

**Request for Bids to Provide
Partner & Project Coordination Services
Santa Cruz County Workforce Development Board (WDB)**

Summary of Work

Convene, coordinate, and organize the local workforce development system to be sure that the thirteen required partner agencies are all working together to improve outcomes for our clients.¹

Core Tasks

- 1) Convene and facilitate 3-4 partner meetings per year to foster collaboration. Meetings may be held at our Watsonville office or at another mutually agreed upon site.
 - a. Must clearly delineate deliverables, roles and responsibilities of meeting partners from meeting to meeting to clearly track progress on work from each meeting.
 - b. Follow up with partner agency representatives that have deliverables on the meeting agenda to encourage completion and progress on agreed upon goals.
 - c. At the WDB's request, report or provide updates to the WDB and/or to its committees.
2. Manage the performance of [One-stop partner MOU agreements](#). Tasks include:
 - a. Identify staff and partner annual training needs.
 - b. Develop strategies to improve partner collaboration.
 - c. Make recommendations for system improvements.
 - d. Track service center certification and continuous improvement metrics.

Budget

- Core Tasks Budget: Up to \$30,000 to fulfill core responsibilities.
- Additional Allowable Tasks Budget (see page 2): Up to \$20,000 for additional tasks (total contract not to exceed \$50,000 annually including \$30,000 for core services).
- Budget should be annual as any contract may need to be renewed on an annual basis and may be extended for up to three (3) additional years contingent upon successful contract objective performance. Please complete one seven-month budget page plus one annualized budget page.

How to Bid

- Scope of Work: No more than five (5) pages in 12 point font, 1 inch margins. Include experience and qualifications in Scope of Work narrative.
- Complete Exhibits A-C (pages 5-8): (A. Customer References, B. Subcontractors, C. Budget)
- Complete Request for Qualifications (<https://workforcescc.com/publications/> Prospective Bidders tab)
- Email questions and/or applications to Lacie Gray (Lacie.Gray@santacruzcountyca.gov). Answers will be posted at: <https://workforcescc.com/publications/> Prospective bidders tab

Bid Timeline

- **Bids Due: Friday, October 20, 2023**
- Questions about Application in Writing: October 17, 2023
- Deadline for Applications and RFQ: October 20, 2023
- Notify Respondents (tentative): November 10, 2023
- Contract Start Date: December 1, 2023

¹ The selected contractor will fulfill the role of the [One-Stop Operator](#) per Title I of the Workforce Innovation and Opportunity Act.

Bidder Selection

It is the intent to select the most responsive and responsible Respondent(s) that offer(s) the County the greatest value based on an analysis involving several criteria, including but not necessarily limited to the following:

Evaluation Criteria with points possible		
1.	Demonstrated Ability	20
2.	Program Design	35
3.	Performance Outcomes/Measures	20
4.	Program Administration and Operations	5
5.	Expenditures/Leveraged Resources	20
6.	Matching Funds (Bonus points)	5
	Total	105

A committee will evaluate all applications and select the Respondent who best meets the needs of the Workforce Development Board.

Additional Allowable Tasks List

The following tasks are not required elements of the scope of services and are not included in the core services budget. Any or all of the following additional tasks may be assigned to the Contractor at the WDB discretion, subject to funding allocation and successful performance of required core responsibilities. If any or all of the additional tasks are assigned to the Contractor, additional funding will be negotiated at the time of assignment. The proposer may also bid on these services in tandem with the core services listed above.

1. **Coordinate One-stop partner service delivery:** Coordinate the service delivery of required one-stop partners and service providers, including planning for adequate one-stop staffing and facilitate the overall coordination of all partners, as well as between respective partners.
2. **Service Provider Performance Measures:** Provide a description of how the Contractor will track and support WIOA service providers and all co-located partners in attaining their respective Performance Outcome goals. For instance, if a specific partner agency is below expected enrollment, the Contractor should help develop a system-wide response to this issue. In addition to Contractor Performance Measures proposed, the WDB may negotiate quarterly benchmarks with the provider by which contract performance of the provider will be measured. The provider will report performance measures to the One-Stop Partners’ meeting, appropriate WDB committees/the WDB and other venues as decided by the WDB.

Additional tasks may be determined by the WDB or suggested by the required partners or service providers or the Contractor to fulfill the Contractor’s role of system coordination and quality assurance.

References:

- Local Partner Memorandum of Understandings (MOU): [https://workforcescc.com/publications/Contracts & Agreements](https://workforcescc.com/publications/Contracts%20&%20Agreements) tab
- WIOA Laws, Regulations, & Guidance: <https://www.dol.gov/agencies/eta/wioa/guidance>
- EDD Directive re: Selection of AJCC Operators and Career Services Providers: https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd22-13.pdf
- Code of Federal Regulations (Subpart D—One-Stop Operators); <https://www.ecfr.gov/current/title-20/chapter-V/part-678/subpart-D>
- Who can operate one-stop centers? <https://www.ecfr.gov/current/title-20/section-678.600>
- What is the one-stop operator's role? <https://www.ecfr.gov/current/title-20/section-678.620>
- Can a one-stop operator also be a service provider? <https://www.ecfr.gov/current/title-20/section-678.625>
- Consultant Services and Pay https://edd.ca.gov/siteassets/files/Jobs_and_Training/pubs/wsd21-05.pdf

Other Particulars:

- The Contractor will be accountable to the WDB, which is responsible for its oversight. The Contractor will report to WDB staff for ongoing guidance to carry out functions. WDB will monitor the Contractor annually.
- It is preferred to have bilingual/bi-literate Spanish and English staff assigned to this contract and will receive preference in the scoring of bids. If the staff assigned are not deemed bilingual, zero points will be awarded; if a bilingual position is preferred or mandatory, points will be awarded accordingly.
- Racial equity in staffing: The purpose of racial equity is to eliminate racial disparities in program staffing and participant access to services. Racial equity is important to the WDB. Developing plans to address racism and advancing racial equity in accessing program services must be a priority for the contracted service provider. Staff should reflect the diversity of the community we serve. The organization's leadership should ensure a culture of competency around issues of race and equity.
- The Contractor will not hold responsibility for preparing or submitting the WIOA Local Plan, or convening stakeholders to assist in its development; negotiating local performance accountability measures; or developing or submitting budgets for WIOA-funded activities.
- This Service Area is for an estimated at a minimum of \$30,000 (not to exceed \$50,000 annually) of WIOA Title I funding for an entire program year. This estimate is based on the 2023/24 program year allocation and is subject to change based on the final Department of Labor (DOL) allocations. Funding amounts may increase or decrease during the contract period based on the funds available and on contractor performance. Given federal government budgetary issues, contracting could potentially be affected by these impacts during the contract period. A prospective contractor should be aware that budgets will be dependent upon the continuing availability of revenue, contractor performance and a determination of needs by the County.

If selected for the service, Vendor will need to complete the following:

- Santa Cruz County Vendor Registration (<http://www.co.santa-cruz.ca.us/Departments/GeneralServices/Purchasing/HowtoRegisterasaVendor.aspx>), including:
 - Santa Cruz County Vendor Application
 - W-9
 - If vendor so chooses, ACH/EFT payment.

- Vendor must be able to provide insurance with the following specifications:
 - A. Types of Insurance and Minimum Limits
 - (1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if CONTRACTOR has no employees and notifies the County.
 - (2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, shall be provided in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage.
 - (3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

The policy should also have these additional statements as follows:

1. "The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, and on behalf of, the named insured's performance under its/his/her/their contract with the County of Santa Cruz."
2. "This insurance shall not be canceled until after thirty (30) days prior written notice has been given to the Santa Cruz County Human Services Department / Workforce Development Board."

Exhibit A**Customer References**

Provide four (4) customer references for whom you have furnished similar services in size and nature. Customers within the County and public agencies are preferred.

Please list and attach letters from each vendor listed (not to exceed 1 page each).

1. Agency Name: _____
Agency Address: _____
Contact Name: _____
Contact Title: _____
Contact Phone: _____
Contact Email: _____
Service Type: _____
2. Agency Name: _____
Agency Address: _____
Contact Name: _____
Contact Title: _____
Contact Phone: _____
Contact Email: _____
Service Type: _____
3. Agency Name: _____
Agency Address: _____
Contact Name: _____
Contact Title: _____
Contact Phone: _____
Contact Email: _____
Service Type: _____
4. Agency Name: _____
Agency Address: _____
Contact Name: _____
Contact Title: _____
Contact Phone: _____
Contact Email: _____
Service Type: _____

Exhibit B Subcontractors

Provide the following information for each subcontractor designated. A Subcontractor is one who either (1) performs work for or (2) provides a service to the Respondent. If there are no subcontractors, please state "NONE".

1. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed:

2. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed:

3. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed:

4. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed:

Exhibit C - Budget Form #1 December 1, 2023 – June 30, 2024

Core Tasks: Not to exceed \$30,000
Additional Allowable Tasks: Not to exceed \$20,000

Budget			
Personnel Service Fees	Units	Rate²	Total
Core Tasks			
Additional Allowable Tasks: (specify which)			
Personnel Service Fees Subtotal			
Non-Personnel Costs	Units	Rate	Total
Core Tasks			
Additional Allowable Tasks: (specify which)			
Non-Personnel Costs Subtotal			
Grand Total			

Email Lacie.Gray@santacruzcounty.us for an excel based version of this form.

For program year 2023/24, the contract will commence no earlier than December 1, 2023, for seven (7) months of contract work.

² Consultant fees may not exceed \$750 per day or \$93.75 based on an 8 hour work day
https://edd.ca.gov/siteassets/files/Jobs_and_Training/pubs/wsd21-05.pdf

Exhibit C - Budget Form #2 July 1, 2024 – June 30, 2025

Core Tasks: Not to exceed \$30,000
Additional Allowable Tasks: Not to exceed \$20,000

Budget			
Personnel Service Fees	Units	Rate ³	Total
Core Tasks			
Additional Allowable Task: (specify which)			
Personnel Service Fees Subtotal			
Non-Personnel Costs	Units	Rate	Total
Core Tasks			
Additional Allowable Tasks: (specify which)			
Non-Personnel Costs Subtotal			
Grand Total			

Email Lacie.Gray@santacruzcounty.us for an excel based version of this form.

³ Consultant fees may not exceed \$750 per day or \$93.75 based on an 8 hour work day
https://edd.ca.gov/siteassets/files/Jobs_and_Training/pubs/wsd21-05.pdf