

REQUEST FOR QUOTES

From Qualified Providers of Labor Market Information Cloud Based Software

QUOTES DUE BY

Monday, February 7, 2022 at 5:00 p.m. PT

PURPOSE OF THE REQUEST FOR QUOTES

The Workforce Development Board (WDB) of Solano County is seeking quotes from qualified vendors (herein referred to as VENDOR) that can provide labor market information (LMI) cloud-based software.

INTRODUCTION

The WDB is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through the Workforce Innovation and Opportunity Act (WIOA) on behalf of Solano County, as well as other special projects. WDB staff members provide tailored job search services, job preparation, training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent development efforts and industry-wide initiatives.

SERVICE AGREEMENT

The term of the service agreement is twelve (12) months. Based on the performance of the selected VENDOR, the WDB may renew the service agreement for up to two (2) additional years for a total service agreement term of three (3) years.

SPECIFICATIONS OF SERVICES TO BE PERFORMED

- Provide LMI data at the zip code, county, and regional levels as well as neighboring counties in Lake, Marin, Mendocino, Napa and Sonoma.
- Create customized reports for occupational, industry, company, and job seeker data
- Real-time job description analysis
- Analyze reports and labor market trends over time to compare to neighboring counties
- Web based tool
- User Training
- Technical Support
- 5 user/staff login licenses

QUOTES

Quotes should concisely respond to this RFQ and include:

1. Standard fees (monthly or annual flat-rate preferred)
2. Additional fees outside of the services to be performed (ex: costs for set up and/or implementation fees, subscription fees, training, software maintenance and any additional costs associated with this service)

Discussions with the prospective VENDOR may or may not be required to clarify portions of the quote. The WDB reserves the right to negotiate with the selected VENDOR on deliverables, scheduling, and fee/rate elements. The WDB shall not be obligated to accept the lowest quote submitted but shall make awards in the best interest of the organization.

QUOTE SUBMISSION REQUIREMENTS

Quotes are due no later than Monday, February 7, 2022 at 5:00 p.m. PT via email. Documents must be in Word, Excel or PDF format.

PLEASE ANSWER ALL QUESTIONS BELOW. OMMISIONS WILL BE DEEMED NON-RESPONSIVE TO THE REQUIREMENTS OF THIS REQUEST.

A. VENDOR EXPEREINCE

Question	Response
Describe how your software tracks LMI data at the zip code, county and regional levels:	
Describe how your software provides customized reports:	
Describe your company's service for troubleshooting, user inquires, etc.:	
Describe real-time job posting analysis:	
Describe any staff training methods:	

B. SUMMARY OF SERVICES PROVIDED

Please briefly describe how your business will provide support for all of the items identified in the RFQ under "Specifications to Be Preformed."

C. PROJECT RATE SCHEDULE

Business Name:

Address:

Business Hours:

Point of Contact:

Phone Number:

Email:

Rate Details:

Standard (monthly package/plan desired)

Subscription

Additional fees (if any)

BUSINESS OWNERSHIP

Changes in ownership are required to be disclosed to the WDB within ten (10) working days.

FEE AND METHOD OF PAYMENT

The WDB will pay the VENDOR based on the tasks set forth in the agreement. Payments will be made no more frequently than at monthly intervals. Payment will only be made on submitted claims describing work completed prior to the close of the billing period and approved as to content. Payment for work completed can be expected within thirty (30) days of invoice receipt and verification of work performed.

Payments will be partially made with federal dollars; therefore, all respondents will be required to certify that they are not debarred from doing business with the federal government and are not in default on any obligations due to the federal or state government before a contract is issued.

TERMINATION

The service agreement may be terminated by the WDB or VENDOR, at any time with or without cause, upon thirty (30) days written notice from one to another. The WDB may terminate the service agreement immediately upon notice of VENDOR's malfeasance. Following termination, the WDB will reimburse the VENDOR for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this agreement unless the VENDOR is in default under this agreement.

TECHNICAL ASSISTANCE

If you have any RFQ questions, you may contact Chainey Brown, Planning and Industry Specialist via email at cbrown@solanowdb.org.

EMAIL YOUR REPOSE TO

Chainey Brown at cbrown@solanowdb.org