

## **Request For Qualifications (RFQ)**

### **Santa Barbara County WDB: 2020 COVID Impact Report**

#### **Purpose and Project Description**

The Workforce Development Board of Santa Barbara County (“WDB”) is seeking a qualified research consultant(s) to perform the **Santa Barbara County WDB: 2020 COVID Impact Report**.

This study will provide a broad look at the unique conditions created by the COVID-19 pandemic on Santa Barbara County’s local economy and workforce, during the first 10 months (March 2020 – Dec 2020).

The reports content must include the following:

1. Employment Analysis
2. Business Impact
3. Skills Gap Analysis

Quotes are to be submitted via e-mail to [l.servin@sbcsocialserv.org](mailto:l.servin@sbcsocialserv.org) no later than close of business **Monday, January 18, 2021**.

#### **Scope of Services**

The selected vendor must completed the study by March 2021.

#### **Deliverables:**

1. An Executive Summary Report
2. A Full report
3. At least three virtual presentations to County government agencies or other entities, including foundations and local community base organizations.

Selected vendor maybe asked to provide additional presentations – covered with outside funding. Not to be included on the proposed cost for this RFQ.

#### **Please submit your quote as a flat fee for all services stated above and include:**

- Qualifications (i.e., resume) and description of your experience and expertise in labor market research,
- Samples of research studies you previously conducted

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

#### **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