



Pima County Community Services, Employment and Training

REQUEST FOR PROPOSAL (RFP) NUMBER: RFP-CSET-WS-2016-03

RFP TITLE: WORKSHOP –
PROFESSIONAL BOUNDARIES

RFP PROGRAM YEAR: 2016-2017

RFP ISSUE DATE: **February 8, 2016**
10:00 a.m., Mountain Standard Time (MST)

RFP available for pick up at: Kino Service Center, 3rd Floor Reception
Community Services, Employment and
Training (CSET)
2797 E. Ajo Way
Tucson, AZ 85713

RFP also available on CSET website:
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

RFP PROPOSAL DEADLINE: **February 29, 2016, NOON, MST**

Proposal must be submitted in a sealed envelope and addressed to: Kino Service Center, 3rd Floor Reception
CSET, ATTN: Anna M. Cunes
2797 E. Ajo Way
Tucson, AZ 85713

The envelope should be clearly marked on the outside with RFP information: Number, Title, Due Date and Time and Proposing Organization or Individual's Name.

OPENING OF PROPOSALS: **February 29, 2016, 12:15 p.m., MST**

Proposal Drop Off Location: Kino Service Center, 3rd Floor Reception
CSET, ATTN: Anna M. Cunes
2797 E. Ajo Way
Tucson, AZ 85713

Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. Addendums and Questions and Answers will be posted at
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

PUBLISH: Daily Territorial
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

RECOMMENDATIONS RELEASED: **March 14, 2016**

RFP CONTACT: Anna M. Cunes, 520.724.6766
Anna.Cunes@pima.gov

I. Introduction

Pima County Community Services, Employment and Training (CSET) is requesting a qualified vendor to provide a workshop/seminar on respect and professional boundaries in the workplace that clarifies interactions between clients, staff, and vendors.

The focus of the workshop will be how actions and words may be seen by others, including the appropriateness or inappropriateness of certain words. The “others” include co-workers, members of the public seeking services, vendors and contractors.

CSET has over 120 employees in eight locations and expects the workshop to be repeated several times in different locations. CSET will arrange venues. CSET operates a charter school, GED preparation program, a rent/utility emergency assistance program, and the One Stop Career Center system. In addition to direct employees, CSET may extend the workshop to contractors who have staff.

II. Timeline (subject to change; check CSET website for updates)

RFP Release Date and Time: Monday, February 8, 2016
10 a.m., MST

Proposals Deadline: Monday, February 29, 2016
Noon, MST

The proposal should include identification and contact information of the proposer, an outline of the workshop and description of content, and summary of the presenter’s credentials as well as cost for each delivered workshop.

III. Cost Considerations

One-Stop will pay the cost for delivered instruction on a per Workshop basis.

Contract awards are expected to be in the \$5,000-\$10,000 range. Contracts will be awarded “up to” an award amount that is not a guarantee of revenue to the contractor. If a proposer has negotiated a cost with another County agency or a state agency for the service being proposed through another competitive process, proposer may not state a higher cost here.

IV. Evaluation Criteria and Selection Process

Proposals will be evaluated by RFP Committee. The Committee will use the criteria and scoring system below:

A. Experience and Credentials (35 points)

Areas to be evaluated include credentials of delivery staff; success of curriculum; experience with workforce programs; this and similar activities; meeting performance objectives; and working with specific job seeking populations.

B. Workshop Content and Methodology (35 points)

Areas to be evaluated include reasonableness of time needed; style of delivery; ability to engage participants; and relevance of curriculum.

C. Cost (30 points)

Areas to be evaluated include reasonableness of cost.

A contract may be extended for up to four (4) years and proposer should state a proposed cost for each subsequent year (second, third, fourth, and fifth), should the contract be renewed.

V. County may:

- A. Renew contract(s) for four (4) subsequent one-year periods if contractor's performance is good and County determines that it is in County's best interest to renew.
- B. Award monies from Pima County and other sources to contractors receiving funding.
- C. Accept or reject any or all of the applications received and to cancel in part or in its entirety this request if it is in the best interest of the County to do so.
- D. Make no award.
- E. Negotiate necessary adjustments in proposed costs and program activities in order to meet available funding.
- F. Utilize other federal, state and local agencies and qualified local educational agencies without a competitive procurement process.
- G. Request a Best and Final Offer from proposers.

VI. Procurement Process

The Pima County procurement process complies with applicable State and Federal requirements. This RFP incorporates Pima County Standard Terms and Conditions. Contracts for funding awarded under this RFP shall be executed between the applicant and Pima County. Contracts shall be fee-for-service, "not-to-exceed" contracts or cost-reimbursement contracts.