



Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.774.9587

[HTTP://DPP.VI.GOV](http://DPP.VI.GOV)



December 21, 2020

AMENDMENT #1 RFP-005-T-2021 (P) Provide Project Management Services for the Department of Labor Workforce Development Program in the U.S. Virgin Islands.

INSERT: *Questions and Answers*

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

QUESTIONS & ANSWERS:

Question 1: Respectfully request an extension of RFP due date.

Response: RFP due date will not be extended.

Question 2: J. Contents of Proposal. Considering the COVID-19 pandemic, will the requirement for notarized letters be waived? As an alternative solution, may email Project Referenced be presented in lieu of notarized letters?

Response: No, the requirement for notarized letter will not be waived.

Question 3: What level of detail belongs in the “Estimated Timing” column of Appendix B: Cost Proposal?

Response: The anticipated start date and duration for the length of the program.

Question 4: Appendix B: Cost Proposal. May the descriptions for the items within the cost proposal table be altered to better fit the offeror’s pricing solution?

Response: Yes, however there must be clear a delineation of contracted labor cost, training cost, etc. It must reflect the same categories.

Question 5: Appendix B: Cost Proposal. May additional rows be added to the “Other Personnel” and “Other Necessary Costs” sections within the cost proposal table rather than breaking them out in a separate sheet?

Response: Yes, as long as the same information is included, and we account for all the needed information.

Question 6: Appendix A: Proposal Package Checklist. Should Firm Background and Experience appear as item v or item xv in the order of proposal contents? What are the criteria for this section?

Response: The Proposal Package Checklist is a guide to assist respondents with the submission of their proposal package ensuring that it is accurate and complete. There is no criteria for the order of proposal contents. However, see J. Contents of Proposal-4. Table of Contents.

Question 7: Appendix A: Proposal Package Checklist. Should the Executive Summary include a discussion of Key Staff, or should Key Staff be presented as part of the Staffing section?

Response: An overview of the staff should be provided in the Executive Summary, with additional detail in the staffing section.

Question 8: Appendix A: Proposal Package Checklist. Should the Acknowledgement of Addenda appear as item xvii or item xxix (Appendix H) in the order of proposal contents?

Response: The Proposal Package Checklist is a guide to assist respondents with the submission of their proposal package ensuring that it is accurate and complete. There is no criteria for the order of proposal contents. However, see J. Contents of Proposal-4. Table of Contents.

Question 9: J. Contents of Proposal. Should addenda be acknowledged in the transmittal letter or the Acknowledgement of Addenda section or both?

Response: Addenda (s) will be acknowledged utilizing Appendix H – Acknowledgement of any Addenda form.

Question 10: Appendix A: Proposal Package Checklist. Should the Cost Proposal appear as item xxi or item xxiii (Appendix B) in the order of proposal contents?

Response: The Proposal Package Checklist is a guide to assist respondents with the submission of their proposal package ensuring that it is accurate and complete. There is no criteria for the order of proposal contents. However, see J. Contents of Proposal-4. Table of Contents.

Question 11: Should Project References appear as item xx after Insurance Requirements or immediately following Project Experience, as presented in the primary solicitation document?

Response: The Proposal Package Checklist is a guide to assist respondents with the submission of their proposal package ensuring that it is accurate and complete. There is no criteria for the order of proposal contents. However, see J. Contents of Proposal-4. Table of Contents.

Question 12: HUD General Provisions. What action is required to indicate agreement with the HUD General Provisions? Can offerors briefly affirm their agreement to the HUD General Provisions in their proposal responses in lieu of attaching the HUD General Provisions?

Response: By submitting a proposal, the respondent is in agreement with all of the GVI contract terms, conditions and any provisions that are made a part of the contract.

Question 13: J. Contents of Proposal. Are section divider pages included in the 150-page maximum, or is this constraint only for pages with proposal response content?

Response: No, section divider pages are not included. The 150-page maximum is for the Technical Proposal only.

Question 14: Appendix A: Proposal Package Checklist. Staffing appears in the checklist but not the primary solicitation document. What are the criteria for this section?

Response: The staffing criteria can be found on page 13 of the main solicitation document under Key Personnel, as well as on page 17 J. Contents of Proposal-5. Organization (b).

Question 15: J. Contents of Proposal. Considering the page constraint, please confirm that subcontractor documentation can be provided upon request.

Response: The subcontractor forms contained in Appendix E shall be used to submit required subcontractor information at the time of proposal submission.

Question 16: Contract Term. Please confirm that offerors are to only present pricing for the 2-year contract term and any additional option year will be priced separately upon it being exercised.

Response: Yes, however VIDOL does not anticipate additional funding.

Question 17: Are there predetermined objectives/targets of Milestone 2-5?

Response: Yes, VIDOL 's goals: Phase 1 (4 cohorts of 100 each,50 in each district), Phase 2(2 cohorts of 50 each- 100 total), Phase 3(3 cohorts of 75), Phase 4 (625 total).

Question 18: What should be the specific order of the content of the Proposal considering Section J: *Content of Proposal* and Appendix A: *Proposal Package Checklist* are not the same? Which should be followed?

Response: There is no criteria for the order of proposal contents. The Proposal Package Checklist is a guide to assist respondents with the submission of their proposal package ensuring that it is accurate and complete. However, see J. Contents of Proposal-4. Table of Contents.

Question 19: Are there any communications to Virgin Islands general population (outside of the 625 participants) within the SOS for the selected Project Management Services Provider?

Response: Yes, VIDOL uses multiple channels of community engagement including social media.

Question 20: With the current COVID-19 situation, would you consider part of the Project Management Services to be performed remotely?

Response: Yes.

Question 21: What are the “sectors” for Stage III of the engagement?

Response: Work-based learning opportunities available to other Virgin Islands' growth sectors – based on local LMI data, including hospitality, marine administrative services & information technology.

Question 22: Could you elaborate on Stage IV of the engagement?

a. What are you referring to as “pre- and post-training activities” that are different from the other stages?

Response: Intensive job readiness preparation to enter the workforce which include: Life Skills training; Resume Development; Self-

marketing tools; Building a Responsible Social Media presence; Networking; Interviewing; Working with Peers; and Working with Management.

b. Are these "training activities" and "tools needed" already defined?

Response: The topics are defined as listed. However, the Project Manager will work with VIDOL to determine the actual activities and tools for implementation.

Question 23: How are the 625 participants distributed among the different stages?

Response: Yes, VIDOL 's goals: Phase 1 (4 cohorts of 100 each - 50 in each district), Phase 2 (2 cohorts of 50 each- 100 total), Phase 3 (3 cohorts of 75), and Phase 4 (625 total).

Question 24: How are the 625 participants distributed among the three islands and/or the two districts?

Response: VIDOL 's goals: Phase 1 (4 cohorts of 100 each,50 in each district), Phase 2 (2 cohorts of 50 each- 100 total), Phase 3 (3 cohorts of 75), and Phase 4 (625 total).

Question 25: What happens if participants drop out of the Program? Do they need to be replaced by new participants?

Response: Yes, throughout the process we will encourage new participants to be added if participants withdraw. The Project Manager will be expected to have full fund utilization.

Question 26: Procurement Management Function mentions: "Respondent will **be responsible** for recruiting trainees with the knowledge, skills, abilities, and perseverance to succeed in identified industries and occupations" vs. Planning Milestone Deliverable: "The selected Contractor will **participate** in community outreach, recruitment of candidates, and promotion of opportunity". What is the SOS for the selected Project Management Services Provider regarding recruitment of participants?

a. Is it part of the SOS for the selected Project Management Services Provider to (1) execute candidates application process, (2) run candidates eligibility process, (3) prioritize participants, (4) lead the outreach and advertisement to get to the 625 participants *or* just support VIDOL in such activities?

Response: It is expected that they will do the former, *not* only support VIDOL in the activities.

b. Is it part of the SOS for the selected Project Management Services Provider to develop a tool to assess aptitude/skills for candidates? If so, are there any requirements or constraints on the evaluation tool?

Response: Yes, no constraints.

c. Will participants be segregated in the different Stages and training options based on the aptitude/skills assessment?

Response: That decision will be the up to the Project Manager.

d. Will candidates that do not have the prerequisites for a training be disqualified (not eligible)?

Response: No, candidates will be allowed to receive support so they may become qualified once they attain the requisite skills.

Question 27: On *Milestone 1 Deliverables* the RFP mentions: "...Marketing, and Promotion materials developed and launched". Is it part of the SOS for the selected Project Management Services Provider to perform these activities or just provide support in such activities?

Response: It is expected that the provider would perform these activities.

Question 28: Is it part of the SOS for the selected Project Management Services Provider to (1) design, (2) develop, and (3) deliver the trainings?

Response: Yes.

a. If yes, it would only be the job readiness portion since the on-the-job training has to be done by an employer; correct? (*Milestone 1 Deliverables* mentions: "development of customized training, and on-the-job training.")

Response: This is incorrect.

b. If not, Will training providers be selected from a VIDOL's Eligible Training Providers (ETP) List?

Response: Yes.

i. Will the selected Project Management Services Provider be expected to support the eligibility, prioritization, and selection of Training Providers?

Response: Yes.

ii. Will the Eligible Training Providers be in charge of developing the training curriculum, having appropriate training facilities, materials, and all other training logistics?

Response: Yes.

iii. Is there already a profile defined for the trainers to be recruited, or should be part of the proposal?

Response: No, it should be a part of the proposal.

Question 29: Procurement Management Function mentions: "Respondent will be responsible for efficient recruiting of individuals for work-based learning opportunities and identification and onboarding of accomplished training providers." Does this include (1) execute employers application process, (2) run employers eligibility process, (3) prioritize participants *or* just support VIDOL in such activities?

Response: Yes.

Question 30: What are the eligibility requirements for potential employers?

Response: At a minimum, the employer must be compliant with the unemployment contributions, workers' compensation, and have an overall suitable work environment. Also, Program manager would be expected to have a process to ensure employers have an equitable opportunity.

Question 31: Will employers get funding/incentives to hire the participants? If so, is that funding part of the allocated funds for the Workforce Development Program?

Response: Only if they qualify under the WOTC.

Question 32: Does the CDBG fund allocation for the Workforce Development Program include the funding for the completion of the recovery projects employers will have available for participants?

Response: No.

Question 33: How many applicable recovery projects is VIDOL/VIHFA expecting to be available to match participants with?

Response: We do not have a final listing on the number of projects. There are many variables. However, there are over 100 projects in development for recovery.

Question 34: On page 2 the RFP mentions it is a “fixed price contract” but on page 21 section 7. Cost Proposal it says: “The respondent shall submit quotes with an hourly rate and other expected reimbursable cost regarding the contract”. Please clarify.

Response: It is a fixed price contract.

Question 35: What is the level of financial management support expected from the selected Project Management Services Provider as part of the Cost and Budget Control Function?

Response: As outlined in the scope, while VIDOL will be responsible for financial controls and budgets, the Respondent will support accurate and timely financial management, including budgeting, accounting, accounts payable, and accounts receivable.

- a. The preparation of invoices mentioned, is it only for the services provided by selected Project Management Services Provider, or does it include management of the invoicing of other contractors?

Response: The invoicing must include all contractors.

Question 36: Do ongoing expenses include any reimbursement for the participants?

Response: Yes, depending on the Phase.

Question 37: Outside of the construction industry, are there other high growth occupations or industries that this RFP would like to focus on?

Response: Yes, as outlined in Phase 3: Work-based learning opportunities available to other Virgin Islands' growth sectors – based on local LMI data, including: hospitality, marine administrative services & information technology.

Question 38: Is the expectation in the RFP scope of work for the vendor to actually design and conduct the industry specific training or bring in vendors who can conduct/design the training?

Response: It would be depending on whether or not the vendor has the requisite credentials to be able to deliver the training and provide the nationally recognized certifications. If not, then VIDOL would expect that a qualified vendor be brought in.

Question 39: Under Overview, In Stage IV, you mention, "pre- and post-training," please clarify what you mean by pre- and post-training activities during this stage? Can you explain in more details the tasks you envision being done at this stage?

Response: In Phase 4, all 625 participants are expected to go through the following: Intensive job readiness preparation to enter the workforce which include: Life Skills training; Resume Development; Self-marketing tools; Building a Responsible Social Media presence; Networking; Interviewing; Working with Peers; and Working with Management.

Question 40: Under section C, proposed scope of work, the Procurement Management part: Will there be an official training or certification needed for procurement management or someone on our team needs to have general knowledge and experience of procurement management?

Response: We would expect the selected entity to have specific training and proven track record in project management.

Question 41: Do you envision technology having a specific role? Will the modules and coursework be limited to in-person training or will virtual classes also be included?

Response: Yes, considering COVID as well as technology for the related field should be incorporated. Also, we expect that participants will be engaged in actual hand-on experiences. The preference would be in-person based on the physical nature of work-related experiences.

Question 42: Outside of the below roles identified as critical, are we able to add in other roles that we feel are needed or may become needed to execute this work?

Response: Yes.

Question 43: Will the GVI supplement additional staff/ contractors/ vendors to support the work and efforts? If so, how many hours are dedicated and what is their capacity? What is the change management process expected from the GVI end?

Response: Other than working in collaboration with VIDOL, no additional staff/contractors/vendors to support the work will be provided by the GVI. The project manager would be expected to address the needs within response submitted.

Question 44: FACTORS FOR DISCUSSIONS Page 3. It looks like “C” is missing?

Response: A typographical error occurred. Factors for Discussions should read: Proposals will be evaluated according to the following criteria in descending order: (a) Technical Capability (35 pts), (b) Qualifications and Experience (30 pts) (c) Cost (20 pts) and (d) References (15 pts).

Question 45: Please confirm which forms in the Appendices and Attachments will need to be submitted with proposal responses.

Response: The sample Contract for Professional Services/HUD Provisions are not required with proposal responses. All other forms must be completed, signed and submitted.