



Sacramento
Employment and
Training
Agency

REQUEST FOR QUALIFICATIONS (RFQ)
FOR
VENDOR SERVICES (VS) LIST
(Revised 11/7/13)

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www.seta.net

REQUEST FOR QUALIFICATIONS (RFQ)

For

VENDOR SERVICES (VS) LIST

BACKGROUND

On December 5, 2005 the SETA Governing Board approved the release of the Workforce Skills Preparation Services (WSP) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide WSP services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand SETA's WSP Vendor List. On February 2, 2006 the SETA Governing Board approved the release of the *revised* Vendor Services (VS) RFQ, amended to include Youth Development and Life Skills services. On August 2, 2007, the Governing Board approved the release of the *second revision* of the VS RFQ, amended to include Child Development (ages 0-5) and Family services. On September 1, 2011, the SETA Governing Board approved the release of the *third revision* of the VS RFQ, amended to include an On-the-Job Training/Subsidized Employment (OJT/SE) "pay-for-performance" vendor service. On June 7, 2012 the SETA Governing Board approved the release of the fourth version of the VS RFQ, amended to include Street Outreach Services as a youth and adult vendor service and Alternative Secondary School Services as an adult vendor service. On April 4, 2013, the Board approved the release of the fifth version of the VS RFQ, amended to include Adult Literacy services for adults.

SETA's Vendor Lists include vendors qualified to provide essential VS in many SETA-funded programs. Accordingly, this RFQ was developed on the basis of SETA-funded programs under: the Workforce Investment Act (WIA) of 1998, as amended; the Refugee Employment Social Services (RESS) Program; Targeted Assistance (TA); Community Services Block Grants (CSBG and their implementing regulations published in the Federal Register, August 11, 2000); the Head Start and Early Head Start Programs; the California Department of Education; the American Recovery and Reinvestment Act (ARRA); County of Sacramento, Department of Human Assistance (DHA), CalWORKs; and other federal, state and private funding sources. The vendors selected through this Request for Qualification may be used to provide VS to eligible adults, youth, and children (ages 0-5) and their families eligible for funding under SETA's various programs.

Applicants should be aware that SETA's activities, as well as those of any SETA-funded contractor, are subject to modifications based on needs, services, and funding and those required by Federal and State legislation and their regulations, local laws, specific funding-source requirements and applicable SETA policies and procedures.

PURPOSE OF SOLICITATION

This RFQ has been released to allow SETA to recruit, on an on-going basis, qualified vendors for inclusion on SETA's VS List.

Standard vendor services being solicited through this RFQ are off-the-shelf activities that will enhance the services provided to eligible adults, youth, and children (ages 0-5) and their families.

QUALIFIED APPLICANTS

Qualified applicant agencies include:

- Established faith-based or community-based organizations
- Public agencies
- Private for-profit entities

Private non-profit agencies/institutions
Educational institutions

AVAILABLE FUNDS

Funds are provided to SETA by the U.S. Department of Labor (DOL) via the State of California, under the auspices of the State Workforce Investment Board, pursuant to the Workforce Investment Act (WIA) under Title I, the American Recovery and Reinvestment Act (ARRA), the U.S. Department of Health and Human Services (DHHS), including its Administration for Children and Families (ACF), the California Department of Education (CDE), and may be provided by a number of other federal and state agencies/offices or private entities.

FORMAL CONTRACT

All successful applicants will be required to enter into a standard form service contract with SETA. A copy of the most recent form of this contract is available for review at SETA. Applicants are encouraged to obtain and review this contract prior to submitting applications so as to be familiar with contract requirements.

Applicants are advised the SETA Governing Board may require that all recipients of funds from SETA publicize the fact that the program it operates is funded, in whole, or in part, by SETA. All contracts will contain a provision requiring the contractor to abide by this requirement.

TERM OF CONTRACT

Each contract may commence once all required documentation has been received. Regardless of start date, all contracts shall continue indefinitely, unless terminated.

If, at any time during the term of the contract, the vendor fails to maintain proper qualifications to remain on the VS List, SETA may terminate the contract by giving written notice to vendor at least five (5) days prior to the effective termination date.

REQUIRED RESPONSE FORMAT

Interested applicants must respond using the VS Vendor Application and VS Services Application forms provided (forms may also be downloaded from SETA's website at www.seta.net, under Public Notices). Applicants must complete one VS Vendor Application and a separate VS Services Application for each allowable activity submitted for consideration. **NO SUBSTITUTIONS IN FORMAT, DESIGN, OR ACTIVITY WILL BE CONSIDERED.**

PERIOD OF SOLICITATION

This RFQ is an on-going solicitation. Interested applicants desiring to be included on the VS List may apply at any time.

SUBMITTAL PROCEDURE

To be considered for the VS List, applicants must submit the original VS Vendor and Services applications and five (5) legible copies of each completed in response to this RFQ.

- a) **ONE** (1) copy must have an original signature and be identified as the original.

b) The remaining FOUR (4) copies may be reproductions of the original.

The VS Vendor Application must be signed by an appropriate official who is authorized to submit the application for the responding agency.

Completed applications should be submitted to:

Marianne Sphar, WDA III
Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815

Questions regarding the RFQ and/or the submission process should be directed to Marianne Sphar at (916) 263-3762.

SELECTION/EVALUATION PROCEDURE AND CRITERIA

Applications will be evaluated as they are received. Evaluations will be conducted by a qualified evaluation team. Applicants may be contacted, in writing, within 15 days of application submission to answer questions or provide clarification to the evaluation team. Staff recommendations will be submitted to the SETA Governing Board within 45 days of submission.

In order to assist the SETA Governing Board in approving vendors for the VS List, staff will evaluate each application and provide them with the results of their evaluations in the form of staff recommendations. The SETA staff recommendations will be based upon an evaluation of each application submitted. Staff recommendations are advisory only.

The following is a summary of the evaluation criteria:

Program Management/Capabilities

Adequacy/description of the history and experience of the applicant, the organizational structure, program facilities, internal fiscal controls, and internal evaluation and monitoring system. Comparison of experience and internal controls to other agencies currently on SETA's VS List. Demonstrated ability to administer and manage a fee-for-service or pay-for-performance activity.

Service/Design of Activity

Adequacy/description of proposed VS service, including the overall design of the activity and, if applicable, the curriculum or program outline.

Service Goals/Outcomes/Benchmarks

Adequacy/description of anticipated outcomes and/or benchmarks.

Reasonableness of Cost

Comparison will be made of proposed cost to the historical cost of vendors with similar activities.

PUBLIC MEETING

Staff will review applications submitted in response to this RFQ and make recommendations to the SETA Governing Board to add successful applicants to the VS List. Applicants will be notified of the date of the Governing Board meeting and will receive a copy of the staff recommendations at least seven (7) days prior to the Governing Board meeting in which the recommendation will be presented (see Governing Board meeting calendar at www.seta.net/setaboard.htm).

SETA adheres to the provisions of 54954.2 and 54954.3 of the California Government Code, generally known as the Brown Act. Members of the public may address the SETA Governing Board on any matter under its jurisdiction.

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 the Clerk of the Boards at SETA within the time limits provided 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 or the recommendation of SETA staff, must file a protest, in writing, with the SETA Governing Board no later than five (5) calendar days following release of the staff recommendation. The SETA Governing Board shall resolve any protest based upon the written protest and any oral and written response thereto provided by SETA staff before, or in conjunction with, the Board's consideration of the application and the staff recommendation. Any SETA Governing Board resolution of the protest shall be deemed final.

LIMITATIONS

SETA shall not pay for any costs incurred by the applicant agency in the completion of the VS Vendor and Services Applications. Submission of VS applications does not, in any way, obligate SETA to award a contract.

SETA reserves the right to accept or reject any applications, 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 successful applicants 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 CONTRACTS

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

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

VENDOR SERVICES (VS)

Services solicited through this RFQ are those that will enhance the services provided to eligible adults, youth, and children (ages 0-5) and their families. Applicants approved for inclusion on the VS List must demonstrate that the services proposed are justified and will integrate, when appropriate, with One-Stop services, adult and youth programs, programs for children and their families, and/or other programs funded by SETA.

All VS applicants must, when appropriate, collaborate with and support the established partnerships of SETA's adult, youth, and child development programs. Applicants should align their services with the following applicable goals:

- Streamline the provision of services to the community;
- Work together with partners on a long-term basis for the good of the community;
- Provide continuous improvement in all services and functions;
- Ensure services encourage customers to compete in the local economy;
- Recognize and respond to age and developmental needs of youth and children (ages 0-5);
- Support the positive development of customers to become productive, caring and civic-minded individuals;
- Maintain high customer satisfaction.

All activities must comply with SETA policy, which could include SETA WIA Directives. All SETA WIA Directives are available at SETA's website: www.seta.net.

Allowable Activities:

Adult Services -

- Basic Computer/Technology Literacy
- Counseling
- Expungement/Legal Assistance
- Financial Literacy/Planning
- Foreign Transcript Evaluation Information
- Informational/Self-Help Workshops
- Interpretation/Translation Assistance
- Job Readiness/Pre-Employment Skills Training
- Job Retention Skills
- Life Skills/Success Skills
- Business Development and Business Process Improvement
- Vocational Assessment
- Career Exploration
- Adult Literacy
- In-Service Training

a) **Basic Computer /Technology Literacy**

Basic Computer/Technology Literacy provides instruction in basic computer and technology skills, such as keyboarding, Internet, e-mail usage, etc.

b) **Counseling**

Counseling services may be provided on an individual and/or group workshop basis and must be designed to address specific barriers that inhibit customers from participating in SETA program services. Respondents may propose individual and group rates on an hourly basis. Counseling must be provided by staff that possess industry-recognized licensing/credentials, and may include, but is not limited to:

- Substance Abuse
- Stress Management/Reduction
- Anger/Depression Management
- Family Wellness

c) **Expungement/Legal Assistance**

Expungement/Legal Assistance provides services to individuals with criminal histories, records and/or legal issues that impede progress through SETA program services, employment, and/or inhibit progress toward self-sufficiency. These issues may include divorce, legal separation, restraining orders, child support, child custody, tenant/landlord evictions and lawsuits, etc.

d) **Financial Literacy/Planning**

Financial Literacy/Planning provides services to individuals who are in need of assistance with managing credit, budgeting, saving and/or other financial issues that inhibit their ability to participate in SETA program services, obtain/retain employment and/or attain self-sufficiency. Completion of financial aid or Pell Grant paperwork is not allowable and billable as a VS service.

e) **Foreign Transcript Evaluation Information**

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents. A foreign transcript evaluation is required any time foreign course work is used to meet minimum qualifications and/or salary placement even if the foreign transcript has been accepted by a college or university in the United States.

f) **Informational/Self-Help Workshops**

These workshops provide customers with information that will help reduce barriers to employment. Examples include workshops on personal legal advocacy, financial/life planning, drug and alcohol prevention and familial/marital issues. Specialized services may also include workshops targeting groups with special needs to assist them in accessing One-Stop Career Centers and SETA service providers.

g) **Interpretation/Translation Assistance**

Interpretation/Translation Assistance provides services to individuals who are Limited-English Proficient and/or individuals with disabilities to allow access to SETA program services. This assistance may also include sign language interpreters for the deaf and hearing impaired.

h) Job Readiness/Pre-Employment Skills Training/Industry-Specific Bootcamps

Job Readiness/Pre-Employment Skills Training/Industry-Specific Bootcamps are short-term services providing instruction to individuals who are in need of preparation prior to entering employment and/or training services. Activities may include the development of work habits, retention skills, life skills, introduction to a demand industry, safety, use of industry-specific tools and terms, field trips and/or workshops by industry experts and job search skills.

i) Job Retention Skills

Job Retention Skills provides services to individuals who are employed, but have not attained self-sufficiency and need assistance coping with post-employment issues or need information on resources available to employed workers.

j) Life Skills/Success Skills

Life and Success Skills provide services to individuals who have not attained self-sufficiency and need assistance coping with life issues or need information on resources available to them.

k) Business Development and Business Process Improvement

Business Development and Business Process Improvement provides services to prospective and current business owners to develop new businesses and strengthen existing businesses to avert layoff or business closure. Services may include:

- Diagnosing/assessing business opportunities and challenges.
- Consultation on business process improvement planning, including formulating strategies for financial, marketing, and planning improvements, implementing quality management systems, strategies for new product development and diversification of existing products, and implementation of technology to improve efficiency and business performance.
- Implementation of systems to improve efficiencies in financial management, organizational development, marketing, human resources management and information systems management.
- Consultation on meeting licensing and regulatory requirements.

l) Vocational Assessment

Vocational Assessment is an in-depth assessment requiring specialized testing. It evaluates a job seeker's occupational potential in terms of skills, aptitudes and/or interests, utilizing testing instruments. Respondent must describe the specific testing instrument(s) to be administered. Testing instruments must not contain cultural or gender bias. This service must include a formal report of each assessment completed.

m) Career Exploration

Career Exploration provides services focusing on critical occupational clusters identified in this region. This activity offers information on new, emerging and existing occupations, education/training requirements and opportunities, salary trends/data, and information on this area's high growth industries. Career Exploration will arm job seekers with the tools necessary to make informed choices about their future work lives, including information on jobs that lead to long-lasting, high-wage employment and career advancement opportunities.

n) Adult Literacy

Activities directed toward overcoming language and educational barriers of adult underprepared job seekers and dislocated workers allowing successful transition to postsecondary education, training or employment. Adult literacy activities include the following:

- **Vocational English as a Second Language (VESL)** curriculum must integrate job search and vocational skills. Curriculum must provide customers the basic knowledge of vocational English that is necessary to obtain a job and may include, but is not limited to, a review of American work ethics, employment seeking techniques and strategies, identifying employers, review of employer expectations, employer/employee rights, resume preparation, job interviewing, vocational terminology, use of tools and equipment, and safety procedures. Curriculum may be offered as beginner, intermediate and advanced classes to meet the needs of different levels of learners. Instructors of VESL are required to hold a current valid California Teaching Credential in academic subjects.
- **GED Preparation** consists of five subjects: social studies, science, reading, mathematics and language arts. GED Preparation services are designed to improve the skills of clients who did not graduate from high school, and assist them in passing the GED battery of tests. Passing the GED provides an opportunity for adults to participate in higher educational programs, as well as more employment opportunities, advanced workplace training and increases income potential. It ensures that the employer's basic reading writing, math and critical thinking skills have been met. Applicant must describe how it will ensure access to the GED exam for its GED Preparation customers.
- **Adult Basic Education (ABE)** develops skills in reading, writing, math, speaking/listening in English, GED and Adult High School preparation and computer literacy in a contextual environment where academics are blended with career technical education. It is designed to provide educational opportunities for individuals who need assistance in acquiring and improving their literary skills to be successful in postsecondary education, training and employment. Instructors of ABE are required to hold a current valid California Teaching Credential for academic subjects.

o) In-Service Training

In-service Training provides training to SETA/Sacramento Works Inc. (SWI) staff, partners, and/or service provider staff to enhance their skills and abilities in serving adult and/or youth customers, or Head Start children and their families, and/or to increase their effectiveness in their jobs.

In-service Training is provided at the request of SETA/SWI management or SETA service providers. All In-service Training is subject to prior approval by SETA management and includes, but is not limited to, the following topics:

- Cultural diversity
- Occupational Barriers

- Violence in the workplace
- Conflict resolution
- Organizational development
- Supervisor training
- Personnel/Human Resource Management
- Management Information Systems Development
- Computer skills
- Writing skills
- Case management skills

Services may be requested for individuals or groups. Services may be provided at a workshop rate, and/or to individuals at an hourly rate. Services are offered for the purpose of addressing the barriers and/or special needs of SETA's customers.

Youth Development Services –

- Secondary School Completion Services
- Alternative Secondary School Services
- Leadership Development Opportunities/Life Skills
- Career Exploration
- Adult Mentoring
- Comprehensive Guidance and Counseling
- In-Service Training

a) Secondary School Completion Services

Activities include tutoring, study skills training and instruction leading to completion of secondary school, and drop out prevention strategies. This element is generally more appropriate for younger youth, particularly those that are in school. Connections to this activity are not required for programs serving older youth. You may find a few younger, out-of-school youth that can complete secondary school through adult education. This should be addressed under Alternative Secondary School Services.

b) Alternative Secondary School Services

Activities directed toward the completion of a high school diploma or its equivalent. This element is generally more appropriate for older youth. Connections to this activity are not required for programs serving younger youth

c) Leadership Development Opportunities/Life Skills

Developmentally appropriate activities to enhance youth responsibility, goal setting, perseverance and other leadership skills. Leadership development opportunities for youth may include the following:

- Community and service learning projects
- Peer-centered activities that encourage responsibility, including peer mentoring and tutoring
- Organizational and team leadership training
- Training in decision making and determining priorities

- Citizenship development, including life skills training such as parenting, work behavior training, and budgeting of resources
- Positive social behaviors which may include but are not limited to:
- Developing a positive attitude
- Building self-esteem
- Training in cultural diversity, and
- Work simulation activities

Leadership development activities should be presented to youth many times throughout the course of the program. They may be incorporated in, and be the primary focus of, other activities. When leadership is not the primary focus of an activity it does not count, unless you do something to enhance the effect or help the youth gain awareness of the development.

d) Career Exploration

Career Exploration provides services focusing on critical occupational clusters identified in this region. This activity offers information on new, emerging and existing occupations, education/training requirements and opportunities, salary trends/data, and information on this area's high growth industries. Career Exploration will arm job seekers with the tools necessary to make informed choices about their future work lives, including information on jobs that lead to long-lasting, high-wage employment and career advancement opportunities.

e) Adult Mentoring

Connecting youth to caring competent adults other than the assigned counseling or case management staff. Adult mentors will discuss topics of interest with youth, including their plans, problems, decisions, and future. Mentors need training to understand their roles and responsibilities. They are only effective if they have regular interaction with the youth. Because it is based on a relationship, you need to be able to identify when there is a bad match. Clarify how these issues will be addressed in your proposal.

f) Comprehensive Guidance and Counseling

Support and direction addressing personal, behavioral, relational, psychological, and administrative difficulties, including, but not limited to, drug and alcohol abuse issues. This refers to Guidance and Counseling above and beyond the case management process. This is an as-needed service to be provided by a qualified therapist.

g) In-Service Training

Youth Development Services may be requested for individuals or groups. Services may be provided at a workshop rate, and/or to individuals at an hourly rate. Services are offered for the purpose of addressing the barriers and/or special needs of SETA's customers. All Youth Development Services require prior SETA Management approval.

Child Development (ages 0-5) and Family Services -

- Health Services
- Nutrition Services

- Dental Health Services
- Mental Health Services
- Special Education Services
- Education Services
- Safety and Sanitation Services
- Interpretation/Translation Services
- In-Service Training

Pregnant women are eligible for services, appropriate to their needs, offered under Child Development (ages 0-5) and Family Services.

a) Health Services

The Head Start Performance Standards mandate that children receive all age appropriate medical screenings and assessments according to local Early and Periodic Screening, Diagnosis and Treatment (EPSDT) guidelines. Services provided may include hearing screening, vision screening, blood pressure screening, Tuberculosis screening, lead level assessment, Hemoglobin/Hematocrit, growth assessments. Services may include assessment or follow-up treatment services.

Health services may also include lactation/breast feeding counseling for enrolled pregnant women.

b) Nutrition Services

The Head Start Performance Standards mandate programs to provide daily nutritional meals for enrolled children. In addition, programs must provide nutritional provisions for special diets due to medical necessity or religious purposes. Nutritional services may include meal preparation and delivery services; nutritional consultations, special diet development and approval, Registered Dietitian support, consultation and child observation services; and kitchen support services.

c) Dental Health Services

In accordance with the Head Start Performance Standards, Head Start requires annual dental screening and professional dental exams for each child. Dental activities may include: dental screenings provided by professional hygienists or other dental professionals, dental education, professional dental exams, consultation and treatment follow-up.

d) Mental Health Services

Clinical and therapeutic mental health interventions will be provided to children with mental health concerns. Activities may include any services associated with the mental health outpatient services or on-site services. Services may include classroom observations, treatment recommendations, treatment, psychology, psychotherapy, play therapy, clinical support, classroom support, training and consultations. Services may also include parenting classes and consultation. This service must be provided by a qualified therapist.

Clinicians may be retained to consult with teaching staff and to work with children in smaller groups or in individual treatment.

e) **Special Education Services**

Special Education provides intervention services to children who have an Individualized Education Plan (IEP). Services may include activities associated with IEP goals and services. Services are offered for the purpose of addressing barriers or special needs which are not otherwise provided by Local Education Agency (LEA).

f) **Education Services**

The Head Start Performance Standards mandate children receive all age appropriate medical/educational screenings and assessments according to local EPSDT guidelines. Services provided may include developmental screenings, behavioral screenings, speech/language screenings, and educational assessments. In addition, classroom management, child observations, English-as-a-Second-Language (ESL) assessments, classroom assessment and evaluation services may be required. Respondents must describe the specific screening/assessment instrument(s) to be administered. Screening/assessment instruments must not contain cultural or gender bias.

g) **Safety and Sanitation Services**

SETA operates several Early Learning Centers which serve children ages 0-5 years old. Head Start Performance Standards, State Law, Federal Law and Community Care Licensing mandate various regulatory guidelines for operating an early learning center, child care center and/or central kitchen. Services may include: training, observations, consultations and monitoring/evaluation.

h) **Interpretation/Translation Services**

Interpretation/Translation assistance provides services to individuals who are Limited-English Proficient and/or individuals with disabilities to allow access to Head Start services. This assistance might include sign language interpreters for the deaf and hearing impaired. Oral and written interpreter and translation services for various languages represented within the population served may also be provided. This service is also offered under Adult Services.

i) **In-Service Training** (see activity description under Adult Services)

Child Development (ages 0-5) and Family Services may be requested for individuals or groups. Services may be provided at a workshop rate, and/or to individuals at an hourly rate. Services are offered for the purpose of addressing the barriers and/or special needs of SETA's customers.

GENERAL INFORMATION/GUIDELINES

If an applicant is approved for SETA's VS List, the successful applicant will receive a Vendor Services Contract Packet for completion. This packet will contain the necessary administrative documents needed for contract completion and outlines SETA's Insurance Requirements. Completion and submission of all required documents (administrative and insurance) and certifications and disclosure will be required prior to contract execution and customer referrals.

Services solicited under this RFQ are referral based and must be "fee-for-service" or "pay-for-performance." All services will be provided based on the need of customers with prior approval of case managers and, in some instances, SETA management. Services will be provided in accordance with SETA policy, which may include SETA WIA Directives. In addition, youth services should be developmentally appropriate activities to enhance youth responsibility, goal setting, perseverance and other leadership skills.

Successful applicants may be required to utilize the Sacramento Works One-Stop Career Center Customer Satisfaction Survey and inform customers of this requirement.

SUBCONTRACTING

Subcontracting for specialized, technical portions of VS services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the application any plans to subcontract, identify the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). SETA reserves the right to approve the form and content of all subcontracts.

REPORTING REQUIREMENTS

SETA has established specific reporting processes to administer its programs. These include, but may not be limited to:

- a) Management Information Systems (MIS) and/or participant reports requested by SETA and/or DHA;
and,
- b) Monthly Fiscal Reports.

The details for accomplishing the above will be provided to all successful applicants.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

All organizations and facilities must comply with the 1990 Americans with Disabilities Act (ADA). Under Title III of the Act, all privately operated public accommodations, commercial facilities and private entities offering examinations or training must make their goods and services accessible to persons with disabilities. Any complaints regarding the above should be directed to Mr. Rod Nishi at (916) 263-3856.

NONDISCRIMINATION REQUIREMENTS

Successful applicants must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity. Furthermore, successful applicants will ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation

or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity.

VENDOR SERVICES (VS)

VENDOR APPLICATION (Complete One Vendor Application Only)

Applicant Agency Name		IRS Employer Identification Number		
Agency Address		City	State	Zip
Phone	Fax		E-Mail	
Contact Name		Title		
Agency Status:	Private Non-Profit: <input type="checkbox"/>	Private For-Profit: <input type="checkbox"/>	Public Agency: <input type="checkbox"/>	Other (specify): <input type="checkbox"/>

Assurances and Certification:

I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained on this application, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this application from the respondent agency to deliver services.

Signature

Typed Name

Date

VENDOR SERVICES (VS)

VENDOR APPLICATION

STATEMENT OF CAPABILITIES

A. Organizational History, Experience, and Structure:

- 1) Describe your organization. Include history, purpose, years of operation, number of staff and services provided to the community.
- 2) Describe your facility(ies), the geographic neighborhood (including access to mass transit and parking), and the length of time your organization has operated from this location.
- 3) If applicable, describe the number of classrooms and the dimensions of the classrooms. Include daily and weekly training schedules.
- 4) Indicate how and where customer records will be maintained and stored, and describe the safeguards that are in place to insure the confidentiality and security of the records.
- 5) Describe your organization's experience in operating the proposed program or similar programs. Attach an organization chart (labeled Exhibit A)

B. Fiscal Controls:

- 1) Describe your organization's internal fiscal system, including:
 - a) Type of accounting system used;
 - b) Which staff member is responsible for the preparation of the fiscal reports;
 - c) The internal controls used in your fiscal systems;
 - d) How your agency would repay any potential disallowed costs; and,
 - e) Describe your agency's ability to manage a Fee-for-Service or Pay-for-Performance program.

C. Internal Program Evaluation and Monitoring:

- 1) Describe the process you will use to evaluate and monitor your staff and program(s), and formally document the results, including:
 - a) Activities reviewed;
 - b) Methods that will be used to measure services and outcomes
 - c) Data collection method to support measures
 - d) Frequency;
 - e) Corrective action; and,
 - f) Staff assigned to monitor/evaluate.

D. References

Applicants who have not received funding from SETA within the past two years of the submitting this application must complete Exhibit A, References, and provide at least three (3) complete references from organizations/agencies (other than SETA), that applicant has had direct involvement with or received funding for the provision of activit(ies) for which applicant is applying. The following information for each reference must be included:

- Reference's organization name
- Contact person
- Address, phone number and email address
- Grant period, funding source and/or amount or fees for funded activities
- Description of activities provided

REFERENCES

To be completed by new/non-SETA funded applicants:

References (Agencies/Organizations)	Contact Person, Phone Number and Email Address	Grant Period, Type of Activity(ies) Provided, Funding Source and Amount of Grant or Fees for Activity(ies)

VENDOR SERVICES (VS)

SERVICES APPLICATION

(Please complete a separate Services Application for each program submitted)

APPLICANT AGENCY NAME: _____

AGENCY ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

Indicate below the allowable activity that relates to your proposed program:

Adult Services

- | | | |
|--|---|--|
| <input type="checkbox"/> Basic Computer/Technology Literacy | <input type="checkbox"/> Interpretation/Translation Assistance | <input type="checkbox"/> In-Service Training |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Job Readiness/Pre-Employment Skills Training | |
| <input type="checkbox"/> Expungement/Legal Assistance | <input type="checkbox"/> Job Retention Skills | |
| <input type="checkbox"/> Financial Literacy/Planning | <input type="checkbox"/> Life Skills/Success Skills | |
| <input type="checkbox"/> Foreign Transcript Evaluation Information | <input type="checkbox"/> Business Development and Process Improvement | |
| <input type="checkbox"/> Inform./Self-Help Workshops | <input type="checkbox"/> Vocational Assessment | |
| <input type="checkbox"/> Career Exploration | <input type="checkbox"/> Adult Literacy | |

Youth Services

- | | |
|---|--|
| <input type="checkbox"/> Secondary School Completion Services | <input type="checkbox"/> Adult Mentoring |
| <input type="checkbox"/> Alternative Secondary School Services | <input type="checkbox"/> Comprehensive Guidance and Counseling |
| <input type="checkbox"/> Leadership Development Opportunities/Life Skills | <input type="checkbox"/> In-Service Training |
| <input type="checkbox"/> Career Exploration | |

Child Development (ages 0-5) and Family Services

- | | |
|---|--|
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Mental Health Services |
| <input type="checkbox"/> Dental Health Services | <input type="checkbox"/> Education Services |
| <input type="checkbox"/> Special Education Services | <input type="checkbox"/> Interpretation/Translation Services |
| <input type="checkbox"/> Safety and Sanitation Services | <input type="checkbox"/> In-Service Training |
| <input type="checkbox"/> Nutrition Services | |

SETA reserves the right in its sole discretion, to select the funding source from which to award contracts provided that the activities identified in the application(s) may be funded from that source and categories. Contractors will be required to adhere to the statutes, regulations, or policies applicable to the funding source under which the funding is provided.

VENDOR SERVICES (VS)

SERVICES APPLICATION

This section to be completed by all applicants:

- 1) Please describe the VS service you are proposing, including the overall design of the activity. Attach curriculum, course outline, or other material you plan to use in delivering the proposed service.
- 2) Please provide responses to the following questions:
 - a) Who is your customer?
 - b) What are your customers' needs and how will your services meet those needs?
 - c) What geographic area will be served?
 - d) Where and how will the service be provided? Will you work with partners to coordinate the service? If so, who are your partners and how will you and your partner(s) coordinate services?
 - e) What are the qualifications, credentials, certifications and experience of your program and any staff providing the proposed service?
 - f) If applicable, what is your minimum/maximum group/workshop size?
 - g) What is your individual hourly rate and, if applicable, your group/workshop hourly rate or cost?
 - h) What outcomes will be achieved?
 - i) How will you measure the outcome/success of your service?
 - j) How will customer satisfaction be measured?