



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

REQUEST FOR QUOTES

Culturally Competent Technical Assistance to Support Minority Owned Small Businesses

Quotes Due by December 20, 2022 by 5:00 p.m. PST

Introduction

In partnership with the Solano-Napa Small Business Development Center, the Workforce Development Board (WDB) of Solano County is seeking quotes from qualified providers who are experts in minority small business development. The expert must be familiar with providing culturally sensitive technical assistance to minority owned small businesses in Solano County.

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-Napa Small Business Development Center, hosted by the Workforce Development Board of Solano County since January 2019, is proud to be a part of the greater NorCal SBDC network and works to support local entrepreneurs and small businesses with the tools and insights to start, grow, and pivot their businesses.

The California Association for Microenterprise Opportunity estimates 41% of black owned businesses could be permanently closed as a result of the pandemic. County-wide 43.5% of businesses are minority owned. The long-term potential economic impact on minority-owned businesses must be mitigated with small business supports and technical assistance.

To address this issue the Solano County Board of Supervisors has allocated funding to procure culturally and linguistically sensitive business advising, and technical assistance managed by the Solano-Napa Small Business Development Center (SBDC). The SBDC anticipates contracting with up to five (5) entities who serve and support minority small businesses to provide training, advising and/or support programs for up to 200 businesses, targeting disproportionately impacted small business communities.

Scope of Services

Proposals from interested entities are encouraged to provide quotes to provide one on one advising and training programs directed toward helping minority small businesses succeed. The duration of the project will be from Feb 2023 to Sep 2024.

The quotes should include the following elements:

- Number of anticipated minority small businesses served
- Number of clients to provide one on one advising and estimated total hours
- Number of training programs and hours that will be provided
- A description of the proposed training topics and content
- An outreach plan to reach the targeted number of businesses
- Hourly rate for one on one advising and training and any additional costs anticipated
- Provide a total cost estimate for the duration of the program

Eligible Respondents

Eligible respondents include for profit or non-profit entities or consortiums of non-profit entities based in Solano County, as well as those based in neighboring communities who have a clear history of service delivery to small businesses within Solano County.

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	November 28, 2022
Deadline to submit questions	December 12, 2022
Responses to questions posted	December 14, 2022
Proposals due	December 20, 2022
Anticipated Award Announcement	January 13, 2023
Intended Contract Start Date	February 13, 2023

Submission Requirements

Submissions are due no later than Tuesday, December 20, 2022 by 5:00 p.m. PST by email. Documents must be in Word or PDF format and must be emailed to Tim Murrill at: tmurrill@solanosbdc.org.

Technical Assistance:

If you have any RFQ questions, you must submit written questions via email to: Tim Murrill, tmurrill@solanosbdc.org. Questions must be submitted by December 12, 2022. Answers will not be considered final until posted on the WDB's website at: www.solanoemployment.org/opportunities.