Questions and Answers

Tacoma Training & Employment Program TTEP
RFP Specification No. **ED24-0092F**

All interested parties had the opportunity to submit questions in writing by email to Ryan Foster, Senior Buyer by date questions were due. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org: Navigate to *Current Contracting Opportunities* / *Services Solicitations*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

1. **Question: Can the funding cover equipment needed to support training?**
   Answer: Yes

2. **Question: Can funding be used to train trainers and license curriculum?**
   Answer: Yes

3. **Question: We may be seeking funding for Component #2 to augment a comprehensive pre-apprenticeship program that we would like to introduce in Tacoma. Can our application focus on #2 and provide more basic background information on the balance of the program? Can we ignore the questions on the other components in detail?**
   Answer: Yes, application can focus on #2 and more basic background can be provided on the balance of the program. The Request for Proposal notes qualified firms can submit proposals for any and/or all components. In the event your firm is not addressing all (5) five components, please be clear and indicate which component you are responding to. You may ignore the questions on the other components in detail as they would not be relevant.

4. **Question: Underneath the "Available RFP Funding" section, it states "Submittals submitted and/or the selected Consultant(s) may be used for projects of similar type and scope at the sole discretion of the City for up to one year." Can you clarify this? Does this mean that funding can be used for projects outside of what is described in the RFP we propose?**
   Answer: Funding from this RFP is specific to this project. If the selected Consultant(s) were to be used on projects of similar type and scope, it would be under a separate funding source.

5. **Question: Should this bid be prepared as a 6 month project period and budget, or as a one year project performance and budget?**
   Answer: Please submit a budget proposal for 12 months, and you can specify the cost breakdown for running a 6 month program versus a 12 month program.

6. **Question: In terms of Topic 3, IT/Cybersecurity, do you expect us to recruit as well, or is that something the City of Tacoma will do?**
   Answer: The City can support recruitment. This can include cross promoting information to different partners, and utilizing social media to promote information.

7. **Question: Is there an expectation that these other industries listed should also be pre-apprenticeship programs and lead to registered apprenticeship placement potentially? Or do they not need to be a recognized pre-apprenticeship program?**
    Answer: No, programs are not required to be a pre-apprenticeship that leads to a registered apprenticeship placement. Respondents can note if their program is registered, but this is not required.

8. **Question: On the signature page, there is a space for "State Contractor's License Number." We are not familiar with this identifier and looking up Ch. 18.27, R.C.W. did not help us. Can you please provide more information regarding what you are looking for in this field?**
    Answer: This applies to public work. You can leave this blank.

9. **Question: Are you suggesting that there might be some programs that are off the shelf, ready to go, and would have outcomes and impact within a 6 month period? Is that the preference?**
    Answer: We do not necessarily anticipate the outcomes due to that being a short amount of time for a workforce program to track outcomes. We understand that programs would start in 2024, and likely not finish with either the training component and/or the follow-up until 2025.

10. **Question: Is there additional funding available in 2025, should a contract need to be extended?**
    Answer: Yes, additional funding is available, but whether or not that is extended to a potential contract is to be determined based on outcomes.

11. **Question: Is there a cap on the age of the target population?**
    Answer: There is no cap, but the minimum age as referenced in the request for proposal is 17 years of age.

12. **Question: Is there any guidance on the amount of a program participant stipend?**
    Answer: No, at this time there is no additional guidance. If you have a per cohort model in your budget proposal, please note what the stipend would cover.

13. **Question: It looks like those served need to be in Tacoma or the economically distressed areas. Does the training need to be in the City of Tacoma? Or could it be in the vicinity?**
    Answer: The training does not necessarily need to be in Tacoma. If not in the City of Tacoma, we ask that respondents note how transportation to the training location is accessible. I.e. identified bus routes, or what are the mechanisms that would support participants in getting to the training location. Ideally training will be in Pierce County.

14. **Question: Would the City provide any classrooms for training?**
    Answer: The City could potentially assist in providing classrooms for training. Typically respondents have their own agreements with different agencies on how they are providing training space.

15. Question: Is there a specific page limit to proposals?
Answer: No, at this time there is not a page limit.

16. Question: If we are responding to each component of the request for proposal for different industry sectors, can we answer to the five components as a collective response.
Answer: Yes, you can bundle the response together. (i.e. if responding to multiple industry sectors, and the methods you will use for the components of the request for proposal are the same, please note which industry sectors you are responding to, but the response to the components can be bundled together.

17. Question: If we are invited to interview, can they be online?
Answer: Yes, if invited to an interview, they can be made available online. In-person interviews are not required.

18. Question: Can you talk a little bit about the data management requirement? Will there be residency documentation requirements? What is the standard or paperwork for documentation? Can we serve people that maybe don't fit the criteria as well with these funds?
Answer: City staff can provide a sample report, but sufficient documentation would include noting the participants zip code. The sample report (see below) includes formulas to denote if a participant is within the City of Tacoma or the economically distressed areas of the Tacoma Public Utilities Service Area. As long as the data points in the sample report are met, there would not be additional documentation requirements.

19. Question: For the Evaluation Criteria Section 11.4 Responses to Project Specific Questions, do you want us to answer them literally 1-11, or can we incorporate them into our narrative?
Answer: Responses to Project Specific Questions can be incorporated into the narrative. If doing so, please call out which question you are responding to so that can be easily called out.

20. Question: Section 11.7 Fees and Charges/Method of Billing/Hourly Rates, it says provide a detailed 12 month budget, but the funds are for this year, which is only 6 months. Do you want a budget proposal for 6 months or 12 months?
Answer: Please submit a budget proposal for 12 months, and you can specify the cost breakdown for running a 6 month program versus a 12 month program.

21. Question: Is the intention to provide jobs within the Tacoma Public Utilities or General Government (City of Tacoma), or in the City of Tacoma generally speaking?
Answer: We are looking to support participants who graduate from programs to land in roles within Tacoma Public Utilities or General Government within the City of Tacoma (organization). We understand there are not always direct openings within the City, and therefore have the desired outcome of participants at least landing roles within Pierce County.

22. Question: Is a hybrid training model allowable?
Answer: Yes, training and services can be provided in a hybrid model

23. Question: We were unable to attend the pre-proposal meeting. Were you able to record it and post the recording?
Answer: Yes. Please use the link below along with the password.

https://zoom.us/rec/play/XblFiB6J812BftBjuLqZIXM8Kf1w8u2VVOu4riI_l7WSmHHRV8s28olCawePrcsSvcZ2MEdDlCOZfRsb.Brqx3hDGyIcdR_F6

Passcode: s.8Qz?yr

Link to Sample Report: