

**Request for Qualifications**  
**Santa Barbara County Workforce Development Board**  
**Strategic Partnership Consultant**

**Purpose and Project Description**

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 SBCWDB oversees federally funded workforce services for businesses and job seekers provided through the America's Job Center of California (AJCC). The SBCWDB is soliciting informal quotes from (1) highly-qualified professional to provide strategic partnership services as a Consultant for special grant projects.

The federally funded Department of Labor (DOL) grant projects are partnerships between local community organizations that support undeserved community members who have been disproportionately impacted by the COVID-19 pandemic with an emphasis on serving participants with barriers to employment and English Language Learners. This project will provide career and training services at Santa Barbara County's Americas Job Center of California (AJCC) and satellite locations in underserved communities throughout Santa Barbara County.

The consultant will work with the SBCWDB staff to provide support in start-up activities, strategic partnership activities and overall program implementation and management. This consultant will work independently with some support from SBCWDB staff but is expected to take a lead role in implementation and collaboration amongst all project partners and across all project activities including, but not limited to: act as liaison between the SBCWDB and partner agencies; identifying and engaging community based organizations that serve the targeted population of project; identifying and establishing community access points including all logistical aspects; work with partners to establish a calendar of services at access points; coordination of partner meetings and assisting with development of partner contracts and agreements and additional tasks related to start-up.

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 participants with barriers and English Language Learners is preferred.

**Contract Term and Funding Availability**

The term for this Consultant position is temporary with an estimated start date of February 2022 and no later than March 2023.

The amount of funding available for this Consultant position is \$35,000. In the event additional funding becomes available, an extension of project services may be requested.

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: [jmedle@countyofsb.org](mailto:jmedle@countyofsb.org) no later than close of business Friday January 28<sup>th</sup>, 2022. The e-mail subject line should read: **Strategic Partnership 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, partners and other consultants of this project to support start up activities
2. Develop MOUs or partnership agreements with partnering agencies and consultants
3. Organize and facilitate meetings amongst SBCWDB and partners
5. Develop referral process amongst partners
6. Organize, schedule and facilitate program and CalJOBS system trainings for partners
7. Attend 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
10. Develop program dashboards for reporting to local area, partners, agencies etc..

**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