

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

### **Santa Barbara County WDB: COVID-19 Labor Force Participation Rate Report 20/21**

#### **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: COVID-19 Labor Force Participation Rate Report 20/21**.

This study will provide a look at the unique conditions created by the COVID-19 pandemic on Santa Barbara County’s local economy and workforce. More specifically, it will explore the different reasons that adult residents are leaving and remaining out of the workforce.

The reports content must include the following:

1. Executive Interviews- with key stakeholders including but not limited to: Board of Supervisor’s members, Chamber of Commerce Presidents, Workforce Development Board Members and other community agencies.
2. Survey Research- with community members and the business community.
3. Report-of key findings and presentation.

Quotes are to be submitted via e-mail to [info@sbcwdb.org](mailto:info@sbcwdb.org) no later than close of business day on Friday, December 3<sup>rd</sup> 2021.

#### **Scope of Services**

The selected vendor must complete the study by March 2022.

#### **Deliverables:**

1. An Executive Summary Report or Memo
2. A Full report of findings and Power Point presentation
3. At least three virtual or in-person 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). 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 up for direct deposit
- **CA 590** required by the State of California