

## Request For Qualifications (RFQ)

### VIRTUAL WORKSHOPS

#### **Purpose and Project Description**

The Workforce Development Board of Santa Barbara County ("WDB") is soliciting informal quotes from qualified vendors to provide On-line/Virtual/In-Person Workshops for job seekers affected by COVID-19 layoffs.

We are looking for multiple vendors to provide 1-2 sessions per month for 12-24 months. This is subject to change.

Quotes are to be submitted via e-mail to [info@sbcwdb.org](mailto:info@sbcwdb.org) no later than close of business Friday, **January 29, 2021**.

**Please submit your quote as a flat fee per session/workshop. Each session should be no less than 60 minutes long. Please note that in order to reach the most audience, the workshops will be recorded and will become the property of the County of Santa Barbara to be posted on our website and various social media platforms. Selected vendor must agree with the sample OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY CONTRACT LANGUAGE included for review on this RFQ.**

Responses should include the cost, your experience and expertise with the delivery of similar services, and a list of topics. Your response should include a sample (recording) of previous work and resume. Additionally, please state in your response if you can do virtual, in person, or both. Note: Due to COVID, final agreements are likely to be for virtual services only.

#### **Deliverables:**

The services will enhance our Workforce Innovation and Opportunity Act Basic Career Services offered at our two America's Job Centers of California. Selected vendor(s) will provide live virtual workshops to job seekers affected by COVID-19 layoffs. Workshops will be "hosted" by the WDB utilizing ZOOM. Each workshop should be no less than 60 minutes. The workshops will be recorded and will become the property of the County of Santa Barbara to be posted on our website and various social media platforms.

We are looking for multiple vendors to provide 1-2 sessions per month for 12-24 months.

**Below is a list of sample topics. Please include, in your proposal, which of these you can cover, or proposed new topics. Topics will be taken into consideration when selecting vendors. Additionally, we also have special interest in having webinars conducted in other languages or dialects. These include Spanish, Mixteco, or Zapotec. Please include this in your response if you are able to provide workshops in any of these languages.**

- Best Strategies for Working Remotely & From Home
- Personal Finance and Income

- Personal Development
- Presenting and Speaking in Public
- Career Growth
- How to use Technology to advance your career search
- The New Workforce Norm
- What Issues do People Face When Looking For Employment (COVID-19)
- Any of the above topics or proposed by vendor in Spanish
- Any other topic proposed by vendor
- How to balance working remotely (balance work/life balance, maybe with kids at home)
- Mental health – dealing with COVID fear, working with the public, staying safe etc.
- Dealing with an ever changing environment – coping mechanisms
- Customer service in the “new norm”
- Navigating new online/other processes as our retail businesses pivot their business model to sustain revenue

The WDB is using small purchase method for procurement permissible for transactions of less than the simplified acquisition threshold of \$250,000 pursuant to 2 Code of Federal Regulations Sec.200.

### Requirements

If you are selected, the following information will be needed to establish purchase orders with the County of Santa Barbara.

- **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) in the aggregate) with an Endorsement (such as form CG 20 26 11 85) naming the County of Santa Barbara as an additional insured, 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 up for direct deposit
- **CA 590** required by the State of California

**SAMPLE**  
**OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY CONTRACT LANGUAGE**

*COUNTY will be the owner of the following items incidental to this Contract, upon production and whether or not completed: all data collected, all documents of any type whatsoever (paper or electronic), and any material necessary for the practical use of the data and/or documents from the time of collection and/or production, whether or not performance under this Contract is completed or terminated prior to completion. CONTRACTOR will not release any materials under this paragraph except after COUNTY's prior written approval*

*No materials, inventions or data produced in whole or in part under this Contract will be subject to copyright or other intellectual property rights in the United States or in any other country except as determined at COUNTY's sole discretion.*

*COUNTY will have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any reports, data, documents or other materials prepared under this Contract. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights provided hereunder. CONTRACTOR warrants that any items provided under this Contract will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims.*

*These Ownership of Documents and Intellectual Property and Copyright and Intellectual Property provisions (Section 6, including subdivisions A-C) shall survive any termination of this Contract*