



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

## **REQUEST FOR QUOTES**

From Qualified Providers of Technical Assistance and Evaluation Services

**Quotes Due by Friday, June 24, 2022 by 5:00 p.m. PST**

### **Introduction**

The Workforce Development Board (WDB) of Solano County is seeking quotes from qualified providers who are experts in technical assistance and evaluation to assist with supporting regional and statewide coordination for the CNA Upskilling Program to be launched with grant funding from the California Workforce Development Board. The expert will also evaluate the project and produce reports on policy and system implications of the program.

The WDB seeks a qualified provider to serve the technical assistance and evaluation role from July 1, 2022 – December 31, 2023 for an amount not to exceed \$30,000.

### **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 WDB is part of the North Bay Employment Connection, a regional workforce development planning unit including Sonoma Workforce Investment Board and the Workforce Alliance of the North Bay (covering the counties of Lake, Marin, Mendocino, and Napa). These North Bay counties will be the region where the program will be piloted.

The CNA Upskilling Program intends to address low wages among incumbent Certified Nursing Assistants in skilled nursing and long-term care facilities by establishing micro-credential pathways within the CNA occupation and linking these micro-credentials to wage increases. The Program will develop three micro-credential steps, including Restorative Nursing Assistant (RNA), Certified Preceptor, and at least one additional specialty certification.

## **Scope of Services**

The Technical Assistance and Evaluation provider will participate in project partnership meetings, either virtually or in person, at least quarterly to facilitate best practice sharing and provide technical assistance on barriers to completing project activities successfully. The provider will support learning and technical assistance on job quality standards, the healthcare industry, workforce topics such as incumbent worker training, immigrant services, engaging partners, and CNA training.

Using the knowledge gained from the program and technical assistance provided, the provider will support statewide coordination of pilot results through evaluation of the program and development of policy papers that can be used to inform replication.

Project deliverables:

- Provide technical assistance and facilitate best practice sharing throughout the length of the grant
- Develop policy paper(s) at the end of the grant period on grant activities

## **Quotes:**

Quotes should concisely respond to this RFQ in no more than five (5) pages and include:

1. Contact information of provider.
2. The provider's qualifications and capability to provide the requested scope of services.
3. Key approaches to provision of the requested scope of services.
4. Anticipated project timeline with key deliverables.
5. Estimated costs and project rate.
6. Signature of individual authorized to engage in contract.

Discussions with prospective providers may or may not be required to clarify portions of the quote. The WDB reserves the right to negotiate with the selected provider on deliverables, scheduling, and budget elements. The WDB shall not be obligated to accept the lowest quote submitted but shall make awards in the best interest of the project.

## **Fee and Method of Payment**

The WDB will pay the contractor based on milestone completion set forth in the negotiated agreement. Progress payments will be made no more frequently than at monthly intervals. Payment will only be made on submitted claims describing work completed prior to the close of the billing period and approved as to content. Payment for work completed can be expected within 30 days of invoice receipt and verification of work performed.

Costs for this project will be funded through 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.

## **Submission Requirements**

Submissions are due no later than Friday, June 24, 2022 by 5:00 PST by email. Documents must be in Word or PDF format.

**Technical Assistance:**

If you have any RFQ questions, you may contact Heather Henry at 707-863-3501 or email at [hhenry@solanowdb.org](mailto:hhenry@solanowdb.org) by June 22, 2022.

**Email your response to:**

Tammy Gallentine at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org).