



**General Services Agency  
Purchasing Division**  
1010 10th Street, Suite 5400, Modesto, CA 95354  
PO Box 3229, Modesto, CA 95353-3229  
Phone: (209) 525-6319  
Fax: (209) 525-7787

# REQUEST FOR STATEMENT OF QUALIFICATIONS

**SOQ NO. 21-43-SD**

## WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL CAPACITY BUILDING

---

**QUALIFICATIONS MUST BE RECEIVED PRIOR TO 2:30 P.M.**

**SEPTEMBER 10, 2021**

---

DELIVER TO: STANISLAUS COUNTY PURCHASING DIVISION  
1010 10<sup>th</sup> STREET, SUITE 5400, MODESTO, CA 95354

NAME AND ADDRESS OF VENDOR SUBMITTING STATEMENT OF QUALIFICATIONS:	
VENDOR NAME _____	ADDRESS _____
_____	_____
PHONE: _____	_____
FAX: _____	_____

# REQUEST FOR STATEMENTS OF QUALIFICATIONS

## PROJECT SUMMARY

The County of Stanislaus Workforce Development on behalf of the San Joaquin Valley and Associated Counties (SJVAC) Regional Planning Unit (RPU) is accepting proposals to offer capacity building to support the workforce development system in the Region. The purpose of this SOQ is to establish a list of trainers who are able to provide staff development training in the three following topic areas:

- Race, Equity and Inclusion Training
- Remote Service Delivery/Digital Fluency
- Trauma Informed/Trauma Awareness Training

## SUBMITTAL REQUIREMENTS

As a minimum, the submittal should include the following:

1. Resumes of the contractor's principals indicating experience and background with delivering in person or virtual training in the above reference subject areas, including a summary of previous experiences in training delivery and qualifications to establish subject matter expertise in one of more of the training topics.
2. Resumes of personnel that would be assigned to the project.
3. Length of time in business.
4. List of previous clients with similar operations demonstrating the contractor's experience to perform the work requested. Included must be the name and telephone number of the client's manager and a specific description of the services provided directly by the contractor making the submission.
5. A brief suggested scope of work including, but not limited to, a detailed list of tasks and timelines which the contractor might undertake to accomplish the objectives of the project.
6. If the execution of work to be performed by your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined.
7. Proposed pricing for services. Per the State Employment Development Department (EDD) Workforce Services Draft Directive *WSDD-225 Consultant Services and Pay* [https://www.edd.ca.gov/jobs\\_and\\_training/pubs/wsdd-225.pdf](https://www.edd.ca.gov/jobs_and_training/pubs/wsdd-225.pdf), the Department of Labor (DOL) consultant fee limitation may be set at \$710 per day (representing an 8-hour work day), which could be subject to change by program year or grant. Although this draft directive has not yet been finalized by the State, the \$710 per day or other finalized fee

limitation may be applicable to pricing proposal decisions by evaluators for this RFSOQ. Higher bids exceeding the daily consultant fee rate may be accepted; however, further negotiation may be needed to meet the finalized consultant fee limitation daily rate.

**MINIMUM QUALIFICATIONS**

- Have a least five (5) years of direct experience providing capacity building (training) services in their field of expertise.
- Have a demonstrated and verifiable track-record.
- Flexibility with training workplan to allow customization of training when necessary.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Experience in delivery training in variety of platforms. (MS Teams, WebEx, Zoom)
- Experience in providing training through the use of a variety of training delivery tools and resources.
- Experience in effectively providing techniques on “Train-the-Trainer” and “Coaching Others” through training sessions.
- Ability to provide instruction to variety of group sizes.
- Ability to offer training in a variety of formats (i.e. multiple shorter sessions, large sessions, virtual/in-person.)
- Ability to design/adapt training curriculum and instruction implementation to applicable learning environment.

**Any applicant that does not meet any of the requirements above will be disqualified.**

**EVALUATION PROCESS**

A review panel will evaluate all Statements of Qualifications received. Successful proposals will have received a minimum of 75 points to be accepted to the Stanislaus County (SJVAC) vendor list. It is understood and accepted by Respondent that all decisions and the degree to which a Proposal meets the evaluation criteria and the overall needs of the SJVAC and its members are within the purview and judgment of Stanislaus County and purview of Stanislaus County General Services Agency. Evaluation categories include:

<b>RFP Component</b>	<b>Points</b>
<b>Section I – Title Page and Cover Letter</b>	<b>5</b>
<b>Section II – Organizational Overview/Experience and Staff Qualifications</b>	<b>35</b>
<b>Section III – Suggested Scope of Work</b>	<b>30</b>
<b>Section IV – References</b>	<b>5</b>
<b>Section V – Budget</b>	<b>25</b>
<b>TOTAL</b>	<b>100</b>

**EVALUATION CATEGORIES**

All proposals must provide specific and succinct answers to all questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of

the proposer. Please answer the questions in the format and order presented. (Submissions of individual resumes alone will not be considered responsive to any specific question).

## **Section I –**

### **Title Page:**

Stanislaus County and San Joaquin Valley and Associated Counties (SJVAC), Workforce Innovation and Opportunity Act (WIOA) Regional Capacity Building, Request for Statement of Qualifications (SOQ), your company name, address, web site address, contact number, e-mail address and primary contact person.

### **Cover Letter:**

Signed by the person or persons authorized to sign on behalf of the company (1 page).

## **Section II –**

### **Organizational Overview/Experience and Staff Qualifications:**

- a) Organizational Overview – please describe your organization including mission and areas of expertise as it applies to the topic(s) noted within the Scope of Work of Attachment “A”.
- b) Define the standard time frames for response to an inquiry from Stanislaus County upon a contract request from an interested party.
- c) Describe the preferred method for transmittal of requests and other material from Stanislaus County.
- d) Describe in detail the efforts you will undertake to achieve client satisfaction and to satisfy the requirements of the Scope of Work Attachment “A” such as a survey provided to attendees after training work is complete.
- e) Explain your understanding of the current challenges of workforce development system as it pertains to the training areas that you are proposing.
- f) Please list all clients for which you or your firm provided training services for over the last two years.

### **Staff Qualifications:**

Attach bios that describe overall capabilities, qualifications, training, and areas of expertise for each of the trainers/partners/principals and associates that may be assigned to conduct the training including but not limited to:

- a) A biography for each designated individual;
- b) Length of employment with the firm;
- c) Specialization;
- d) Scholastic honors and professional affiliations; and
- e) Years and experience with various types of clientele.

### **Section III –**

#### **Scope of Work:**

List all training services you would like to be considered for per Attachment “A”, with information for each training service:

- a) Description of each training service offered (can be one, more than one or all three);
- b) Indicate the topic(s) of your training service (see Attachment “A”);
- c) Training summary, learning objectives, and applied learning (Ex: train the trainers, ability of attendees to take what was learned and apply to the workplace);
- d) Ideal class size (if applicable);
- e) Minimum class size (if applicable);
- f) Maximum class size (if applicable); and
- g) Virtual and/or In-person class options.

### **Section IV –**

#### **References:**

Provide a list of at least three (3) references for projects completed in the past five (5) years for government agencies and/or large public agencies to whom Proposer provided services similar to those requested by this RFSOQ, including:

- a) Client name, contact person, and current telephone number;
- b) Project description and location;
- c) Description of services provided;
- d) Budget performance;
- e) Schedule performance;
- f) Key personnel involved; and
- g) Sub-consultants employed.

## **Section V –**

### **Budget:**

- a) For each training service listed in the organizational overview, please submit a budget for session notating final pricing (Please complete budget pricing on Attachment “B” of this RFSOQ). The price you quote should be based on an hourly fee or daily rate. The fee must be inclusive of all costs. Including cost for in-person and virtual training options. If your price excludes certain fees or charges such as travel, you must provide a detailed list of excluded fees.
- b) Applicants must present their full pricing for services offered. If your price excludes certain fees or charges; such as travel, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Travel expenses must be reasonable.

## **SELECTION PROCESS**

A qualified list of trainers will be established through an evaluation process to determine qualified proposers. This SOQ does not commit Stanislaus County Workforce Development, San Joaquin Valley and Associated Counties or any associated party to award a contract. Furthermore, Stanislaus County and the San Joaquin Valley and Associated Counties will not pay any costs incurred in the preparation, submission or consideration of a Proposal to this SOQ, nor any costs of any kind incurred prior to the effective date of a contract awarded by Stanislaus County, San Joaquin Valley and Associated Counties, or any associated party.

**SUBMITTAL DEADLINE**

**One (1) electronic copy** shall be uploaded to PlanetBids. Please submit **three (3) hard copies** of your firm’s Statement of Qualifications no later than 2:30 p.m. PST on **Friday, September 10, 2021** to the following address:

Stanislaus County Purchasing Division  
1010 10<sup>th</sup> Street, Suite 5400  
Modesto, California 95354

If mail delivery is used, the proposer should mail their Statement of Qualifications early enough to provide for arrival by 2:30 p.m. PST Friday, September 10, 2021. Contractor use mail or courier services at their own risk. The County of Stanislaus will not be liable or responsible for any late delivery of Statements of Qualifications. Statements of Qualifications received after the date and time specified will not be considered and will be returned to the contractor unopened.

**TIMELINE**

Request for Statement of Qualifications Released	August 6, 2021
Question / Assistance Deadline	September 2, 2021
Submission Deadline	September 10, 2021
Evaluation of Proposals Completed	September 22, 2021

**INQUIRIES**

Questions, in written form, regarding Request for Statement of Qualifications procedures should be referred to:

Buyer: Stanislaus County, Purchasing Division  
1010 10<sup>th</sup> Street, Suite 5400  
Modesto, CA 95354  
Phone: (209) 525-4346  
Fax: (209) 525-7787  
Email: [dimters@stancounty.com](mailto:dimters@stancounty.com)

**OTHER GOVERNMENT/PUBLICLY FUNDED AGENCIES**

If mutually agreeable to all parties, the issuance of any resultant contract and/or purchase order referencing the scope of services herein and modified by mutual agreement between all parties, such as Regional Planning Units (RPU)s/Local Workforce Development Boards (LWDB) who wish to contract with a SJVAC training provider or consultant may be extended to other government or publicly funded agencies, allowing use of the (WIOA) Regional Capacity Building procurement and develop contracts with SJVAC training providers. All terms and conditions as specified in the agreement shall apply.

## **NONDISCRIMINATION**

Stanislaus County does not unlawfully discriminate in violation of any federal, state, or local law, rule, or regulation because of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy-related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military and veteran status.

No person shall be excluded from participation in, denied benefits of, discriminated against in the admission or access to, or discriminated against in treatment or employment in the County's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law. Additionally, no person shall be excluded from participation in, denied benefits of, or otherwise subjected to discrimination in the performance of contracts with the County or in the employment practices of the County's proposers. Accordingly, all Proposers entering into contracts with the County shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

## **ASSISTANCE TO PROPOSERS WITH A DISABILITY**

Proposers with a disability may receive accommodation regarding the means of communicating this RFSOQ and participating in this procurement process. Proposers with a disability should contact [dimeters@stancounty.com](mailto:dimeters@stancounty.com) to request reasonable accommodation no later than September 2, 2021.



## **ATTACHMENT “A”**

### **PROJECT DEFINITION**

Stanislaus County Workforce Development on behalf of the San Joaquin Valley and Associated Counties (SJVAC) is soliciting Request for Statement of Qualifications (SOQ) from qualified and experienced entities for Professional Development Training in one or all of the training areas:

- Race, Equity and Inclusion Training
- Remote Service Delivery/Digital Fluency
- Trauma Informed/Trauma Awareness Training

Vendors shall have a strong understanding and knowledge of training topics and ability to instruct training to a variety of group sizes (small, medium, or large) of Workforce Professionals, including but not limited to Workforce Development Board members. Training will be conducted remotely and/or in-person contingent upon COVID-19 restrictions.

Training curriculum will include applicable exercises, including possible pre- and post-assignments (if applicable) that will require attendees to demonstrate and/or describe how they plan to implement the training principles into the work environment to support effective outcomes. .

System Change Thinking training that encompasses one or more of the above training topics will be offered to Middle and Senior Management staff and/or Workforce Development Board members.

### **BACKGROUND**

The California Unified Strategic Workforce Development Plan (State Plan) [https://cwdb.ca.gov/plans\\_policies/2020-2023-state-plan/](https://cwdb.ca.gov/plans_policies/2020-2023-state-plan/) is an overarching state policy document that provides a conceptual outline for Local Boards and their partners as they drive towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery.

The San Joaquin Valley and Associated Counties (SJVAC) Regional Planning Unit (RPU) Regional Plan <https://www.stanworkforce.com/static/documents/reports/RegionalPlan-Sjvac-Py21-24-Final3.12.21.pdf> represents the big picture of the region’s economy and workforce environment, with a focus on collaborative strategies to be implemented across multiple Local Workforce Development Areas to attain regional goals and objectives.

The Local Plan demonstrates operational alignment with the strategic objectives of the respective Regional Plan, drives coordination with local partners, and highlights key services-delivery strategies. The Local Plan also describes strategies for staff preparation, training, and on-going professional development to effectively respond to participant needs.

This SOQ is targeted toward the San Joaquin Valley Regional Planning Unit, which includes the

Local Workforce Development Boards of San Joaquin County, Stanislaus County, Merced County, Madera County, Fresno County, Kings County, Tulare County, and Kern/Inyo/Mono Counties, and may include Mother Lode Job Training, as a member of the Central California Workforce Collaborative (CCWC).

## **SCOPE OF WORK**

Stanislaus County is soliciting qualified individuals and organizations to provide capacity building training in the three training topic areas identified below to support the workforce development system in the San Joaquin Valley. Local Workforce Development Boards within the SJVAC Region will have access to the approved training list and can contract with anyone identified on the list collectively or independently based on the capacity building needs of the Region, Sub-Region and/or individual Local Workforce Development Board.

### **Race, Equity and Inclusion Training –**

A global pandemic, polarizing politics, and movements for racial and social justice have propelled race, equity, and inclusion to the forefront in organizations around the world. Proposed training should cover the intersection of diversity and inclusion, awareness of unconscious bias, recognizing and addressing micro-aggressions, proactive use of bystander intervention, and underscoring the link between diversity and the prevention of workplace harassment.

### **Remote Service Delivery/Digital Fluency –**

Local areas have quickly adapted to providing services remotely through the use of virtual delivery tools, applications, and websites perhaps more rapidly than originally planned, given the impacts of the coronavirus pandemic. However, to continue to succeed in this rapidly changing environment, workers and learners need broad-based digital problem-solving skills and effective, contextualized learning opportunities for individuals of all skill levels that allow them to work successfully in a range of digital tools and environments.

### **Trauma-Informed/Trauma Awareness Training –**

Trauma-Informed training and approaches are important in helping to understand the long-lasting effects of trauma on individuals and the support needed to help them overcome the effects of trauma on the physical body, behavior, and mental health.

Workforce development organizations play an important role in understanding, identifying, and mitigating toxic stress and trauma with employees and job seekers in three key areas\*:

- **Serving clients:** Increasingly, workforce development practitioners report that their clients are exhibiting signs of anxiety, anger, fear, and other mental health challenges, indicating that toxic stress and trauma are showing up in the workforce development system. These clients are at higher risk for toxic stress and trauma because the population generally is low-income, from communities of color, and has foundational needs for income and employment.

- **Employing staff:** Workforce development organizations are themselves employers of staff who are at higher risk for toxic stress and trauma, in addition to secondary trauma from working with clients who are experiencing toxic stress and trauma.
- **Partnering with employers:** Workforce development organizations can add tremendous value by helping their employer partners address these challenges.

\*(reference:<https://nationalfund.org/learning-evaluation/publications/a-trauma-informed-approach-to-workforce/> )

### **OTHER GOVERNMENT/PUBLIC FUNDED AGENCY PARTICIPATION**

If mutually agreeable to all parties, the issuance of any resultant contract and/or purchase order referencing the scope of services herein and modified by mutual agreement between all parties, such as Regional Planning Units (RPU)/Local Workforce Development Boards (LWDB) who wish to contract with a SJVAC training provider or consultant may be extended to other government or publicly funded agencies, allowing use of the (WIOA) Regional Capacity Building procurement and develop contracts with SJVAC training providers. All terms and conditions as specified in the agreement shall apply.

### **TRAINING TIMELINE**

All trainings will be delivered from October 1, 2021 through August 31, 2022.