

Request for Quote for Risk Management Review

The Sacramento Employment and Training Agency (SETA) is a Joint Powers Agency of the City and County of Sacramento that administers state and federally-funded human service programs throughout Sacramento County. Programs for economically disadvantaged persons include job training and employment assistance under the federal Workforce Innovation and Opportunity Act (WIOA), services to refugees under the Targeted Assistance and Refugee Employment Social Services Grants; human services under the Community Services Block Grant; and educational programs under Head Start.

SETA was created under authority of Government Code Section 6500 et. seq. by the City and County of Sacramento to provide human services to the residents of the area. SETA is governed by a five member board comprised of two City Councilmembers, two County Supervisors and a public member appointed by the City of Sacramento and the County of Sacramento.

SETA is an equal opportunity employer and contractor and does not discriminate in contracting on the basis of sex, marital status, age, race, creed, color, disability or physical or mental condition, religion, national origin or ancestry, political affiliation or belief, or heritage.

Purpose of Solicitation

SETA is requesting a review of the scope of its insurance policies and coverages to:

- 1) assure that SETA is adequately protected from the risks presented by the programs and services provided, by both SETA and its subcontractors, at a cost-effective price
- 2) assure that the insurance carriers currently providing coverage to SETA carry an acceptable Best's Rating
- 3) Assure that SETA's policies are reasonably aligned with industry standards

Specifically, SETA is seeking an analysis and review of its existing insurance program:

- 1) to identify any areas of the existing program needing improvement or appropriate or advantageous change

- 2) to identify any potential efficiencies in processes or duplication of effort, and any cost savings
- 3) to identify any weaknesses in SETA's insurance program and provide recommendations of specific actions needed to address these weaknesses
- 4) to describe any exposures that may require special handling
- 5) to provide recommendations for improvement in the standard legal agreements with suggested boilerplate wording for future agreements
- 6) to provide recommendations for improvement in the subcontractor insurance monitoring process used for SETA's risk transfer program, including an in-depth analysis of SETA's various levels of subcontractors (i.e., delegate, subgrantee, vendor service contractor, etc.) and appropriate coverages and policies that are consistent with industry standards
- 7) any other suggestions for future consideration, analysis or implementation that would improve SETA's program.

As a grant funded agency, SETA is not seeking information about risk financing alternatives. SETA will continue to purchase commercial insurance. This review does not encompass extensive hazard analysis from a risk control viewpoint.

For additional information about SETA's programs and services, please visit www.seta.net. For further clarification regarding this request for quote, please contact Executive Director, Kathy Kossick at (916) 263-3810.

Quote Deadline and Submittal Procedure:

SETA must receive all quotes no later than 5:00 p.m. PST, Friday, October 23, 2015.

Quotes may be e-mailed or delivered to:

**Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815
Email: Stephany.Murphy@seta.net**

All quotes must be received by SETA no later than 5:00 p.m., PST, Friday, October 23, 2015. In accordance with SETA's procurement policies and

procedures, quotes received after 5:00 p.m., PST, October 23, 2015 will not be considered—NO EXCEPTIONS.

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

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

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.

Limitation:

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.

Contract Development

SETA intends to enter into a contractual agreement with the successful respondent substantially in accordance with SETA's standard Services Contract, a copy of which is attached to this RFQ as Exhibit A. Contract negotiations will follow selection of the apparent successful respondent. SETA reserves the right to negotiate further with one or more respondents.

Response Section:

SETA invites your organization to submit a quote to provide a Risk Management Review as outlined above.

The quote must contain the following information:

- A) An explanation of all fees/costs and a total amount not to exceed for this engagement.
- B) Comprehensive description of the Risk Management Review process, including an estimated timeline for completion.
- C) Experience and qualifications of the Review Team, including number of years of experience of team members and any industry recognized certifications held, comparable past projects over the past three (3) years.
- D) A description of any comparable projects over the past three (3) years, with contact information for reference purposes.
- E) Any other information pertinent to the engagement.