

**Request for Qualifications
Santa Barbara County Workforce Development Board
Pathway Home 2
Project Operator**

Purpose and Project Description

The Workforce Development Board of Santa Barbara County (“WDB”) is soliciting informal quotes from qualified organizations to provide coordination of Workforce Innovation and Opportunity Act (WIOA) program services for our Pathway Home 2 Grant.

The Santa Barbara Workforce Development Board (WDB) is the lead agency on the Department of Labor funded Pathway Home 2 grant. The goal of the grant is to provide incarcerated individuals with workforce services prior to release; transition participants into education, employment, and training programs in the communities to which they will return; build connections to local employers to enable participants to secure employment; and prepare participants to meet the needs of their local labor markets with the skills valued by employers. The Santa Barbara WDB envisions close coordination between partners and continuity of case management to be critical components to the success of participants of this project.

The project includes seven other project partners which includes Santa Barbara County Sheriff’s Office, and local community colleges.

Timeline

The term for these grant activities is January 2022 – December 2024 (with the last 12 months being follow up services).

Target Population – 250 participants to be served.

Participants eligible to receive services under this contract must:

- Be at least 18 years old;
- Have been convicted under local, county, state, or federal law;
- Reside, at the time of enrollment in the program, in a local jail for adults;
- Have a release date scheduled within 20 to 180 days of the individual’s enrollment into the program;
- Be scheduled to return to reside in Santa Barbara County upon release
- Be eligible to work in the United States.

The SBCWDB is seeking one (1) highly-qualified project operator and coordinator for all direct services provided below.

This project operator will work closely with WDB staff and will coordinate all services.

Deliverables:

Project operator will be responsible for the coordination of all direct services below. Service must be provided in-person at the two Santa Barbara County jails (in Santa Barbara and Santa Maria) and post release at the local America's Job Center of California. Staff working in the jails must pass a comprehensive background screening.

- **Overall coordination of program services**

Lead program operator. In coordination with other partners, ensure participants move through all the program elements while participants are incarcerated and post release. Program elements include: career readiness training, academic support, vocational/occupational skills training, mentoring, additional case management services, job placement.

- **Workforce Case management**

Provide comprehensive case management (pre and post-release), including assessing project eligibility, coordinating referrals to other program elements/partners, and enrollment into WIOA programs as appropriate.

- **Developing Individual Development Plans (IDPs)** using state and local labor market information (LMI) that identify barriers to employment. Provide all participants with quality individualized plans by utilizing tools such as interest inventories that promote opportunities for self-exploration, career exploration, career planning, and postsecondary education and training in order to advance short-and long-term career goals. This includes utilizing assessments (including needs assessments) provided in coordination with other project partners.

- **Supportive Services**

Offer supportive services throughout the project.

- **Additional Case management and Career Services**

Job readiness preparation; assistance with obtaining personal identification, referral to legal assistance (e.g., modification of child support orders, expungement proceedings, securing participant licenses, child custody assistance, and protective and restraining order assistance); counseling, and referrals to the legal and social services required to help participants transition back to their communities. In partnership with other project partners; job search assistance; information about apprenticeship & pre-apprenticeship

programs, and education and training opportunities; Labor Market Information and Career pathways on-ramp connections.

- **Coordination and placement of participant into work experience (South County only) and unsubsidized employment (county-wide).**

Work experience services may include the following:

1. Recruit businesses for Work Experience sites.
2. Obtain signed Work Experience site agreement from each business before Work Experience begins.
3. Obtain agreements from each participant before Work Experience begins.
4. Screen Work Experience sites and participants to ensure successful placement by evaluating Work Experience sites and their needs and place participants at Work Experience sites based on participant's interests and skills.
5. Prepare and coach participants for Work Experience.
6. Follow-up with Work Experience site once every two weeks.

Requirements

The selected professional must have strong workforce development background and experience working with federal workforce projects, knowledge of the Santa Barbara County workforce system, and experience meeting WIOA program and monitoring requirements is preferred.

Responses will be accepted by e-mail at Psotel2@countyofsb.org no later than close of business Tuesday, November 30, 2021. The e-mail subject line should read: Pathway Home 2, your name/name of your organization.

Please submit a cover letter and the following:

- Qualifications (i.e., resume) and description of your experience and expertise in managing workforce development programs, projects, and/activities related to the target population.
- Include in your resume any examples of working in a multi-agency collaborative way or coordination of programs across multiple locations (cities, counties, regions).
- Budget Estimates (using attached budget template).

Compensation

For purposes of this Request for Qualifications, the SBCWDB will negotiate compensation and a contract amount, with the best qualified candidate.

SBCWDB reserves the right to negotiate the final funding amount which may be lower than the amount submitted by the selected applicant. Funding for this contract shall be contingent upon availability of grant funding.

The SBCWDB is using the small purchase method for procurement permissible for the transactions of less than the simplified acquisition threshold of \$250,000 pursuant to 2 Code of Federal Regulations Sec. 200.

Contractual 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. All General liability policies should add the County of Santa Barbara (including its board of departments, officers, officials, employees, agents and volunteers) as an additional insured with a policy endorsement form (such as form CG 20 26 11 85), 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 set- up for direct deposit
- **CA 590** required by the State of California

Selected contractor might be subject to audit requirements pursuant to Uniform Guidance 2 CFR part 200 and DOL Exceptions 2 CFR § 2900.2. Accordingly, contractor is required to, and shall have, a single audit conducted in accordance with 2 CFR § 200.514 if contractor expends \$750,000 or more in federal awards (this includes federal subawards) during contractors' fiscal year. If selected, contractor shall submit such required single audit reports to COUNTY before contract execution.