

RFQ for Consultant – One-Stop and WIOA Adult and Dislocated Worker Operators

PURPOSE & PROJECT DESCRIPTION

In accordance with the Federal Workforce Innovation & Opportunity Act (WIOA) requirements, the Workforce Development Board of Santa Barbara County ("WDB") is soliciting informal quotes for consultant services to assist in the solicitation and selection of: One-Stop/America's Job Center of California, WIOA Adult and Dislocated Worker operator(s). **Quotes are to be submitted via e-mail to psotel2@countyofsb.org no later than close of business Friday, December 17, 2021.**

Federal Law and the State of California have provided guidance to Local WDBs on the competitive selection of the operators for the delivery of workforce services. The purpose of the Consultant is to guide the process, that will include a WDB-appointed Ad Hoc Committee, manage the submittal and rating processes, and to prepare and present recommendations to the WDB.

The selected Consultant will perform his/her duties in collaboration with the WDB Executive Director.

Selection of WIOA Delivery System Operators - Consultant Scope of Services

- a. **Update of RFPs:** The consultant will review the previously-issued RFP, and develop a set of recommendations for the Ad Hoc Committee's approval.
- b. **Ad Hoc Committee:** The consultant will convene and manage the WDB Ad Hoc Committee.
- c. **RFP Release, Rating:** The consultant will: oversee the release of the RFP, in collaboration with County Staff; conduct the Bidders Conference; select raters and oversee the selection process.
- d. **Presentation:** The consultant will conduct a power point presentation of recommendations for funding to the WDB,
- e. **Post-Adoption by WDB:** Participate in any Appeals Process, if required by the WDB.

Please submit your budget estimates (using the format included in this RFQ) for all services stated above and include your qualifications (i.e., resume). Your qualifications statement should explicitly speak to your knowledge and/or experience of WIOA, your knowledge of the requirements for solicitation of WIOA One-Stop and Program Operators; and your experience working in the California Workforce System.

Contract Term and Funding Availability

Following Department of Labor Consultant Pay and Services policy, the current consultant fee limitation is set at \$710 per day.

For purposes of this Request for Qualifications, the SBCWDB will negotiate compensation and final contract amount, with the best qualified candidate. Compensation will not exceed \$25,000.

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 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.

Budget Estimates
Sample Response

Activity	Rate/hr	Approximate Number of Hours per Activity	Estimated Total
RFP Consultant	\$__ /hour	Total number of hours estimated for activity: _____	\$

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