

**WORKFORCE DEVELOPMENT CORPORATION (“WDC”)  
REQUEST FOR PROPOSALS  
RFP TITLE: INCUMBENT WORKER COVID-19 RECOVERY  
TRAINING SAFETY TRAININGS  
PIN: 2020WDC0002**

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**Questions submitted in writing to the Workforce Development Corporation & Answers**

- 1) Section II, G Minimum Qualification Requirements: Is there any flexibility around the requirement of the Consultant offering Spanish training sessions?

**ANSWER:** At least one training course must be able to be provided in Spanish. If your organization is unable to offer at least one course in Spanish, there is an option to partner or subcontract with another provider.

- 2) Section III, #2 Quantitative and Qualitative Goals: (i) In the Project Overview – Consultation section it states businesses will be pre-screened by the team at SBS, yet the Contractor is to reach a goal of 75 businesses. Can the 75-business goal be removed since the Consultant will not have any control of the businesses SBS refers to it?

**ANSWER:** As stated in the RFP(s) the Training Provider “would help conduct outreach and recruitment for the Program with support from SBS and external partners.” While the training provider should be prepared to work with this volume of businesses, these goals are aspirational and at this time, the WDC does not expect the contract to be based on performance.

- 3) Section III, #2 Quantitative and Qualitative Goals: (ii) Regarding the 100-participant goal, could you shed some more light on how the Consultant can regulate number of employees for each business before the consultation session(s)?

**ANSWER:** WDC anticipates that 100 employees will participate in training. This number is an estimate and assumes 1- 2 trainees per business.

- 4) Section III, #2 Quantitative and Qualitative Goals: (iii) Regarding the goal of having the majority of the participants being residents from one of the Targeted Neighborhoods, would it be possible to remove this expectation since the Consultant has no control over this metric? For instance, if SBS pre-screens and refers 25 businesses located in targeted neighborhood, but all their employees live outside of the targeted neighborhood, there doesn't seem to be a way the Consultant can change performance in this category.

**ANSWER:** As stated in the RFP the Training Provider would “would help conduct outreach and recruitment for the Program with support from SBS and external partners.” This outreach will help to ensure that the goals of the RFP are achieved. As mentioned above, these goals are aspirational and at this time, the WDC does not expect the contract to be based on performance.

- 5) Section III, #3 Outreach & Recruitment: (i) Will SBS be creating the content (Setting language/brand tone, graphic design, copy writing, etc.) that the Contractor is to send

through social media outlets?

**ANSWER:** Yes.

- 6) Section III, #3 Outreach & Recruitment: (ii) Regarding snail (postal) mail, will SBS be providing the Consultant with names, addresses, postage and paper/envelopes or will names and such have to be purchased?

**ANSWER:** WDC is able to work with the Training Provider to provide names and addresses. It is expected that additional costs of outreach and marketing will be included in all proposals.

- 7) Section III, #4 Personnel: Could you please confirm the vision for the training sessions in terms having one instructor to one business per session or one business to 15-20 students or something other?

**ANSWER:** The expectation is that there will be a maximum instructor/trainee ratio of 1:25 but smaller class sizes are encouraged and at the discretion of the training provider. It is possible that the Program trainees can join existing classes. This will mean that the classes will have a mix of trainees from businesses selected by the WDC and trainees coming from outside this program. Any external trainees are included at the discretion of the training provider.

- 8) Section III, #6 Budget Management: How long is a typical "reimbursement period"?

**ANSWER:** The WDC will process reimbursements on a monthly basis. Once all the required documents (invoices, registration, etc.) are received reimbursements take 4 weeks to process.

- 9) Section II, C Project Overview: Consultations- Can these be virtual, or would the Contractor be expected to conduct live? Is the Contractor responsible for scheduling/rescheduling the appointments or is that done through SBS?

**ANSWER:** Yes, the consultations can be virtual or in-person at the discretion of the Contractor and the businesses. The Contractor is responsible for scheduling with the businesses.

- 10) The platform-Understanding that the cost would be the responsibility of the Contractor, would WDC consider build out of an API to connect our LMS to their platform, creating an SSO (Single Sign-On)?

**ANSWER:** The WDC will work with our data team to make this process as easy as possible for both the Contractor and employee.

- 11) Section III, B Work Product License: We would not agree to the language in "B. Work Product License" as written since we do not allow the Client to own any IP or content we use or create under an agreement.

**ANSWER:** The RFP contemplates the creation of new or significantly modified existing content tailored for this Program that will become the property of the WDC. Proposers of pre-existing material that does not require significant modification will only be required to provide the WDC with a license as more fully described in the Note to Section III.B. of the RFP.