



Sacramento  
Employment and  
Training  
Agency

**Sacramento Works, Inc.**  
**Request for Information – Business Workshops/Seminars**

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Sacramento Works, the Workforce Development program of the Sacramento Employment and Training Agency (SETA), operates a network of Sacramento Works Job Centers and provides services to assist employers with their workforce needs. These programs are paid for with Federal funds.

Sacramento Works, Inc. (SWI) is the Local Workforce Development Board that oversees workforce programs in partnership with the Governing Board of SETA. One of its goals is to support regional employers' efforts to hire, train, and transition employees. The SWI's Employer Outreach Committee believes that offering businesses workshops and seminars is an important component of its outreach strategy. The Committee's objective is to assist employers with identifying their employment needs and then help them build capacity to train, educate and promote current and new entry level employees.

SWI does not intend to award a contract on the basis of this Request for Information or to otherwise pay for the information solicited. Your response will be treated as information only and will not be used as a proposal.

SWI is seeking information regarding the availability and cost of seminars or training programs which it could offer to employers. Examples of relevant topics include: Cost-effective new employee hiring; Insuring new employee career success; Right-sizing employee diversity in a small business; Recruiting during COVID-19; Managing newly-remote workers; Remote worker mental health, and other similar subjects. The committee is looking for online seminars or workshops which run about 45 minutes. It is expected these seminars will be underwritten by SWI and offered to local employers for free.

If you are interested in providing information for SWI to consider please respond by submitting a Letter to SWI that includes the following information:

1. Company name, contact person, and contact information
2. Workshop/Seminar title(s) and description(s)
3. Overview of delivery methods to be used
4. Overview of plans for attendee participation/interaction

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**KATHY KOSSICK**  
Executive Director  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

**Main Office**  
**(916) 263-3800**

**Head Start**  
**(916) 263-3804**

Website: <http://www.seta.net>

5. Overview of resources/ideas for promoting the event
6. Estimated cost range for your services
7. Any special requirements for participants
8. Feel free to include any advertising or promotional materials you typically use.

**The deadline to submit your information is 4:00 p.m., PDST, March 14, 2022.**

**Responses must be emailed to:**

**Terri Carpenter, Workforce Development Manager**

**SETA/Sacramento Works**

**Email: [Terri.Carpenter@seta.net](mailto:Terri.Carpenter@seta.net)**

This Request for Information is not intended to serve as a Request for Proposals and does not in any way guarantee that the SWI will issue a Request for Proposals or that you will qualify or be selected as a provider of business workshops/seminars.

Questions regarding this Request for Information should be addressed to:

Terri Carpenter at (916) 263-7891 or email [Terri.Carpenter@seta.net](mailto:Terri.Carpenter@seta.net).

All responses will be marked with the date and time of receipt and shall be safeguarded by SWI from unauthorized disclosure, including unauthorized disclosure during any subsequent source selection process should SWI decide to proceed with a formal procurement in the future.