

Request for Qualifications
Santa Barbara County Workforce Development Board
Project Start-up 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).

Purpose and Position Description

The SBCWDB is seeking one (1) highly-qualified professional to provide start-up support to a special grant project as a **Consultant**. The federally funded Department of Labor (DOL) grant project is a partnership between the Santa Barbara County Sheriff's Department, local community colleges, community based organizations and the SBCWDB. This project will provide career and training services to individuals as they transition out of the criminal justice system.

The consultant will work with the SBCWDB Program Manager and provide support in all start up activities including, but not limited to, responding to DOL requests, assist in project program design and development, coordination of partner meetings and assisting with development of partner contracts and agreements.

The selected professional must have strong workforce development background and experience working with federal workforce projects, knowledge of the Santa Barbara county workforce system goals, developing contracts and experience in working with community based organizations, community colleges and other government agencies within a county. Experience in working on projects that provide services to criminal justice involved individuals is preferred.

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 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: info@sbcwdb.org no later than close of business **Friday July 23rd, 2021**. The e-mail subject line should read: **Special Grant Consultant Response**.

The ideal person would be able to provide the following services:

Duties and responsibilities of the Consultant will vary, but some examples include:

1. Work in coordination with SBCWDB and partners of this project to support start up activities

2. Assist with development of program design based on this projects Statement of Work
3. Organize and facilitate meetings amongst SBCWDB and partners
4. Develop and design program materials including but not limited to, program application, operation manual, eligibility guide etc.
5. Develop referral process amongst partners
6. Organize, schedule and facilitate program and CalJOBS system trainings for partners
7. Attend DOL meetings and project related meetings to assist project manager with grant requirements
8. Assist with development of required procurements of services and developing SBCWDB agreements between county and partners
9. Complete quarterly reports as required by the DOL
10. Develop program dashboards for reporting to local area, partners, agencies etc..
11. Assist with reporting out to SBCWDB committees at committee meetings or any partner meetings as requested

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 multipole locations (cities, counties, regions).

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 \$150,000 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