



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

REQUEST FOR QUOTES

Climate Transition Summer Youth Work Experience Program

Quotes Due by April 14, 2023, by 4:00 p.m. PST

Introduction

The Workforce Development Board (WDB) of Solano County is seeking quotes from qualified providers to provide support for a Climate Transition Summer Youth Work Experience Program.

The Climate Transition Summer Youth Program will provide a five-week work experience for ten (10) youth with four days (24 hours a week/Monday-Thursday) working in the field performing duties related to Climate Transition and one day delivering workshops and/or training series focused on worksite wrap-ups, vocational exploration, and connection to community (4 hours per week/Friday), to support new employment and retention models in a post-COVID economy.

The WDB anticipates selecting one awardee for a total investment of \$120,000. In conjunction with the WDB of Solano County, the awardee will coordinate and provide an overview of duties for the Climate Transition Summer Youth Work Experience Program.

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 job search services, job preparation, training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent development efforts and industry-wide initiatives.

Scope of Services

Deliver a 5-week work experience for 10 high school aged youth performing duties at regional park and community lands with a focus on climate transition. Youth participants will work Monday to Thursday in the field from 9:00am to 4:00pm, with a one-hour lunch from 12:00pm to 1:00pm. On Fridays, youth participants will attend workshops from 9:00am to 1:00pm highlighting work week wrap-up, climate transition careers, vocational skills development and connecting to leaders. Youth participants will accumulate 28 hours per week in paid wages at \$17.05 per hour.

The duration of the work experience will be five-weeks starting on or about June 26, 2023, and completing on or about July 30, 2023.

The most successful respondent will:

- Serve as the employer of record (10 youth participants for 5 weeks with wages of \$17.05 per hour), include mandated fringe benefits, workers compensation, background checks for leaders, manage HR timelines, etc.;
- Provide supervision of ten youth with 2 supervisors (targeted High School aged youth);
- Provide transportation to and from selected worksites and workshops;
- Provide tools, appropriate apparel, and safety equipment for working in all-weather outdoor conditions;
- Provide training to participants related to use of tools and personal protective equipment; and
- Partner with WDB of Solano County to select worksites, deliver workshops highlighting climate transition careers, vocational development, and connection to community.

The awardee 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.

Identified Topics Based on Business Surveys and Feedback:

- Worksite Safety
- Vocational Exercises (example: interviewing, resume building, interest and values inventories, etc.)
- Climate Transition Careers
- Connecting with Community Leaders

Other workshop and training topics may be proposed.

Quote Submission

Interested entities are encouraged to provide quotes demonstrating their ability to provide oversight of work experience cohorts to youth in line with the goals and objectives of the Climate Transition Summer Youth Work Experience Program.

The quotes should include the following elements:

1. Description of experience supervising young people in an outdoor environment:
2. Description of experience providing workshops and/or instruction to youth:
3. Description of experience collaborating with educational institutions and regional land use agencies:
4. Approach to workshops and instruction on climate transition careers:
5. Include budget including hourly rate and cost of materials and travel expenses:
6. A total cost estimate for proposed services:

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 | April 3, 2023 |
| Deadline to submit questions | April 7, 2023 by 5:00pm PST |
| Responses to questions posted | April 10, 2023 by 5:00pm PST |
| Proposals due | April 14, 2023 by 4:00pm PST |
| Anticipated Award Announcement | April 21, 2023 |
| Intended Contract Start Date | June 1, 2023 |

Submission Requirements

Submissions are due no later than Friday, April 14, 2023 by 4:00 p.m. PST by email. Documents must be in Word, Excel, or PDF format and must be emailed to **Matthew Moon-Bailey** Industry Relations Manager at mmoonbailey@solanowdb.org.

Technical Assistance:

If you have any RFQ questions, you must submit written questions via email to: Matthew Moon-Bailey at mmoonbailey@solanowdb.org. Questions must be submitted by April 7, 2023 by 5:00 p.m. PST. Answers will not be considered final until posted on at <https://solanoemployment.org/opportunities/>.