

Workforce Alliance of the North Bay Project Manager Staffing Services RFP Questions and Answers

Question #1

Page 3 of the RFP states that “The WANB is requesting proposals from qualified applicants and/or organizations to build a repository of experts that can manage special workforce development projects in Marin, Napa, Mendocino and Lake counties. A.) Is the WANB going to select multiple applicants per category? B.) Is the WANB going to select multiple applicants per county, and in the same category? Please confirm multiple applicants will be selected per category and per county or if the WANB anticipates 1 program manager per county or category.

Answer:

The WANB is seeking to establish a list of pre-qualified and evaluated consultants that can provide the requested services in one or more of the WANB counties – Marin, Napa, Lake and Mendocino. Any decision to move forward with contracts in the service areas noted in the RFP will be dependent on the established needs of the WANB and at the discretion of the WANB Board.

Question #2

Will specific contract opportunities in the categories be competed across successful respondents once they are placed on the “procured project managers list?”

Answer:

No, the WANB will select consultants from the approved contractors list based on the proposal evaluation and scores.

Question #3

Page 10, Section 5 “Budget/Cost Effectiveness”: Can the WANB guide respondents on the construction of the budget? The RFP suggests respondents should a.) include the hourly rate for all staff and b.) include a budget narrative which includes a justification for every line item of the budget. Considering the services to be provided are on-demand, does the WANB expect respondents to include any information beyond *pricing/rates*?

Answer:

The respondent only needs to complete a budget justification for line items that are in addition to stated hourly rates of staff. For instance, if the respondent will attribute overhead as a separate line item to staffing costs, that overhead should be thoroughly explained. Likewise, if travel costs will be included as a part of the proposal, the respondent should give some explanation for how that travel cost was determined.

Question #4

Page 11, "Section K: Proposal Selection": The RFP states "the lowest cost proposer may not be determined to be the most responsive respondent...However, the quoted cost schedule will be an important factor in the determination of the successful proposal." Can the WANB confirm that the respondents "Budget/Cost Effectiveness" will be based only on the quoted costs for services/administration and not on a single proposed cost of implementation?

Answer:

The Budget/Cost Effectiveness will be evaluated on the scope of the proposal criteria.

