitive selection process, in which the evaluation of proposals will not be limited to price alone. Technical merit and qualifications will also be considered in selection of the One Stop Operator.

11.1 Evaluation Criteria

The City, in consultation with the selection panel, reserves the right to reject any and all proposals. The selection panel will grade and score responsive proposals with the following criteria and weights:

The competitive selection evaluation criteria are as follows:

	Project Understanding	20 points
	Project Approach	25 points
	Staffing of Project/Ability to Perform	15 points
	Experience	25 points
	Budget/Cost Effectiveness	15 points

Brief description of each evaluation criteria:

- A. Project Understanding: This criterion will be used to assign points based on how well the proposer demonstrates an understanding of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014, the America's Job Centers of California (AJCC) Network and service delivery system, the implementation of **Foothill WDB** negotiated cooperative agreements (MOUs) and Resource Sharing Agreements with all mandated partners and overall Statement of Work.
- B. Project Approach: The proposer should be able to explain the plan to accomplish the Statement of Work of this RFP. This criterion will be used to assign points based on innovative project approaches or methods used to achieve the requirements of the RFP and the proposed deliverables. The project approach should discuss issues and challenges for each role.
- C. Staffing of Project (Ability to Perform): This criterion will be used to assign points based on the availability and capability of the project team. Points will be assigned based on the qualifications of staff or project team members, provided in the "Statement of Qualifications" provided in your proposal. It is important to note how a particular staff's expertise is related to the skills or tasks that would be required to

provide the best solution and project deliverables. Resumes of individuals that will be involved in the project are encouraged.

- D. Experience: This criterion will be used to assign points based on an individual consultant's or company's previous experience in similar projects. The proposer must provide documentation of its ability to perform the services requested. Describe your organization's experience in managing and/or delivering workforce development programs and services in a One Stop career center environment. Be sure your response clearly articulates the centers and timeframes in which services were managed and/or delivered. Expound upon your organization's experience outlined above by providing specific examples that demonstrate the organization's ability to meet contractual performance goals. Describe your organization's experience with operating a program or delivering a service (including budget management) that has the needs of business, industry, and customer service at the core of your operations.
- E. Best Value/Cost Effectiveness: This criterion will be used to assign points based on the cost-effectiveness of the proposal. Scoring will be based on a combination of cost and value. The cost is the total dollar amount of services to be provided, and the value portion is the list of included deliverables and quantity of value-added services, if any.

If there are two (2) or more firms with identical or very similar cost proposals, then the firm that provides the most value-added services beyond the requirements of the RFP will be assigned the higher score. Conversely, if there are two (2) or more firms with very similar deliverables and additional value-added services, then the firm with the lowest cost will be assigned the higher score.

11.2 Review Process

A review committee will determine which proposals are responsive to the RFP's requirements and needs. The technical portions of responsive proposals will be evaluated by a selection panel. The selection may be based solely on the written proposals submitted. However, in the event that a selection cannot be made based on the proposals submitted, proposers may be invited for an oral interview for additional clarification. The **Foothill WDB** reserves the right to invite all proposers for an oral interview or only the top three (3) ranked applicants based on the initial written proposal review. The interview will not alter the selection criteria but will be used to clarify issues in the proposal. Final scores and ranking will be made after interviews.

Once an agreement is reached with a proposer, the **Foothill WDB** will recommend the award of a contract. The City of Pasadena reserves the right to select the firm which, in its sole judgment, best meets the requirements and deliverables of the proposal.

Any contract resulting from this RFP, if \$25,000 or more, shall not be effective until approved by the City Manager. Any contract resulting from this RFP, if \$75,000 or more, shall not be effective until approved by the City Council.

12. **CONTENTS OF PROPOSAL**

The response to this RFP must be made according to the requirements set forth in this Article, both for content and for sequence. Noncompliance with these requirements, or the inclusion of conditions, limitations, or misrepresentations, may be cause for rejection of the proposal. The proposal must be printed on standard-size 8½"x11" pages, printed on one side only; 12 point Arial font only, and no more than **15** pages.

12.1 **Mandatory Contents**

Section 1: Cover letter - – does not count towards page limit
Section 2: Table of Contents- – does not count towards page limit
Section 3: Required Certifications – does not count towards page limit
Section 4: Work Plan & Fee Table
Section 5: Statement of Qualifications and Experience
Section 6: Additional Data

12.2 **Specific Requirements for each Section of the Proposal:**

Section 1

"Cover Letter" shall be a maximum one (1)-page letter including the name and address of the organization submitting the proposal; whether the proposing firm is an individual, partnership, corporation or joint venture; and the name, mailing/e-mail addresses, and telephone/fax numbers of the contact person who will be authorized to make representations for the organization.

Section 2

"Table of Contents" shall include an outline of the proposal, identified by sequential page number, and section title as described herein.

Section 3

"Required Certifications" shall include:

(a) Each PROPOSER must submit a completed Form AA-1. Failure to submit this form will result in automatic disqualification with no exceptions unless PROPOSER has an approved form on file with the City. Form AA-2 is required to be submitted for projects involving labor or services in excess of \$25,000. Form AA-3 is Optional. (Copies attached)

(b) A completed and signed "Declaration of Non-Collusion." (Copy attached)

(c) Disclosure pursuant to the City of Pasadena Taxpayer Protection Amendment of 2000, Pasadena City Charter, Charter, Article XVII

(d) Federal Forms

If your proposal does not include all of the above items, it may be deemed non-responsive.

Section 4

"Work Plan" should demonstrate the PROPOSER'S full understanding of the Scope of Work. PROPOSER shall describe the project approach. PROPOSER shall describe in detail how it will implement each of the roles identified in the Scope of Work.

Section 5

"Statement of Qualifications and Experience" shall include, but not limited to, the following information:

a. Listing of at least three recent similar projects that you were engaged in for other agencies. Include a description of the summary of work performed and the name, title, and phone number of clients to be contacted for references.

b. Resume of key staff, their proposed areas of responsibility, a brief description of their professional qualifications and experience in those areas.

Section 6

"Budget" shall include a description of personnel and other operational costs. The personnel cost shall include a breakdown by staff person, cost per hour and total personnel cost. Operational costs, if applicable, should be broken down by item.

13. **GENERAL REQUIREMENTS**

13.1 **Request for Proposal (RFP) quantities:**

The quantities contained in the RFP documents are approximate only and are for the sole purpose of comparing proposals. The **Foothill WDB** may, in accordance with the specifications, request additional services as necessary at the Foothill's sole discretion, as increased by the unit price noted and payment will be made for the amount of services actually provided as determined by the **Foothill WDB** and accepted at the unit prices noted in the proposal

13.2 **Pasadena Living Wage Ordinance**

This project is subject to the City of Pasadena's Living Wage Ordinance, Pasadena Municipal Code Chapter 4.11. The ordinance requires that contractors providing labor or services to the City under contracts in excess of \$25,000 pay no less than the City's Living Wage to all employees who spend any of their time providing labor or delivering services to the City.

The selected contractor will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

Failure to comply with the provisions of the Pasadena Living Wage Ordinance is grounds for termination of the contract and a basis for penalties as stated in Pasadena Municipal Code Chapter 4.11. Questions concerning the Pasadena Living Wage Ordinance should be directed to:

Finance Department
Purchasing Division

626-744-6755 - phone
626-744-6757 – fax

Please visit http://www.cityofpasadena.net/Pasadena_Living_Wage.aspx for the current calendar year Pasadena Living Wage rate.

13.3 Certificate of insurance

Proof of insurance is not required to be submitted with your proposal, but will be required prior to the City's award of the contract. A copy of the City standard has been attached herein.

13.4 Standard terms and conditions

Prior to the award of any work hereunder, city and contractor shall enter into the written contract attached herein. PROPOSERS responding to this RFP are strongly advised to review all the terms and conditions of the contract.

13.5 Equal opportunity contracting

Policy - The City of Pasadena is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance – To the extent permitted by law, Contractor expressly agrees to establish compliance with the Equal Employment Opportunity Practices Provisions of Chapter 4.08 of the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.

The successful Proposer may be required to submit documentation during the term of the contract to evidence on-going compliance with the City's Contracting Ordinance. Such documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Questions regarding the City of Pasadena's Contracting Ordinance and policy should be directed to the Department of Finance, Purchasing & Payables Division
626.744.6755.

13.6 Proof of authority

If the PROPOSER is a corporation, formal proof of the authority of the officer signing the Proposer's proposal to bind the corporation must be submitted with said proposal. A copy of the corporate resolution or minutes can be adequate proof. A simple letter is not sufficient.

13.7 Withdrawal of proposal

Any Proposer may withdraw its proposal, either personally or by telegraphic or written request at any time prior to the time set for the opening of proposals.

13.8 Firm commitment of availability of service

Once a proposal is opened, a PROPOSER is expected to maintain an availability of service as set forth in its proposal for at least four months after date for opening proposals.

13.9 Pasadena's Minimum Wage Ordinance

This project is subject to the City of Pasadena's Minimum Wage Ordinance. The Pasadena City Council adopted a Minimum Wage Ordinance on March 14, 2016. The ordinance takes effect **on July 1, 2016**, for large employers and July 1, 2017, for smaller employers. The recently adopted state minimum wage law does not preempt Pasadena's minimum wage ordinance. Pasadena's minimum wage ordinance provides for a steeper increase in the minimum wage than does the State.

The employer wage rate implementation schedule is as follows:

Employers with 26 or more employees shall pay a wage of no less than the hourly rates set forth:

1. On July 1, 2016, the hourly wage shall be \$10.50
2. On July 1, 2017, the hourly wage shall be \$12.00
3. On July 1, 2018, the hourly wage shall be \$13.25

Employers with 25 or fewer employees shall pay a wage of no less than the hourly rates set forth:

1. On July 1, 2017, the hourly wage shall be \$10.50
2. On July 1, 2018, the hourly wage shall be \$12.00

13.10 Reservations

The City reserves the right to reject any or all bids and any item or items therein, and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require.

13.11 Declaration of non-collusion

Each PROPOSER shall submit a single copy of the Declaration of Non-collusion included herein.

13.12 Documents to be construed together

The Request for Proposals, the Proposal, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Contractor and the City, and all modifications of said documents, shall be construed together as one document.

13.13 Errors and omissions

PROPOSER and/or the Contractor shall not be allowed to take advantage of any errors in or omissions from in the Request for Proposals. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

13.14 **RFP not contractual**

Nothing contained in this Request for Proposals shall create any contractual relationship between the PROPOSER and the City. The City accepts no financial responsibility for costs incurred by any PROPOSER regarding this RFP.

13.15 **Patent fees; patent, copyright, trade secret and trademark fees**

Each PROPOSER shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

13.16 **Taxes**

Price bid shall include all federal, state, local and other taxes.

13.17 **Taxpayer protection amendment**

Under the provisions of the City of Pasadena Taxpayer Protection Amendment ("Taxpayer Protection Act"), the Contractor/Organization will be considered a "recipient of a public benefit." The full provisions of the Taxpayer Protection Act are set forth in Pasadena City Charter, Article XVII. Under the Taxpayer Protection Act, City public officials who approve this Contract are prohibited from receiving gifts, campaign contributions or employment from Contractor for a specified time. This prohibition extends to individuals and entities that are specified and identified in the Taxpayer Protection Act and includes Contractor/Organization and its trustees, directors, partners, corporate officers and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization. Contractor/Organization understands and agrees that: (A) Contractor/Organization is aware of the Taxpayer Protection Act; (B) Contractor/Organization will complete and return the forms provided by the City in order to identify all of the recipients of a public benefit specified in the Taxpayer Protection Act; and (C) Contractor/Organization will not make any prohibited gift, campaign contribution or offer of employment to any public official who approved this Contract.

14. **PROPOSER'S CHECKLIST**

TO THE PROPOSER:

The following list is provided for the convenience of both you and the City and to help eliminate errors and omissions which may render your proposal unacceptable. Please check all appropriate boxes and submit with your proposal.

- ☐ PROPOSAL (Signed by Proposer)
- ☐ DECLARATION OF NON-COLLUSION (Signed by Proposer)
- ☐ FEDERAL FORMS
- ☐ VENDOR QUESTIONNAIRE (forms AA1; AA2; and AA3 signed by Proposer)
- ☐ TAX PAYER PROTECTION AMENDMENT

The proposal package must contain all applicable signatures. The proposer must submit one original wet signature copy and four (4) additional copies.

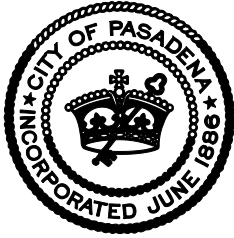
All PROPOSALS shall be enclosed in sealed envelopes, distinctly marked "PROPOSAL" with the title of the proposal and the Proposer's name and address appearing on the outside.

PROPOSALS should be addressed to:

Foothill Workforce Development Board/City of Pasadena Housing and Career Services
Department
Attention: Joumana Barakat
One Stop Operator Request for Proposal
1207 E. Green Street
Pasadena, CA 91106

Copies of the proposal in a sealed envelope or package must be received no later than 4:00 pm on May 12, 2017

15. ATTACHMENTS



Purchasing & Payables Division

100 N. Garfield Ave., Room 328

Pasadena, CA 91101

(626) 744-6755

(626) 744-6757 Fax

Internet: www.cityofpasadena.net/purchasing

Vendor Questionnaire (Form AA-1)

Affidavit of Equal Opportunity Employment & Non-segregation

By submitting this form you are declaring under penalty of perjury under the laws of the State of California and the laws of the United States that the information is true and correct. Furthermore, you are certifying that your firm will adhere to equal opportunity employment practices to assure that applicants and employees are not discriminated against because of their race, religion, color, national origin, ancestry, disability, sex or age. And, your firm does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Name of Company _____ Telephone _____

Address _____ Fax Number _____
(optional)

City _____ State _____ Zip _____

Contact Person _____ E-mail Address _____

DBA (if applicable) _____

Active City of Pasadena Business License Number _____

Remit Address (if different) _____

Please state clearly and concisely the type(s) of goods and services your company would provide on this contract:

Required For All Public Works: Pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720) of the California Labor Code, you must provide your **Registration Number** under the **Department of Industrial Relations**:

Small and Micro Business Preference Program: If certified by California Department of General Services as a small or micro business, please provide DGS Reference Number: (Visit the Purchasing Division website for additional information)

The following section is **OPTIONAL** and is for statistical reporting purposes only. Ownership (please check all that apply):

African-American _____ Asian _____ Armenian _____ Hispanic _____ Native American _____ Disabled _____ Female _____

Project Workforce Utilization (Form AA-2)

This form is to be included in all bid documents for projects involving labor or services valued at \$25,000 or more.

Instructions: Please indicate the job titles/classifications to be used in the performance of this contract should it be awarded to your firm. Please indicate the number of employees in each job classification as well as the number of new hires, if any, as a result of this contract.

Name of Company: _____ Project: _____

Job Titles/Classification	Estimated number of existing staff to be employed in this classification if awarded the contract	Estimated number of new hires to be employed in this classification if awarded the contract
Are any current employees or potential new hires Pasadena residents? If so, how many?		

Current Permanent Workforce Utilization (Form AA-3)
(OPTIONAL)

Name of Company: _____

Project: _____

Completion of this form is OPTIONAL. Any information supplied by Proposers is for reporting purposes only and will not be factored into the award of any contract.

Instructions: Please indicate the number of employees in each Job Classification belonging to the following groups.

	White (not of Hispanic origin)	African- American (not of Hispanic origin)	Hispanic	Asian/Pacific Islander	Native American	Armenian	Male	Female
CLASSIFICATION								
Officials/ Managers								
Professionals								
Technicians								
Office/Clerical								
Skilled Craft Workers								
Operators (semi-skilled)								
Laborers								
Service Workers								
TOTAL								

**NON-COLLUSION DECLARATION TO BE EXECUTED BY PROPOSER AND
SUBMITTED WITH BID/PROPOSAL**

The undersigned declares:

I am _____,

(Insert "Sole Owner", "Partner", "President", "Secretary", or other proper title)

of _____

(Insert name of Proposer)

The party making the forgoing bid/proposal submitted herewith to the City of Pasadena declares:

That all statements of fact in such bid/proposal are true;

That such bid/proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such bid/proposal is genuine and not collusive or sham;

That said Proposer has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Pasadena, or of any other Proposer or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of bids/proposals, said Proposer:

- a. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham bid/proposal;
- b. Did not directly or indirectly, collude, conspire, connive or agree with anyone else that said Proposer or anyone else would submit a false or sham bid/proposal, or that anyone should refrain from bidding or withdraw his or her bid/proposal;
- c. Did not, in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to raise or fix the bid/proposal price of said Proposer or of anyone else, or to raise or fix any overhead, profit, or cost element of the bid/proposal price, or of that of anyone else;
- d. Did not, directly or indirectly, submit his or her bid/proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent, or to any individual or group of individuals thereof to effectuate a collusive or sham bid, except the City of Pasadena, and has not paid, and will not pay, any person or entity for such purpose or to any person or persons who have a partnership or other financial interest with said Proposer in his or her business.

Any person executing this declaration on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Proposer.

I certify under penalty of perjury of the laws of the State of California that the above information is correct.

By: _____

Title: _____

Date: _____

INSURANCE REQUIREMENTS

Name of Co: _____

Project Title: _____

1. PLEASE PROVIDE THE BELOW LISTED DOCUMENTS TO YOUR PROJECT MANAGER.
2. PLEASE SUBMIT THESE IN ONE (1) PACKAGE WHEN YOU HAVE ALL DOCUMENTS IN HAND, ALONG WITH THIS CHECK LIST, BECAUSE THEY WILL BE FORWARDED OVER AS A GROUP TO OUR RISK MANAGER FOR APPROVAL:

Include on one or two Acord forms with the coverage limits, policy numbers, and dates for:

- A. ☐ **General Liability:** Combined Single Limit of \$1,000,000 per occurrence. To include coverage for data breach, as necessary.
☐ **Additional Insured Endorsement form(s)** Specifically naming as Additional Insured "City of Pasadena, its Council Members, Commissioners, officers, employees and agents."
Please provide either: ☐ CG 20 10 11 85;

or both: ☐ CG 20 10 XX XX (for *ongoing* operations) AND
☐ CG 20 37 XX XX (for *completed* operations).

☐ **Endorsement Waiver of the Right of Subrogation for General Liability** specifically against the "City of Pasadena".

☐ Coverage XCU is required, if applicable
- B. ☐ **Auto Liability:** Necessary only when vehicles are involved. If written on a commercial policy, \$1,000,000 combined limits; if written on a personal policy, \$300,000 combined limits.
- C. ☐ **Professional Liability:** Minimal Limits of \$1,000,000 per occurrence.
☐ **Additional Insured Endorsement form(s)** Specifically naming as Additional Insured "City of Pasadena, its Council Members, Commissioners, officers, employees and agents."

☐ **Endorsement Waiver of the Right of Subrogation** specifically against the "City of Pasadena".
- D. ☐ **Worker's Comp** in statutory amounts. A separate certificate may be submitted.
☐ **Endorsement Waiver of the Right of Subrogation for Worker's Comp** specifically against the "City of Pasadena".
- E. ☐ **Privacy and Network Security Coverage:** Minimal Limits of \$2,000,000.
☐ **Additional Insured Endorsement form(s)** Specifically naming as Additional Insured "City of Pasadena, its Council Members, Commissioners, officers, employees and agents"

☐ **Endorsement Waiver of the Right of Subrogation** specifically against "The City of Pasadena"

Note: The Specification or Request for Insurance may be amended by the City, to require less or greater requirements depending on the potential risk involved.

FEDERAL FORMS