

**ADDENDUM ONE TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
(RFSQ) FOR THE PROVISION OF SOCIAL ENTERPRISE
EMPLOYMENT AND TRAINING SERVICES**

Question 1: Section 1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.4.5 (Pages 6-8) Mandatory Minimum Qualifications give five different examples of how an organization might qualify for a Master Agreement. If an organization is eligible and applying to be a contractor for four of the five MMQ's (i.e.: workforce innovation, transitional/permanent employment for reentry populations, Calworks/TANF/Learn, and Veteran's) can that request be submitted in one proposal and outlined in the statement of qualifications, Section A?

Answer 1: **The objective for this Social Enterprise Request for Statement of Qualifications (RFSQ) is to secure a pool of Social Enterprise (SE) Agencies certified by the County which results in a Master Agreement with the County. This Master Agreement does not include any funding nor any work orders. This pool of certified SE agencies will now be allowed to participate in bidding for County Work Orders and if successful, the SE agencies will be awarded funding depending on the nature of the Work Order. Individual Work Orders will have applicable MMQs and requirements, an agency would provide the documentation to qualify for a specific Work Order at that subsequent time. If an agency has been certified as SE by the Department of Consumer and Business Affairs (DCBA) and has one year or more experience as a SE, then it should submit a Statement of Qualifications (SOQ) to be on this Master Agreement.**

Question 2: We do not meet the requirements of the first MMQ, which is to have been certified by the DCBA for at least one year as a Social Enterprise (SE); but the minimum qualifications are separated by 'or' statements so it appears our agency is not required to meet all of the subsections, but it is a little unclear as to how we are expected to submit our proposal if we are applying to contract on the other four subcategories? Subsection 1.4.1 is confusing because it is followed by an 'or' statement, leading the reader to believe it is not necessary to qualify for this subsection so long as you qualify for one of the following, all separated by 'or' statements. Please explain how the proposal narrative is to be laid out to demonstrate an application for one or more subsection.

Answer 2: There is no requirement to have been certified by the DCBA for one year. The only qualification to be awarded a Master Agreement is that an agency must be certified as a SE by the Department of Consumer and Business Affairs and, in addition, must have one year of experience providing transitional or permanent employment services as an established SE. The other requirements (in Section 1.4.2, 1.4.3, 1.4.4 and 1.4.5) are all the other MMQ's as applicable for potential future Work Orders that may be issued by County Departments. We will be issuing an addendum which restates this to provide clarification.

Question 3: Section 2.6.2 (Page 28) Required Support Documents (i.e.: Certificate of Good Standing and Statement of Information) are not listed in the requirements for Section B – Required Forms on page 30. Are we to include those two items at the end of Section A, behind the narrative outlining the proposer's qualifications, as opposed to Section B – Required Forms?

Answer 3: When completing Section A, you can state "Please see Section B, Exhibits 6 and 7," and include them as part of Section B.

Question 4: Section 2.6 (Page 27) – Preparation and format of the SOQ states "All SOQ's must be bound and submitted in the prescribed format." Does 'bound' refer to a binder clip, comb/wire binding, 3-ring binder, or any of the above? Also, are there any pages limitations, line spacing or font prohibitions in the Proposer's Qualifications Section?

Answer 4: Any of the above satisfy the binding requirement. There are no page limitations, or font or line spacing requirements.

Question 5: Appendix A – Required Forms; are there Required Forms documents that we can type in as opposed to scanned PDF's.

Answer 5: NO, please add the information to scanned pdfs.

Question 6: We've recently applied for Social Enterprise Certification, but we are not sure when we will receive a response. It notes on page 21, section 1.35.3 "Certified SEs may only qualify if the certification has been completed and certification is affirmed." If we receive confirmation about our Social Enterprise certification after the RFSQ is due, will there be future opportunities to submit a SOQ for this type of service?

Answer 6: Yes, and we have extended the due date for submission to February 17, 2016. If you have one or more years of experience

providing transitional or permanent employment and training services as a SE, then submit your SOQ upon becoming certified by the Department of Consumer and Business Affairs. Organizations that qualify will be added to the Master Agreement list upon review by the County.

Question 7: Are applicants expected to provide employment at our facility for participants?

Answer 7: Not necessarily. The objective for this Social Enterprise RFSQ is to secure a pool of SE agencies certified by the County which will result in a Master Agreement with the County. The Master Agreement does not include any funding. Once placed on the Master Agreement list, the pool of qualified SE agencies will be allowed to participate in bidding for County Work Orders and, if successful, the SE agencies will be awarded funding depending on the nature of the Work Order.

Question 8: Would we be able to link participants to employment?

Answer 8: Again, this procurement is to be awarded a Master Agreement with the County. Once that happens, agencies can respond to particular Work Orders, if appropriate.

Question 9: As an agency with an employment services program geared at the Targeted Workers (as described in the RFSQ), which provides services such as mock interview training, resume writing, job readiness training, access to job search tools, and other related services, would we be eligible to apply for this RFSQ?

Answer 9: If your agency has been certified as a SE by the Department of Consumer and Business Affairs and has at least one year experience as a SE, it should submit a SOQ to be on this Master Agreement. The next step would be to respond when there is any release of Work Orders by any County department. Depending on the nature of the Work Order, your experience may qualify you if the nature of the Work Order is for employment and training geared at targeted workers. You will need to respond to any or all Work Orders released by County departments that may target the services your agency provides. If your agency meets the additional experience under the targeted worker component, your agency may be one of the successful bidders and may be awarded funding for providing services listed in the Work Order.

Question 10: On page 29 at “C. Proposer’s Pending Litigation...” the capitalized “C’ seems out of place. There is no preceding capital B or A. Is there a typographical error?

Answer 10: **Yes. The correct heading is A.3.**

Question 11: On page 30, section 2.6.3 “Include...Appendix D.” should the correct reference be to Appendix “A” which, in fact, contains the required forms exhibits?

Answer 11: **Yes. The correct reference is to Appendix A.**

Question 12: On page 28, Section 2.6, you list “Proof of Licenses (Section D), but on page 30, there is no Section 2.6.5, which would detail what would be included. Please provide instructions as to what should be included in the SOQ under “Proof of Licenses.”

Answer 12: **Please disregard this instruction. You need not provide any licenses for this RFSQ.**