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925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REQUEST FOR QUOTES/QUALIFICATIONS (RFQ)
Project Management Services**

PURPOSE:

The purpose of this RFQ is to solicit quotes/qualifications from prospective Community Based Organizations with expertise in workforce development to provide Project Management Services to execute the Aggie Square Community Navigator Program.

The Community Navigator Program will provide the outreach and engagement to residents in the following target zip codes surrounding Aggie Square: 95817, 95820, 95824, and 95828, assess their workforce needs, and connect them to resources needed to prepare them for the employment opportunities created by the development of Aggie Square. Under the program, Community Navigators will be trained in community engagement, conduct workforce needs assessments, connect residents to resources, and participate in career pathway opportunities. The project will provide an initial foundation that helps prepare and develop the workforce pipeline needed to meet the local hire requirement in the Aggie Square Community Benefits Partnership Agreement.

Deadline And Submittal Procedure:

SETA must receive all responses no later than 4:00 p.m. PST, Friday, August 19, 2022.

Responses must be emailed to:

**Sacramento Employment and Training Agency
Attention: Lauren Mechals, Workforce Development Manager
Email: Lauren.Mechals@seta.net**

All responses must be received by SETA no later than 4:00 p.m., PST, Friday, August 19, 2022. In accordance with SETA's procurement policies and procedures, responses received after 4:00 p.m., PST, Friday, August 19, 2022 will not be considered—**NO EXCEPTIONS.**

To be considered for funding, submit ONE (1) reproducible copy of a written response to this RFQ.

“Preparing People for Success: in School, in Work, in

The response must be signed by a principal of the company (officer, director, manager or owner) who is authorized to submit the response for the responding agency. The response must also include documentation indicating by what authority the person is authorized to negotiate and contractually bind the responding agency, if selected.

TERM OF CONTRACT:

The contract will be awarded for a term beginning September 1, 2022, and ending November 30, 2023. **The total funds currently available under this RFQ is \$125,000.** Subject to fund availability, SETA shall have the exclusive option to extend the contract for an additional term.

SCOPE OF SERVICES:

Manage all aspects of the Community Navigator Project, including:

- Convening and collaborating with existing workforce partners and community members.
- Coordinating with the City of Sacramento, UC Davis/Wexford, and SETA to provide oversight of the project.
- Developing an outreach mechanism to assess community needs as they relate to preparing residents for jobs created by Aggie Square.
- Overseeing four Community Navigator Hubs (community-based organizations that are engaged under this project).
- Assessing the workforce needs of the Aggie Square target neighborhoods within the four priority zip codes: 95818, 95820, 95824, and 95828.
- Coordinating data tracking and reporting.
- Coordinating with community-based organizations to connect residents to the workforce development and other resources that prepare them for Aggie Square jobs.

SELECTION CRITERIA:

The criteria to be utilized in the selection of a Community Based Organization shall be:

- Project Management experience in managing high-profile projects involving multiple stakeholders, including community and faith-based organizations, labor, education, workforce and economic development, and local government.
- Demonstrating ability to connect underinvested communities with workforce development resources and jobs through innovative and collaborative partnerships.
- Cost reasonableness.

RESPONSE SECTION of this RFQ.

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 SETA's Executive Director within the time outlined 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 must file a protest, in writing, with SETA's Executive Director no later than five (5) calendar days following the determination of contract award. The resolution of SETA's Executive Director shall be deemed final.

LIMITATIONS:

SETA shall not pay for any costs incurred by the responding agency in the completion of the response to this RFQ. Submission of a response to this RFQ does not in any way obligate SETA to award a contract.

SETA reserves the right to accept or reject any response, 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 SETA to do so.

SETA may require the successful respondent to participate in contract negotiations and to submit additional programmatic or financial information as a result of negotiations prior to contract finalization. SETA shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFQ process.

MODIFICATION OF THE CONTRACT:

Any contract awarded pursuant to this RFQ may be unilaterally modified by SETA upon written notice to the contractor under the following circumstances:

1. Contractor fails to meet performance and service expectations set forth in the contract, or
2. The Federal or State government increases, reduces or withdraws funds allocated to SETA, which impact services solicited under this RFQ, or
3. There is a change in Federal or State legislation and/or regulations, local laws, or applicable SETA policies or procedures.

RESPONSE SECTION:

Qualifications for Services to Be Provided

SETA invites your agency to submit a response to provide the services outlined above under Scope of Services.

The response must contain the following information:

1. General Overview, including:
 - Company name, address, phone number, email address, and contact person
 - Agency history and years of service
 - Principals/Organizational Chart
 - Size of agency by annual budget and staff

2. Experience, including:
 - History of working with the Aggie Square target neighborhoods
 - Expertise in serving underinvested communities
 - Provide background on staff assigned including an overview of experience on similar projects

3. Management Systems, including:
 - Methodology for meeting project deadlines
 - Methodology in reporting project activity
 - Budget Request – Attach a line-item budget for this project along with a current Audit Report

4. Organization's Approach, including:
 - Project Management strategy
 - Plan to meet project deliverables

Questions regarding this RFQ should be addressed to:
Lauren Mechals at (916) 263-1751 or email Lauren.Mechals@seta.net.