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Employment and
Training
Agency

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Sacramento, CA 95815

Main Office
(916) 263-3800

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(916) 263-3804

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

REQUEST FOR QUOTES (RFQ)

Community Services Block Grant

Youth & Senior Supports – Special Projects

1. PURPOSE

The purpose of this RFQ is to solicit quotes from prospective organizations with expertise in providing case-managed services for the Community Services Block Grant (CSBG) Youth & Senior Supports (YSS) Special Project for the 2023 calendar year. Specifically, the Special Project being requested under this RFQ is for case-managed services in Sacramento County for Black/African American youth ages 14-17 that prevent or eliminate recidivism of felony or misdemeanor arrests.

2. DEADLINE AND SUBMITTAL PROCEDURE:

SETA must receive all responses no later than 4:00 p.m. PST, Friday, March 31, 2023. In accordance with SETA's procurement policies and procedures, responses received after 4:00 p.m. PST on Friday, March 31, 2023 will not be considered – **NO EXCEPTIONS.**

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

Responses must be emailed to:

Sacramento Employment and Training Agency
Attention: Arys Scott, Workforce Development Planner I
Email: Arys.Scott@seta.net

3. SCOPE OF SERVICES

The successful applicant for this RFQ will provide a program with the following general parameters:

- Provide case-managed services in Sacramento County to Black/African American youth ages 14-17. Services will be directed toward improving school attendance and improving family functioning or family safety, preventing or eliminating recidivism of felony or misdemeanor arrests, and modifying gang/pre-gang activity, reckless or unlawful behavior.
- Document improved social/behavioral health and well-being, or avoidance of future involvement with law enforcement, on the part of program participants.
- Maintain case files based on standard case management format.
- Submit monthly program and fiscal reports documenting activity.
- **Successful proposals will also include emergency support services/ incentives equal to at least 15% of the requested 2022 CSBG funding.**

4. BUDGET/SERVICES CONTRACT

This RFQ covers services that will be provided to Black/African American youth ages 14-17 during the 2023 calendar year. SETA will award up to \$50,000 for this project and the successful applicant may be required to enter into a standard services contract with SETA. No advance payments will be made. All payments will be made for services performed.

5. 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.

6. 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:

- Contractor fails to meet performance and service expectations set forth in the contract, or

- The Federal or State government increases, reduces or withdraws funds allocated to SETA, which impact services solicited under this RFQ, or
- There is a change in Federal or State legislation and/or regulations, local laws, or applicable SETA policies or procedures.

7. PROJECT SCHEDULE

It is anticipated that this project will begin as soon as it is selected and a contract is finalized and continued through December 31, 2023. Final program reports are due January 31, 2024.

8. PROPOSAL SELECTION CRITERIA

The criteria to be utilized in the selection of an agency to perform these services shall be:

- Experience in working with at-risk youth of color with a mentoring, case-managed approach;
- Demonstrated ability to foster improved social/behavioral health in this population;
- Cost reasonableness.

9. 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.

10. RESPONSE SECTION (3 Pages Maximum)

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
- Job Descriptions for proposed program staff

2. Experience, including:

- History of working with the target population
- 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
- Description of case management philosophy
- Budget Request – Attach a budget for this project along with a current financial report

4. Other – include any additional information that you believe is pertinent to this special project

**Questions regarding this RFQ should be addressed to:
Arys Scott at (916) 263-6705 or email Arys.Scott@seta.net**