



CITY OF SPOKANE  
 808 W. Spokane Falls Blvd.  
 Spokane, Washington 99201-3316  
[accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org)

# REQUEST FOR PROPOSALS

<p><b><u>RFP TITLE:</u> Pre-Apprenticeship Program Services from Non-Profits focused on building and trades/construction for Spokane residents recently released from incarceration</b></p> <p><b><u>RFP COORDINATOR:</u> Michelle Murray, Accounting and Grants Director</b></p> <p><b><u>PRE-SUBMITTAL MEETING:</u> None</b></p>	<p><b><u>Proposal Submittal:</u></b>  <b>All Proposals shall be submitted electronically through the City of Spokane Neighborly portal before the due date and time.</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## TABLE OF CONTENTS

- 1.1 COMMUNICATION .....2
- 1.2 BACKGROUND AND PURPOSE.....2
- 1.3 MINIMUM QUALIFICATIONS .....2
- 1.4 CONTRACT PERIOD .....3
- 1.5 TOTAL COMPENSATION .....3
- 1.6 FUNDING.....3
- 1.7 ADDENDA.....3
- 1.8 TERMS AND CONDITIONS .....3
- 1.9 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES.....3
- 1.10 DEFINITIONS .....3
- 2. SCOPE OF SERVICES ..... 4
  - 2.1 SCOPE OF SERVICE REQUIREMENTS.....4
- 3. PROPOSAL CONTENTS..... 6
  - 3.1 PREPARATION OF PROPOSAL.....6
  - 3.2 ORGANIZATION INFORMATION .....6
  - 3.3 TECHNICAL PROPOSAL .....6
  - 3.4 MANAGEMENT PROPOSAL .....7
  - 3.5 COST PROPOSAL.....7
  - 4.1 SUBMISSION OF PROPOSALS .....7
  - 4.2 EVALUATION PROCEDURE .....8
  - 4.3 EVALUATION SCORING.....8
  - 4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT .....8

# 1. GENERAL INFORMATION

## 1.1 COMMUNICATION

All communication between the Proposer/Applicant and the City shall be with the Request for Proposals Coordinator and submitted to [Accountinggrantsadmin@spokanecity.org](mailto:Accountinggrantsadmin@spokanecity.org). Any communication directed to other parties is prohibited.

## 1.2 BACKGROUND AND PURPOSE

The City of Spokane (hereinafter "the City") is requesting proposals from qualified vendors to provide dedicated spaces for participants in an existing pre-apprenticeship program focused on the building & trades sector for individuals recently released from incarceration.

The City seeks to allocate grant funds to a qualified pre-apprenticeship program to assist Spokane residents recently released from a period of incarceration, in order to assist individuals transitioning from a correctional facility to the community by providing these individuals with the opportunity for meaningful employment at a living wage to support the individual achieving a lifestyle that reduces the chance of re-offense and reincarceration and those at risk of criminal justice involvement.

The intent of this Request for Proposals (hereinafter "RFP") would be to offer up to \$200,000/year over two calendar years to organizations that are currently providing this service, so they may increase the number of qualifying City of Spokane residents served.

The City of Spokane Accounting and Grants department reserves the right to amend this RFP at any time.

## 1.3 MINIMUM QUALIFICATIONS

Eligible applicants include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit -typically 501(c)(3), although a range of organizational forms are eligible
- Private for-profit organizations

The Firm must meet the following minimum qualifications to be determined responsive to this RFP. The City will make final determination if Firm meets these qualifications based on information provided in Firm's Proposal. The chosen Firm must:

- Be eligible to contract with the City and State of Washington?
- Either be currently operating, or capable of operating within 90 days of the execution the contract anticipated by this RFP, a pre-apprenticeship program specifically focused on building and trades/construction apprenticeship programs and assisting participants in achieving success in construction related at apprenticeship programs undertaken following completion of the pre-apprenticeship program contemplated by this RFP.
- Have demonstrated capability to host, ethically oversee, and operate a pre-apprenticeship program focused on building and trades/construction apprenticeship programs.
- Conduct course and lab instruction in a facility providing an appropriate learning environment.
- Provide Program administration that has established contacts with companies, unions/labor units, and/or trade groups that operate compensated apprentice programs.

- Not have been debarred from contracting with the federal government in the past five years.

#### **1.4 CONTRACT PERIOD**

Any contract(s) resulting from this RFP will be two (2) years, or (1) one year and renewable upon mutual agreement for a 1 one-year option after first year operation.

#### **1.5 TOTAL COMPENSATION**

The total compensation under any agreement(s) will be for a total amount up to \$200,000 per year, or up to \$400,000 for the two-year term of the agreement(s) anticipated by this RFP.

#### **1.6 FUNDING**

Any Agreement awarded as a result of this procurement is contingent upon the continued availability of funding via American Rescue Plan Act/Coronavirus State and Local Fiscal Recovery Funds. This project is solely funded by funds received through the United States Department of Treasury under the American Rescue Plan (ARP)/Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) - Catalog of Federal Domestic Assistance (CFDA) number 21.027. When submitting a Proposal acceptance of all requirements listed within ARP/CSLFRF CFDA 21.027 terms and conditions document is will be certified per required documents.

#### **1.7 ADDENDA**

It is the responsibility of Proposers to check the City of Spokane's online system [American Rescue Plan Act \(ARPA\) - City of Spokane, Washington \(spokanecity.org\)](https://www.spokanecity.org/american-rescue-plan-act-arpa) for Addenda or other additional information that may be posted regarding this Request for Proposals.

#### **1.8 TERMS AND CONDITIONS**

General Terms and Conditions applicable to this RFP are included herein by reference and certified to as a part of submission.

#### **1.9 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES**

Schedule is listed in the narrative of the project. The City reserves the right to revise the above schedule.

#### **1.10 DEFINITIONS**

Definitions for the purposes of this RFP include:

**"Age"** – The age of qualified individual is at least 18 years of age at start of the program, supported by birth certificate or legal identification (i.e. Driver's license, state Id, or Passport)

**"City"** – The City of Spokane, a Washington State municipal corporation, the agency issuing this RFP.

**"Firm or Apparent Successful Firm"** – Agency, Individual, or Company whose Proposal has been selected by the City and, subject to contract negotiations is awarded a fully executed, written contract.

**"Incarceration"** – An individual who: (1) last arrest resulting in a period of incarceration; or (2) since the individual's last date of release from incarceration within last five years (2) Minimum incarceration of one day custody (i.e. DUI) (3) Incarcerated in either a State or Local institution/prison.

**“Resident”** – An individual who: (1) was domiciled within the geographic boundaries of the City of Spokane Washington for 90 consecutive days prior to the individuals last arrest resulting in a period of incarceration; or (2) has been continuously domiciled within the geographic boundaries of the City of Spokane Washington since the individual’s last date of release from incarceration. Intends their permanent residency to be and can be factually supported by driver's license in state, voting registration, tax receipts, bills of residency in their name (electricity, utility, receipt of mail).

**“Proposal”** – A formal offer submitted in response to this solicitation.

**“Proposer”** - Individual or Firm submitting a Proposal in order to attain a contract with the City.

**“Request for Proposals (RFP)”** – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the City’s needs at a given price.

## **2. SCOPE OF SERVICES**

### **2.1 SCOPE OF SERVICE REQUIREMENTS**

The scope of services to be performed under contract by the Firm must meet the following requirements:

- A. Operate a pre-apprenticeship program specifically focused on building and trades/construction apprenticeship programs and assist participants in achieving success in construction related to apprenticeship programs undertaken following completion of the pre-apprenticeship program.
- B. The pre-apprenticeship program must be a minimum of 30 days in length and must provide a minimum 120 total hours of a mix of classroom coursework and hands on construction lab experience.
  - 1. Hands-on training labs shall include, materials identification, tool identification, hand and power tool use, and equipment operation
  - 2. If labs are to be conducted at worksites remote to the main training facility, transportation back and forth from the main training facility shall be provided.
- C. The course instructors must be certified by the State of Washington.
- D. The program must have a written course curriculum outlining the subject matter to be presented for block of the presentation.
- E. Part of the curriculum must contain segments on federal and Washington state safety regulations as well as at least basic worksite first aid.
- F. A defined number of dedicated spaces in an existing pre-apprenticeship program focused on preparing students for apprenticeships in construction building and trades must be provided.
- G. In addition to the course curriculum and other items identified herein, the Program as part of the participant fee for the program funded for participants enrolling with funding provided by the agreement contemplated in this RFP, the program must provide each such participant with must provide participant with:
  - 1. Classroom materials, which include workbooks, manuals, daily study/worksheets, etc.
  - 2. A stipend of \$100.00 each Friday for each week the participant attended 90% off all course time segments and completed 90% of all assigned coursework.

3. One set of construction appropriate work clothing, including a shirt, pair of pants, steel toed boots, and a light jacket, to be retained by the participant if he/she successfully completes the program.

4. A commercial grade toolbelt and a basic set of commercial grade hand tools appropriate for general construction work, including the following items, which the participant will keep at the main training site for the duration of the program, and will be retained by the participant if he/she successfully completes the program.

- 23 oz hammer
- 10" crescent wrench
- 9 1/2" tongue & groove pliers
- 10 " torpedo level
- 6 in 1 screwdriver
- 25' tape measure
- 6" slip joint pliers
- Utility knife
- 7" tin snips
- 2 pairs work gloves
- High visibility safety vest
- Hard hat
- Safety glasses
- Ear plugs
- Ear muffs
- Chalk Line
- Carpenter pencil
- Combination Square
- Tool Box Rolling

H. Provide compensated apprentice placement assistance for all program graduates.

I. Must keep adequate and accurate records supporting all amounts invoiced to the City, and must maintain such records for at least six (6) years following completion of any work. Firm shall allow authorized City representatives to review and audit all records relating to services provided under the Agreement with the City.

J. Any changes in staffing, sub-consultants, or sub-contractors must have prior written approval by the City.

### **3. PROPOSAL CONTENTS**

#### **3.1 PREPARATION OF PROPOSAL**

Proposals shall be clear, concise, in order and titled as: Letter of Submittal, Technical Proposal, Management Proposal and Cost Proposal.

#### **3.2 ORGANIZATION INFORMATION**

Include the following information about the Firm and any proposed sub-consultants, or sub-contractors:

- A. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
- B. Legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Firm would operate.
- C. Identification of any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.
- D. Acknowledgement that the Firm will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the Agencies.
- E. In three (3) double-spaced pages or less, explain why the City should consider the Proposer's pre-apprenticeship program.

#### **3.3 TECHNICAL PROPOSAL**

Proposal content for this section shall include an understanding of the City's requirements with a comprehensive proposed approach, methodology and work plan.

- A. Demonstrate a clear and concise understanding of the project requirements along with a proposed approach, methodology for management, and successful completion of the scope of services. The Firm may also present any creative approaches that may be appropriate and may provide any pertinent supporting documentation.
- B. Provide a detailed description of the work plan with all proposed tasks, services, activities, and other items necessary to accomplish the scope of the project as described in the Scope of Services section. Include:
  - a proposed curriculum, including how that curriculum is broken out in daily segments over the course of the program.
  - Examples of course and lab course materials.
  - Floor plans and/or photos of the proposed training facility.
  - If applicable, provide name and address of any sub-consultant, or sub-contractor and what services they may provide.
  - The Firm's expectations about any City staff involvement in the tasks, services, and activities necessary to execute the work plan.

### 3.4 MANAGEMENT PROPOSAL

Proposal content for this section shall include experience, capabilities, qualifications, and application of resources to convey the ability to perform the scope of services.

- A. Indicate the experience the Firm, staff and any sub-contractors have relevant to the scope of services. Provide name, title, brief description of duties, responsibilities, qualifications, and years of pertinent experience for each member of the management team for the program, including resume's (not to exceed two (2) pages per person. Identify person within the Firm that will have prime responsibility and authority for the work. Describe how Firm will respond proactively to issues and project scope changes. The Firm shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the City.
- B. Provide the name and courses to be taught in the curriculum for each member of the instruction team, including resumés (not to exceed two (2) pages per person)
- C. Include a list of contracts the Firm has had during the last three (3) years up to a maximum of eight (8) contracts that relate to the Firm's ability to perform the services needed under this RFP. Identify names of members of management and instruction team involved in the contract. Provide contract period, contact names, phone numbers and e-mail addresses. Identify three (3) specific references from this list and briefly describe the work accomplished. Do not include City staff as references. The Firm grants permission to the City to contact the list provided.
- D. If the Firm has had a contract terminated for default in the last five (5) years, describe the incident. Termination for default is defined as notice to stop performance due to the Firm's non-performance or poor performance and if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Provide other party's name, address, phone number and email address. If no such termination for default has been experienced by the Firm in the past five (5) years, so indicate.

### 3.5 COST PROPOSAL

- A. List the number of participants funded by the agreement anticipated in this RFP the program will accept in each program cycle.
- B. List the cost per participant for the program as required in the scope of work.
- C. By entering into an Agreement via this RFP, the City does not guarantee any particular volume of participants will seek entry into the program.

## 4. PROPOSAL SUBMISSION AND EVALUATION

### 4.1 SUBMISSION OF PROPOSALS

Proposals shall be submitted with most favorable terms that can be proposed. There will be no best and final offer procedure. Proposals shall be submitted electronically online through the City of Spokane's Neighborly portal: before the due date and time. **Hard paper, e-mailed or faxed copies will not be accepted. Late Proposals shall not be accepted.** Proposers must register if they have not done so previously and follow the steps below to enter and submit the electronic Proposal:

1. Find the applicable project and click the "Project".

2. Click on the “Create application” tab.
3. Answer all required questions.
4. Provide all required documentation.
5. Read and attest to all certifications.

**4.2 EVALUATION PROCEDURE**

Responsive Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The City, at its sole discretion, may elect to select the top-scoring Firms as finalists for an oral presentation and evaluation. The RFP Coordinator may contact the Firm for clarification of any portion of the Firm’s Proposal.

**4.3 EVALUATION SCORING**

The Proposal will be evaluated as follows:

<b>TECHNICAL PROPOSAL – 40%</b> Project Approach/Methodology/Understanding Work Plan	10 Points (Maximum) 30 Points (Maximum)	40 points
<b>MANAGEMENT PROPOSAL – 45%</b> Firm and Staff Experience/Capabilities/Qualifications	45 Points (Maximum)	45 points
<b>COST PROPOSAL – 15%</b>	15 Points (Maximum)	15 points
<b>GRAND TOTAL FOR WRITTEN PROPOSAL</b>		<b>100 POINTS</b>

**4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT**

This RFP does not obligate the City to award a contract. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

The City of Spokane reserves the option of awarding this contract in any manner most advantageous for the City and without further discussion of submitted Proposal. Failure to comply with any part of the RFP may result in rejection of Proposal as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all Proposals received without penalty and to not issue a contract from this RFP. More than one contract may be awarded. Contract negotiations may incorporate some or all of the Proposal.

Award of contract, when and if made, will be to the Firm whose Proposal is the most favorable to the City including consideration the evaluation criteria. Interlocal agreements accessing other agency contracts where applicable may be considered as a Proposal. Contract is optional (non-exclusive) use. Award of Agreement, if made, shall be presented to the City Council in open meeting. Proposers wishing to protest the award of the Agreement must make their protests before the City Council at the award hearing.