

**Request for Qualifications**  
**Santa Barbara County Workforce Development Board**  
**South Central Coast Regional Organizer**

**Background**

The South Central Coast Regional Planning Implementation, 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 is composed of the Santa Barbara County Workforce Development Board (SBCWDB) and the San Luis Obispo Workforce Development Board (SLOWDB).

**Purpose and Position Description**

The SBCWDB is seeking one (1) highly-qualified professional to provide support to the South Central Coast Regional Planning Unit as the **Regional Organizer**. The selected professional must have strong workforce development background and experience working at a State of California local workforce board, knowledge of the Santa Barbara and/or San Luis Obispo county workforce system goals, organizational structure, and industry sectors.

The contract position is envisioned as a temporary (18 months or less) means to fill a critical requirements as expeditiously as possible.

Qualifications and salary history/requirements are to be submitted via e-mail to [R.Mcdonald@sbcsocialserv.org](mailto:R.Mcdonald@sbcsocialserv.org) no later than close of business Monday March 15<sup>th</sup>, 2021. The e-mail subject line should read: Regional Organizer Response.

**South Central Coast Regional Organizer Duties and Responsibilities**

Duties and responsibilities of the Regional Organizer will vary, but some examples include:

1. Working in coordination with the SBCWDB and SLOWDB to provide overall support in RPU activities.
2. Assisting with providing and establishing staff training and development goals.
3. Assisting with the procuring of additional funds for the RPU as opportunities arise.
4. Attending CWA Quarterly Regional Technical Assistance meetings and any meetings related to the RPU.
5. May assist in the planning or facilitation of regional meetings.
6. Report monthly to the SLOWDB and SBCWDB Directors of regional activities and maintain data that is needed for reporting purposes to local boards and the state.

**Please submit a cover letter and the following:**

- Qualifications (i.e., resume) and description of your experience and expertise in managing workforce development programs, projects, and/activities
- Include in your resume any examples of working with program operations at the managerial or oversight level

- Include in your resume any examples of working in a multi-agency collaborative way or coordination of programs across multiple locations (cities, counties, regions).

### **Compensation**

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

SBCWDB/SLOWDB reserves the right to negotiate the final funding amount which may be lower than the amount submitted by the selected applicant. Funding for this contract shall be contingent upon availability of Regional Organizer 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