

Request for Qualifications
Santa Barbara County Workforce Development Board
South Central Coast Digital Literacy Training

Background

The South Central Coast Regional Planning Implementation (RPI) Slingshot 4.0 initiative, intends to develop a partnership of industry and community leaders dedicated to working together to identify and work to solve employment challenges that slow California’s economic engine-with regionally-selected solutions to regionally-defined problems. The South Central Coast Regional Planning Unit (RPU) is composed of the Santa Barbara County Workforce Development Board (SBCWDB) and the Workforce Development Board of San Luis Obispo County (WDBSLO).

Purpose and Position Description

The SBCWDB is seeking highly-qualified organizations to provide support as **Digital Trainers** to the South Central Coast Regional Planning Unit. Digital trainers will facilitate and provide a wide variety of trainings and workshops to community members and job seekers of all skills levels, throughout Santa Barbara (SB) and San Luis Obispo (SLO) Counties. Trainings will range from basic computer skills to software specific trainings, such as Microsoft Office, Zoom, Microsoft teams etc. Workshops will focus on training job seekers with skills that meet the current needs of employers so they may have the abilities to enter and retain permanent employment.

Organizations can propose to provide services in SB or SLO or both counties. Organizations must be available to facilitate workshops in person at each local America’s Job Centers of California (AJCC) and partner locations throughout both counties, ranging from Carpinteria through Paso Robles. There may also be opportunities for online and remote trainings. For reference, the AJCCs are located at the following:

SBCWDB:		WDBSLO:
130 East Ortega	1410 South Broadway	3450 Broad St. Suite 103
Santa Barbara, CA 93101	Santa Maria, CA 93454	San Luis Obispo, CA 93401

Organizations must have extensive experience teaching and facilitating a wide variety of computer workshops to community members and job seekers of different skill levels, ages, backgrounds and abilities. A workforce development background preferred.

Contract Term and Funding Availability

The contract term for these position(s) will run through September 30th 2022 with up to \$77,000 available, to support Digital Trainers in both counties. Anticipated start date of services is August 2021.

Qualifications and Salary Requirements

Qualifications and requested documents are to be submitted via e-mail to R.Mcdonald@sbcsocialserv.org no later than close of business Friday July 16th, 2021. Please write in the Subject line: Digital Trainer Response.

The ideal organization(s) would be able to provide the following services:

1. Work in coordination with the SBCWDB and WDBSLO to provide a wide variety of digital literacy classes to community members in both counties. Topics of classes will include:
 - a. Video conferencing such as Zoom, Microsoft Teams, Skype, Face Time etc.
 - b. Microsoft Office
 - c. Basic computer skills and software
 - d. Any additional basic computer skills topics to meet the needs of job seekers
2. Accommodate and adapt digital literacy classes to the needs of each community and to meet skills required by employers
3. Provide classes in English and Spanish and additional languages as needed
4. Provide written and/or digital reference guides for job seekers
5. Have the ability to provide classes in person and on-line
6. Assist with developing regional partnerships to increase access to broadband and Wi-Fi internet
7. Provide any additional support related to Digital Literacy as requested by SBCWDB and WDBSLO

Please submit the following documents to demonstrate your expertise and experience:

- Qualifications (i.e., resume) and description of your experience and expertise in providing digital training workshops and classes to communities and job seekers of all skills level.
 - Include in your response any examples of working in multi-agency collaboratives across multiple locations (cities, counties, regions) as well as any support to workforce development programs, projects, activities.
 - Include any additional information that demonstrates your experience.
- Include a sample of a monthly schedule/calendar of workshops that can be provided at each AJCC, including topics and a brief description of each workshop.
- Provide a price sheet and initial estimate of cost

Compensation

For purposes of this Request for Qualifications, the RPU will negotiate compensation and a contract amount, with the best qualified candidate(s).

SBCWDB/WDBSLO reserves the right to negotiate the final funding amount which may be lower than the amount submitted by the selected applicant(s). Funding for this contract shall be contingent upon availability of Digital Trainer Funding.

The SBCWDB is using the small purchase method for procurement permissible for the transactions of less than the simplified acquisition threshold of \$150,000 pursuant to 2 Code of Federal Regulations Sec. 200.

Contractual Requirements

The following information will be needed to establish purchase orders with the County of Santa Barbara and may be provided simultaneously (if you have not already done so) with the informal quote:

- **Proof of Insurance**-In order to execute a contract with the County of Santa Barbara, the County requires General Liability (\$1,000,000 per occurrence, \$2,000,000 in the aggregate. All General liability policies should add the County of Santa Barbara (including its board of departments, officers, officials, employees, agents and volunteers) as an additional insured with a policy endorsement form (such as form CG 20 26 11 85), and/or Professional Liability Insurance. If vehicles are involved, proof of Auto Liability is also required. Proof of Workers' Compensation is also required, if you have any employees. The Certificate Holder shall read as follows:

County of Santa Barbara
Department of Social Services
2125 S. Centerpointe Pkwy
Santa Maria, CA. 93455

- **Substitute W9**, which allows a vendor to be set- up for direct deposit
- **CA 590** required by the State of California