

NOVEMBER 18, 2020

SACRAMENTO WORKS, INC.

SIMPLIFIED ACQUISITION THRESHOLD PROCEEDURES REQUEST FOR
QUOTATION FOR LOCAL ONE STOP OPERATOR UNDER NEW CONTRACT
COMMENCING IN 2021

1. This is an open request for quotation to serve as the local One-Stop Operator (as more particularly described in 4 below) for the Sacramento County workforce region pursuant to the current Workforce Innovation and Opportunity Act. The selected operator contract will commence in 2021. This request is issued by Sacramento Works, Inc. ("SWI"), the designated Workforce Development Board for the Sacramento Workforce Development Area. For purposes of this request SWI may be reached at, **and all communication regarding this request must be directed to**, the office of its general counsel, Phillip M. Cunningham, Phillip M. Cunningham A Law Corporation, telephone (916) 446-7941 x4101, **fax (916) 446-1350; e-mail: pmc@swiipachell.net**.

2. If you are interested please furnish your written quotation to Sacramento Works, Inc. on or before 5:00 PM, Monday, December 21, 2020 to the office of Phillip M Cunningham A Law Corporation by **email or fax only**. **Due to Covid-19 protocols all submissions must be by email or fax. No personal, postal or courier deliveries will be accepted.**

3. Please understand this is a request for quotation pursuant to the SIMPLIFIED ACQUISITION THRESHOLD provisions of the Federal procurement regulations. Any quotation furnished by you will not be considered an offer. **This request does not obligate Sacramento Works, Inc., or the Local Workforce Development Board to pay any costs incurred in the preparation and/or the submission of this quotation or to enter into a contract for the services requested.** All representations and/or certifications attached to your quotation must be completed by an authorized agent or representative of the quoting entity, organization, or person.

4. This is a request for a quotation to provide the services of a "One Stop Operator" as that role is specified in the federal regulations adopted to implement the Workforce Innovation and Opportunity Act. That role is described in Title 20, Code of Federal Regulations, Section 678.620, as follows:

"(a) At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of one-stop operator, including but not limited to: coordinating service providers across the

one-stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites. The competition for a one-stop operator must clearly articulate the role of the one-stop operator.

(b) (1) subject to paragraph (b) (2) of this section, a one-stop operator may not perform the following functions: convene system stakeholders to assist development of the local plan; prepare and submit local plans (as required under sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, youth providers; negotiate local performance accountability measures; or develop and submit budget for activities of the Local WDB in the local area.

(2) An entity serving as a one-stop operator, that also serves a different role within the one-stop delivery system, may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. The policies and procedures must conform to the specifications in Section 679.430 of this chapter for demonstrating internal controls and preventing conflict of interest.

5. Sacramento Works, Inc. is requesting a quote only for the minimum role of **coordinating the service delivery of required one-stop partners and service providers.**

6. Sacramento Works, Inc. expects to pay less than \$ 250,000 for these services.

7. Sacramento Works, Inc. is prepared to award a contract for a period of up to four (4) years, subject to written early termination provisions to be negotiated by the parties.

8. In order to be considered your quotation must include all of the following information:

- Full legal name of the entity, organization or person submitting the quotation.
- Type of entity, organization or personal operation submitting the quotation, i.e. corporation, partnership, limited liability company, sole proprietorship.
- Federal and state tax identification numbers
- Tax status, i.e. for profit, not for profit, (if not for profit please attach a copy of your IRS exemption letter)
- Name and title of contact person for quoting entity or organization.

f. Description of services to be provided:

- Hours of operation;
- Number of employees providing services;
- Location where services will be provided;
- History of experience providing services under federal workforce programs;
- Conflict of interest policy
- Description of firewalls established to demonstrate internal controls and prevent conflicts of interest if you also intend to serve a different role within the one-stop delivery system at the same time you provide one-stop operator services
- Amount of quotation for delivery of services as the One-Stop Operator on an annual basis. **Must be \$250,000 or less.**
- Your quote must be for a single entity proposing to serve as the one-stop operator.
- Contact information for at least two (2) references who may attest to your experience and qualifications
- Description of how you intend to coordinate services among the one-stop partner programs and service providers

9. All quotations must be in writing, signed by an officer or owner of the quoting entity or organization, and received by **EMAIL OR FAX** by Phillip M Cunningham A Law Corporation, no later than **5 PM, Monday, December 21, 2020**. Submitting a quote does not guarantee a contract will be awarded.

10. All quotations received in a timely manner will be reviewed by the Executive Committee of the Board of Directors of Sacramento Works, Inc. at a publicly noticed meeting. A final recommendation to accept or reject any or all quotes received will be sent to the full WDB Board for a final decision, to be made at a publicly noticed meeting where any member of the public may be heard. A final selection, if any, will be made on the basis of price, past performance, and quality of service. Anyone who timely submits a quotation will be provided notice of both the meeting of the Executive Committee and the full WDB Board.

11. Should the WDB Board accept a quote the successful bidder will be invited to negotiate a final contract for services in accord with the contracting standards currently in use by Sacramento Works, Inc. The contract terms and conditions will include, but will not be limited to, standard insurance requirements, standard equal rights and non-discrimination clauses, early termination clauses and performance standards.

Phillip M Cunningham A Law Corporation

Phillip M Cunningham, Attorney For
Sacramento Works, Inc.