

## Request for Proposals (RFP)

### INCUMBENT WORKER BOOKEEPING TRAINING

#### Purpose and Project Description

The Santa Barbara County Workforce Development Board ("SBCWDB") is soliciting informal quotes to provide Bookkeeper training using WaterFlex and QuickBooks software, as part our Incumbent Worker Training Program.

Proposals are to be submitted via e-mail to [wdb@sbcsocialserv.org](mailto:wdb@sbcsocialserv.org) no later than close of business November 2, 2020.

Prospective contractors shall not contact SBCWDB officers or employees, or SBCWDB Board members or staff, with questions or suggestions regarding this solicitation except through the primary contact person listed above. Any unauthorized contact may be considered undue pressure and cause for disqualification of the contractor.

Questions and answers will be posted, as received, on our website at SBCWDB.org.

#### Responses should include:

##### 1. Qualifications:

- a. Your resume describing your experience and expertise with the delivery of similar services;
- b. Experience & References: The proposal shall describe past experience for which contractor provided services similar to the Scope of Work. Please include a phone number and, if possible, an email address, as the SBCWDB will use this information to conduct reference checks.

##### 2. Budget:

The budget for this training program shall not exceed \$10,000. The prospective contractors shall provide a budget with an hourly rate and anticipated expenses for the delivery of the training program. The budget must include all costs.

If selected, the prospective contractors shall provide the SBCWDB with the documentation required to meet federal, state, and local procurement standards. SBCWDB reserves the right to award all, part, or none of the available funds for this project.

At minimum, the budget shall include the following:

- a. Estimated time in hours, and hourly rate for the preparation work done prior to the delivery of the training, if needed.
- b. Delivery of training program -- hourly rate for the delivery of the 31.25 hours of training, for the topics listed on this RFQ.
- c. Other cost, such as cost for books and/or training materials, if necessary. Please specify.
- d. Total training cost

The agreement, if selected, shall begin in the middle of November, with the completion date to be determined.

### **Deliverables:**

The training will enhance SBCWDB Business Services offerings to meet the needs of our local businesses. Selected vendor(s) will provide live virtual and in-person trainings to employees participating in an Incumbent Worker Training (IWT) with a local business.

IWT Definition: IWT provides both workers and employers with the opportunity to build and maintain a quality workforce, and increase both participants' and employers' competitiveness. IWT is a type of work-based training and upskilling designed to ensure California workers can acquire and develop the skills necessary to avert layoff or increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for employers.

The local business will need training on the WaterFlex and QuickBooks software programs. At the end of the training program, a certificate of completion must be provided to all participants who successfully completed the program.

### **The business participating in this program has requested 31.25 hours of Bookkeeping training (using WaterFlex and QuickBooks software programs) on the following topics:**

- Introduction/Navigation for WaterFlex & QuickBooks (i.e., home screen, tool bar, shortcuts)
- Expenses (i.e., vendor center overview, creating new vendor, enter bills, pay bills, write checks, credit memos)
- Payroll (i.e., record information, confirm filings)
- Sales (i.e., customer center overview, create new customer, new job, invoices, credit memo; receive payment, deposit funds)
- Sales Tax (i.e., establish rates, pay sales tax, adjust sales tax)
- 1099 Filings (i.e., review information, prepare and submit forms)
- Banking (i.e., bank feeds, reconciliations)
- Budget (i.e., review concepts of budget, implementing in Quickbooks)

- **Reports** (i.e., overview, drill down function, customize options, excel exports, email reports, accrual vs cash)
- **Internal Controls** (i.e., customer and vendor correspondence, bank statement review, check signing, vacations)

Selected vendor will work closely with local business on the curriculum development. The final curriculum must be approved by employer and SBCWDB.

## Requirements

The following information will be needed to establish purchase orders with the County of Santa Barbara and may be provided simultaneously (if you have not already done so) with the informal quote:

- **Proof of Insurance** — In order to execute a contract with the County of Santa Barbara, the County requires General Liability (\$1,000,000 per occurrence, \$2,000,000 in the aggregate) in the aggregate) with an Endorsement (such as form CG 20 26 11 85) naming the County of Santa Barbara as an additional insured, and/or Professional Liability insurance. If vehicles are involved, proof of Auto Liability is also required. Proof of Workers' Compensation is also required, if you have any employees. The Certificate Holder shall read as follows:

County of Santa Barbara  
Department of Social Services  
2125 S. Centerpointe Pkwy.  
Santa Maria, CA. 93455

- **Substitute W9**, which allows a vendor to be up for direct deposit
- **CA 590** required by the State of California