



Port of San Francisco
RFP#PRT1415-03
REQUEST FOR PROPOSALS FOR
Youth Employment Program for
Environmental Maintenance Services of Port Facilities

RFP QUESTIONS AND ANSWERS

The following questions were received prior to the Questions Deadline at 5 pm PT on October 3, 2014.

1. Will the Port provide space for Program Participants to meet for job preparation or other classes?

ANSWER: No. Generally, the prior Contractor has conducted Participant classes and meetings, including safety and other tailgate trainings, at the Contractor's facilities.

2. Is the total budget of \$265,000 per year for all contracts or for each contract?

ANSWER: The total annual budget of \$265,000 currently applies to all contracts, not each contract.

3. What is the age range of Participants?

ANSWER: The Participant age range is 16 to 24 years.

4. What are the Port's expectations regarding the pre-apprenticeship training program and union involvement? Is the pre-apprenticeship training expected to be included within the \$265,000 budget?

ANSWER: The Port wants to ensure there will be Participant training to maximize job safety and assure an appropriate skill level for Participants performing work that may be similar to the work performed by union employees. Yes, the pre-apprenticeship training is expected to be included within the budget.

5. Are all prime Proposers required to subcontract with a non-profit organization or can it submit a stand-alone proposal to provide all services directly?

ANSWER: Per the RFP, all prime Proposers must subcontract with San Francisco-based non-profit community organizations with youth employment and environmental maintenance experience. This will help build Program capacity in the future.

6. If the Port will be funding up to two organizations for this Program, should Proposers submit alternative cost proposals at 50% of the current annual budget to maximize the Port's programmatic options?

ANSWER: Yes, it would be helpful for the Port to see what Proposers can offer at half of the current budget.

7. Does the Port have a preference for proposals to put Program Participants directly on payroll or would an intern stipend program be acceptable? Under an intern stipend program, savings from not having to pay payroll taxes or standard insurance coverage would allow the provider to stretch Program dollars further to serve more Participants.

ANSWER: The Port is interested in providing Participants with work experience that will maximize their job skills and assure their safety and liability coverage. Treating Participants as employees who earn paychecks and who are fully covered by the provider's insurance is preferred. However, the Port is open to other approaches that demonstrate that Program goals and outcomes can be measured and met while ensuring Participant safety.

8. Will the City's minimum wage ordinance apply to Participants? This will have implications for the Program budget.

ANSWER: Per the City's Office of Labor Standards Enforcement (OLSE), the current Program is considered "a bona fide training program consistent with Federal law." Accordingly, Participants would not be covered by the City's Minimum Compensation Ordinance or the Health Care Accountability Ordinance, and not covered by the City's Health Care Security Ordinance for the first year they are enrolled in the Program. This exclusion would not apply to any other employees not enrolled in the pre-apprenticeship Program. Consult directly with OLSE at (415) 554-6235 on your specific Program approach to ensure you have the most current and accurate information for your Proposal (e.g. if Participants will be interns versus employees, etc.).

9. Will the pre-proposal conference attendee list be made available to us?

ANSWER: Yes, the attendee list will be made available with the RFP Q&A Summary by next week.

10. Could you provide a definition of "work readiness transferable skills"? Are there any specific requirements?

ANSWER: The Port is looking for Program outcomes that maximize the ability of Participants to transfer what they have learned to other job settings. Proposers should describe their specific approaches for measuring, evaluating and demonstrating Participant skills transferability based on their experience/expertise.

11. For the pre-apprenticeship program, does the Port have expectations of the number of hours that will be required for safety and power tool training?

ANSWER: The Port will negotiate this with selected Proposers based on their proposed approaches.

12. When the Program contract is over or when Participants are ready to leave the Program, does the Port offer job placement services?

ANSWER: No, the Port does not currently have a specific job placement program. The City has been looking at ways to maximize youth employment. The City's Department of Human Resources posts available City jobs on its website. The Port may explore this further in the future.

13. Do you have a vision or idea of the number of hours Participants should be working or the peak times of the year that Participants will be working?

ANSWER: Proposers should propose their specific approach to Participant hours that will meet Program goals and outcomes within the current budget. Generally, the spring and summer are peak times of the year for maintenance. Anticipated services include those referenced in RFP Section 2.2.1 (3).

14. Is the staffing minimum workforce of fifteen to twenty Participants per site or for the Program overall?

ANSWER: The staffing minimum applies to the overall Program as Participants move in and out of the Program.

15. For the recruitment of 16 to 17-year olds into the Program, do we need to secure work permits, etc.?

ANSWER: The Port is looking to each Proposer as a prospective youth employer to demonstrate that it can administer the Program in accordance with all applicable laws and regulations.

16. Could you define what is meant by "Program Approach"?

ANSWER: The Program Approach is defined by your responses to RFP Attachment V, Proposal Template, including, but not limited to Section D.

17. Can a Proposer focus only on 16 to 18-year old Participants if that is our specialty?

ANSWER: The Port is looking for a Program that will serve the full age range of Participants. Proposers may target Participants based on its expertise, but should then partner with other organizations to reach the full target population for an effective and robust Program.

18. How will the 55% of the work under the contract to be provided by the prime Proposer be measured, i.e. is it in dollars, hours, or Participants?

ANSWER: The 55% allocation should be made in dollars.

19. Is the 15 to 20 Participant total per Contractor or for the Program?

ANSWER: The 15 to 20 Participant total is per Contractor.

20. What is the Participant to supervisor ratio?

ANSWER: The Participant to supervisor ratio is 5 to 1. For example, for fifteen (15) Participants, there should be three (3) supervisors.

21. You mentioned Local 261 as one of the unions that has been consulted regarding this Program. What other unions are involved?

ANSWER: Currently, Local 261 is the only union the Port has consulted regarding the Program. However, other unions may be consulted based on the Program trades and skills that are pursued in the future (and that may be proposed under this RFP and implemented under resulting contracts).

22. Is there a cap on administration costs, e.g. 15%?

ANSWER: The Port does not have a specific cap on administration costs. However, it does have a preference for maximizing Participant salaries as much as possible.

23. Will there be other involvement with unions apart from the training program?

ANSWER: No, there are no current expectations of other involvement. The unions may be open to helping Contractors with Program needs. The Port will provide programmatic approvals; union consultation is for guidance.

24. Will the Contractors be locked into a four-year contract term?

ANSWER: No, the four-year contract term is a maximum allowable term. The actual contract term may vary, depending upon Program needs and Contractor performance

25. When were these services last bid out? Who is the incumbent? Is there just one current contract?

ANSWER: The last RFP for these services was issued in December 2012. The incumbent and sole contractor is the San Francisco Conservation Corps with Larkin Street Youth Services and the A. Philip Randolph Institute as partners.

25. Do subcontractor partners have to be non-profits or can they be for-profit organizations?

ANSWER: To expand Programmatic capacity in this area, the subcontractor partners should be non-profit organizations. The prime Proposer may be a for-profit or non-profit organization.

26. Would agencies/programs be able to leverage existing employment/job readiness programs for this proposal, or does it need to be a brand new program?

ANSWER: Yes, agencies/programs may leverage existing programs provided they comply with the Program goals and requirements stated in the RFP.

27. Please clarify and confirm if each Contractor and its subcontractors must maintain a total of 15-20 youth in the program, or if the Contractor and its subcontractors must EACH maintain a total of 15-20 youth in the program?

ANSWER: Please see answer to #19.