

REQUEST FOR QUOTES Talent Pipeline Management (TPM) Services

PURPOSE:

The purpose of this RFQ is to solicit quotes from qualified firms to facilitate and implement a biotechnology TPM collaborative. The U.S. Chamber of Commerce Foundation developed TPM to advance authentic employer leadership in building high-performing talent pipelines. TPM provides employers and their education and workforce development partners with strategies and tools to co-design talent supply chains that connect talent to jobs and career advancement opportunities.

This collaborative will be focused on engaging industry employers to identify shared challenges, inform and design resilient talent pipelines and pools to meet the emerging demands for high-growth, high-demand, quality job/career opportunities. Of specific opportunity and priority is to leverage the collaborative to center equity and support pipelines that support vulnerable communities within Sacramento.

For more information about SETA, please visit:

www.seta.net

Deadline And Submittal Procedure:

SETA must receive all quotes no later than 4:00 p.m. Pacific Time, Thursday, May 9, 2024.

Quotes must be emailed to:

**Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815
Attention: Roy Kim, Deputy Director
Email: Roy.Kim@seta.net**

All quotes must be received by SETA no later than 4:00 p.m., Pacific Time, Thursday, May 9, 2024. In accordance with SETA's procurement policies and procedures, quotes received after 4:00 p.m., Pacific Time, Thursday, May 9, 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.

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TERM OF CONTRACT:

The contract will be awarded for an initial term beginning June 1, 2024 and ending June 30, 2025. Subject to fund availability, SETA/Sacramento Works shall have the exclusive option to extend the contract for an additional one-year term.

Total funds available under this RFQ will not exceed \$100,000.

SCOPE OF SERVICES:

Work with the SETA to implement a TPM collaborative that:

- 1) Focuses on high-growth, high-demand, biotechnology jobs/careers,
- 2) Emphasizes pathways to "middle-skill" jobs that do not require advanced degrees,
- 3) Connects job/career opportunities to vulnerable communities.

SELECTION CRITERIA:

The criteria to be utilized in the selection of contractor shall be:

- The 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/SWI 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/SWI 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/SWI 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/SWI 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 organization to submit a quote to provide the services outlined above under Scope of Services.

The quote must contain the following information:

1. Fees:
 - Hourly Rate(s) for services
 - Other costs not included in the hourly rate(s) for services
2. General Overview:
 - Company name, address, phone number, email address, and contact person
 - Agency history
 - Principals/Bios
 - Size of agency by billings and staff
3. Experience:
 - Current client list
 - Specific expertise in TPM
 - In-house vs. outsourcing capabilities
 - Background on staff assigned to provide services
 - Statement on the ability to staff the engagement locally and in-person
4. Account Management System:
 - Plan for meeting project deadlines
 - Plan for reporting monthly hours and project activity
 - Anticipated project outcomes
5. Project Example:
 - Brief project example of a successful TPM project
(Ideally on no more than 2 pages)

Questions regarding this RFQ should be addressed to:
Roy Kim at (916)263-3814 or Roy.Kim@seta.net