



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**Request for Proposals  
for  
Workforce Innovation &  
Opportunity Act (WIOA)  
Regional Organizer and  
Regional Training Coordinator  
Services**

**ISSUE DATE: April 3, 2024**

**DUE DATE: April 25, 2024**

The WDB is an equal opportunity employer and provider of employment and training programs.  
Auxiliary aides and services are available upon request to persons with disabilities.

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## SECTION ONE: INTRODUCTION

The Workforce Development Board (WDB) of Solano County is issuing this Request for Proposal (RFP) to interested and qualified applicants that can deliver professional Workforce Innovation & Opportunity Act (WIOA) Regional Organizer and Regional Training Coordinator Services.

This solicitation is conducted pursuant to the requirements and conditions of WIOA and the applicable policies and regulations of the U.S. Department of Labor, the California Workforce Development Board (CWDB), and the WDB.

This RFP provides potential Respondents with background information and describes the desired services, guidelines for proposals, and the selection process. The RFP and related documents can be found on the WDB website at: [www.solanoemployment.org/opportunities](http://www.solanoemployment.org/opportunities).

### I. 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 WIOA on behalf of the County of Solano, as well as implements 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 WDB administers the Regional Organizer/Regional Training Coordinator services for the North Bay Regional Planning Unit. The North Bay Regional Planning Unit (hereafter referred to as NBEC) is comprised of the Workforce Development Boards (WDBs) for Sonoma County, Solano County, and the Workforce Alliance of the North Bay (Napa, Lake, Mendocino, and Marin Counties). These six counties are home to 1.49 million people, with a labor force of 724,000 and approximately 67,000 businesses.

### II. RFP TIMELINE

The following calendar is presented to advise all prospective Respondents of the anticipated timelines for the bid, review, and selection process for the Regional Organizer and Regional Training Coordinator RFP. The WDB reserves the right to adjust this schedule as it deems necessary. Notification of any adjustments will be posted on the WDB's website at [www.solanoemployment.org/opportunities](http://www.solanoemployment.org/opportunities). Respondents are responsible for periodically viewing the WDB's website for any revisions.

Event	Dates
Request for Proposal Issued	Wednesday, April 3, 2024
Deadline to Submit Questions for Q &A	Wednesday, April 17, 2024
Responses for Email Q &A posted	Friday, April 19, 2024
Proposals Due	Thursday, April 25, 2024, by 5:00pm
Award Announcement	Monday, May 6, 2024
WDB Board Meeting Approval	Friday, May 17, 2024
Program Service Commencement	Monday, July 1, 2024

**III. ESTIMATED FUNDING**

The WDB intends to enter into an initial twelve (12) month contract beginning July 1, 2024, through June 30, 2025, for up to maximum of \$85,000 to provide Regional Training Coordinator and Regional Organizer services. Based on the performance of the selected provider, the WDB may renew the contract for up to two (2) years at an anticipated \$85,000 annually. Contract extensions and funding levels will be subject to availability of funding and successful negotiation of contract terms and conditions. The WDB reserves the right to reallocate funds within this budget based on program needs. Funding is based on a cost-reimbursable model.

**IV. WRITTEN QUESTIONS**

To ensure a fair and open competition, questions related to the RFP must be submitted via email to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org). Written questions will be accepted through Wednesday, April 17, 2024. Responses will be posted on the WDB’s website weekly, with the final posting on Friday, April 19, 2024. Questions received after the deadline will not be answered.

**V. PROPOSAL DEADLINE**

**Proposals must be submitted by 5:00pm, Thursday, April 25, 2024, via email to [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org).** Late proposals will not be submitted for consideration. Proposal documents must be in a .pdf, .xls, or .doc format.

**VI. ELIGIBLE RESPONDENTS**

Parties qualified to submit an application and possibly serve as the WIOA Regional Organizer and Regional Training Coordinator contractor include the following:

- Individual Consultants
- For-profit firms
- Non-profit organizations
- Government entities
- Consortia of partners with a fiscal entity identified

This funding is not intended to support the development and start-up costs of a completely new organization, with no prior service delivery experience.

## SECTION TWO: PROGRAM DESCRIPTION & SERVICE EXPECTATIONS

### I. SCOPE OF WORK

It is the applicant's responsibility to propose a complete Scope of Work that fully accounts for delivery of services as called for here-in. This proposed Scope of Work will be used as the basis for negotiating the final Scope of Work (i.e. deliverables) for inclusion in Exhibit A of the Standard Contract. The Standard Contract also includes the terms and conditions required by the WDB.

The WDB is seeking a consultant that can deliver professional Regional Organizer (RO) and Regional Training Coordinator (RTC) services as defined by the California Workforce Development Board in the following contracted activities:

#### A. REGIONAL ORGANIZER

- Serves as liaison to state for regional initiatives and share information with local directors
- Completes regional bi-annual reports and exhibits for the state, working with the designated fiscal agent for finances
- Schedule and coordinate monthly NBEC meetings, providing summaries on regional initiatives
- Work with regional partners, as needed, to facilitate attainment of regional outcomes
- Maintain fiscal and programmatic/outcomes tracking of NBEC regional grants to be shared at monthly NBEC meetings
- Attend regional organizer convenings
- Support development and maintenance of regional sub-awards
- Lead regional grant applications process

#### B. REGIONAL TRAINING COORDINATOR

- Represent North Bay on RTC Calls and RTC Convenings, as needed
- Maintain tracking of North Bay trainings
- Serve as liaison with state and share information with local directors
- Work with local boards and partners to organize logistics for training, as needed
- Ensure trainings include state-required training evaluations, collect evaluations, and submit to appropriate state organization and training provider, as needed
- Serve as contact for state entities in relation to regional trainings
- Provide summaries to local directors at monthly NBEC meetings
- Work with the designated fiscal agent to match fiscal invoices to training
- Complete RTC quarterly reports and exhibits for the state

## **II. EXPERIENCE**

The consultant must have direct experience in the area of a) the workforce development field, preferably in Workforce Innovation and Opportunity Act Programs or its predecessor, the Workforce Investment Act; and b) demonstrated and verifiable record of performance; and c) independently verifiable references of work. The application must provide a description of the consultant's recent history in providing such services as called for in this RFP. Three references are required, as well as a testament to comply with all Federal/State and Public Policy Compliance requirements.

## **III. AVAILABILITY**

The consultant must demonstrate an availability of resources and staffing to fulfill the Scope of Work required in Part Two, Section I., "Scope of Work".

## **IV. COST**

A service provider can propose to be engaged as a contracting agency (i.e. contractor) or as a consulting entity or individual. Such a contractor or consultant may be a non-profit or for-profit business.

Consultants are asked to describe their standard hourly rates within Form B of this RFP. Applicants may describe any discounted rates or "package-price" for Regional Organizer and Regional Training Coordinator services.

Contractors are asked to submit a proposed line-item budget within Form C of this RFP. Contractor profits (if any) need to be accounted for in the budget, in accordance with federal OMB Uniform Guidance.

# **SECTION THREE: SUBMITTAL REQUIREMENTS**

To receive consideration, proposals shall be made in accordance with the following general instructions.

## **I. PROPOSAL FORMAT**

Entities seeking funding must submit a complete proposal package. All requirements must be completed for the proposal to be considered for funding. The narrative shall not exceed 10 pages. General letters of support should not be submitted at this time.

All proposals must be submitted as follows:

- 12-point font size
- 1" margins on sides, bottom and top
- Single spaced
- Pages numbered sequentially
- Include all required forms

## II. PROPOSAL SUBMISSION REQUIREMENTS

For ease of review and to facilitate the evaluation, the proposal shall be organized and presented in the order requested.

Proposal Package:

- A. Cover Sheet  
Complete Form A
- B. Narrative  
Meeting guidelines below
- C. Budget Form  
Complete Form B or Form C
- D. Certifications and Assurances
  - i. Certification of Compliance Form – Form D
  - ii. Terms & Conditions Acknowledgment Form – Form E

## III. NARRATIVE

The narrative should provide a clear understanding of the Respondent’s program design and capacity to deliver the services outlined in the RFP. Responses should be specific, complete, and concise.

### A. Related Qualifications and Experience

Provide an overview of your organization, including status as a private-for-profit, private non-profit, or other type agency.

Provide a detailed description of your organization’s experience and demonstrated competency and capability in providing Regional Organizer and Regional Training Coordinator services.

### B. General Method for Delivering Regional Organizer and Regional Training Coordinator Services

Provide a general description on how your agency intends to provide the proposed Regional Organizer and Regional Training Coordinator services, as outlined in Part Two, Section I, “Scope of Work.”

Include a description of your general method for providing services, in terms of staffing, location(s) for service delivery, timelines, ongoing coordination with WDB (as the current regional fiscal agent) and NBEC partner agency staff, etc.

### C. Proposed Scope of Work

Provide a detailed description of your proposed delivery approach(es) for the following.

- a. Specific service delivery approach(es) - for each activity in Part Two, Sec 1;
- b. Specific staffing plan, including staff availability and schedules for project support;

- c. Approaches to build/sustain collaboration and foster day-to-day coordination across agencies and staff; and,
- d. Approaches to build/sustain a customer-centered service delivery capacity for job seekers and businesses.

D. Budget

Provide either a completed Form B (for consultants) or Form C (for contracting agencies).

*Note:* Consultants, per federal guidelines, may not be reimbursed for more than \$750 a day. Administrative costs for contracting agencies, per federal guidelines, may not exceed 10% (the *de minimus*) rate, unless they have a federally approved Indirect Cost Rate (IDR).

**IV. PROPOSAL SUBMISSION RULES AND REGULATIONS**

Proposals submitted in response to this solicitation are not legally binding documents. However, the contracts, which are based on the proposals and resulting contract negotiations, become legally binding after being signed by both parties.

The WDB has the right to reject proposals that do not conform to agency goals and objectives and may request a redesign after submission. All costs associated with the development of a proposal must be borne by the Respondent.

A. Final Contract Award Determination

Notwithstanding a recommendation of the WDB President/Executive Director and approval by the Board, and the County of Solano (acting as the fiscal agent), retains the right to exercise its judgment concerning the selection of any proposal or agency and the terms of any resulting contract.

B. Vendor Requirements Prior to Disbursement of Funds

The selected vendor/consultant must be able to provide a SAM number, a W-9 form, and meet insurance requirements prior to receiving federal funds.

C. Lobbyist Ordinance Compliance Certification

Each Respondent submitting a response to this RFP certifies that no lobbying activities will be carried out using funds provided by this contract award.

D. EEO Certification

The selected Respondent will be required to certify and agree that all persons employed by them, their affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex, in compliance with all federal, State and local anti-discrimination laws.

E. ADA

The selected Respondent will be required to comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) & AB 925.

F. Compliance with RFP

The response to this RFP shall be made according to the specifications contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal containing conditions or limitations set by the proposer shall be deemed irregular and rejected by the WDB.

G. Truth and Accuracy of Representation

False, incomplete, or unresponsive statements in connection with a proposal may be cause for its rejection. The evaluation and determination of the fulfillment of this requirement shall be in the WDB's sole judgment, and its judgment shall be final and conclusive.

H. Changes to RFP

A Respondent submitting a proposal shall not change the wording of the RFP and no words or comments shall be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to the RFP shall be deemed irregular and rejected.

I. Compliance with All Past, Present, and Future Requirements

All firms awarded contracts will be subject to all actions (past, present, and future) by the U.S. Department of Labor (DOL), State of California – Employment Development Department (EDD), the WDB and the County of Solano regarding matters affecting the contract. This includes but is not limited to periodically issued State WIOA bulletins and directives.

J. Financial Solvency

The successful service provider must be economically viable and have other funding sources so that it will survive with or without a contract resulting from this solicitation.

K. Funding Restrictions

- Budget must reflect 100% of funds toward actual planned activities;
- Funds may not be used to support activities other than those described in this RFP, and resulting contract;
- Costs may not cover activities not appropriate and reasonable for the operation of this contract;
- Costs may not cover acquisition of equipment not necessary for the operation of the contract; and,
- Costs for activities and expenses incurred prior to the effective date of the contract are prohibited and will not be reimbursed.

L. Past Performance

A Respondent may not be recommended for funding, regardless of the merits of the proposal submitted if the respondent has a history of contract non-compliance with the WDB or other funding source and/or poor past or current contract performance with the WDB or other funding source. The Respondent may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

M. Public Records Act

All proposals in response to this RFP become the exclusive property of the Workforce Development Board of Solano County. At such time as the WDB recommends a proposal to the Board or a contract to the Solano County Board of Supervisors and that recommendation appears on their agendas, all proposals and related documents become a matter of public record and shall be regarded as public records, with the exception of those proposal parts which are clearly defined by the proposer as business or trade secrets and so marked as “confidential” or “proprietary.”

Neither the WDB nor the County shall be in any way liable or responsible for the disclosure of any such records or any part thereof if disclosure is required under the Public Records Act or other applicable law.

N. Cost of Proposal

Neither the WDB nor the County shall be in any way liable or responsible for any costs incurred in connection with preparation of or delivery of any proposal submitted in response to this RFP.

O. Gratuities

It is improper for any WDB or Solano County officer, employee or agent to solicit consideration in any form from a proposer with the implication, suggestion or statement that the proposer’s provision of the consideration may secure more favorable treatment for the proposer in the award of the contract or that the proposer’s failure to provide such consideration may negatively affect consideration of the proposer’s proposal.

A proposer shall not offer or give, either directly or through an intermediary, consideration in any form to a WDB or County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a contract. Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel/entertainment, or tangible gifts.

**SECTION FOUR: SELECTION PROCESS**

**I. PROPOSAL EVALUATION**

All proposals received by the specified deadline will be reviewed by the WDB for content, including but not limited to cost, program design, related experience and professional qualifications of the Respondent.

Proposals will be reviewed by staff to ensure Respondents meet the minimum threshold of receiving WIOA funding. An applicant's RFP shall be rejected prior to scoring if it:

- a. Is received at any time after the exact deadline time and date set for receipt of proposals;
- b. Is incomplete or fails to meet all of the RFP specifications: i.e., does not clearly document ability to meet specifications on the attached forms;
- c. Does not include a Proposal Cover Sheet signed by the authorized representative;
- d. Is not prepared in the format described; or,
- e. Contains misrepresentation or lack of accurate and specific information by a Respondent.

Should a proposal be disqualified for not meeting the minimum criteria, the proposal will not be reviewed or rated. Final funding decisions cannot be appealed on the basis of disqualification.

The proposals will then be reviewed and rated by a committee. Committee members will evaluate each proposal based on the evaluation numbering system.

Each proposal submitted for consideration will be evaluated and rated on its own merits. The proposal rating criteria and weighting are as follows:

<b><u>Proposal Rating Criteria</u></b>	<b><u>Points</u></b>
<b>Related Qualifications and Experience</b>	<b>30</b>
<b>General Method of Delivering Services</b>	<b>20</b>
<b>Proposed Scope of Work</b>	<b>30</b>
<b>Budget</b>	<b>20</b>
<b>Total Points Available</b>	<b>100</b>

The Committee reserves the right to request additional data, oral discussion, or presentation in support of written proposals. After the results have been validated, the selected proposal will be recommended to the WDB Board of Directors for review and approval. The successful proposer will be notified of this recommendation and invited to attend the Board meeting where a funding hearing and action will take place.

The recommended service provider shall be prepared to enter into a contract with the WDB that shall incorporate elements within the proposal. The WDB reserves the right to add

stipulations and terms and conditions, deemed to be in the best interest of the WDB during final contract negotiations. Final award of a contract will be contingent upon successful negotiation of an agreement; acceptance by the Respondent of the contract agreement terms and conditions; acceptance by the Respondent of responsibility for achievement of contract goals and objectives; and availability of funding.

If a responding firm fails to sign and return the contract drawn pursuant to this RFP process and contract negotiations within 14 days of its delivery to the proposed service provider, the WDB may determine at its sole discretion that the proposed service provider is non-responsive to the terms of this RFP and withdraw the proposed contract. The WDB reserves the right to consider beginning negotiations with another proposer.

The RFP files shall be made available for public inspection immediately following contract approval.

## **II. APPEALS PROCESS**

Proposers may appeal the preliminary funding recommendations by submitting a written letter within three (3) working days prior to the Workforce Board meeting to:

*NBEC RO/RTC Review Committee  
c/o WDB President/Executive Director  
500 Chadbourne Road, Suite A  
Fairfield, CA 94534  
Attn: "Appeals RFP# FY-24-001  
WIOA RO/RTC Services"*

Appeals may also be emailed to Tammy Gallentine, Executive and Board Support Specialist, at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org).

Appeals will be limited to the following two (2) issues:

1. The requirements, policies and procedures were not followed; or,
2. The rating criterion was incorrectly applied to an applicant's proposal.

Appeals will be heard only if the written request is received by 5:00 p.m. on May 15, 2024. The WDB will make all funding decisions based on recommendations forwarded to the Board with staff input and, on any appeals, if applicable.

## **SECTION FIVE: FORMS**

### **I. REQUIRED PROPOSAL FORMS**

- a. Proposal Application/Cover Page – Form A
- b. Project Rate Schedules – Form B or Program Budget Summary – Form C
- c. Certification of Compliance Form – Form D
- d. Terms & Conditions Acknowledgment Form – Form E