



Verdugo Workforce Development Board Request for Proposals (RFP)

**Workforce Innovation & Opportunity Act Professional Services:
Layoff Aversion Services
Program Year 2018-19**

**ISSUE DATE: October 12, 2018
PROPOSAL SUBMISSION DEADLINE: November 2, 2018**

Issued by: The City of Glendale – Administrative Agent for the Verdugo Consortium and the Verdugo Workforce Development Board

The Workforce Innovation and Opportunity Act Program is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with Disabilities. TTY (818) 548-3857

1. INTRODUCTION

A. Purpose

The Cities of Burbank, Glendale, and La Cañada Flintridge form the Verdugo Consortium. By a joint powers agreement, the City of Glendale (the ‘City’) has administrative responsibility for several workforce programs in the region, including those funded by the Workforce Innovation and Opportunity Act (‘WIOA’), Public Law 113-128 and other additional funding sources. The Verdugo Workforce Development Board (‘VWDB’) provides governance and policy guidance for the Verdugo Consortium on programs for adults, dislocated workers, and youth.

The purpose of this Request for Proposal (‘RFP’) is to solicit year-round services from an experienced and qualified entity to provide layoff aversion business services (consulting and technical assistance) and other services to businesses located in the Verdugo tri-city communities for the VWDB’s America’s Job Center of California (‘AJCC’ also sometimes referred to herein as a ‘One-Stop’ center) in an effort to mitigate job loss or save jobs. Proposers can propose to offer additional trainings and consulting services not listed in the table.

This RFP may result in one or more contract awards. The City will negotiate any and all contracts resulting from this RFP. All awards are contingent upon fiscal and administrative qualification and successful contract negotiation. Any party submitting a proposal in response to this RFP (each a ‘Proposer’ and collectively ‘Proposers’) shall be bound by the terms originally offered by the Proposer in its proposal during the contract negotiation process.

The terms and conditions of this RFP may change based on WIOA and/or other funding sources legislation and regulations. Successful Proposers to this RFP will be expected to remain informed on WIOA legislation, regulations, and requirements.

B. Scope of Work

Services requested include, but are not limited to:

Service	Description
1. Layoff Aversion Services	<ul style="list-style-type: none">• Outreach to businesses including, but not limited to:<ul style="list-style-type: none">• Developing and printing of marketing materials;• Contacting eligible businesses in person, via email, or by telephone; and• Holding orientation meetings.• Conduct business needs assessments including skills gaps of incumbent workforce;• Coordinate services and resources to address workforce skills gaps;• Facilitate training design with employer and education partners;• Coordinate training program and wrap-around services to address skills gaps and ensure successful outcomes for employers and workforce;

Service	Description
	<ul style="list-style-type: none"> • Coordinate with grant writer to access funds for projects, as needed; • Complete and submit to VWDB a Layoff Aversion 122 Report as required by Employment Development Department (EDD) Directive WSD16-04; • Provide documentation and signed written verification of the businesses served.
2. General Business Services	<ul style="list-style-type: none"> • Additional business engagement services and other services for businesses that help identify and respond to the business' needs proactively.

C. Contract Award and Funding Available

The City anticipates that final selection of the successful Proposer(s) will be made no later than January 2019. Once the City has made one or more selections, the selected Proposer(s) will be notified and contract negotiations will commence.

The City anticipates contract(s) resulting from this RFP will commence on February 1, 2019, and will cover a half of a program cycle through June 30, 2019. Funding for this RFP is anticipated to not to exceed \$50,000 for the 2018-19 Program Year and is contingent upon the availability of federal WIOA funds. Contract can be renewed at the discretion of the VWDB each year through June 30, 2022, based on performance.

D. Qualified Proposers and Minimum Proposer Requirements

Qualified Proposers

The City and VWDB are requesting proposals from entities located in the local area with demonstrated effectiveness. Qualified Proposers may include:

- For-profit entities;
- Non-profit entities; and
- Public/government agencies.

Furthermore, in order for any Proposer to be considered under this RFP, each Proposer must:

- Disclose any potential conflicts of interest arising from the relations of the Proposer with particular VWDB training service providers or other service providers in accordance with Uniform Guidance Section 200.318;
- Covenant not to establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services;
- Comply with federal regulations and procurement policies relating to the calculation and use of profits as outlined in Uniform Guidance; and
- Adhere to any applicable firewalls or internal controls.

Minimum Proposer Requirements

Proposers must meet the following minimum requirements:

- Have a minimum of two (2) years of experience providing business services in the workforce development system. This experience does not have to be with WIOA programs, although such experience is desirable; and
- Demonstrated business acumen, experience, and reputation in creating and delivering services to businesses.

E. Obtaining RFP

1. Proposers can obtain a copy of the RFP from the VWDB's website:
www.verdugoworkforce.com/publicnotice.

F. Technical Assistance

1. Questions regarding the contents of this RFP must be received in writing, via email, **on or before October 23, 2018, at 5:00 p.m. (PST)**, by the individual listed in Section 1, Paragraph G: Correspondence. All written questions and responses will be distributed via email to all participating Proposers.
2. Technical assistance by telephone will not be provided.

G. Correspondence

All correspondence, including proposals and questions, are to be submitted to:

Verdugo Workforce Development Board
Attn: Tiffany Israel
1255 South Central Avenue
Glendale, CA 91204
Phone: (818) 937-8076
Email: tisrael@glendaleca.gov

**Email address may be used to submit questions only.
Proposals will not be accepted by email or facsimile.**

H. Proposal Submission Deadline

Proposals must be submitted in hardcopy and must be stamped received by VWDB at the above address **on or before November 2, 2018, by 4:30 p.m. (PST)**. Postmarks will not be accepted in lieu of actual receipt. Facsimile or electronically transmitted proposals will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be accepted.

I. Reference

Responses to this RFP must comply with WIOA legislation. Proposers should obtain and thoroughly familiarize themselves with both the Act (Public Law 113-128) and the Final Rules (20 CFR Part 652 *et seq.*). Interested parties who are unfamiliar with WIOA are encouraged to obtain more information by accessing <http://www.doleta.gov/wioa/>.

2. PROPOSAL SCHEDULE

DATE	DESCRIPTION
October 12, 2018	Public notice begins. RFP released via the Board's website: www.verdugoworkforce.com/publicnotice
October 23, 2018	Deadline for Submission of Questions on RFP. Must be received by 5:00 p.m. PST
November 2, 2018	Proposal Deadline. Must be received by 4:30 p.m. PST
November 3- November 14, 2018	Proposals reviewed by VWDB
November 14 or 15 or 16, 2018 DATE TBD	Proposer Interviews 8:30am- 12:00pm; Interviews will be approximately one hour long. An entity representative should be available during this time to attend the interview.
November 30, 2018	Tentative Date for Awarding Contract

3. PROPOSAL PROVISIONS

A. Proposal Costs

All costs of proposal preparation shall be borne by the Proposer. The City and VWDB shall not be liable for any pre-contractual expenses incurred in the preparation and/or submission of the proposal.

B. Identifying Proprietary Information; Public Record Act

A Proposer must identify and list all copyrighted material, trade secrets, or other proprietary information ('protectable documents') that the Proposer included in its Proposal which Proposer believes should be exempt from disclosure under California's Public Records Act, Government Code Section 6250, et seq.

By listing the documents, the Proposer agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, and representatives from and against any action, claim, lawsuit, or proceeding, including costs and expenses, arising out of or connected with the City's refusal to disclose the protectable documents to any party making a request for those items.

The City will treat any Proposer, who fails to identify documents that the Proposer believes should be exempt from disclosure, as having waived its right to an exemption from disclosure, as the Public Records Act provides.

All Proposals and other material submitted become the property of the City and may be returned only at the City's option. The City reserves the right to use any ideas presented in any response to the RFP. Selection or rejection of the Proposal does not affect this right.

C. Appeal Process

Proposers submitting proposals that are not accepted for any reason will be informed of the fact in writing. Any Proposer may appeal the decision. The proposer shall have ten

(10) working days from receipt of the rejection notification to make an appeal in writing. The VWDB's appeal process will be provided upon request.

D. Failed Competition

If only one responsive proposal is received from this solicitation, the competition may be reopened or sole source procurement may be declared.

E. RFP Cancellation

This RFP may be withdrawn at any time if cancellation is deemed to be in the best interest of the City or VWDB.

F. RFP Extension

The submission deadline may be extended should such action be deemed necessary. Proposers have the right to revise their proposals in the occurrence of such an event.

G. RFP Duration

This RFP covers at least half of the program cycle through June 30, 2019.

The City and the VWDB reserve the right to renew the contract for up to two (2) additional one-year periods, contingent upon successful performance.

The City and the VWDB reserve the right to reduce the award or not award the contract in the event that fund allocations decrease or in the event of under enrollment, poor performance, or non-compliance by the contractor.

H. Withdrawal, Cancellation, or Modification of a Proposal

Before the Proposal Deadline, a Proposer may withdraw and then modify a Proposal, by giving written notice, signed by the Proposer. A withdrawal request must be addressed as follows and delivered to:

Verdugo Workforce Development Board
Attn: Tiffany Israel
1255 South Central Avenue
Glendale, CA 91204
Phone: (818) 937-8076
Email: tisrael@glendaleca.gov

For a withdrawal to become effective, the City must receive the Proposer's request for withdrawal before the Proposal Deadline. The City will not accept or consider a Proposer's verbal request for modification or withdrawal of a Proposal.

If a Proposer withdraws its Proposal, the withdrawal will not prejudice the Proposer's right to submit a new Proposal, if the new Proposal is submitted: (a) in accordance with the RFP's requirements, and (b) before the Proposal Deadline.

After the Proposal Deadline, a Proposer must not withdraw, cancel, or modify its Proposal for a period of at least ninety (90) calendar days following the Proposal Deadline. The City may extend the 90 day period upon the City's written request and upon the affected Proposers' written approval.

4. PROPOSAL SUBMISSION INSTRUCTIONS

A. General

1. All interested and qualified Proposers are invited to submit proposals for consideration. Submission of a proposal indicates that the Proposer has read and understands the entire RFP, to include all appendixes, attachments, exhibits, schedules, and addendum (as applicable) and all concerns regarding the RFP have been satisfied.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Special coverings, expensive bindings, colored displays, promotional materials, etc., are neither necessary nor desired.
3. Proposals must be completed in all respects as required in this section. A proposal may not be considered if it is incomplete.

B. Proposal Presentation

1. All proposals must be submitted on 8 ½ x 11 inch paper, typed, double-sided with normal (1-inch) margins and singled spaced. Typeface must be no more than 12 characters per inch. Each page, including attachments, must be clearly and consecutively numbered at the bottom right of each page.
2. One (1) original (with original signatures) and five (5) full copies of the unbound proposal, for a total of six (6) copies, of the complete proposal must be received by the deadline for receipt of proposal specified in Section 2- Proposal Schedule. The original and all copies must be in a sealed envelope or container stating on the outside:
 - a. Proposer Name, Address, Telephone Number, RFP Title-'Layoff Aversion Services 2018-19 Proposal' and Proposal Due Date
 - b. The original should be indicated on the cover page.
3. Please do not staple the original packet- utilize a binder clip. Please staple each of the five (5) photocopied packets in the upper left-hand corners.
4. Hand carried proposals may be delivered to the address identified in Section 1, Paragraph G: Correspondence, between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays observed by the City. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service. All hand carried proposals must be stamped received by VWDB.

C. Proposal Format Requirements

All Proposers must respond to the questions and instructions contained in this RFP. Answer questions in concrete language, use quantifiable measurements whenever possible, and be specific about the role of each collaborator, if any. Narratives should answer the following questions: what will be done, who will do it, who will receive the service, how and where it will be done. Failure to comply with requirements or deviation from the RFP format may result in disqualification of the proposal.

Narrative responses shall be limited to a maximum of fifteen (15) pages inclusive of exhibits and addendums. This excludes attachments as listed below. **Links to attachments are at the end of this RFP document.**

Response to this RFP must be in the form of a proposal package, which must be submitted in the following format:

1. **Proposal Cover Page- Attachment A**
Attachment A is to be used as the cover page. This form must be fully completed and signed by an authorized officer of the Proposer. This attachment is not included in the 15 page limit.
2. **Proposal Narrative- Attachment B**
Attachment B should be used to address your proposal narrative. Limited to 15 pages.
3. **Additional Qualification Questions- Attachment C**
Attachment C contains additional qualification questions. This attachment is not included in the 15 page limit.
4. **Cost- Attachment D**
Attachment D should be used to address your budget. Prepare the applicable budget given the narrative you have written. This attachment is not included in the 15 page limit.

For the documents listed in numbers 5-8 below, we only require one original or copy attached to the **original** packet.

5. **Signed Debarment Certification (Attachment E)** – only need original document
6. **Signed Lobbying Certification (Attachment F)** – only need original document
7. **Signed Assurances (Attachment G)** – only need original document
8. **Documentation of Corporate Status or Nonprofit Status (if applicable)** - only need one copy

D. No RFP Alternations

The Proposer must not modify or revise the RFP's questions, statements, instructions, forms, or attachments in any manner. Additionally, unauthorized conditions, exemptions, limitations, or provisions attached to a Proposal will render it informal and may cause its rejection.

5. EVALUATION

This RFP represents the initiation of a competitive process designed to obtain the service of the most competent Proposer. The VWDB will follow the process and procedures below in evaluating the proposals, selecting successful Proposers, and awarding contracts.

1. The first step of the review process is the examination of all proposals received for responsiveness to RFP technical requirements and for completeness. At the outset, City staff will examine whether the proposal meets the criteria listed under 'Minimum Proposal Requirements' (Section 1, Paragraph D). If a proposal does not meet the Minimum Proposal Requirements, it will not be passed on to the Proposal Review Committee ('PRC'). City staff will then prepare an analysis of each proposal that meets the Minimum Proposal Requirements, including an evaluation of the following factors and considerations:
 - The Proposer submitted the Proposal on time (on or before the Proposal Deadline listed in Section 1, Paragraph H);
 - The Proposer has the ability to:

- Fulfill all contract requirements;
 - Meet the performance objectives and goals as stated in Section 1, Paragraph B: Scope of Work;
 - Provide all paid services themselves;
- The Proposer has the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail;
- The Proposal's proposed costs are fair and reasonable; and
- The Proposer has met all other requirements listed in this RFP.

Under this first step, the City may treat a proposal as non-responsive for any one or more of the following reasons:

- The proposal is incomplete;
 - The Proposer fails to:
 - Provide the information that the forms require;
 - Return all of the forms, or
 - Submit the required attachments;
 - The proposal fails to meet any requirement described in this RFP; or
 - The Proposer knowingly and willfully submits false information. (If the City later determines that a contract was awarded as a result of false data submitted in response to this RFP, funding may be withdrawn and the contract may be terminated).
2. Second, City staff will determine whether the Proposer, who has submitted a responsive Proposal, is "responsible." The term "responsible" means that the Proposer is able to demonstrate that it possesses:
- The capacity, in terms of financial strength, resources available, and experience, to perform the services described in the RFP and the Contract; and
 - The integrity and trustworthiness to perform and complete the services that RFP and the Contract require.

Under the second step, City staff will evaluate whether the Proposer is responsible by reviewing and examining the following items, including but not limited to:

- A background check on the Proposer;
 - References;
 - Financial statements;
 - Audit reports; and
 - Licenses.
3. The PRC will review and score each proposal based upon evaluation criteria published in this RFP. Based on the scores, the PRC will make funding recommendations to the VWDB. Funding recommendations may differ from amounts requested.
4. The VWDB will consider the PRC's funding recommendations. The VWDB may approve the PRC's recommendations, or may vote to award funds differently from

the PRC’s recommendations. The VWDB may in its sole election reject any and all proposals with or without cause.

B. Evaluation Criteria

Each proposal will be evaluated on a system of one hundred (100) possible points, which are divided into the categories described below.

Criteria	Maximum Points
1. Experience, expertise, and capability to deliver the services described in the Scope of Work	30
2. Quality of proposed services including the methodology, proposed time frame, and performance measures proposed for Layoff Aversion Services and/or additional business services	30
3. Strategy for ensuring performance measures are met	10
4. Budget	20
5. References	10

The City reserves the right to request additional data and/or an oral presentation to corroborate any written proposal.

6. AWARD OF CONTRACT; CONTRACT PROVISIONS

- A. Once selected, the successful Proposer must enter into a written Agreement with the City. The RFP, or any part of it, and the Proposer’s responses, will be incorporated into and made a part of the Contract.

Before any services can commence, the selected Proposer will be required to execute the Contract, which is a standard form of agreement. To facilitate the Project’s smooth and timely implementation, Proposers responding to this RFP must review all the terms and conditions of the Contract, including, but not limited to, provisions relating to insurance, indemnity, and termination, as seen in Attachment I, *Sample Contract*.

The City’s policy is that the Contract be accepted as is. By submitting a Proposal to the City in response to this RFP, each Proposer is deemed to have provided its approval to the Contract, accepting it without qualification. If a Proposer seeks limited modification of the Contract, then in the Proposal a Proposer must identify the proposed changes.

However, changes or qualifications to the Contract may be weighed in the evaluation of the Proposal and may cause rejection of the proposal as non-responsive, in City’s determination.

The City reserves the right to further negotiate the terms and conditions of the Contract. The Proposer whom the City selects must cooperate with the City in good faith to negotiate, sign, and deliver the final Contract. The City will draft the Contract and may require the selected Proposer to attend one or more Contract negotiation conferences to discuss possible:

- Revisions to the Contract’s service-related terms, conditions, requirements, specifications, or minimum performance standards, other than the insurance and the indemnity provisions; and
- Additions to the Contract, by the parties’ mutual agreement, or as a City Ordinance or Resolution, the City’s Charter or Municipal Code, or any other law may require.

The City may require the selected Proposer to submit a variety of documents, including, but not limited to:

- Incorporation documents; and
- Addresses and telephone numbers of members of the board of directors (if any).

The selected Proposer’s failure to provide requested documents in what the City considers a reasonable time constitutes sufficient grounds for discontinuation of contract negotiations and cancellation of the award.

At any time, and for any reason, if contract negotiations with the selected Proposer fail to progress, to the City’s reasonable satisfaction, the City reserves the right to not only end negotiations with the selected Proposer, but also cancel the award and reject the Proposal. At its discretion, the City may then: reopen the proposal process; choose from among the remaining, if any, qualified Proposers; reissue the RFP; negotiate directly with any firm for services; or choose not to contract for services.

The selected Proposer must submit to the City all of the following items:

- Three (3) originals of the Contract, properly signed by the Proposer.
- Insurance certificates and additional insured endorsements that fully conform to the Contract’s requirements. General insurance requirements are listed in Insurance Requirements — Attachment E. These insurance requirements are guidelines and are not specific to the final contract.

After the City receives the signed Contracts and insurance documents, the City Attorney’s office will review the Contract. Additionally, the City Attorney’s office or the City’s Risk and Insurance Services Manager will review the required insurance. If the selected Proposer has not changed any terms of the Contract, and if the insurance conforms to the Contract’s requirements, the City will sign the Contract and return an original of the Contract to the Proposer.

- B.** The City may award a contract based solely on the written proposal; therefore, each proposal should be presented with the most favorable and supportable description and price.
- C.** Nothing in this RFP shall create any contractual relationship between any Proposer and the City. A selected proposal is accepted only in principle. Selection does not imply acceptance of all terms and conditions in the proposal as it was submitted. This RFP is

not in itself an offer of work, nor does it commit the VWDB or the City to fund any proposals submitted.

- D. The City reserves the right to negotiate any proposed program and can require a design modification to conform to new directives from the State of California, new local policies, or federal rules, regulations, or statutes. Negotiations may include but are not limited to types and scope of services, performance criteria, administrative and program structure, and budget amounts.
- E. **Contract Type- Cost Reimbursement:** The City will enter a cost reimbursement contract with successful Proposer(s). Successful entities will be expected to pay for all costs up front, and will be reimbursed by the City on a quarterly basis after providing documentation of all costs. No advances will be given.
- F. **Compliance:** Proposers must comply with WIOA, WIOA regulations, state and local laws and regulations, policies of the California Employment Development Department, and all City policies, procedures, and program requirements. Proposers must also comply with the grantor's requirements. To ensure compliance, *City of Glendale Contract Assurances, Certifications and Agreements* will be incorporated into all contracts. This document is available for examination prior to contract negotiation by contacting the individual listed in Section 1, Paragraph H: Correspondence.

7. OTHER TERMS, CONDITIONS, AND REQUIREMENTS

- A. **Procurement:** Proposers must comply with the City's Procurement Policy when acquiring allowable supplies, supportive services, etc. The City's Procurement Policy will be provided at contract execution.
- B. **Publication policy:** In generally distributed publications, Proposers must state that the program or activity is an equal opportunity employer or program, and that auxiliary aids and services are available upon request to individuals with disabilities.
- C. **Reporting and Record Keeping:** Proposers must maintain standardized records and supporting documentation for services rendered including financial, statistical and property records.
- D. **Audits and inspections:** Proposers must comply with audit requirements of the Single Audit Act of 1984 (31 U.S.C. 7501-7) and 29 CFR Part 96, U.S. Department of Labor regulations which implement Office of Management and Budget Circular A-128 or A-133 (whichever is applicable to the contracting entity). Proposers will be required to have a financial and compliance audit. All contract payments are subject to audit. The City, the State, the U.S. Department of Labor, the Comptroller General of the United States or any of their duly authorized representatives may perform audits after reasonable advance notice to the Proposer at any time during the contract period or within three (3) years from the date of final contract payment.

E. Proposer's Indemnification of the City

At its expense, Proposer agrees to indemnify, defend, and hold harmless the City,

VWDB, and their officers, agents, employees, and representatives from and against any and all liability, suits, actions, proceedings, judgments, claims, demands, liens, losses, damages, costs, and expenses (including attorneys' fees, litigation, arbitration, mediation, appeal expenses) if a dispute, lawsuit, or other proceeding arises out of any one or more of the following:

- Proposer's submitting the Proposal;
- The City's accepting Proposer's Proposal; or
- The City's awarding a Contract to Proposer in compliance with this RFP, or state, federal, or local laws.

F. The City of Glendale may: (1) request credit, criminal, and investigative reports about you and your firm, and (2) contact the references, government entities, and other persons listed in this Proposal. The City of Glendale will use this information to evaluate your firm's financial resources, responsibility, and integrity with respect to this Proposal, an award of the Contract, or any contract renewal. The City of Glendale will treat any information that it obtains now or later as confidential.

G. Contractor Responsibility

1. Certifications

- a. Debarment – any Proposer receiving an award of \$25,000 or more in Federal grant funds must submit a signed Debarment Certification. The certification assures that no principle contract representative has been excluded from the Federal award process as a result of convictions or civil judgments or other violations that would affect the integrity of grant funds.
- b. Lobbying – any Proposer receiving an award of \$100,000 or more in Federal grant funds must submit a signed Lobbying Certification that no Federal grant funds have been paid or will be paid by the Proposer for influencing or attempting to influence an officer or employee of the Verdugo WDA, a Member of Congress, or an employee of a member of Congress in connection with the award of the contract.

2. Fiscal System

Proposers must maintain accounting systems and program records to document actual expenditures. The financial system must provide accurate, current and complete disclosure of the financial results of each program activity in accordance with the contract. All records must be made available to the City for fiscal monitoring.

3. Cost Allocation Plan

Funds may be granted to a Proposer from more than one source, or a Proposer may plan to operate services using multi-source funding outside VWDB grants. Upon request, a Proposer must prepare a budget spreadsheet identifying funding sources relative to all services, whether or not such funds were awarded by VWDB.

H. Breach: In the event a Proposer fails to provide services during the period and at the cost negotiated, the City reserves the right to pursue all remedies it deems appropriate, including the right to apply criteria of reasonable and necessary costs.

8. CITY'S AND VWDB'S RESERVATION OF RIGHTS

This RFP and the proposal evaluation process does not:

- Obligate the City and/or VWDB to accept or select any Proposal;
- Constitute an agreement by the City and/or VWDB that it will actually enter into any contract with any Proposer.

When it best serves the City's and/or the VWDB's interests, the City and/or VWDB may do any of the following:

- Reject any Proposal or all Proposals at its sole discretion.
- Extend the deadline for accepting the Proposals.
- Accelerate the pace of the RFP process if only one or a handful of Proposals are received.
- Waive any or all information, defects, irregularities, or informalities in a Proposal.
- Accept amendments to Proposals after the Proposal Deadline.
- Amend, revise, or change the RFP's evaluation or selection criteria.
- Cancel, withdraw, amend, revise, change, or negotiate the terms of this RFP, the proposed Contract, or both.
- Reissue a Request for Proposals.
- Conduct oral interviews.
- Visit a Proposer's facilities or business.
- Examine financial records of Proposer to the extent necessary to ensure financial stability.
- Make a partial award.
- Negotiate with one or more Proposers.
- Award contracts to one or more Proposers.
- Require a best and final offer from one or more Proposers.

This concludes the RFP instructions.

ATTACHMENTS:

1. [Attachment A- Cover Page](#)
2. [Attachment B- Proposal Narrative](#)
3. [Attachment C- Additional Qualification Questions](#)
4. [Attachment D- Budget Proposal](#)
5. [Attachments E,F & G- Certifications Regarding Debarment, Lobbying and Assurances](#)
6. [Attachment H- Insurance Requirements](#)
7. [Attachment I- Sample Contract](#)

If you have any issues with the attachments, please email tisrael@glendaleca.gov