

**Request for Qualifications
Santa Barbara County Workforce Development Board
On-Boarding Consultant**

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).

Local Boards are required to conduct an open and competitive process to select their Workforce Innovation and Opportunity Act program Operators every 3-4 years. SBCWDB is in the process of transitioning to a new program operator for the AJCC Operation, Adult and Dislocated Worker Programs. New program operator will begin July 1, 2022.

Purpose and Position Description

The SBCWDB is seeking one or more highly-qualified professionals to provide on-boarding support to the Workforce Innovation and Opportunity Act One-stop/AJCC, Adult and Dislocated Worker Program operators.

The selected consultant(s) will be required to work independently and take a lead role in completing the required tasks.

The consultant will work with the SBCWDB Program Manager, incumbent, and newly selected operators to ensure program and services are transitioned efficiently and effectively. The Consultant will provide support in all on-boarding and off-boarding activities. Some of the responsibilities will include:

1. In collaboration with SBCWDB Program Manager create and execute Off-boarding Task List for incumbent operator. This task list includes over 25 tasks that are required as part of the transition. Some of the tasks include:
 - a. Coordinating and facilitating meetings between partners and staff.
 - b. Review and assess cases with incumbent operator to ensure participants are transitioned smoothly to new operator.
 - c. Coordinate communication with training providers and employers.
 - d. Completing inventory of equipment and supplies.

2. In collaboration with SBCCWDB Program Manager create and execute On-boarding Task List. This task list includes over 50 tasks that are required as part of the transition. Some of the tasks include:
 - a. Coordinating and facilitating meetings between partners and staff.
 - b. Providing required training to new staff.
 - c. Reviewing all new WIOA program applications during the transition to ensure staff members are properly documenting eligibility.
 - d. Coordinating the transition of AJCC operator activities.

- e. Ensure all policies and procedures are in place.
3. Review and revise all program documents including:
- Update all the required WIOA local policies and procedures (10-20 policies).
 - Update Operational Guides. These guides provide the operators with procedures on how to effectively operate programs.
 - Present policies to the WDB Board for approval.
 - Train workforce and operators' staff on policies and procedures, in order to ensure proper implementation.
 - Update all operational documents/program documents used by program operators to ensure alignment with policies and procedures.

The selected professional must have strong workforce development background and experience in WIOA Programs.

Contract Term and Funding Availability

This position is envisioned as a temporary (6 months or less) means to fill a critical requirement as expeditiously as possible. The available funding is \$50,000 which will be divided by one or more consultants.

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 8, 2022**. The e-mail subject line should read: **WIOA Program Operator, On-Boarding Consultant.**

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
 - Include in your resume any examples of working with program operations at the managerial or oversight level.
 - Include in your resume any examples of working in a multi-agency collaborative way or coordination of programs across multiple locations (cities, counties, regions).
- Weekly Availability (Monday to Friday) for in-person support or remote (please specify)
- Please indicate which of the three activities you will be interested in performing (1. Off Boarding; 2) On-boarding; 3) Policies and Procedures.
- Please mention your desired compensation (all-inclusive hourly rate).

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