



# Golden Sierra

**REQUEST FOR QUOTE (RFQ)**

**FOR**

**AB1111 Breaking Barriers to Employment Initiative  
Implementation Partners**

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**Golden Sierra Job Training Agency (GSJTA)  
115 Ascot Dr. Suite 140  
Roseville, CA 95661**

**[www.goldensierra.com](http://www.goldensierra.com)**

**REQUEST FOR QUOTE (RFQ)**  
**For**  
**AB1111 Implementation Partners**

**BACKGROUND**

Golden Sierra Job Training Agency (GSJTA) is looking for partners to assist in the implementation of services as defined by AB1111 (2017): Removing Barriers to Employment Act: Breaking Barriers to Employment Initiative.

Primary funding for this project is provided by AB1111 Breaking Barriers to Employment Initiative.

All efforts funded under this initiative are intended to supplement and be aligned with the broader workforce and education system in the State of California. The initiative is not intended to duplicate or replicate existing programs or to create new workforce and education programs, but rather to provide supplemental funding and services to ensure the success of individuals either preparing to enter or already enrolled in workforce and education programs operating under the policy vision of this division and the state plan under this division.

The primary purpose of the initiative is to provide individuals with barriers to employment the services they need to enter, participate in, and complete broader workforce preparation, training, and education programs aligned with regional labor market needs. Those who complete these programs should have the skills and competencies necessary to successfully enter the labor market, retain employment, and earn wages that lead to self-sufficiency, and eventually, economic security.

The distinguishing characteristic of the initiative is the manner in which services will be delivered at the local and regional level. Under the initiative, services shall be delivered principally through a collaborative partnership between mission-driven, community-based organizations with experience in providing services consistent with the objectives of this initiative and to the populations specified, which may include, but are not limited to, faith-based, business-based, labor-based, cultural-based, and services-based organizations, and local workforce development boards to strengthen the America's Job Center of California system. The role of the community-based organizations shall be to use their expertise in working with targeted populations and employers to ensure that individuals from these targeted populations receive the necessary supplemental, supportive, remedial, and wrap-around services they need to successfully enter, participate in, and complete workforce and education programs and enter, be retained, and advance in the labor market. The role of local workforce development boards is to ensure a connection between community-based organizations and the America's Job Center of California system to integrate individuals served by community-based organizations under this initiative into the education system and broader workforce for employment.

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 secure partner Community Based Organization(s) to staff a Service Navigator position to support AB1111 efforts as detailed in the Scope of Work.

GSJTA will act as the lead applicant and will partner with one or more experienced community based organizations (faith-based, business-based, labor-based, cultural-based, or services-based) to ensure services are provided within the Golden Sierra service area (Placer, El Dorado and Alpine Counties).

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

## **SCOPE OF WORK SUMMARY**

It is our desire to institute, and fund, Service Navigators whose main role will be to assist the workforce development community identify and recruit individuals from the identified target population(s) for enrollment into appropriate education, support service, or training programs (See Appendix A & B).

The Service Navigators will be expected to collaborate with the workforce development partners by providing up to 20 service hours/week. These service hours will include office hours in various partner locations such as America's Job Centers of California (AJCCs), Adult Schools, Health and Human Service Agencies, County Probation Offices, Child Support Agencies, and others.

Additionally, the Service Navigator will participate in staff development efforts by providing training or participating in the receipt of training relevant to serving the population.

Service hours will also include the development of strategies to assist the target population succeed in education, training, or in the workforce.

Service Navigators will participate in this partnership by sharing their expertise while gaining insights on the use of labor market information/demand industries and occupations, workforce development assessments, and training practices. Service Navigators will also learn about the workforce partner programs in the region, therefore, enhancing the ability of their organization to serve their respective community while building relationships within the workforce development system.

1:1 Cash or in-kind match will be required.

## **ELIGIBLE APPLICANTS**

Community Based Organizations (CBO)

## **REQUIRED RESPONSE**

Complete AB1111 Required Response – Attachment A

## **PERIOD OF SOLICITATION**

Released: April 26, 2019

Close: May, 17, 2019 - 5:00 pm

## **SUBMITTAL PROCEDURE**

Completed “AB1111 Required Response – Attachment A” should be submitted via email with subject line “AB1111” to:

Lorna Magnussen, WB Analyst  
Golden Sierra Job Training Agency  
info@goldensierra.com

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

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

Proposals will be evaluated by a qualified evaluation team; upon completion of evaluations qualified applicants may be scheduled for interviews with one or more team member. Applicants may be contacted to answer questions or provide clarification to the evaluation team. Upon completion of evaluation process, interview and submittal of supplemental documents, staff will notify all vendors of proposal status.

The following is a summary of the evaluation criteria:

### Program Design (50 points)

Describe the target population. (10)

Describe the organization’s expertise in working with the identified population. (10)

Describe the service area(s) and the organization’s experience working within the identified area(s). (10)

Describe how the Service Navigator will collaborate with workforce development partners. (20)

- Office Hours
- Staff Development
- Strategic Planning
- Cross-Training

Fiscal Controls (30 points)

Describe the type of accounting system to be used. (10)

Identify the internal controls used in the fiscal system. (10)

Describe the organization's ability to manage grant funds. (10)

Program Cost (20 points)

Reasonableness of Quote (10)

Match 1:1 Cash or in-kind (10)

Must meet a minimum of 80 points to be considered responsive.

**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

**FORMAL CONTRACT**

All successful applicants selected to provide services will be required to enter into a standard form service agreement with GSJTA. A copy of the most recent form of this agreement is available for review upon request. Applicants are encouraged to obtain and review this contract prior to submitting proposals so as to be familiar with contract requirements.

**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 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 RFQ 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.
- c. Appeals must be sent to:

**Golden Sierra Job Training Agency  
Attn: Executive Director  
115 Ascot Drive, Suite 140  
Roseville, CA 95661**

- d. Accepted appeals will be processed and reviewed by the Executive Director of the Agency;
- e. 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 this proposal. Submission of proposals does not, in any way, obligate GSJTA to award a contract.

GSJTA reserves the right to accept or reject any proposal, 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 services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the proposal 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.

## **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) 746-7722.

## **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.

1. Designate/propose one or more targeted populations to be served (See Appendix A), and include a discussion regarding your expertise in working with the identified population.

Targeted population(s) (10 points):

Expertise/Experience (10 points):

2. Designate a desired service area, which may include one or more counties, or sub regions within the Golden Sierra service area (Placer, El Dorado, and Alpine County), and include a discussion about the organizations history in working in the identified area(s).

Proposed service area(s) (10 points):

Experience serving area(s) (10 points):

3. Provide a narrative and quote/budget for providing the following services annually:

It is our desire to institute, and fund, Service Navigators whose main role will be to assist the workforce development community identify and recruit individuals from the identified target population(s) for enrollment into appropriate education, support service, or training programs (See Appendix A & B).

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Additionally, the Service Navigator will participate in staff development efforts by providing training or participating in the receipt of training relevant to serving the population.

Service hours will also include the development of strategies to assist the target population succeed in education, training, or in the workforce.

Service Navigators will participate in this partnership by sharing their expertise while gaining insights on the use of labor market information/demand industries and occupations, workforce development assessments, and training practices. Service Navigators will also learn about the workforce partner programs in the region therefore, enhancing the ability of their organization to serve their respective community while building relationships within the workforce development system.

1:1 Cash or in-kind match will be required

**AB1111 REQUIRED RESPONSE****ATTACHMENT A**

**Narrative:** Describe how the Service navigator will collaborate with workforce development partners:

**Quote/Budget**

	Contract	Match	Total
Staff			
- Wages			
- Benefit			
Mileage			

**4. Fiscal Controls:**

Describe your organization's internal fiscal system, including:

- a. Type of accounting system used:
- b. The internal controls used in your fiscal systems:
- c. Describe your agency's ability to manage grant funds:

**FILLABLE FORM**

## TARGET POPULATIONS:

## APPENDIX A

Populations eligible to be served by grants include, but are not limited to, all of the following:

- (a) Youths who are disconnected from the education system or employment.
- (b) Women seeking training or education to move into nontraditional fields of employment.
- (c) Displaced workers and long-term unemployed.
- (d) Unskilled or underskilled, low-wage workers.
- (e) Persons for whom English is not their primary language.
- (f) Economically disadvantaged persons.
- (g) CalWORKs participants.
- (h) Persons who are incarcerated and soon to be released or formerly incarcerated.
- (i) Armed services veterans.
- (j) Native Americans.
- (k) Migrants or seasonal farmworkers.
- (l) Persons with developmental or other disabilities.
- (m) Any other population with barriers to employment identified in subdivision (j) of Section 14005.
- (n) Immigrants.
- (o) Persons over 50 years of age who need retraining for in-demand skills.

## **SERVICES:**

## **APPENDIX B**

Service Navigators will identify and recruit individuals from the identified target population(s) for enrollment into appropriate education, supportive service, or training programs.

The following list describes some of the eligible activities provided by various workforce partner programs:

- (a) English language improvement training.
- (b) Basic skills and adult education.
- (c) High school diploma and GED acquisition.
- (d) Skills and vocational training that aligns with regional labor market needs identified as part of the California Workforce Innovation and Opportunity Act regional planning process.
- (e) Work experience.
- (f) On-the-job training.
- (g) Stipends for trainees.
- (h) Earn and learn training.
- (i) Industry certifications.
- (j) Preapprenticeship programming offered in a manner that is consistent with the requirements of Section 14230, regardless of whether the preapprenticeship program funding source includes California Workforce Innovation and Opportunity Act funds.
- (k) Mentoring.
- (l) Other remedial education and work readiness skills.
- (m) Supportive services under the California Workforce Innovation and Opportunity Act.
- (n) Activities undertaken pursuant to subdivision (d) of Section 14033.