



Sacramento  
Employment and  
Training  
Agency

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Interim 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>

**REQUEST FOR QUOTES  
Strategic Planning and Consulting Services**

**PURPOSE:**

The purpose of this RFQ is to solicit quotes from prospective firms to provide independent strategic planning services to the Sacramento Employment and Training Agency (SETA). The services include: 1) conducting an assessment of SETA including its vision, mission, and goals; 2) facilitating discussions with board members, staff, partners and other stakeholder; and 3) developing a comprehensive strategic plan.

For more information about SETA programs and services visit:

[www.seta.net](http://www.seta.net)

[www.sacramentoworks.org](http://www.sacramentoworks.org)

[www.headstart.seta.net](http://www.headstart.seta.net)

[www.headstartsacramento.org](http://www.headstartsacramento.org)

**Deadline and Submittal Procedure:**

**SETA must receive all quotes no later than 4:00 p.m. PST, Monday, December 11, 2023.**

**Quotes must be emailed to:**

**Sacramento Employment and Training Agency**

**Attention: Mario Maslac, Fiscal Chief**

**Email: [mario.maslac@seta.net](mailto:mario.maslac@seta.net)**

All quotes must be received by SETA no later than 4:00 p.m., PST, Monday, December 11, 2023. In accordance with SETA's procurement policies and procedures, quotes received after 4:00 p.m., PST, Monday, December 11, 2023 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.

This 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 agency. 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.

### **TERM OF CONTRACT:**

The contract will be awarded for a one-year term beginning the date of contract execution and ending one year after that date. Subject to fund availability, SETA shall have the exclusive option to extend the contract for additional terms.

**Total funds available under this RFQ will not exceed \$50,000.**

### **SELECTION CRITERIA:**

The criteria to be utilized in the selection of service providers shall be:

- The effectiveness of the agency or organization in delivering strategic planning services based on demonstrated performance.
- The agency's or organization's responses to the **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:**

### **Quote for Services to Be Provided**

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

The quote must contain the following information:

1. Estimated time and charges, including the rate per hour for assigned staff and any other related costs. The total estimated hours and maximum fee (not to exceed \$50,000) to complete the project and prepare and submit a final strategic plan.
2. General Overview, including:
  - Company name, address, phone number, email address, and contact person
  - Agency history
  - Principals/Bios
  - Size of agency by billings and staff
3. Experience, including:
  - Current client list
  - Specific areas of expertise
  - Qualifications of assigned staff including expertise in strategic planning services
  - A statement of the ability to staff the engagement locally
4. Project Management System, including:
  - Methodology for meeting project deadlines
  - Methodology in reporting project activity
5. Creative Sample
  - Sample of a successful strategic plan
6. References:
  - Provide the name and contact information for three references

Questions regarding this RFQ should be addressed to: Mario Maslac at (916) 263-4020 or email [mario.maslac@seta.net](mailto:mario.maslac@seta.net).