



# Golden Sierra

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
VENDOR SERVICES (VS) LIST**

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# **REQUEST FOR QUALIFICATIONS (RFQ) For VENDOR SERVICES (VS) LIST**

## **BACKGROUND**

The Golden Sierra Job Training Agency (GSJTA) is seeking applications from qualified sources to provide basic skills training, work readiness and entrepreneurial skills services to eligible youth, work readiness and entrepreneurial skills services to eligible adults, and business engagement to local businesses in accordance with the Workforce Innovation & Opportunity Act (WIOA) and/or its successor legislation.

The GSJTA serves Alpine, El Dorado and Placer Counties.

Primary funding for this project is provided by the Workforce Innovation & Opportunity Act (WIOA) and/or its successor legislation.

Golden Sierra Job Training Agency (GSJTA) has determined the need for an established list of qualified vendors to provide services to support these goals.

GSJTA's Vendor List will include vendors qualified to provide essential Vendor Services (VS) under GSJTA's WIOA and/or its successor legislation program. The vendors selected through this RFQ may be used to provide VS to youth and adult eligible and enrolled in GSJTA's WIOA and/or its successor legislation program, and local business.

Applicants should be aware that GSJTA's activities, as well as those of any GSJTA-funded contractor, are subject to modifications based on needs, services, and funding and those required by Federal and State legislation and their regulations, local laws, specific funding-source requirements, and applicable GSJTA policies and procedures.

## **PURPOSE OF SOLICITATION**

This RFQ has been released to allow GSJTA to recruit, on an on-going basis, qualified vendors for inclusion on GSJTA's VS List to provide services in the GSJTA region (Alpine, El Dorado & Placer Counties).

*This RFQ may be updated without notice at any time to promote successful outcomes and ensure program compliance.*

## **QUALIFIED APPLICANTS**

Qualified applicant agencies include:

- Established community-based organizations
- Public agencies
- Private for-profit entities
- Private non-profit agencies/institutions
- Educational institutions

## **AVAILABLE FUNDS**

Funds are provided to GSJTA by the U.S. Department of Labor (DOL) via the State of California, under the auspices of the State Workforce Development Board, pursuant to the Workforce Innovation & Opportunity Act (WIOA) and/or its successor legislation under Title I.

## **FORMAL CONTRACT**

All successful applicants selected to provide services will be required to enter into a standard form service contract with GSJTA. A copy of the most recent form of this contract is available for review at [fp.goldensierra.com](http://fp.goldensierra.com). Applicants are encouraged to obtain and review this contract prior to submitting applications so as to be familiar with contract requirements.

Applicants are advised that the GSJTA may require that all recipients of funds publicize the fact that the program it operates is funded, in whole, or in part, by GSJTA. All contracts will contain a provision requiring the contractor to abide by this requirement.

## **REQUIRED RESPONSE FORMAT**

Interested applicants must respond using the VS Vendor Application and VS Services Application forms provided (forms may also be downloaded from GSJTA's website at [fp.goldensierra.com](http://fp.goldensierra.com)). Applicants must complete one VS Vendor Application and a separate VS Services Application for each allowable activity submitted for consideration. **NO SUBSTITUTIONS IN FORMAT, DESIGN, OR ACTIVITY WILL BE CONSIDERED.**

## **PERIOD OF SOLICITATION**

This RFQ is an on-going solicitation. Interested applicants desiring to be included on the VS List may apply at any time.

*This RFQ may be updated without notice at any time to promote successful outcomes and ensure program compliance.*

## **SUBMITTAL PROCEDURE**

To be considered for the VS List, applicants must submit one (1) VS Vendor and (1 or more) Services applications per submission via electronic means.

The VS Vendor Application must be signed by an appropriate official who is authorized to submit the application for the responding entity.

Completed applications should be submitted to:

Lorna Magnussen, WB Analyst  
Golden Sierra Job Training Agency  
115 Ascot Drive, Suite 100  
Roseville, CA 95661  
[magnussen@goldensierra.com](mailto:magnussen@goldensierra.com)

Questions regarding the RFQ and/or the submission process should be directed to Lorna Magnussen at (916) 773-8544 or [magnussen@goldensierra.com](mailto:magnussen@goldensierra.com).

## **SELECTION/EVALUATION PROCEDURE AND CRITERIA**

Applications will be evaluated as they are received. Evaluations will be conducted by a qualified evaluation team. Applicants may be contacted in writing to answer questions or provide clarification to the evaluation team. Upon completion of evaluation process and submittal of supplemental documents, staff will notify vendor of application status.

The following is a summary of the evaluation criteria:

### **Program Management**

Adequacy/description of the history and experience of the applicant, the organizational structure, internal fiscal controls, and internal program evaluation and monitoring system. Demonstrated ability to administer and manage a grant funded program.

### **Service/Design of Activity**

Adequacy/description of proposed VS service, including the overall design of the activity and, if applicable, the curriculum or program outline.

### **Service Goals/Outcomes/Benchmarks**

Adequacy/description of anticipated outcomes and/or benchmarks.

### **Reasonableness of Cost**

Comparison will be made of proposed cost to the historical cost of vendors with similar activities.

## **SUPPLEMENTAL DOCUMENTS**

All vendors that successfully pass the evaluation process will be required to submit administrative (590 & W-9) and insurance (outlined in contract template) documents. Only verification of insurance required at this point; endorsement will be required if selected to provide services

## **PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES**

All protests to resolve disputes concerning this RFQ shall be submitted in writing, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The written protest must be delivered to the GSJTA within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFQ shall be eligible for any remedy.

Any applicant desiring to protest a determination concerning this RFQ or the recommendation of GSJTA staff, must file a protest, in writing, no later than five (5) calendar days following release of the staff recommendation. The GSJTA Executive Director shall resolve any protest based upon the written protest and any oral and written response thereto provided by GSJTA staff. Any resolution of the protest shall be deemed final.

### **Appeals**

- a. An appeal of a **denial of approved application or award** can only be brought on the following grounds:
  - i. Failure of GSJTA Staff to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments;
  - ii. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq;
  - iii. A violation of State or Federal law.
- b. Appeals will not be accepted for any reasons other than those stated above. Appeals must be sent to:

**Golden Sierra Job Training Agency  
Attn: Executive Director  
115 Ascot Drive, Suite 100  
Roseville, CA 95661**

- c. Accepted appeals will be processed and reviewed by the Executive Director of the Agency;
- d. The Executive Director will consider only those specific issues addressed in the written appeal.

## **LIMITATIONS**

GSJTA shall not pay for any costs incurred by the applicant agency in the completion of the VS Vendor and Services Applications. Submission of VS applications does not, in any way, obligate GSJTA to award a contract.

GSJTA reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ, if it is in the best interest of GSJTA to do so.

GSJTA may require successful applicants to participate in contract negotiations and to submit additional programmatic or financial information as a result of negotiations prior to contract finalization. GSJTA shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFQ process.

## **MODIFICATION OF CONTRACTS**

Any contract awarded pursuant to this RFQ may be unilaterally modified by GSJTA upon written notice to the contractor under the following circumstances:

- a) Contractor fails to meet performance and service expectations set forth in the contract, or
- b) The Federal or State government increases, reduces or withdraws funds allocated to GSJTA, which impact services solicited under this RFQ, or
- c) There is a change in Federal or State legislation and/or their regulations, local laws, or applicable GSJTA policies or procedures.

## **SUBCONTRACTING**

Subcontracting for specialized, technical portions of VS services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the application any plans to subcontract, identify the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). GSJTA reserves the right to approve the form and content of all subcontracts.

## **REPORTING REQUIREMENTS**

GSJTA has established specific reporting processes to administer its programs. These include, but may not be limited to:

- a) Management Information Systems (MIS) and/or participant reports requested by GSJTA; and,
- b) Monthly Fiscal Reports.

The details for accomplishing the above will be provided to all successful applicants.

## **COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

All organizations and facilities must comply with the 1990 Americans with Disabilities Act (ADA). Under Title III of the Act, all privately operated public accommodations, commercial facilities and private entities offering examinations or training must make their goods and services accessible to persons with disabilities. Any complaints regarding the above should be directed to Ms. Darlene Galipo at (916) 773-8522.

## **NONDISCRIMINATION REQUIREMENTS**

Successful applicants must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity. Furthermore, successful applicants will ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity.

## **PROTECTION OF HUMAN SUBJECTS**

Successful applicants shall comply with the provisions of applicable federal regulations, including but not limited to Executive Order 13627 dated September 25, 2012, which requires safeguarding the rights and welfare of human subjects who are involved in activities supported by federal program funds.

# VENDOR SERVICES (VS)

Services solicited through this RFQ are those that will enhance the services provided to eligible adult, youth (16-24) and local business. Applicants approved for inclusion on the Vendor Services (VS) List must demonstrate that the services proposed are justified and will integrate, when appropriate, with One-Stop services, youth programs, and/or other programs funded by GSJTA.

All VS applicants must, when appropriate, collaborate with and support the established partnerships of GSJTA's adult, youth and business programs. Applicants should align their services with the following applicable goals:

- Streamline the provision of services to the community;
- Work together with partners on a long-term basis for the good of the community;
- Provide continuous improvement in all services and functions;
- Ensure services encourage customers to compete in the local economy;
- Support the positive development of customers to become productive, caring and civic-minded individuals;
- Maintain high customer satisfaction.

All activities must comply with GSJTA's policy, which could include GSWB Directives.

**Golden Sierra has determined the need for qualified vendors to support the following allowable activities:**

## **ADULT / YOUTH**

### **Basic Skills**

Proposed services would include basic and remedial training in reading, writing, and mathematics with a focus on GED preparation and/or basic work skills.

The proposed services could be provided in any of the following formats:

- traditional classroom setting
- small group
- one-on-one tutoring
- self-paced computer-based learning environment

Qualified teachers will provide all basic and remedial education.

### **Business Math Classes**

Proposed services would teach Business Math topics such as multiplication, division, ratios, percentages, and solving word problems. The training should help individuals sharpen their basic skills and prepare for employment tests.

### **Business Writing Classes**

Proposed services would teach Business Writing topics such as e-mail etiquette, letter formatting, and proper grammar usage. The training should help individuals sharpen their basic skills and prepare for employment tests.

## **Career Exploration**

Proposed services would be focused on exploring the critical occupational clusters identified in the local area. Appropriate activities would offer information on new, emerging and existing occupations, education/training requirements and opportunities, salary trends/data, and information on the local area's high growth industries. Career exploration helps individuals make informed choices about their future work lives, including information on jobs that lead to long-lasting, high-wage employment and career advancement opportunities. Proposed services might include field trips and/or workshops by industry experts.

## **Career/Personality Assessments and Interpretations**

Proposed services would be designed to help an individual understand his/her strengths, interests, values, personality, and job-specific skills. Assessments and interpretations could be provided using any of the following tools:

- Myers-Briggs Type Indicator
- True Colors
- Strong Interest Inventory
- Strength Finders
- MicroSkills
- Keirsey Temperament Sorter
- Other assessments delivered and interpreted by qualified practitioners

Qualified/Certified practitioners shall deliver and interpret assessments.

## **Entrepreneurial Skills Training**

Proposed services would include training that provides the knowledge, skills, and personal characteristics needed to build a great business. For example, workshops or courses might include a personalized assessment of one's values/beliefs to identify entrepreneurial characteristics such as risk taking, achievement, creativity, etc. Proposed services might also include practical advice about business development, market research, legal issues, taxation, sources of financing, and record keeping requirements.

## **Expungement/Legal Services**

Proposed services would support individuals with criminal histories, records and/or legal issues that impede progress towards employment and/or self-sufficiency. These issues may include divorce, legal separation, restraining orders, child support, child custody, tenant/landlord evictions and lawsuits, etc.

## **Formal Resume Critiques**

Proposed services would include the provision of customized feedback to an individual about how to improve his/her resume, and be presented in a one-on-one or small group service delivery model. A resume critique should help the individual understand the parts of a resume, how to highlight accomplishments, how to organize information, how to target the resume to specific job openings, and how to stand out among the competition.



## **Job Readiness Training**

Proposed services would include training that teaches the skills needed to be successful in the workplace. Following Title 20 CFR Section 663.508, job readiness training provides participants with specific occupational competencies needed to perform specific work tasks on the job. For example, job readiness training courses could teach skills such as how to communicate in an office environment, how to function as part of a team, or how to work in a deadline driven workplace. In each of these instances, the focus of the training is on competencies needed to succeed during the workday while on the job (rather than the skills needed to find and apply for a job).

## **Job Search Assistance Workshop**

Proposed services would include the provision of information related to preparing individuals for the job search process. The topics of instruction might include career planning, goal setting, networking, online applications, resume writing, interviewing, dealing with discrimination, and overcoming barriers to employment. Proposed services should be designed for delivery in a group setting (10-40 individuals).

## **LinkedIn Training**

Proposed services would teach individuals how to establish an account, create a profile, build a network, post content, send messages, search for jobs, and research employers. Course content should include online etiquette, privacy, and professionalism.

## **Mental Health Counseling**

Proposed services would address specific barriers that inhibit individuals from participating in Golden Sierra's programs/services. Counseling must be provided by staff that possess industry-recognized credentials.

## **Money Management**

Proposed services would support the ability of individuals to create household budgets, initiate savings plans, make informed financial decisions, manage debt, and understand the importance of credit reports.

## **Mock Interviews**

Proposed services would include helping individuals prepare for actual job interviews, and be presented in a one-on-one or small group service delivery model. The experience should help the individual learn what is expected during a job interview and how to improve his/her self-presentation. Mock interviews may be videotaped/recorded in order to provide constructive feedback/coaching.

## **Parenting Classes**

Parenting classes focus on improving and strengthening the parent/child relationship. The goal is to help caregivers understand their beliefs and expectations about children. Classes should be interactive and provide caregivers with the skills to:

- Recognize their own stress and particular techniques to de-stress
- Understand developmental stages
- Effectively communicate and listen
- Encourage and focus on the child's strengths and assets
- Set appropriate boundaries

## **Soft Skills Training**

Proposed services would be designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.

## **BUSINESS ENGAGEMENT**

### **Business Workshops / Educational Seminars**

Proposed services would engage local business owners by providing training and education on relevant topics. Appropriate activities would offer information, resources, and technical assistance to increase the business' ability to succeed or expand, thus retaining or expanding their workforce.

### **Rapid Response/Layoff Aversion**

Proposed services would support prospective and current business owners to develop new business and strengthen existing business to avert layoff or closure. Proposed services must be conducted in accordance with EDD Directive WSD16-04 [www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd16-04.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd16-04.pdf). Allowable activities outlined in Exhibit A.

# VENDOR SERVICES (VS)

## VENDOR APPLICATION (Complete One Vendor Application Only)

Applicant Organization Name		IRS Employer Identification Number		
Organization Address		City	State	Zip
Phone	Fax		E-Mail	
Contact Name		Title		
Status:	Public Agency <input type="checkbox"/>	Private For-Profit <input type="checkbox"/>	Private Non-Profit <input type="checkbox"/>	
	CBO <input type="checkbox"/>	Education <input type="checkbox"/>	Other (specify): <input type="checkbox"/>	

### Assurances and Certification:

I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained on this application, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this application from the respondent agency to deliver services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

# VENDOR SERVICES (VS)

## VENDOR APPLICATION

### STATEMENT OF CAPABILITIES

#### **A. Organizational History, Experience, and Structure:**

- 1) Describe your organization. Include history, purpose, years of operation, number of staff and services provided to the community.
- 2) Describe your organization's experience in operating the proposed program or similar programs. Attach an organization chart.

#### **B. Fiscal Controls:**

- 1) Describe your organization's internal fiscal system, including:
  - a) Type of accounting system used;
  - b) Which staff member is responsible for the preparation of the fiscal reports;
  - c) The internal controls used in your fiscal systems;
  - d) How your agency would repay any potential disallowed costs; and,
  - e) Describe your agency's ability to manage grant funds

#### **C. Internal Program Evaluation and Monitoring:**

- 1) Describe the process you will use to evaluate and monitor your staff and program(s), and formally document the results, including:
  - a) Activities reviewed;
  - b) Methods that will be used to measure services and outcomes
  - c) Data collection method to support measures
  - d) Frequency;
  - e) Corrective action; and,
  - f) Staff assigned to monitor/evaluate.

#### **D. References**

Applicants who have not received funding from GSJTA within the past two years of the submitting this application must complete Exhibit B, References, and provide at least three (3) complete references from organizations/agencies (other than GSJTA), that applicant has had direct involvement with or received funding for the provision of activit(ies) for which applicant is applying. The following information for each reference must be included:

- Reference's organization name
- Contact person
- Address, phone number and email address
- Grant period, funding source and/or amount or fees for funded activities
- Description of activities provided

# VENDOR SERVICES (VS) SERVICES APPLICATION

(Please complete a separate Services Application for each program submitted)

APPLICANT ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Indicate below the allowable activity that relates to your proposed program:

## Adult/Youth Services

- |   |   |
|---|---|
| <input type="checkbox"/> Basic Skills                                       | <input type="checkbox"/> Job Readiness Training         |
| <input type="checkbox"/> Business Math Classes                              | <input type="checkbox"/> Job Search Assistance Workshop |
| <input type="checkbox"/> Business Writing Classes                           | <input type="checkbox"/> LinkedIn Training              |
| <input type="checkbox"/> Career Exploration                                 | <input type="checkbox"/> Mental Health Counseling       |
| <input type="checkbox"/> Career/Personality Assessments and Interpretations | <input type="checkbox"/> Money Management               |
| <input type="checkbox"/> Entrepreneurial Skills Training                    | <input type="checkbox"/> Mock Interviews                |
| <input type="checkbox"/> Expungement/Legal Services                         | <input type="checkbox"/> Parenting Classes              |
| <input type="checkbox"/> Formal Resume Critiques                            | <input type="checkbox"/> Soft Skills Training           |

## Business Engagement

- |  |   |
|--|---|
| <input type="checkbox"/> Business Workshops / Educational Seminars | <input type="checkbox"/> Rapid Response / Layoff Aversion |
|--|---|

GSJTA reserves the right in its sole discretion, to select the funding source from which to award contracts provided that the activities identified in the application(s) may be funded from that source and categories. Contractors will be required to adhere to the statutes, regulations, or policies applicable to the funding source under which the funding is provided.

[FILLABLE FORM](#)

# VENDOR SERVICES (VS)

## SERVICES APPLICATION

**This section to be completed by all applicants:**

- 1) Describe the VS service you are proposing, including the overall design of the activity. Attach curriculum, course outline, or other material you plan to use in delivering the proposed service.
- 2) Who is your target population; do you have any enrollment restrictions?
- 3) What geographic area will be served? (check all that apply)  
 Alpine       El Dorado       Placer

- 4) Where will the service be provided?

If services provided outside of Connections Center, complete the following:

Is location ADA compliant?

Describe your facility(ies), the geographic neighborhood (including access to mass transit and parking), and the length of time your organization has operated from this location.

Describe the number of classrooms and the dimensions of the classrooms.

- 5) Proposed daily and/or weekly training schedules.
- 6) Indicate how and where customer records will be maintained and stored, and describe the safeguards that are in place to insure the confidentiality and security of the records.
- 7) Will you work with partners to coordinate the service?  
  
If so, who are your partners and how will you and your partner(s) coordinate services?
- 8) What are the qualifications, credentials, certifications and experience of your program and any staff providing the proposed service?

- 9) If applicable, what is your minimum/maximum group/workshop size?
- 10) What is your individual hourly rate and, if applicable, your group/workshop hourly rate or cost?
- 11) Rate for administering required testing (if applicable); include staff time and material costs.
- 12) How will you measure the outcome/success of your service?
- 13) How will customer satisfaction be measured?