



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

REQUEST FOR QUOTES

Technical Assistance to Support Community Workforce Grantees

Quotes Due by January 27, 2023 by 4:00 p.m. PST

Introduction

The Workforce Development Board (WDB) of Solano County is seeking quotes from qualified providers to deliver technical assistance to non-profit organizations implementing workforce projects. The Technical Assistance (TA) provider will assist Community Workforce Grantees with the design, development, and implementation of projects that respond to the negative economic impacts of COVID-19 in Solano County, California. The WDB anticipates selecting one awardee for up to \$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 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.

The Solano County Board of Supervisors allocated American Rescue Plan Act (ARPA) funding in the amount of \$1,500,000 for community-based workforce grants to include job training, job coaching, and barrier mitigation strategies. The WDB anticipates awarding seven (7) grantees to serve and support communities impacted by the COVID-19 pandemic and its negative economic impacts. Populations to be served include justice-involved individuals, homeless individuals, farmworkers, low-income communities in Vallejo and Fairfield, members of minority groups, and low-income youth.

Scope of Services

The selected TA provider will deliver one-on-one and group TA directed towards helping community-based organizations achieve successful project outcomes and manage federal funds effectively and compliantly. The duration of the project will be from March 2023 through September 2024.

The TA awardee will work in close coordination with the grantees, the WDB project manager(s), and other relevant stakeholders to build program capacity of grantees, implement effective service delivery models, and build sustainable practices. The TA provider plays an integral role in creating connectivity between awardees, sharing best practices and lessons learned, and ultimately supporting an equitable workforce recovery post-COVID in Solano County.

The TA provider will host cross-project communication in a way accessible to grantees, to include as appropriate: in-person meetings, conference calls, webinars, community of practice

meetings, or other methodologies. It is anticipated that the TA provider will leverage existing best practices and help identify or develop tools to support grantee success.

The most successful TA provider would:

- Be able to effectively assess the TA needs of the grantees;
- Be able to effectively communicate progress and needs of grantees to the WDB;
- Be able to gain knowledge of ARPA and the Community Workforce Grants initiative in order to ensure project alignment;
- Be able to identify when grantees' project goals, deliverables, and outcomes are not being met;
- Be able to provide quality TA to both newer, small non-profits and long-standing, large non-profits;
- Be able to provide support to grantees in implementing sustainable models for service delivery that promote project continuation and scaling post-ARPA investment;
- Be sensitive to the backgrounds and cultures of grantees and the targeted ARPA-communities they serve;
- Have an understanding of the ARPA-targeted populations;
- Have experience providing TA on projects using federal funding;
- Have experience using technology-based approaches to TA; and
- Have the capacity to integrate the proposed services into its existing schedule of operations.

Quote Submission

Interested entities are encouraged to provide quotes demonstrating their ability to provide individual and group-based assistance to grantees in line with the goals and objectives of the Community Workforce Grants initiative.

The quotes should include the following elements:

- Technical assistance plan and approach, including:
 - Grantee assessment
 - TA delivery methods (i.e. in-person, webinars, etc.) and intended frequency
 - Individual and group TA strategies
 - Basic work plan for project period
- Methodology for measuring and communicating grantee progress to WDB
- Description of provider's capacity to provide TA
- Description of experience providing technical assistance in similar settings
- Hourly rate with a description of how the hourly rate was determined
- A total cost estimate for the duration of the program, including any anticipated travel or grantee convening costs
- List of three organizations that can serve as a reference, including contact information

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.

Timeline

<u>Event</u>	<u>Dates</u>
Request for Quotes issued	January 3, 2023
Deadline to submit questions	January 23, 2023
Responses to questions posted	January 25, 2023
Proposals due	January 27, 2023
Anticipated Award Announcement	February 10, 2023
Intended Contract Start Date	March 1, 2023

Submission Requirements

Submissions are due no later than Friday, January 27, 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 January 23, 2023. Answers will not be considered final until posted on at <https://solanoemployment.org/opportunities/>.