

## REQUEST FOR QUOTES Sacramento Refugee Forum Facilitation Services

### **PURPOSE:**

The Sacramento Employment and Training Agency (SETA) is seeking quotes from qualified and experienced facilitators to lead the Sacramento Refugee Forum. The forum's primary objective is to address the multifaceted challenges encountered by refugee communities within Sacramento County. The selected facilitator will play a pivotal role in engaging a diverse range of stakeholders, including representatives from refugee communities, local government agencies, community-based organizations and other entities invested in the resettlement of refugees in Sacramento County. Through fostering collaboration among stakeholders within Sacramento's refugee resettlement network, the facilitator will support and enhance the integration and well-being of refugees in our community.

### **Deadline and Submittal Procedure:**

**SETA must receive all quotes no later than 4:00 p.m. PST, Monday, April 15, 2024.**

### **Quotes must be emailed to:**

**Sacramento Employment and Training Agency**  
**Attention: Megan Alford, Planner II**  
**Email: [megan.alford@seta.net](mailto:megan.alford@seta.net)**

All quotes must be received by SETA no later than 4:00 p.m., PST, Monday, April 15, 2024. In accordance with SETA's procurement policies and procedures, quotes received after 4:00 p.m., PST, Monday, April 15, 2024 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 term beginning May 1, 2024 and ending September 30, 2028. 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 \$250,000.**

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#### GOVERNING BOARD

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INTERIM EXECUTIVE DIRECTOR

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## **SELECTION CRITERIA:**

The Sacramento Refugee Forum facilitator will be selected based on the following criteria:

- Demonstrated ability to perform the Scope of Work of the facilitator based on responses provided by the organization under 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.

## **SCOPE OF WORK:**

The facilitator's responsibilities include the following:

### **Development of Forum Mission/Goals/Bylaws for Effective Governance and Community Engagement -**

- Research existing refugee forums and analyze their missions, goals, and plans.

- Define forum’s purpose, values, and objectives.
- Establish a clear mission statement that reflects the forum’s goals and values.
- Determine the structure and governance model of the forum.
- Draft the rules, procedures, guidelines for membership, moderation, content creation, and decision-making processes (to include provisions for membership criteria, voting procedures, conflict resolution, and related actions).

### **Engaging Stakeholders -**

- Organizing and leading *quarterly* meetings of the Sacramento Refugee Forum.
- Facilitating constructive dialogue and collaboration among stakeholders.
- Ensuring the inclusion of diverse perspectives and voices within the forum.

### **Identifying Challenges and Opportunities –**

- Working with stakeholders to identify the key challenges faced by refugee communities in Sacramento County.
- Facilitating discussions to explore potential solutions and opportunities for improvement.
- Conducting research and gathering relevant data to inform discussions and decision-making.

### **Promoting Collaboration –**

- Encouraging networking and partnerships among stakeholders to maximize resources and support for refugees.
- Developing strategies to enhance coordination among local government agencies, community-based organizations, and other stakeholders.
- Fostering joint initiatives and projects to address shared challenges and goals.

### **Supporting Integration and Well-being –**

- Assessing the effectiveness of existing programs and services supporting refugee integration.
- Identifying gaps in services and recommending the development of new initiatives where needed.
- Promoting community-based approaches to support the well-being and resilience of refugee communities.

### **Reporting Requirements –**

- Preparing and submitting quarterly reports on forum meetings that include meeting agendas and minutes, summarizing significant developments or achievements, and highlighting key initiatives, events, or milestones reached by the forum during the reporting period.

### **QUALIFICATIONS:**

The ideal facilitator should possess the following qualifications:

- Demonstrated experience in facilitating multi-stakeholder forums or collaborative initiatives.
- Strong interpersonal and communication skills, with the ability to engage diverse groups and foster consensus.
- Knowledge of refugee issues, including resettlement processes, cultural adaptation, and integration challenges.
- Familiarity with the local context and its refugee resettlement network.
- Experience working with government agencies and community-based organizations.
- Capability to manage logistics associated with the forum, including scheduling, venue coordination, and any necessary technology requirements.

## **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 Work.

The quote must contain the following information:

1. Description of the organization, including:
  - Company name, address, phone number, email address, and contact person
  - Year founded
  - Organization's history
2. Qualifications and experience, including:
  - Your organization's capacity to provide facilitation services solicited under this RFQ
  - Your organization's experience in performing the services outlined under the Scope of Work
  - Specific areas of expertise
  - Qualifications of key staff and the proposed composition of the team to provide the service
  - Financial and managerial capacity to provide the services and meet reporting requirements
3. Estimated time and charges, including:
  - The rate per hour for facilitating sessions and related services (this rate should be inclusive of all expenses, including preparation time, and materials).
  - The total number of hours anticipated for the project based on the Scope of Work.
  - Detail how the hourly rate translates into the total cost of the project.
  - Include any other related costs that may apply, such as pre-session consultations, post-session evaluations, and quarterly reporting on facilitation activities/accomplishments.
4. References:
  - Provide the name and contact information of two references

Questions regarding this RFQ should be addressed to: Megan Alford at (916) 263-4364 or email at [megan.alford@seta.net](mailto:megan.alford@seta.net).