

**The Kaiser Group (DE), LLC d/b/a Dynamic Workforce
Solutions (DWFS)
Request for Quotation for Phoenix, Arizona
WIOA OSY Career Services**

Request for Quotation Issued: October 28, 2020

Response Due: November 6, 2020

Background: This Request for Quotation is a to seek a qualified partner to assist DWFS in offering services under the original Request for Proposals for WIOA Youth Services issued on October 6, 2020: <https://solicitations.phoenix.gov/Solicitations/Details/830> This is the first specific opportunity for those who will pre-qualify through the RFP Process. Responses to this RFQ must be submitted separately. Respondents deemed not qualified listed in the solicitation as noted in the link above, will be considered disqualified from responding to this RFQ.

Description: DWFS seeks a quote from qualified respondents in support of WIOA Youth Services in Phoenix, Arizona. Qualified vendors **must** have previous experience with City of Phoenix Workforce Development Board or similar experience with other workforce boards.

Costs and responses for this RFP must include the following:

- Provide staff to support recruitment of a caseload of approximately 500 qualified WIOA Out-of-School youth per year local relationships with educational and training organizations, and relationships with local employers in the zip codes noted in the City of Phoenix RFP (link above) to support work-based-learning opportunities for WIOA Youth participants and to support youth transitioning into full time unsubsidized employment.
- Provide web-based solutions to assist job seekers in career exploration, training and employment search

All vendors interested in submitting a response to this RFQ to provide services in Phoenix, Arizona must notify DWFS of its intent to respond via email to Paul Dunn, CEO, DWFS at pdunn@dwfs.us by close of business on November 5, 2020.

Bidders must submit one electronic copy of the response to this RFQ by the due date indicated to Paul Dunn, CEO at DWFS, to the email address above.

Responses must include the following components and meet identified page requirements.

1. **Cover Letter (1 page).** The proposal must include a Cover Letter with an original signature of the person(s) legally authorized to bind the vendor to the quotation.
2. **City of Phoenix WIB or other similar Workforce Board Experience, Qualifications, and Past Performance (2 pages or less).** Organizations, for-profit or non-profit companies, or other agencies should submit an overview of experience, qualifications, and past performance in Phoenix providing WIOA/WIA Services.

Cost Proposal (2 pages). Provide a line item budget and a narrative of one page or less explaining the costs in the line item budget. Evaluation Criteria:

Criteria	Point Value
City of Phoenix or other related experience, Qualifications, and Past Performance & Approach Outline specific City of Phoenix or other related experience, Qualifications, and Past Performance. Also include a brief description of the project approach and ability to meet the proposed schedule.	80
Cost –Budget detail and narrative(s) is included and is consistent with scope of work, reasonable, and compliant with program cost restrictions	20
Total Points	100

Review and Award:

A review committee of DWFS management staff will review and score proposals based on the evaluation criteria listed above. No employee, officer, or agent of DWFS may participate in the selection or award of a contract if a conflict of interest or apparent conflict of interest would be involved. The contract will be awarded to the most advantageous offer and will take into consideration innovations, past experience and references, and technical expertise in addition to cost or price. The chosen bidder must have the required expertise and ability to meet the implementation timeline. The review team reserves the right to request additional data, oral discussion or a presentation in support of written responses.

Final award will be contingent upon:

- Successful negotiation of a contract, which shall include terms and conditions that are usual and customary as determined by DWFS in its sole discretion
- Acceptance by the proposer of the contract terms and conditions
- Satisfactory verification of past performance and systems (e.g., financial), where applicable
- Availability of funding