



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

REQUEST FOR QUOTES

Providers of Workshops and Training Series for Businesses

Quotes Due by March 13, 2023 by 4:00 p.m. PST

Introduction

The Workforce Development Board (WDB) of Solano County is seeking quotes from qualified providers to deliver workshops and/or training series for businesses to support new employment and retention models in a post-COVID economy. The provider(s) will provide virtual and/or in-person workshops for Solano County businesses. The WDB anticipates selecting multiple awardees for a total investment of \$100,000.

Background

The WDB is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through the Workforce Innovation and Opportunity Act (WIOA) on behalf of Solano County, as well as other special projects. Staff members provide tailored recruitment, consultation, talent development, and retention services to Solano County businesses, as well as support industry-wide initiatives.

The Solano County Board of Supervisors allocated American Rescue Plan Act (ARPA) funding for small business development to education, awareness, and technical assistance to businesses in pivoting and improving employment and retention models in the post-COVID labor market. Additional funding is dedicated to invest in work-based, employer-sponsored programs and trainings to support worker mental wellness.

Scope of Services

The selected provider(s) will deliver group workshops and trainings directed towards helping businesses explore and implement new employment and retention models. The provider(s) plays an integral role in empowering and preparing businesses to develop new models that allow them to succeed amidst COVID-impacted labor market shifts. The duration of the project will be from April 2023 through September 2024.

Providers may propose to provide individual workshops or topic-specific training series. Providers may propose to offer one or more workshop / training topics. The WDB is seeking both virtual and in-person workshops and training options catered to various business times of availability. Individual workshops may be up to two (2) hours in length. Providers will be required to conduct post-training evaluations to be submitted to WDB.

The awardee(s) will work in coordination with the WDB business services staff and other relevant stakeholders. The WDB anticipates providing local business insight on workshop needs to selected awardees, as well as support outreach to the local business community for attendance. Over 95% of Solano County businesses have less than fifty (50) employees, requiring an understanding of the small business landscape. It is anticipated that the provider will leverage

research, existing best practices, and identification or provision of tools to support business success.

Identified Topics Based on Business Surveys and Feedback:

- Recruitment and Talent Attraction
- Skills-Based Hiring Practices
- Diversity and Equity
- Job Quality and Workplace Culture
- Building Your Own Workforce
- Retention
- Mental Wellness in the Workplace

Other workshop and training topics may be proposed.

Quote Submission

Interested entities are encouraged to provide quotes demonstrating their ability to provide workshops and/or training in line with the goals and objectives of the Business Workshops and Training Series initiative.

The quotes should include the following elements:

1. Workshop / training plan and approach, including:
 - a. Topics to be provided
 - b. Training delivery methods (i.e. in-person, webinars, etc.) and intended frequency
 - c. Length of workshop / training
 - d. Outline of workshop / training content
2. Description of provider's capacity to provide identified trainings
3. Description of experience providing trainings in similar settings
4. Workshops rate, including hourly rate and cost of materials and travel
5. A total cost estimate for proposed services
6. A sample of training – either provision of sample course materials or a link to a recorded training provided

Fee and Method of Payment

Payment will be based on a cost-reimbursement model. Payments will be made no more frequently than at monthly intervals. Payment for work completed can be expected within 30 days of invoice receipt and verification of work performed.

Payments will be made with federal dollars; therefore, all respondents will be required to certify that they are not debarred from doing business with the federal government and are not in default on any obligations due to the federal or state government before a contract is issued. Any federally funded contractor must become registered in SAM.gov before payment can be processed.

Timeline

<u>Event</u>	<u>Dates</u>
Request for Quotes issued	February 24, 2023
Deadline to submit questions	March 9, 2023 by 5:00pm PST
Responses to questions posted	March 10, 2023 by 5:00pm PST
Proposals due	March 13, 2023 by 4:00pm PST
Anticipated Award Announcement	March 27, 2023
Intended Contract Start Date	April 17, 2023

Submission Requirements

Submissions are due no later than Monday, March 13, 2023 by 4:00 p.m. PST by email. Documents must be in Word, Excel, or PDF format and must be emailed to Tifanie Morataya at tmorataya@solanowdb.org.

Technical Assistance:

If you have any RFQ questions, you must submit written questions via email to: Tifanie Morataya at tmorataya@solanowdb.org. Questions must be submitted by March 9, 2023 by 5:00 p.m. PST. Answers will not be considered final until posted on at <https://solanoemployment.org/opportunities/>.