

Date: Monday, August 01, 2016
To: Interested Parties
From: Amber Rizkalla, Transitional Youth Academy Director
Subject: Hospitality Industry/Food Truck On-the-Job Training and Entrepreneur Coursework/Certificate

REQUEST FOR QUOTE - EQUIPMENT OR GOODS

Hospitality Industry/Food Truck partner for on-the-job training, employment, and entrepreneurial skills training for eligible youth participants ages 16-24. Please see “Description of Equipment/Goods Requested” section below for detailed information.

ORGANIZATIONAL OVERVIEW

Interfaith Community Services is a 501(c)(3) tax-exempt organization that provides supportive and basic needs services to homeless individuals, veterans, unemployed residents, persons with disabilities, children, youth, and low-income community members in the North San Diego County region. For additional information, please visit www.interfaithservices.org

BACKGROUND

The U.S. Departments of Labor and Education has implement the Workforce Innovation and Opportunity Act (WIOA). Services will be provided to WIOA eligible youth participants who are ages 16-24, are not enrolled in school, and have met and validated their eligibility requirements with Interfaith Community Service’s WIOA Program Manager. Additional eligibility requirements include but are not limited to being justice-involved, a current or former foster youth, pregnant or parenting, homeless, a refugee or immigrant, or a resident of public housing.

DESCRIPTION OF EQUIPMENT/GOODS REQUESTED

Hospitality Industry/Food Truck partner for approximately 15 WIOA Youth Program participants, providing 175 hours of paid on-the-job training for each youth over a three month period. Employment will be coupled with a series of classes related to workforce development and an additional 175 hour on-the-job training program that includes advanced training on entrepreneurial skills via workshop format for interested youth. These on-the-job and employment development workshops will prepare youth to enter hospitality and culinary sectors, as well as prepare them to launch their own food truck business ventures. Total cost not to exceed \$22,500.

DELIVERABLES

1. Invoicing: Subcontractor will submit monthly invoices to the Contractor with expenditures and back up documentation. Invoices must be completed to the Contractor's satisfaction.
2. Reporting: Subcontractor will provide regular and accurate monthly reports as required by Contractor to document client participation and the required evaluations/outcome measures. Subcontractor will provide backup documentation on each client. Subcontractor will maintain the appropriate client documentation as required by the WIOA Grant.
3. Back-Up Documentation Required:
 - a. Salary-related expenses
 - Timecards; and
 - Paystubs
 - b. Financial Assistance
 - Invoices
 - Receipts
 - Copies of checks and cancelled checks
 - W-9
4. Auditing: Contractor will audit Subcontractor client files at least once throughout the contract period.

PROJECT TIMELINE

The term of service will be from October 1, 2016 through June 30, 2017, with the option to extend the agreement at SDWP's discretion for three additional one-year periods.

SUBMITTAL SCHEDULE

RFQ Release Date: August 1, 2016

RFQ Responses Due: August 21, 2016.

Final Selection Date: September 14, 2016

Deliverables: Monthly Reports and Invoices are due by the 15th of each following month

Project Completion Deadline: June 30, 2016

All submittals are to be submitted by emailing one electronic copy to Amber Rizkalla, TYA Director, at arizkalla@interfaithservices.org and one hard copy mailed to:

Amber Rizkalla, TYA Director

550 W. Washington Ave.

Escondido, CA 92025

QUOTE FORMAT

Technical Assistance inquiries must be emailed directly to Amber Rizkalla at arizkalla@interfaithservices.org. Answers will be provided via email. Bidders must submit the following information:

1. Basic Qualifications
 - A. Please complete the Interfaith Community Services Statement of Qualifications (SOQ) starting on page 6
 - B. SSN/Tax ID
2. Detailed Summary and Timeline of Services
 - A. Provide a detailed summary of scope of services, including a timeline of services
3. Location of Services
 - A. List where will services will be provided
 - B. List access points for public transportation around service center(s)
4. Data Capture
 - A. Describe ability to capture and report on participant data
 - B. Describe previous experience with data capture
5. Invoicing Procedures
 - A. Describe invoicing procedures
 - B. Provide an invoice example
6. Reporting Capability
 - A. Describe ability to provide monthly reports
 - B. Describe previous experience with reporting financials and programmatic activities
7. Past Participation
 - A. Describe previous participation with Interfaith
8. Letters of Support or References
 - A. Please provide at least three letters of support or references
9. Youth Experience
 - A. Describe experience with working with youth
10. Total Budget
 - A. Include the following line items:
 - Personnel (Position, including hourly wage/salary x number of hours x number of weeks)

- Percentage of Fringe and Total
- Supportive Services Expenses (provided to participants)
- Programmatic Expenses
- Overhead/Indirect Cost Rate (Please explain how this figure is calculated.)
- Total Program revenue and expenses
- Total requested in subcontract

B. Provide detailed narrative describing each line item

EX-PARTE COMMUNICATION

All inquiries must be emailed directly to Amber Rizkalla at arizkalla@interfaithservices.org. Answers will be provided via email. No phone calls will be accepted. Respondents are advised that no other Interfaith Community Services individuals are to be contacted in this regard. No other sources of responses or clarifications are considered valid.

Respondents are strictly prohibited from contacting Interfaith Community Services staff or members of Interfaith Community Services’ boards and committees, including Board of Directors and Youth Advisory Council about this RFQ.

SELECTION

Applications will be scored by a panel on the following required information for a possible total of 60 points. Applicants must be scored a minimum of 35 points to be considered. Qualifying applicants may be required to provide a brief presentation upon request of the panel.

Scoring Item	Possible Points
1. Basic Qualifications: Name, SSN, Etc.	5
2. Detailed Summary and Timeline of Services	10
3. Location of Services	5
4. Data Capture	5
5. Invoicing	5
6. Reporting Capability	5
7. Past Participation with Interfaith	5
8. Letters of Support or References	5
9. Youth Experience	5
10. Total Budget	10
Total	60

LIMITATIONS

Right to Cancel

Interfaith Community Services reserves the right to cancel all or part of this Request for Quote at any time without prior notice. This Request for Quote does not commit Interfaith Community Services to award a contract or to pay any cost incurred in the preparation of a response to the solicitation. Interfaith Community Services reserves the right to reject any and all quotes, to accept or reject any or all items in the quotes, and to award the contract in whole or in part as deemed to be in the best interest of Interfaith Community Services. Interfaith Community Services reserves the right to negotiate with any bidder after the quote(s) are reviewed, if such action is deemed to be in the best interest of Interfaith Community Services. Such negotiation should not be viewed by any bidder as an indication of contract award.

Interfaith Community Services reserves the right to delay, amend, or reissue the RFQ at any time.



Statement of Qualifications for Potential Bidders (SOQ)

This Statement of Qualifications for Potential Bidders (SOQ) allows potential subrecipients to demonstrate their ability to receive federal funds. All sections of this form must be filled out entirely. Along with this completed form, please be sure to include all supporting document.

For your guidance, the checklist below details the *additional* supporting documents required:

- A copy of your agency's most up-to-date insurance certificate, listing Interfaith Community Services as additional insured
- A copy of your organization's current budget
- A copy of current fiscal and compliance audits, as required by law.
- Attachment A- Signature Certification
- Attachment B- Certification Regarding Debarment
- Attachment C- Certification Regarding Records Storage
- Attachment D- Certification Regarding Lobbying Restrictions

INTERFAITH COMMUNITY SERVICES Annual Statement of Qualifications (SOQ)

Date of Submittal:

Section 1. General Information

Name of Organization:

Primary Address:

Name of Contact:

Email Address:

Authorized Signatory*:

*See Attachment A for additional requirements and certification.

Legal Status:

If applicable, Organization Classification Status (Check the one that is most appropriate):

- | | |
|---|--|
| <input type="checkbox"/> Small Business Organization | <input type="checkbox"/> Emerging Business Organization |
| <input type="checkbox"/> Minority Business Enterprise | <input type="checkbox"/> Disabled Veteran Business Enterprises |
| <input type="checkbox"/> Women Business Enterprise | <input type="checkbox"/> Disadvantaged Business Enterprise |
| <input type="checkbox"/> Other: _____ | |

Certifying Agency: _____

Section 2. Governance and History

Governing Body, Board of Directors or Principles (Attach a separate sheet, if needed)

Title: Organization:

First Name: Last Name:

Title: Organization:

First Name: Last Name:

Title: Organization:

First Name: Last Name:

Title: Organization:

First Name: Last Name:

Title: Organization:

First Name: Last Name:

In the past five (5) years, has your firm or any of its owners, partners or officers ever been investigated, cited, assessed any penalties, or have been found to have violated any laws, rules or regulations enforced or administered by any governmental entity? For this question, "owners" does not include owners of stock in your firm, if the firm is a publicly traded firm.

Yes No

If "Yes", please list contracts your organization had with them in the last five (5) years. Attach additional sheet(s) of paper if necessary.

Why was this person arrested, cited, detained, or charged?	Date arrested, cited, detained, or charged? (mm/dd/yyyy)	Location (City, State, Country)	Outcome or disposition of the charge (no charges filed, charges dismissed, probation, citation, etc.)

Section 3. Financial History of Resources and Responsibilities

Is your organization now, or has it ever been at any time in the past five (5) years, the debtor in a bankruptcy case?

Yes No

Is your organization in the process of, or in negotiations of being sold?

Yes No

In the past five (5) years, has any governmental, private entity, or individuals terminated your organization's contract prior to completion?

Yes No

In the past five (5) years, has your organization used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity?

Yes No

In the past five (5) years, has your firm been debarred or determined to be non-responsible bidder or contractor?

Yes No

If you answered “Yes” to any of the last item **Numbers 1 – 5**, explain on a separate sheet the circumstances surrounding each instance.

Disallowed Costs

Identify any expenditure(s) that have been disallowed under any government contract during the past five (5) years. Include disallowances still in resolution and describe status. Use additional sheets if necessary. **If none, please indicate.**

Grantor	Date of Disallowance (mm/dd/yyyy)	Amount	Date Repaid (mm/dd/yyyy)

Section 4. Financial Management Structure

Provide an outline of your financial management structure, including the expertise of your staff to manage and account for governmentally funded programs.

Briefly describe the method by which your accounting system segregates the funding received by your organization.

Does your organization’s time sheet system allow for your employees to record their hours worked by funded activities, including recording time in and out for meals? Briefly describe your organization’s time sheet system (personnel activity report)?

Does your organization have written fiscal policies and procedures in place?

Briefly describe how your organization ensures that the duties of authorizing, recording, and maintaining custody of assets are segregated in practice.

Attachment A- Signature Certification

This is to certify that the officials listed below are authorized to sign contracts and other legally binding documents on behalf of the organization, (company name, hereinafter “Respondent”). Respondent certifies that documents submitted to Interfaith Community Services (INTERFAITH COMMUNITY SERVICES) are true and accurate to the best knowledge of the signatory.

Respondent also certifies that INTERFAITH COMMUNITY SERVICES is authorized to examine administrative and fiscal systems for compliance. INTERFAITH COMMUNITY SERVICES reserves the right to request additional information regarding administrative, financial, and legal status, and/or to visit the facilities during normal operating hours.

I certify that I am authorized to submit this Certification on behalf of the organization named above. If any information changes significantly, INTERFAITH COMMUNITY SERVICES will be notified. I certify that the contents of the documents submitted are true and correct.

Signature	Date
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Printed Name	Title
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Phone / Fax	Email
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The following are additional authorized signatories:

Printed Name	Title
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Phone / Fax	Email
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Printed Name	Title
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Phone / Fax	Email
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Provide a formal documentation of delegation of signatory authority by organization’s governing body.

Attachment B- Certification Regarding Debarment

Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction

The certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 180.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION FOR
CERTIFICATION)**

The recipient of Federal assistance funds certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such participation shall attach an explanation to this proposal.

Name of Organization

Name and Title of Authorized Representative

Signature

Date

Attachment C- Certification Regarding Records Storage

If contracted with INTERFAITH COMMUNITY SERVICES, Contractor shall maintain and safeguard participant files and records, program records and documents, and evidence of accounting procedures and practices. All contract documentation or records, including bank accounts, accounting records and personnel records must be maintained within the geographical boundaries of San Diego County at all times during performance of this contract and until such time as the contract is audited.

Records pertaining to INTERFAITH COMMUNITY SERVICES contracts are stored in San Diego County.

Records pertaining to INTERFAITH COMMUNITY SERVICES contracts are ***not*** stored in San Diego County.

Address of Records Repository

This certification confirms records are stored at the location listed above. Delivery of records must be fulfilled within five (5) days of written request. Organization certifies compliance with all other storage requirements.

Name and Title of Authorized Representative

Signature

Date

Attachment D- Certification Regarding Lobbying Restrictions

If contracted with INTERFAITH COMMUNITY SERVICES, the organization listed below assures and certifies to the lobbying restrictions as referenced in Byrd Anti- Lobbying Amendment (31 U.S.C. 1352) and as are codified in the DOL regulations at 29 C.F.R. 93. The following restrictions are included:

No federal appropriated funds have been paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this contract, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying" in accordance with its instructions.

The undersigned shall require that the language of the lobbying restrictions be included in the award documents for contract transaction over \$100,000 (per OMB) at all tiers (including contracts and subcontracts, under grants, loan, or cooperative agreements), and that all sub-recipients shall certify and disclose accordingly. This includes all contracts that meet the \$100,000 threshold via contract modification.

This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name of Organization

Name and Title of Authorized Representative

Signature

Date