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| For the Provision of Short-Term Job Readiness and Transitional Jobs Training for participants enrolled under the Workforce Innovation and Opportunity Act (WIOA) and/or other funding streams, in the County of Kern, from January 1, 2022, through March 31, 2023. |
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| Issue Date: August 13, 2021: [www.etronline.com](http://www.etronline.com)  Pre-Proposal Meeting via TEAMS: August 19, 2021, at 1:30 p.m. PST. [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Yjg0ZjJjMTYtYTU2ZC00Y2M1LWIyMDYtMDA1NDJmMmUzNjM0%40thread.v2/0?context=%7b%22Tid%22%3a%22e0f2e4b5-0515-4028-99f2-2e7a43fe5379%22%2c%22Oid%22%3a%22f20b24c0-0601-4bbb-8681-fdf857f333a5%22%7d)  Due Date: September 8, 2021, by 3:00 p.m. PST. at  Employers’ Training Resource  America’s Job Center of California (AJCC)  1600 E. Belle Terrace  Bakersfield, CA 93307  [brieferk@kerncounty.com](mailto:brieferk@kerncounty.com) \* 661-336-6954 (proposal contact) |
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**Request for Proposals**

**EMPLOYERS’ TRAINING RESOURCE**

**A Workforce Development Agency for the**

**COUNTY OF KERN**

**Request for Proposals to Provide Short-Term Job Readiness and Transitional Jobs Training for participants enrolled under the Workforce Innovation and Opportunity Act and/or other funding streams, from January 1, 2022 through March 31, 2023**

SUMMARY

Employers’ Training Resource (ETR) is seeking three (3) qualified providers to provide short-term Job Readiness and Transitional Jobs training to participants with high barriers to employment including the long term-term unemployed, ex-offenders, individuals who are receiving or have exhausted benefits under Temporary Assistance to Needy Families (TANF) and/or individuals with disabilities. Preference will also be given to training programs serving participants in rural/underserved communities with high unemployment/poverty. In order to ensure consistency with various requirements and make it easier for agencies to serve ex-offenders, ETR will be contracting with a third party to provide Employer of Record/Human Resources/Payroll (including wages, taxes and insurance) for enrolled participants. The contract period includes up to a three month “ramp up” period to prepare for the first cohort of participant and twelve months of active participant services. ETR is the grant recipient and administrative entity for the Kern, Inyo and Mono Counties Workforce Development Area (WDA) under the Workforce Innovation and Opportunity Act (WIOA), as well as a recipient of funding under other federal and state programs including the Public Safety Realignment Act of 2011 (AB 109).

A summary of the proposal, sample Agreement, and required sections, including application, may be downloaded from our website: [www.etronline.com](http://www.etronline.com). The RFP is not being issued in hard copy format. However, if you have difficulty downloading it from our website, contact Karen Briefer at [brieferk@kerncounty.com](mailto:brieferk@kerncounty.com) to receive the packet via e-mail.

**Scope of Services Requested Under this RFP**

* Conduct outreach/recruitment for your training program and submit all referrals to ETR for eligibility determination and enrollment (ETR expects to make referrals to these programs but selected agencies are responsible for meeting at least 80% of planned enrollments);
* Provide short term industry-specific Job Readiness instruction combined with Transitional Jobs to prepare participants for unsubsidized entry level employment. Cohorts should have defined start dates (not open entry/exit) and be six months or less in entirety;
* Job Readiness instruction may precede the work experience (Transitional Jobs) component or be delivered concurrently;
* Training should include well-defined and measurable competencies and the opportunity for participants to earn at least one training related industry-recognized certificate;
* Agency must meet County requirements for insurance coverages; and
* Be willing and able to operate on a reimbursement basis. Note that since ETR will be contracting with a third party to pay participants and handle Employer of Record/HR/Payroll responsibilities, selected agencies will not have to cover participant wages, insurance or taxes but will be asked to estimate those costs using a calculation method provided in the application.

**Available Funding**

**ETR has set aside $1.2 million to fund up to fund three programs at a maximum cost per training program of $400,000.** However, participant wages, taxes, insurance, Employer of Record/HR and payroll service costs will be contracted to a third party directly by ETR. For this reason, each agency’s award will be the total cost, minus the quoted cost of these third-party services and participant payroll. A third-party cost-estimating calculation formula is provided in the application so that applicants can determine how many participants they will be able to serve at different numbers of hours of subsidized employment prior to finalizing their proposal. Once selected, agencies will work with ETR to determine job placement types and a formal quote will be obtained from the third-party provider. This amount will be subtracted from the request and the difference will be awarded to the selected agency in the form of a reimbursement contract.

**Important Dates**

The following dates are set forth for information and planning purposes only. These dates may be changed upon notice to prospective Applicants:

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| RFP Issuance Date | August 13, 2021 |
| Pre-Proposal Conference (attendance not mandatory but strongly encouraged) | August 19, 2021, at 1:30 pm PST via Microsoft TEAMS [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Yjg0ZjJjMTYtYTU2ZC00Y2M1LWIyMDYtMDA1NDJmMmUzNjM0%40thread.v2/0?context=%7b%22Tid%22%3a%22e0f2e4b5-0515-4028-99f2-2e7a43fe5379%22%2c%22Oid%22%3a%22f20b24c0-0601-4bbb-8681-fdf857f333a5%22%7d) |
| Proposal Due | September 8, 2021, at 3:00 pm PST |
| Workforce Development Board Approval | October 6, 2021, at 7:00 am PST |
| Appeal Deadline | October 13, 2021, at 3:00 pm PST |

**RFP Contact**

RFP Contact Person for questions about the proposal process, difficulty with link to Pre-Proposal Conference or technical issues is:

Karen Briefer, Supervising Departmental Analyst

Employers’ Training Resource

1600 East Belle Terrace

Bakersfield, CA 93307

Desk Phone: (661) 336-6954

Work Mobile (661) 619-0270

E-mail [brieferk@kerncounty.com](mailto:brieferk@kerncounty.com)

**Addenda to the Request for Proposals**

At the discretion of ETR, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on the ETR website. Any clarification will become an addendum to this RFP.

Respondents are responsible for checking the website, [www.etronline.com](http://www.etronline.com) frequently to remain informed about the procurement process and other information that may affect this RFP (e.g. WIOA regulations, changes to performance measures, and revisions to the timeline).

**Right to Cancel**

ETR reserves the right to cancel all or any part of this RFP at any time without prior notice and reserves the right to modify the RFP process and time line as is deemed necessary.

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