



Workforce Technical Assistance

RFP Responses

Please see below the consolidated pre-bid questions submitted in response to the Workforce Technical Assistance RFP, along with the City's corresponding responses. Similar or related questions have been grouped by topic for clarity and addressed accordingly.

Please note: Proposers are responsible for reviewing the RFP in its entirety. Questions that are explicitly addressed within the RFP have not been repeated in this document. The questions and responses below are limited to items requiring additional clarification from the City.

Partner Organizations & Staffing

- During the information session, it was mentioned that there are five Training Partners and that the number is expected to grow. What is the maximum number of Training Partners the contractor should be prepared to support?
 - **Workforce Training Partners are selected based on available funding, program curriculum, employment support, and anticipated number of participants served. There are currently five (5) named training partners supporting Reinvest Birmingham and we anticipate adding 3-4 more, but that number depends on the above-named factors.**
- Have the participating workforce training providers already been selected? If so, will the City provide a list of the participating organizations and their respective roles within Reinvest Birmingham?
 - **Initial workforce training partners have been selected and are currently implementing their respective scopes of work. The selected contractor will receive a list of the participating organizations and be made aware of their respective roles within the initiative.**
- Has the City previously completed organizational, workforce-service, or technical-assistance needs assessments of the participating providers? If so, will those



assessments or related planning documents be made available to the selected contractor?

- **Yes, and this information will be made available to the selected contractor.**
- Approximately how many career coaches, case managers, workforce navigators, and frontline workforce staff are currently employed in total by all participating providers? Is the expectation that this number will grow or stay at its current level?
 - **There are approximately ten (10) frontline workforce staff employed across all training partners contracted to support Reinvest Birmingham. This number is expected to increase as we add additional training partners.**

On-Site Presence & Meeting Format

- What level of on-site presence in Birmingham does the City anticipate from the selected contractor, including the estimated number or frequency of required in-person meetings, workshops, provider visits, City meetings, or other on-site activities during each contract year?
 - **This would be based on the selected contractor, whether they are located locally or out of state. Due to the nature of the work of our training partners, we anticipate that most workshops and sessions provided to our partners would be conducted virtually. As far as in-person obligations engaging directly with the City of Birmingham or events supporting Reinvest Birmingham, the selected contractor should plan for attending at least four (4) events per fiscal year.**
- May monthly technical assistance sessions, coaching sessions, and communities of practice be conducted virtually or through a hybrid model, or does the City expect these activities to occur primarily in person?
 - **Please see response above.**

Existing Workforce Systems, Tools & Partnerships

- Are there existing case-management procedures, participant intake processes, referral protocols, employer-engagement procedures, SOPs, resource directories, or other workforce tools that the contractor will be expected to review and improve?



- **Yes, and these items will be provided to the selected contractor upon contract execution.**
- What role does the City expect the selected contractor to play in employer engagement? Will the contractor primarily develop strategies, tools, and training for providers, or will direct interaction with Birmingham-area employers also be expected?
 - **The contractor will not be responsible for direct employer engagement. Reinvest Birmingham has a designated Employment Relations Coordinator who leads employer engagement activities. The contractor's role should focus on strengthening the strategies, tools, and practices that support workforce training providers and complement the work of the Employment Relations Coordinator.**
- Will this work connect to state or federal agencies and programs, such as WIOA, DOL Registered Apprenticeships, Workforce Pell, or similar programs?
 - **Reinvest Birmingham is not formally connected to WIOA, Workforce Pell, or similar state or federal workforce programs. While participants may independently access or utilize these programs and resources where eligible, there is no direct programmatic integration or implementation requirement between these programs and Reinvest Birmingham. The initiative does include a DOL Registered Apprenticeship; however, the selected contractor will not be responsible for managing or administering WIOA, Workforce Pell, or other similar state or federal programs.**

Data, Performance Measurement & Reporting

- What data-management, case-management, CRM, or workforce-performance systems are currently being used by Reinvest Birmingham and its workforce training providers?
 - **There is a formal data management, case management, CRM, and workforce performance system that is currently being implemented to support Reinvest Birmingham. Additional information regarding the system, including relevant processes and requirements, will be provided to the selected contractor as appropriate in the upcoming stages of the selection process.**



- Will the selected contractor be expected to enter information directly into City or provider data systems, develop new tracking systems, or primarily provide technical assistance related to the use and improvement of existing systems?
 - **No, this is not a requirement of the selected contractor**
- Has the City established standardized performance measures and definitions for recruitment, enrollment, program completion, employment placement, retention, supportive-service utilization, and other participant outcomes?
 - **Yes, all of these items are established and standardized.**
- Will the selected contractor be responsible for validating and consolidating provider-level performance data for submission to the City or EDA, or will the contractor's role primarily involve helping providers improve their internal data collection, documentation, and reporting practices?
 - **No. The selected contractor will not be responsible for validating or consolidating provider-level performance data for submission to the City or EDA. Those responsibilities are managed separately through a designated contractor. The selected contractor's primary role is to provide technical assistance and capacity-building support to Reinvest Birmingham's workforce training partners in areas related to program implementation, training delivery, recruitment, admissions, participant support, and supportive services. Technical assistance related to internal data collection, documentation, or reporting practices may be provided if identified as a specific need by a training partner, but it is not a primary requirement of this scope of work.**
- How is performance data related to workforce development currently collected?
 - **Workforce development performance data is currently collected, aggregated, and managed through a designated Data and Implementation Strategy contractor retained by the City of Birmingham. Additional information regarding applicable data collection processes and systems will be provided to the selected contractor, as appropriate, during contract implementation.**

Federal Compliance



- Are there specific 2 C.F.R. Part 200 compliance, documentation, procurement, cost, record-retention, or monitoring responsibilities that the City expects the Workforce Development Technical Assistance Contractor to perform directly?
 - **No. The selected contractor will not be responsible for administering the City's 2 C.F.R. Part 200 compliance, procurement, cost, record-retention, or federal grant-monitoring responsibilities. The selected contractor will, however, be expected to perform the scope of work in accordance with all applicable federal requirements identified in the RFP.**

Birmingham Workforce Ecosystem

- Does the City have a preference for proposers to include Birmingham-based organizations, consultants, workforce-development professionals, or community partners as part of the proposed project team?
 - **The City does not require proposers to include Birmingham-based organizations, consultants, or other professionals as part of the proposed project team. However, proposers should consider the importance of assembling a team that demonstrates a high standard of excellence, an understanding of Birmingham's workforce development landscape and ecosystem, and the ability to build strong, effective relationships with Reinvest Birmingham's coalition and community partners. These factors should be considered when determining the composition and qualifications of the proposed project team.**
- Will the City make available existing workforce ecosystem maps, community needs assessments, Reinvest Birmingham planning documents, employer commitments, supportive-service inventories, or similar materials that proposers may use to better understand the targeted communities and existing service network?
 - **Relevant existing Reinvest Birmingham planning documents and materials necessary to support successful implementation of the scope of work will be made available to the selected contractor, as appropriate. Proposers should develop their responses based on the information provided in the RFP and other publicly available Reinvest Birmingham materials.**



- Is the current workforce-development service offering equally accessible across all four economically distressed communities, or is there a concentration of services in a particular area?
 - **Reinvest Birmingham serves all four communities identified within the initiative’s designated service area: North Birmingham, Northside, Pratt, and Smithfield. Workforce services funded through the initiative are intended to be accessible to eligible residents across the full service area.**

Contract, Staffing & Pricing

- The Minimum Evaluation Criteria require the proposer to agree to the terms of the contract. Will the City provide a proposed contract, standard professional-services agreement, or applicable terms and conditions for review prior to the September 18 proposal deadline?
 - **For purposes of the Minimum Evaluation Criteria, “agreement to the terms of the contract” refers to the proposer’s agreement to the terms, requirements, scope, and conditions of the contracting opportunity as outlined in the RFP. It does not refer to review or execution of a separate contract prior to proposal submission. A formal contract will be developed with the selected proposer following the selection process.**
- If subcontractors or consultants are proposed, are there specific forms, certifications, financial information, resumes, references, or other documentation that must be included for each subcontractor?
 - **If a proposer includes a subcontractor, consultant, partner organization, or other entity as part of the proposed project team, that entity should provide the same applicable documentation required of the primary proposer under the RFP, including documentation necessary to demonstrate its qualifications, organizational capacity, financial standing, and the qualifications of key personnel proposed to perform the work. The proposer should also clearly identify each subcontractor or partner and describe its role within the proposed scope of work.**
- After award, will substitutions of proposed key personnel or subject-matter experts be permitted with prior City approval?



- **The City expects the personnel identified in the selected proposal to remain assigned to the project throughout the contract period. Substitutions may be considered only under extenuating circumstances and must receive prior written approval from the City. Any proposed replacement must possess qualifications and experience comparable to or greater than those of the individual originally proposed.**
- Does the City have an anticipated contract execution and project kickoff date following the October 12, 2026 final vendor selection?
 - **The project will begin following completion of the City's contract drafting and execution process. A specific contract execution and project kickoff date cannot be established until that process is complete. The City will coordinate the project kickoff with the selected contractor following full execution of the contract.**

Proposal Requirements & Eligibility

- For a privately held for-profit company, what specific financial documentation will satisfy the requirement for a 'Financial Statement' under Section 3.6?
 - **Privately held, for-profit proposers should submit a current financial statement sufficient to demonstrate the organization's financial standing and capacity to perform the proposed work. An IRS Form 990 is applicable only to nonprofit organizations.**
- Is there a maximum page count for the Technical Proposal, excluding resumes and supplemental materials?
 - **No. The RFP does not establish a maximum page count for the Technical Proposal. However, proposers are encouraged to be clear, concise, and responsive to the requirements of the RFP, recognizing that proposals will be reviewed and evaluated by the City's Evaluation Committee.**
- May relevant projects completed by proposed key personnel or subcontractor subject-matter experts while employed by other organizations be presented as examples of the proposed team's relevant experience, provided the individual's role is clearly identified?
 - **No. Examples of relevant projects submitted in response to the RFP should reflect work performed by the proposing organization or an**



identified subcontractor or partner organization. Projects completed by an individual solely through prior employment with an organization that is not part of the proposed project team should not be submitted as examples of the proposing team's organizational experience. Individual team members may describe relevant prior professional experience within their resumes, as applicable.

- Was attendance at the August 26, 2026 Information Session mandatory for proposal responsiveness or proposer eligibility? If a prospective respondent did not attend, may that organization still submit a responsive proposal and be considered for award?
 - **No. Attendance at the August 26, 2026 Information Session was not mandatory and is not a requirement for proposal responsiveness or proposer eligibility. Organizations that did not attend the Information Session may submit a proposal and will be considered in accordance with the requirements and evaluation criteria outlined in the RFP.**
- Please clarify whether a City of Birmingham business license, City supplier/vendor registration, and Alabama foreign-entity registration are required at the time of proposal submission, prior to award, or before contract execution/performance.
 - **All of the above are required prior to contract execution. All items are required to be supplied to the Reinvest Plan Officer in order for a contract with the City of Birmingham to be drafted.**
- What insurance coverages and minimum limits will the selected contractor be required to maintain? Please also clarify when certificates of insurance must be provided and whether the same requirements apply to subcontractors?
 - **Additional clarification regarding coverage types, minimum limits, certificate requirements applicable to subcontractors will be provided through a subsequent written clarification or addendum, as applicable.**

Evaluation & Scoring

- Section 6 states that eligible proposals will be evaluated across five categories and that the maximum score is 100 points. However, the displayed scoring ranges appear to permit up to 25 points for each of five categories. Please confirm the



correct weighting and maximum points for each evaluation category and the overall maximum score.

- **This is a typo in the RFP and was clarified during the Information Session. Each eligible proposal will be scored based on the following five evaluation categories, using a scale of 1 to 25 for each criterion. The maximum score is 125 points. Proposals scoring below 15 points may not be considered.**

Information Session Materials

- Can the PowerPoint used during the information session be emailed to those who registered or otherwise made available?
 - **Yes, the slide deck will be made available when the Q&A Responses are available on September 9, 2026.**