

Request for Proposals
Santa Barbara County Workforce Development Board
COVID-19 Disaster Recovery National Dislocated Worker Grant (NDWG)
Service Provider

Background

The Santa Barbara County Workforce Development Board (SBCWDB) develops innovative workforce strategies that help businesses, individuals, and industries achieve and sustain economic vitality across all communities in Santa Barbara County. The WDB oversees federally-funded workforce services for businesses and job seekers provided through the America’s Job Center of California (AJCC).

The Employment Development Department (EDD) awarded \$12 million for a COVID-19 Disaster Recovery National Dislocated Worker Grant (NDWG). This grant provides funding to create temporary employment to clean disaster-impacted areas, distribute humanitarian aid to individuals, and provide workforce development services (basic, individualized, training, and follow-up).

Program’s Target Population

Participants must be determined eligible based on the following criteria:

1. Individuals who are temporarily or permanently laid off as a consequence of the
 1. disaster;
 2. Other eligible dislocated workers as defined in WIOA Section 3(15);
 3. Long-term unemployed workers, as defined by the state (15+ weeks); and
 4. Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster.

Allowable Grant Activities

- I. **Temporary Jobs (TJC)** - Disaster DWGs provide funding for the creation of Disaster Relief Employment, or temporary jobs, which are restricted to the following activities:
 - a. Clean-up and recovery efforts including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area and in offshore areas related to the emergency or disaster.
 - b. The distribution of food, clothing, and other humanitarian assistance for disaster victims.

- II. **Workforce Development (WDC) - Career and Training Services** – DWG projects provide Career and Training services (to include paid work experience, on-the-job training, or vocational training for those grant participants already enrolled in the temporary jobs component of a Disaster DWG project, who are unlikely to return to their prior employment. DWG funds may provide employment and training services concurrently with participation in the temporary jobs component.

The funds for these services are covered with grant funds.

Purpose and Position Description

The SBCWDB is seeking one or more highly-qualified professionals to provide workforce development services (basic, individualized, training, and follow-up). Along with this professional must be able to provide Case Management Services, and be able to connect and network with multiple organizations in the community (schools, businesses, public agencies, etc).

The selected Provider will be required to work independently and take a lead role in completing the required tasks.

The Provider will work with the SBCWDB staff to ensure program and services are executed efficiently and effectively. The Provider will provide support to participants in program and complete program activities accordingly. Some of the responsibilities will include:

- a. Recruit 10-20 eligible participants
- b. Coordinate the placement of the participant into the two grant activities.
- c. Finding eligible worksites for the participants for the TJC.
- d. Finding businesses and schools for the WDC of the program.
- e. Coordinate with the local food bank for participant placement
- f. Coordinate communication with training providers and employers.
- g. Meet regularly with program partners to obtain participant progress

The selected professional must have strong case management experience and must be able to work independently and have workforce development background and experience in WIOA Programs.

Contract Term and Funding Availability

This position is envisioned as a temporary (6-12 months) means to fill a critical requirement as expeditiously as possible. The available funding is \$30,000.

Pay limitations: The current interpretation of DOL's Consultant Pay and Services policy reads that the consultant fee limitation is set at \$710 per day. This policy is currently under negotiation with the Employment Development Department and California Workforce Association and is subject to change through the duration of this project.

Qualifications and salary history/requirements are to be submitted via e-mail to: **Peter Sotelo** at Psotel2@countyofsb.org no later than close of business **Friday, April 22, 2022**. The e-mail subject line should read: **COVID-19 Disaster Recovery National Dislocated Worker Grant (NDWG) Provider**.

Please submit a resume and answer the following questions:

1. What's your computer experience?
2. What's your experience working with the public (networking, schools, businesses, public agencies, etc)?
3. What's your availability Monday – Friday? Can you work in North, Mid, or South Santa Barbara County?

4. What's your ideal hourly rate that you might be considering?

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