



REQUEST FOR PROPOSALS (RFP)

KY Bluegrass NDWG – COVID Sanitation Services

SOLICITATION #: 36

ISSUE DATE: February 22, 2021

Equus Workforce Solutions
805 N. Whittington Parkway
Louisville, Kentucky 40222

KY Bluegrass NDWG – COVID Sanitation Services

Contents

| | |
|--|----------|
| 1.0 GENERAL INFORMATION | 3 |
| 1.1 Company Background | 3 |
| 1.2 Contract Type..... | 3 |
| 1.3 Contract Duration..... | 3 |
| 1.4 COVID Sanitation Services Contact..... | 3 |
| 1.5 Pre-proposal Conference..... | 3 |
| 1.6 Procurement Method..... | 3 |
| 1.7 Proposal Closing Date..... | 4 |
| 1.8 Preparation and Award | 4 |
| 1.9 Duration of Proposal | 4 |
| 1.10 RFP Revisions..... | 4 |
| 1.11 Cancellations..... | 5 |
| 1.12 Expenses | 5 |
| 1.13 Protests/Disputes..... | 5 |
| 1.14 Contractor Responsibilities..... | 5 |
| 1.15 Mandatory Contractual Terms | 5 |
| 1.16 Compliance | 6 |
| 1.17 Confidentiality | 6 |
| 2.0 TIMELINE | 6 |
| 3.0 CONTRACTOR QUALIFICATIONS | 6 |
| 3.1 Past Performance | 6 |
| 4.0 SCOPE OF WORK | 7 |
| 4.1 Objectives | 7 |
| 4.2 Requirements | 7 |
| 5.0 PROPOSAL SUBMISSION DETAILS | 8 |
| 5.1 Submission Instructions | 8 |
| 5.2 Volume 1 - Solutions Proposal | 8 |
| 5.3 Volume 2 – Rated Criteria | 9 |
| 6.0 PROPOSAL EVALUATION | 9 |

1.0 GENERAL INFORMATION

1.1 Company Background

Equus Workforce Solutions, formerly ResCare Workforce Services, is a comprehensive provider of workforce development services in North America. Our fifty-plus-year legacy of experience encompasses the development, design and delivery of demand-driven workforce solutions. We are drivers and collaborators for workforce systems change, including adapting to changes in legislation, job seeker demographics and market and industry changes. We do this by integrating data-driven technology, expanding access to services and streamlining partner-supported service delivery. Our dedicated and passionate team of 2,500+ workforce professionals puts the industry's best practices to work across more than 350 North American locations, assisting over one million job seekers and thousands of employers annually. Together with our partners and collaborators, we work every day to change lives, advance economies and help communities thrive.

www.EquusWorks.com

1.2 Contract Type

The Contract shall be a fee for service type.

1.3 Contract Duration

The Contract shall start from the date of full contract execution by the parties (“Effective Date”). As of the Notice to Proceed Date, the Contractor shall perform all activities required by the Contract, including the requirements of this solicitation, and the offerings in its Technical Proposal, for the compensation described in its Financial Proposal. The Contract shall be for effective through March 31, 2022.

1.4 COVID Sanitation Services Contact

The COVID Sanitation Services Representative will be the Single Point of Contact (SPOC) prior to the award of the contract.

Jennifer Hayes
jennifer.hayes@equusworks.com
606-386-1373

1.5 Pre-proposal Conference

A Pre-Proposal Conference will not be held. However, questions can be submitted. Written questions from prospective contractors may be submitted via email. Emails must contain the Solicitation Number in the subject line along page number, section title and question number (if available). Please have all questions submitted to the COVID Sanitation Services Representative no later than March 1, 2021 by 5:00pm EST.

1.6 Procurement Method

KY Bluegrass NDWG – COVID Sanitation Services

The Contract will be awarded in accordance with; the U.S. federal government's competitive procurement practices and Equus Workforce Solutions streamlined procurement policy.

1.7 Proposal Closing Date

All proposals must be received by the COVID Sanitation Services Representative no later than March 5, 2021 by 5:00 pm EST. Requests for extension of this date or time shall not be granted. Contractors mailing Proposals should allow sufficient mail delivery time to ensure timely receipt by the SPOC. Multiple/alternative Proposals will not be accepted. Proposals received after the closing date and time will not be considered.

1.8 Preparation and Award

Proposals should be prepared simply and economically and provide a straightforward and concise description of the Contractor's Proposal to meet the requirements of this RFP. A Contract shall be awarded to the Contractor submitting the Proposal that has been determined to be the most advantageous to Equus Workforce Solutions considering price and evaluation factors set forth in this RFP for providing the products/services as specified within. Equus reserves the right to award in full or part either portion of this RFP. Bidders should specify if they are participating in all aspects of the RFP or just a portion.

1.9 Duration of Proposal

Proposals submitted in response to this RFP are irrevocable for the latest of the following: 60 days following the closing date for submission of proposals, best and final offers (if requested), or the date any protest concerning this RFP is finally resolved. This period may be extended at the SPOC request only with the Contractor's written agreement.

1.10 RFP Revisions

If revisions to the RFP are necessary prior to the due date for Proposals, the SPOC shall provide addenda to all prospective Contractors that were sent this RFP, or which are otherwise known by the SPOC to have obtained this RFP. In addition, an Addenda to the RFP will be posted on the Company's procurement vehicle. It remains the responsibility of all prospective Contractors to check all applicable websites for any addenda issued prior to the submission of Proposals. Addenda made after the due date for Proposals will be sent only to those Contractors that submitted a timely Proposal and that remain under award consideration as of the issuance date of the addenda.

Acknowledgment of receipt of all addenda to this RFP issued before the Proposal due date shall be included in the Transmittal Letter accompanying the Contractor's Technical Proposal. The acknowledgement of the receipt of addenda to the RFP issued after the Proposal due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Contractor from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Proposal to be deemed not susceptible for award.

KY Bluegrass NDWG – COVID Sanitation Services

1.11 Cancellations

Equus Workforce Solutions reserves the right to cancel this RFP, accept or reject any and all Proposals, in whole or in part, received in response to this RFP, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Contractors in any manner necessary to serve the best interests of the Equus Workforce Solutions. Equus Workforce Solutions also reserves the right, in its sole discretion, to award a Contract based upon the written Proposals received without discussions or negotiations.

1.12 Expenses

Equus Workforce Solutions will not be responsible for any costs incurred by any Contractor in preparing and submitting a Proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities related to submitting a Proposal in response to this solicitation.

1.13 Protests/Disputes

Any protest or dispute related to this solicitation or the Contract shall be subject to binding, private arbitration.

1.14 Contractor Responsibilities

The successful Contractor shall be responsible for rendering products and services for which it has been selected as required by this RFP. All subcontractors shall be identified and a complete description of their role relative to the Proposal shall be included in the Contractor's Proposal.

If a Contractor that seeks to perform or provide the products/services required by this RFP is the subsidiary of another entity, all information submitted by the Contractor, such as but not limited to, references, financial reports, or experience and documentation (e.g. insurance policies, bonds, letters of credit) used to meet minimum qualifications, if any, shall pertain exclusively to the Contractor, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Contractor's Proposal shall contain an explicit statement that the parent organization will guarantee the performance of the subsidiary.

While experience and documentation of a Contractor's parent company may be used to satisfy minimum qualifications, a parental guarantee of the performance of the Contractor under this Section will not automatically result in crediting the Contractor with the experience and/or qualifications of the parent under any evaluation criteria pertaining to the actual Contractor's experience and qualifications. Instead, the Contractor will be evaluated on the extent to which Equus determines that the experience and qualifications of the parent are transferred to and shared with the Contractor, any stated intent by the parent in its guarantee of performance for direct involvement in the performance of the Contract, and the value of the parent company's participation as determined by Equus Workforce Solutions.

1.15 Mandatory Contractual Terms

By submitting a Proposal in response to this RFP, the Contractor, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP and the Contract. The Contract shall reflect the requirements and provisions of the RFP. Any exceptions to this RFP shall be clearly identified as such in the Executive Summary of the Technical Proposal. The volume and severity

KY Bluegrass NDWG – COVID Sanitation Services

of exceptions to the terms of the RFP, will be considered in the evaluation process, and may be grounds for finding a Contractor not reasonably susceptible for award.

1.16 Compliance

By submitting a Proposal in response to this RFP, the Contractor, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the finalized Contract. Indicate your intent to submit a Proposal in response to this RFP by February 26, 2021 to the SPOC.

1.17 Confidentiality

This RFP, plus any other documents released, information provided, discussions, etc., as part of the selection process, are strictly confidential and should not be divulged to anyone who is not directly involved in preparation of the response. Additionally, all information within this proposal or gained during the RFP or other processes will remain confidential by the vendor. No information or publicity will be allowed to any third party unless specific written authorization is obtained from Equus Workforce Solutions.

It is a condition of this RFP that the information provided herein is for the purpose of allowing vendors to submit proposals to Equus Workforce Solutions. It may not be used in any other context nor revealed to any other party not directly involved in the submission of a proposal in accordance with the terms of the specification.

2.0 TIMELINE

Below are the targets dates and milestones for this RFP.

02/22/2021 RFP Submission to Field
02/26/2021 Intent to Respond to RFP
03/01/2021 Questions Due
03/03/2021 Equus Responses to Questions Due
03/05/2021 Submission Deadline
03/08/2021 – 03/12/2021 Proposal reviews
03/17/2021 RFP Award

Dates outlined are subject to change.

3.0 CONTRACTOR QUALIFICATIONS

3.1 Past Performance

The successful proponent shall have relevant experience providing COVID Sanitizing Services to organizations of similar size and scope with similar public sector and industry considerations.

4.0 SCOPE OF WORK

4.1 Objectives

The objective of this RFP is to identify a partner to efficiently provide COVID Sanitizing Services to public or private facilities. The purpose of this RFP is to qualify suppliers who can meet the requirements to maintain current standards of service and quality at reduce costs. Though the intent is to identify one primary partner, Equus may extend to multiple partners, if warranted. The results of this RFP will be analyzed and used to make purchasing decisions, including reducing expenses when possible and appropriate. This process includes analyzing the offers and facilitating sales presentations from short-listed suppliers (if necessary).

During the COVID crisis, Equus operations have been tasked with providing solutions to improve outcomes and services to our customers. Equus operated Workforce Services operations have indicated that a need for COVID Sanitation Services exist to assist businesses in the public and private sector to address concerns over the health of individuals and employees. The successful partner will work with Equus Workforce Solutions stakeholders at multiple locations as requested over a 17-county region covered by the Bluegrass Workforce Innovation Board.

4.2 Requirements

The Partner shall meet the requirements detailed within this section at a minimum, including providing a sample Service Level Agreement, invoice, and monthly reporting. In addition, contractor will commit to Quarterly Business Reviews.

The COVID Sanitation Service vendor will provide services on behalf of Equus Workforce Solutions including the required features below. Please confirm and describe how you can meet the required features.

- Atomized disinfectant fogging system providing a minimum 99% effective rate at killing viruses
 - Meet the EPA criteria for use against SARS-CoV-2
- Fogging must cover desks, floors, walls and other surface that may contain viruses and under surfaces
- Must be able to perform sanitation services after normal business hours or other times when facilities are closed. Normal business hours in most cases are until 5pm EST.
- Vendor must be able to provide services within the 17 counties serviced by the Bluegrass Workforce Innovation Board. These counties include: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford
- Vendor must be able to provide bi-weekly sanitation services to a variety of schools and partnering agencies of the Kentucky Career Center- Bluegrass Region
 - List of school locations is under development

KY Bluegrass NDWG – COVID Sanitation Services

4.2.1 General RFP Terms and Conditions

The successful proponent will be expected to work closely with the organization's stakeholders to:

- Assign a dedicated account manager or single point of contact for day to day management, invoicing, and escalations. Please provide your full contact information including Account Contact Name, Phone Number, Email and address.
- Meet for bi-weekly checkpoints to assess success, address any gaps or technical issues.
- Present results/reporting to key stakeholder and leadership groups as required.
- Ensure capability of supplying product and services in sufficient quantity, as needed to meet demand.
- Pricing should include the following:
 - Cost per square foot
 - All and any additional fees

4.2.2 Pricing

Pricing quotes will remain in effect for 60 days, following full RFP submission. Agreed upon pricing will be firm for the duration of the contract. Should a price increase be warranted, the contracted company will provide an addendum to Equus Workforce Solutions 30 days prior to the effective date, detailing justification for the increase.

Invoices should be consistently accurate and reflect true charges incurred by Equus Workforce Solutions. Failure to provide accurate invoices will result in a written warning provided by Equus Workforce Solutions and may ultimately result in termination of the contract.

5.0 PROPOSAL SUBMISSION DETAILS

5.1 Submission Instructions

The Contractor shall submit two electronic copies (pdf and an editable version) of the COVID Sanitation Service proposal to the SPOC listed in Section 1.4 on or before the Due Date noted in Section 1.7 of the RFP.

5.2 Volume 1 - Solutions Proposal

The Proposal shall include all items detailed below. In addition to the following instructions, responses in the Contractor's Proposal must be able to be directly mapped to the RFP.

The Solutions Proposal shall include the following documents and information in the order specified as follows.

- Title Page and Table of Contents
- Claim of Confidentiality
- Executive Summary
- Provide Company / Organization Information

KY Bluegrass NDWG – COVID Sanitation Services

- Provide a brief overview of your company. Include company name, name of parent company, date company was established and company structure (public, private).
- Briefly describe the nature of all your company's business operations, including operations unrelated to this RFP.
- What capability and experience do you possess in providing the required products and services?
- Describe the Best Practices that set you apart from your competition.
- Bid Proposal
 - Service Area Footprint
 - Proposal for Scope of Work as outlined in 4.0 Scope of Work
 - An outline of sanitation program that you would provide
 - Bid sheet
 - A map / schedule outlining Resource usage and Project schedule measured in weeks.
 - Additional Financial Factors
- Three References – Preferably similar in size and scope to Equus
- Proof of Workman’s Compensation and Professional Liability insurance

5.3 Volume 2 – Rated Criteria

Below is the grading system that Equus will use to evaluate your proposal. For example, while every aspect being graded is important, Account Management would factor more into Equus's decisions than Performance Metrics. This is here for your reference.

| Category | Subcategory | Weight |
|--|---------------------------------------|--------|
| Account Management & Pricing Considerations | Program Pricing | 45% |
| | Account Management & Customer Support | |
| | Payment Terms / Early Pay Discount | |
| Sanitation Services | Functional Requirements | 45% |
| | User Experience | |
| References/ Performance | References | 10% |
| | Performance Metrics | |

6.0 PROPOSAL EVALUATION

As a Contractor to the Federal Government, Equus has adopted FAR 15.301 as guidance for Proposal evaluation. As per the FAR regulation, Equus will evaluate the proposals in alignment with the following:

“(a) Proposal evaluation is an assessment of the proposal and the Contractor’s ability to perform the prospective contract successfully. An agency shall evaluate competitive proposals and then assess their relative qualities solely on the factors and sub-factors specified in the solicitation.

KY Bluegrass NDWG – COVID Sanitation Services

Evaluations may be conducted using any rating method or combination of methods, including color or adjectival ratings, numerical weights, and ordinal rankings. The relative strengths, deficiencies, significant weaknesses, and risks supporting proposal evaluation shall be documented in the contract file.

(1) Cost or price evaluation. Normally, competition establishes price reasonableness. Therefore, when contracting on a firm-fixed-price or fixed-price with economic price adjustment basis, comparison of the proposed prices will usually satisfy the requirement to perform a price analysis, and a cost analysis need not be performed. In limited situations, a cost analysis (see [15.403-1\(c\)\(1\)\(i\)\(B\)](#)) may be appropriate to establish reasonableness of the otherwise successful Contractor's price. When contracting on a cost-reimbursement basis, evaluations shall include a cost realism analysis to determine what the Government should realistically expect to pay for the proposed effort, the Contractor's understanding of the work, and the Contractor's ability to perform the contract. (See [37.115](#) for uncompensated overtime evaluation.) The contracting officer shall document the cost or price evaluation.

(2) Past performance evaluation.

(i) Past performance information is one indicator of a Contractor's ability to perform the contract successfully. The currency and relevance of the information, source of the information, context of the data, and general trends in contractor's performance shall be considered. This comparative assessment of past performance information is separate from the responsibility determination required under [subpart 9.1](#).

(ii) The solicitation shall describe the approach for evaluating past performance, including evaluating Contractors with no relevant performance history, and shall provide Contractors an opportunity to identify past or current contracts (including Federal, State, and local government and private) for efforts similar to the Government requirement. The solicitation shall also authorize Contractors to provide information on problems encountered on the identified contracts and the Contractor's corrective actions. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the Contractor's past performance. The source selection authority shall determine the relevance of similar past performance information.

(iii) The evaluation should consider past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.

(iv) In the case of a Contractor without a record of relevant past performance or for whom information on past performance is not available, the Contractor may not be evaluated favorably or unfavorably on past performance.

(v) The evaluation should include the past performance of Contractors in complying with subcontracting plan goals for small disadvantaged business (SDB) concerns (see [subpart 19.7](#)).

(3) Technical evaluation. When tradeoffs are performed (see [15.101-1](#)), the source selection records shall include—

(i) An assessment of each Contractor's ability to accomplish the technical requirements; and

(ii) A summary, matrix, or quantitative ranking, along with appropriate supporting narrative, of each technical proposal using the evaluation factors.

(4) Cost information. Cost information may be provided to members of the technical evaluation team in accordance with agency procedures.

KY Bluegrass NDWG – COVID Sanitation Services

(5) Small business subcontracting evaluation. Solicitations must be structured to give offers from small business concerns the highest rating for the evaluation factors in [15.304](#)(c)(3)(ii) and (c)(4).

(b) The source selection authority may reject all proposals received in response to a solicitation, if doing so is in the best interest of the Government.

(c) For restrictions on the use of support contractor personnel in proposal evaluation, see [37.203](#)(d).
deficiencies, significant weaknesses, and risks supporting proposal evaluation shall be documented in the contract file.