

Request of Qualifications
Santa Barbara County Workforce Development Board
CAREER NDWG
Program and Business Services Platform

Purpose and Project Description

The Santa Barbara County Workforce Development Board (SBCWDB) is soliciting informal quotes from qualified Consultants/Contractors to develop a fully integrated, multi-program platform that includes labor exchange, business services and analytics platform for the Department of Labor (DOL) Comprehensive and Accessible Reemployment through Equitable Employment Recovery National Dislocated Worker Grant (CAREER).

The goal of the DOL CAREER project is to create partnership between local community organizations that support underserved community members who have been disproportionately impacted by the COVID-19 pandemic with an emphasis on serving English Language Learners (ELL). This project will provide career and training services at Santa Barbara County's America's Job Center of California (AJCC) and satellite locations that will be developed through this grant.

Contract Term and Funding Availability

The term for these grant activities will vary but anticipated to begin February 2022 and end no later than March 2023.

The amount of funding available for these services is \$90,000. In the event additional funding is available, additional services may be requested within the scope of this request.

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. This policy does not apply to agencies or organizations.

Deliverables:

The Program and Business Services Platform shall include three components:

1. **Common Intake and Program Matching-** that will allow users to enter their information, needs and be matched to the most suitable SBCWDB program based on their needs
2. **Jobs Portal-**allow job seekers to search for jobs; job portal should have the ability to pull from major job search data bases as well local job search engines
3. **Business Services Portal-** Ability for internal staff to utilize the platform to manage daily tasks (interaction and services being provided to local businesses) as well as ability to develop "job skills pool" which will help SBCWDB identify what job skills employers are seeking and reporting what job skills are in need

Requirements

The selected professionals must have strong background in providing the aforementioned services for agencies and organizations related to workforce services.

Please submit a cover letter and the following:

- Qualifications (i.e., resume) and description of your experience and expertise in marketing and outreach campaigns and any experience in supporting workforce development programs or social service programs, projects, and/activities
- Include in your resume any examples of working in a multi-agency collaborative way or coordination of programs across multiple locations (cities, counties, regions).
- Budget estimates

Qualifications and salary history/requirements are to be submitted via e-mail to: jmedle@countyofsb.org no later than close of business Friday January 28th, 2022. The e-mail subject line should read: **Program and Business Platform Response.**

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 \$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

Selected contractor might be subject to audit requirements pursuant to Uniform Guidance 2 CFR part 200 and DOL Exceptions 2 CFR § 2900.2. Accordingly, contractor is required to, and shall have, a single audit conducted in accordance with 2 CFR § 200.514 if contractor expends \$750,000 or more in federal awards (this includes federal subawards) during contractors' fiscal year. If selected, contractor shall submit such required single audit reports to COUNTY before contract execution.