



## South Bay Workforce Investment Board, Inc. (SBWIB, Inc.)

11539 Hawthorne Blvd., 5th floor, Hawthorne, CA 90250

### REQUEST FOR QUOTATION (RFQ)

“Community Outreach”

### Notice to Prospective Respondents

**Date of Issuance:** July 2023

**Issued by:** SBWIB, Inc, Procurement Department

**Agency Contact:** Qualified Respondents must submit their proposals via email at [info@sbwib.org](mailto:info@sbwib.org).

**Questions pertaining to this RFQ:** Questions should be in email form and directed to [info@sbwib.org](mailto:info@sbwib.org), no phone calls, please.

**Purpose:** The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking a qualified community-based organization to implement and manage **community outreach** efforts for the **Southern California Apprenticeship Network (SCAN)**. The term of this agreement is 24 months and the budget should not exceed \$50,000 annually.

**PERIOD OF SOLICITATION:** This RFQ will remain open until August 31, 2023.

**SUBMISSION REQUIREMENTS:** The SBWIB, Inc., is requesting that only Respondents with expertise, experience and knowledge apply.

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## SECTION 1: STATEMENT OF WORK

### A. Background

The South Bay Workforce Investment Board (SBWIB) is a California Workforce Development Board comprised of 51 members representing business, labor, education, economic development, and other local workforce system stakeholders. The SBWIB provides oversight of the federal Workforce Innovation and Opportunity Act (WIOA) programs and services of the South Bay Workforce Development Area (SBWDA) and develops policies to ensure compliance and effective operations. Originally called the Private Industry Council (PIC), established in 1982, the organization became the South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) in 2000 as a 501(c)(3) non-profit corporation that operates as the designated administrator for the South Bay Workforce Investment Board. The mission of the SBWIB, Inc. is to build a world-class workforce through strategic alliances with business,



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economic development, education, government, labor and community organizations that ensures a skilled workforce and a healthy economy in the South Bay region of Los Angeles County.

SCAN is a newly formed group of parties interested in the development and expansion of non-traditional apprenticeship programs. The network of business, educators, workforce professionals, government representatives and others have joined together to advance the use and adoption of non-traditional apprenticeship throughout the Southern California region. Through group B2B conversations in large or one-on-one settings, SCAN will educate businesses and other organizations about the benefits of non-traditional apprenticeship and provide administrative and/or consultative support to implement registered non-traditional apprenticeship(s). SCAN will also connect with organizations who serve underrepresented communities and individuals with employment barriers to help them expand access to apprenticeship across Southern California.

**B. Objective**

The SBWIB is providing administrative and fiscal support for SCAN and is seeking a community-based organization with the experience and ability to assist with organizations who serve underrepresented communities and individuals with employment barriers in order to increase access to apprenticeships across Southern California.

The firm will work as an Independent Contractor under a formal agreement and provide monthly status updates as deemed necessary. The candidate's point of contact will be the SBWIB Executive Director, Jan Vogel, or designee.

**C. Period of Performance**

**The term of this agreement is 24 months.** Options to renew will be at the SBWIB, Inc.'s discretion.

**D. Option to Renew**

The SBWIB, Inc. at its own discretion, will have the option to renew based on performance and funding.

**E. Eligibility**

Organizations possessing the following abilities are eligible to apply:

- Knowledge of apprenticeship and pre-apprenticeship
- Experience in the workforce development and training space
- Expertise/experience in community recruitment/outreach, especially around Diversity, Equity, Inclusion and Accessibility (DEIA) campaigns
- Access to and working relationships with a wide range of organizations across Southern California, including community-based organizations, educational institutions, America's Job Centers of California (AJCC) and others
- Ability to travel across Southern California, as necessary



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**F. SCOPE OF WORK / SERVICES SOLICITED**

Services will include leading the community outreach efforts for the network to expand apprenticeships across Southern California and increase access for underrepresented communities and individuals with employment barriers, including women, racial and ethnic minorities, veterans, justice-impacted individuals, English language learners, low-income individuals, individuals with disabilities and others who are out of work, underemployed, and/or face significant barriers to employment. The outreach efforts will be focused on organizations who serve underrepresented communities and individuals with employment barriers, including community-based organizations, educational institutions, America's Job Centers of California (AJCC) and others. The full scope of services required for the successful implementation of this work will include, but are not limited to, the following:

- Coordinate, organize and/or participate in the following outreach efforts:
  - Assist with the creation of outreach materials to share with organizations who serve underrepresented communities and individuals with employment barriers about apprenticeship, how to help expand apprenticeship, and how to assist underrepresented communities and individuals with employment barriers in accessing apprenticeship opportunities.
  - Initiate and drive partner outreach and stakeholder activities with organizations who serve underrepresented communities and individuals with employment barriers to increase awareness of apprenticeship and identify how they can support the expansion of apprenticeship in specific sectors and increase access for the populations they serve; this includes attending workforce-related events, fairs and conferences, as well as facilitating 1:1 and small group meetings, workshops, booths at events, and roundtables.
  - Help organizations who serve underrepresented communities and individuals with employment barriers connect to resources to help the populations they serve connect to the sector-appropriate apprenticeship and pre-apprenticeship programs, including funding, technical assistance, and/or connection to other members in the network.
  - Work with SCAN program director to define objectives and create strategies for attracting diverse and underrepresented populations to apprenticeship opportunities.
  - Manage a resources page on the SCAN website of community-based organizations and partners who can support apprenticeship (e.g., through diverse talent readiness and/or recruitment, supportive services, mentorship, etc.).
  - Support SCAN network subcommittees in fulfilling their goals, including providing information about activities and organizations, and attending meetings.
- Analyze and/or write reports for internal and external use and participate in monitoring/audits, including monthly progress reports;
- Assist in the development of new grant applications to support SCAN initiatives, including facilitation, research, writing, and data collection;
- Turn in invoices with backup material as directed by the SBWIB Fiscal Department; and other tasks deemed necessary to ensure compliance with requirements and stipulations set forth within the statement of work / proposal.



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## SECTION 2: PROPOSAL FORMAT

All proposals must indicate services the Respondent is prepared to offer and should clearly demonstrate and Respondent's ability to provide such service. The proposal should utilize a 12-point professional font, one-inch margins, page-numbers, table of contents, and the following components.

- I. **Part I:** Cover letter providing a description of Respondent's qualifications and proven track record to provide the SBWIB, Inc. with the services outlined in Section 1: Service Solicited. The description should be relevant to the identified service under Section 1 to which the Respondent is applying. Include the name, address, telephone and email of the individual submitting the proposal and type of organization. (Not to exceed 2 pages)
- II. **Part II:** Narrative describing the Respondent's demonstrated expertise and success in providing the Scope of Services as referenced in Section 1: Service Solicited and describe your professional experience and capacity as outlined in Section 1. The description should be relevant to the identified service under Section 1 to which the Respondent is applying.
- III. **Part III:** Provide as an attachment the resumes for key relevant individuals and clearly identify how they will contribute to the provision of services.
- IV. **Part IV:** Provide three professional references including phone numbers and email address.
- V. **Part V:** Provide as an attachment the Fee Schedule including cost per hour and a flat annual fee (**the annual projected allocation for this solicitation should not exceed \$50,000**). All fees, charges, billing rates, overhead costs must be explained. Respondents will be evaluated on their ability to offer high quality services while keeping costs reasonable for the services provided. Negotiation of fees/rate will be made upon selection of work performed and is subject to funding/budget. Note: DOL Consultant Fee Limitation's may apply.
- VI. **Part VI:** Provide as an attachment your Sample(s) of Work specific to the related area(s) you are applying. (Please limit to 2 examples per area or provide a link to website or social media profile.)

## SECTION 3: EVALUATION CRITERIA

All proposals will be evaluated by an RFQ Evaluation Team. The Evaluation Team will review and score each proposal based upon evaluation criteria published in this RFQ. The SBWIB, Inc. may, at its discretion, request additional information and/or presentations by meetings with any Respondents to clarify or negotiate modifications to the proposals.

### Proposal Criteria

The following criteria will be used to pre-qualify one or more Organizations:



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- Qualifications and experience
- Ability to provide needed services
- Demonstrated knowledge, expertise, and success in proposed area
- Cost effectiveness
- Other factors deemed to be in the best interest of the SBWIB, Inc. as determined by the Chief Executive Officer

Proposal responses will be evaluated to determine a pass or fail rating. All responses will be evaluated based on obtaining the most cost-effective price possible while achieving the highest quality service delivery. Organizations are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The arrangement of criteria is not meant to imply order of importance in the evaluation process. Any award is subject to funding availability. The SBWIB, Inc. reserves the right to recommend multiple proposals for funding approval. In the event that the selected Respondent is recommended and fails to provide services as outlined in the contract or their proposal, the SBWIB, Inc. may select an alternate Respondent from the Slate of Providers (pre-qualified list.)

#### SECTION 4: TERMS AND CONDITIONS

##### Respondent's Obligation to Perform

If the work performed by the Respondent is not in accordance with the standards as specified in the contract award, then the Respondent shall be obligated to whatever is required to meet the requirements as specified, at no additional cost to the SBWIB, Inc.

##### Insurance Requirements

**Prior to commencing services**, Contractor shall purchase and submit evidence at minimum meeting the following insurance requirements:

- **Automobile Liability:** At minimum, Contractor is required to have a driver's license and automobile insurance at the levels required to meet the standard State of California automobile insurance requirements.
- **Professional Liability (Individuals):** Certificate containing errors and omissions coverage in amounts not less than \$250,000 (Two-hundred and fifty thousand).
- **General Liability (Organizations/Firms):** with a combined single limit for bodily injury and property damage of not less than 1,000,000 (one million) per occurrence to protect the SBWIB, Inc. against claims for bodily injury or death and damage, loss of theft of equipment and property of other.
- **Workers Compensation and Employee Liability (as applicable):** in accordance with California State Compensation laws.

**Endorsements** must read "The South Bay Workforce Investment Board, Inc., its Employees, Officers and Agents; the City of Inglewood, its Employees, Officers and Agents, are included as additional insured." Each is to be named as additional insured under both the Contractor's Professional Liability, General Liability and Automobile Liability policies, as applicable. Said insurance will be required to be maintained in full force and effect during the term of the contract.



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**Assignment of Contract**

The Respondent acknowledges that if selected by the SBWIB, Inc. to perform the services required hereunder, it will be based, in part, upon the Respondent's specific skills and expertise. The Respondent shall not assign, subcontract or otherwise transfer this agreement in whole or in part without the prior written consent of the SBWIB, Inc., which the SBWIB, Inc. may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the SBWIB, Inc. of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the SBWIB, Inc. may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

**Certification Regarding Debarment and Suspension**

Respondents funded under the RFQ certify that they have not been subject to debarment and suspension under any federal, State, or local grant program and will immediately inform the SBWIB, Inc. of any future debarment or suspension.

**EEO Certification**

Successful Respondents will be required to certify and agree that all persons employed by the respondents, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regards to or because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including LEP), age, disability, political affiliation or belief in compliance with federal, State and local anti-discrimination and equal opportunity laws.

**Drug Free Workplace Compliance Certification**

The Respondent funded under the RFQ hereby warrant and certify that they shall with the California Drug-Free Workplace Act of 1990 (Cal. Gov. Code§8350 et seq.)

**Appeal Process**

The SBWIB, Inc. must receive written notice of the Respondent's intent to appeal against the decision within five (5) working days of receipt of notice of award status. The proposer will have a total of 15 days in which to submit a written appeal of the SBWIB, Inc.'s decisions. All grievances arising out of the Workforce Innovation and Opportunity Act or this RFQ must be filed according to the SBWIB, Inc.'s established grievance procedures.

**Conflict of Interest**

By submitting a proposal, the Respondent certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the proposal or in delivering the proposed plan of work. A conflict of interest would arise if any individual involved in the preparation of this RFQ, proposal review and rating, or award decisions has a financial or other interest in or represents the Respondent organization and would be likely to gain financially or personally from the award





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of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as direct result of the successful award of a contract under the RFQ. The SBWIB, Inc. reserves the right to disqualify a proposal should a conflict of interest be discovered during the solicitation process.

### **Acceptance of Terms and Conditions**

Each Respondent, by submission of a proposal, acknowledges acceptance of terms and conditions, certifies that all specification listed in the RFQ will be met, and further understands that these specifications may become part of a contract for provision of services if awarded.

### **Truth and Accuracy of Representation**

False, incomplete, or unresponsive statement in connection with a proposal may be cause for its rejection. The evaluation and determination of the fulfillment of the requirement will be in the SBWIB, Inc.'s sole judgement and its judgement shall be final and conclusive.

### **Change to RFQ**

A Respondent submitting a proposal will not change the wording of the RFQ and no words or comments will be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to the RFQ may be deemed irregular and rejected.

### **Gratuities**

The offering of gifts, excluding token gifts of a promotional/advertising nature, or gratuities by Respondent or any other agent or representative of respondent is strictly prohibited. In the event of violation by respondent of this restriction, the SBWIB, Inc. shall be entitled to pursue the same remedies including, but not limited to, termination, against respondent as it could pursue in the event of respondent's default.

### **Best Offer**

The proposal shall include the Respondents best terms and conditions.

### **Accuracy and Completeness**

The proposal must set forth accurate and complete information as required in this RFQ. Proposals will be received and maintained consistent with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and the California Public Records Act. In general, proposals will be exempt from disclosure until the evaluation and selection process has been fully vetted. If the Respondent includes private or proprietary information in its proposal, which it does not desire to have publicly disclosed, this restriction must be clearly noted. Such notice to the SBWIB, Inc. shall use reasonable administrative procedures and care to protect the release of restricted proposal information. However, the SBWIB, Inc. shall not be liable for the disclosure of any information submitted in the proposal even though the Respondents requested a restriction on its release.

### **Rights of the SBWIB, Inc.**



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The SBWIB, Inc. reserves the right to waive informality in any proposal, to accept or reject any or all other proposals, to reject one part of a proposal and accept another, to re-advertise and, or seek other proposals, to make awards to the most responsive proposal as the interest of the SBWIB, Inc. may require.

The SBWIB, Inc. reserves the right to provide or contract for any of these services independently.

The SBWIB, Inc. reserves the right to allocate services according to the SBWIB, Inc.'s best interest and mission.

The SBWIB, Inc. may opt to contract for some, all or none of the services listed. The SBWIB, Inc. also reserves the right to select multiple vendors for any component or activity of work if it serves the SBWIB, Inc.'s best interest.

The SBWIB, Inc. reserves the right to establish additional consideration or criteria for funding, as deemed necessary. Such consideration may be addressed through final agreement negotiations.

The SBWIB, Inc. reserves the right to reject any proposal and waive any requirement when the action is considered to be in the SBWIB, Inc.'s best interest and negotiate change, revision, and/or modification of a proposal with any respondents.

The SBWIB, Inc. reserves the right to retain all proposals submitted in response to this RFQ. The proposals shall become the property of the SBWIB, Inc. The SBWIB, Inc. also reserves the right to use any or all ideas or adaptation of ideas presented in any proposal submitted in response to a Request for Qualification, without charge or limitation. The selection or rejection of a proposal does not affect these rights.

### **Request for Additional Information**

The SBWIB, Inc. may require additional information from a Respondent for the determination of its qualifications to provide services. This additional information may be requested at any time during the review process.

### **Termination**

The SBWIB, Inc. may terminate the agreement resulting from this proposal at its own discretion or when conditions encountered during the work make it impossible or impracticable to proceed, or when the SBWIB, Inc. is prevented from proceeding with the agreement by law or by official action of a public authority. Additionally, if federal, State, or local project funds are suspended the agreement will likewise be suspended/terminated.

### **Cost Incurred by Respondents**

All costs associated with proposal preparation will be borne by the Respondent. The SBWIB, Inc. will not, in any event, be liable for any pre-contractual expenses incurred by Respondents in the preparation and/or submission of the proposals. Proposals will not include any such expenses as a part of the proposed.





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### **Minority Business Participation**

The SBWIB, Inc., as a recipient of State and Federal funds, subscribes to the practices below and will fully comply with Federal, State, and Local laws and directives governing non-discrimination, equal opportunity, and affirmative action in all activities.

- No person shall be discriminated against whatsoever on the grounds of race, religion, color, age, sex, physical handicap, political affiliation or national origin.
- No person shall because of race, religion, color, age, sex, physical handicap, political affiliation or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded entirely or in part by the City, the State, or the Federal Government.
- Affirmative Action shall be taken by all levels of governments, where necessary, to support the underlying objectives of said anti-discrimination policies.

To further support policies relative to affirmative action, equal opportunity, and nondiscrimination, the SBWIB, Inc. encourages small and minority businesses and women's business enterprises to submit a proposal. Respondents are encouraged to indicate in their RFQ response if they are a certified minority business as 11 certified through the State of California. A listing of certified minority businesses, as well as the services and commodities they provide is available from the Department of General Services 916-375-4940.

### **Addenda to This Request for Qualifications**

At the discretion of the SBWIB, Inc., if it becomes necessary to revise any part of this RFQ, an addendum will be posted on the SBWIB, Inc.'s website. Any clarification will become an addendum to this RFQ. Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFQ.

### **Independent Contractor Status**

The Contractor shall, at all times, be regarded as an independent contractor and shall at no time act as an agent or employee for the SBWIB, Inc. Nothing contained herein shall be deemed or construed by the SBWIB, Inc. the Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the SBWIB, Inc. and the Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the SBWIB, Inc. or the Contractor hereunder, create or shall be deemed to create a relationship other than the independent relationship of the SBWIB, Inc. and the Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the SBWIB, Inc. Neither the Contractor nor its employees shall, under any circumstances, be considered servants, agents or employees of the SBWIB, Inc.; the SBWIB, Inc. shall be at no time legally responsible for any negligence or other wrongdoing by the Contractor, its servants, agents, or employees. The SBWIB, Inc. shall not withhold from the contract payments to the Contractor any federal or State unemployment taxes, federal or State income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Further, the SBWIB, Inc. shall not provide to the Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the State for its employees.



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### **Contracting**

Selected Respondents will enter into a professional services contract with the SBWIB, Inc. and will be subject to all the SBWIB, Inc. requirements regarding insurance coverage and all other relevant federal, local, and state requirements.

### **Award of Contract**

The SBWIB, Inc. reserves the right to award one, or more than one or no contract(s) in response to this RFQ. Any award is subject to funding availability.

The Contract, if awarded will be awarded to the Respondent(s) whose respond(s) is deemed most advantageous to the SBWIB, Inc., as determined by the Chief Executive Officer.

The selected Respondent(s) will enter into a professional service contract with the SBWIB, Inc. No work shall commence until the contract document(s) is signed by the SBWIB, Inc. and Respondent(s) provides the necessary insurance as required in this RFQ and the Contract. In the event the parties cannot negotiate and execute a contract within thirty (30) calendar days, the SBWIB, Inc. reserves the right to cancel the award of contract.

### **Rejection Rights**

All Respondents are notified that the execution of a contract pursuant to this RFQ is dependent upon approval of the SBWIB, Inc. Chief Executive Officer. The SBWIB, Inc. reserves the right to reject all responses and re-solicit if deemed by the SBWIB, Inc. to be in its best interest, and to abandon the project(s) and this RFQ at any time for any or no reason. Selection of a consultant(s) is also dependent on the negotiation of an acceptable contract with the successful Respondent(s).

### **Reservation of Rights**

This RFQ is a solicitation and not an offer to contract. The SBWIB, Inc. reserves the right to issue clarifications and other directives concerning this RFQ, to make and issue modifications to the RFQ schedule; to require clarification or further information with respect to any response received, and to determine the final scope and terms of any contract, and whether to enter any contract. The provisions herein confer no rights, duties or entitlements to any respondent.

### **Response to RFQ**

All responses to requests become the property of the SBWIB, Inc. upon receipt and will not be returned to the respondent. Any proprietary information submitted in response to this request shall be clearly marked and will be handled in accordance with applicable federal and state procurement regulations. Neither cost information nor the total response will be considered proprietary. This policy and award of quotes provisions herein neither are solely for the fiscal responsibility and benefit of the SBWIB, Inc., and confer nor rights, duties or entitlements to any respondents.



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**ATTACHMENT A - PROPOSED QUOTE**

<b>Name of Contractor</b>		
<b>Contact Name</b>		
<b>Title of Contact Person</b>		
<b>Address</b>		
<b>Phone Number</b>		
<b>E-mail</b>		
<b>Qualifications/Professional Experience or Provide Resume:</b>		
<b>List Three (3) Professional References (Name, Title, Telephone, and E-mail)</b>		
<b>Professional Hourly Rate:</b>	\$	
<b>Professional Flat Fee:</b>	\$	

I certify that I am authorized to sign this Quote and agree to abide by all terms and conditions upon selection.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

*An equal opportunity employer/program. Auxiliary aides are available upon request to individuals with disabilities.*



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**ATTACHMENT B - PROPOSAL ABSTRACT**

*Provide a description of respondent's demonstrated experience and expertise in similar projects and how they can meet the solicited services and planned scope of work as requested. Reference Section 2. Services Solicited, Ten (10) page limit.*