REQUEST FOR QUALIFICATIONS (RFQ)

FOR

VENDOR SERVICES (VS) LIST
(Revised 8/6/15)

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www.seta.net

REQUEST FOR QUALIFICATIONS (RFQ)
For
VENDOR SERVICES (VS) LIST

BACKGROUND

On December 5, 2005 the SETA Governing Board approved the release of SETA's Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand SETA's Vendor Services List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development services, as well as to add Child Development (ages 0-5) and Family services.

SETA's Vendor Lists include vendors qualified to provide essential VS in many SETA-funded programs. Accordingly, this RFQ was developed on the basis of SETA-funded programs under: the Workforce Innovation and Opportunity Act (WIOA), under Title I; the Refugee Social Services (RSS) Program; Targeted Assistance (TA); Community Services Block Grants (CSBG and their implementing regulations published in the Federal Register, August 11, 2000); the Head Start and Early Head Start Programs; the California Department of Education; County of Sacramento, Department of Human Assistance (DHA), CalWORKs; and other federal, state and private funding sources. The vendors selected through this RFQ may be used to provide VS to eligible adults, youth, and children (ages 0-5) and their families eligible for funding under SETA's various programs.

Applicants should be aware that SETA's activities, as well as those of any SETA-funded contractor, are subject to modifications based on needs, services, and funding and those required by Federal and State legislation and their regulations, local laws, specific funding-source requirements and applicable SETA policies and procedures.

PURPOSE OF SOLICITATION

This RFQ has been released to allow SETA to recruit, on an on-going basis, qualified vendors for inclusion on SETA's VS List.

Standard vendor services being solicited through this RFQ are off-the-shelf activities that will enhance the services provided to eligible adults, youth, and children (ages 0-5) and their families.

QUALIFIED APPLICANTS

Qualified applicant agencies include:

        Established faith-based or community-based organizations
        Public agencies
        Private for-profit entities
        Private non-profit agencies/institutions
        Educational institutions

AVAILABLE FUNDS

Funds are provided to SETA by the U.S. Department of Labor (DOL) via the State of California, under the auspices of the State Workforce Investment Board, pursuant to the WIOA, under Title I, the U.S. Department of Health and Human Services (DHHS), including its Administration for Children and Families (ACF), the California Department of Education (CDE), and may be provided by a number of other federal and state agencies/offices or private entities.

FORMAL CONTRACT

All successful applicants will be required to enter into a standard form service contract with SETA. A copy of the most recent form of this contract is available for review at SETA. Applicants are encouraged to obtain and review this contract prior to submitting applications so as to be familiar with contract requirements.

Applicants are advised the SETA Governing Board may require that all recipients of funds from SETA publicize the fact that the services they provide for SETA are funded, in whole, or in part, by SETA. All contracts will contain a provision requiring the contractor to abide by this requirement.

TERM OF CONTRACT

Each contract may commence once all required documentation has been received. Regardless of start date, all contracts shall continue indefinitely, unless terminated.

If, at any time during the term of the contract, the vendor fails to maintain proper qualifications to remain on the VS List, SETA may terminate the contract by giving written notice to vendor at least five (5) days prior to the effective termination date.

REQUIRED RESPONSE FORMAT

Interested applicants must respond using the VS Vendor Application and VS Services Application forms provided (forms may also be downloaded from SETA's website at www.seta.net, under Public Notices). Applicants must complete one VS Vendor Application and a separate VS Services Application for each allowable activity submitted for consideration. NO SUBSTITUTIONS IN FORMAT, DESIGN, OR ACTIVITY WILL BE CONSIDERED.

PERIOD OF SOLICITATION

This RFQ is an on-going solicitation. Interested applicants desiring to be included on the VS List may apply at any time.

SUBMITTAL PROCEDURE

To be considered for the VS List, applicants must submit the original VS Vendor and Services applications and five (5) legible copies of each completed in response to this RFQ.

a) ONE (1) copy must have an original signature and be identified as the original.
b) The remaining FIVE (5) copies may be reproductions of the original.

The VS application must be signed by an appropriate official who is authorized to submit the application for the responding agency.

Completed applications should be submitted to: Lorena Correa, WDA III
Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815
Lorena.Correa@seta.net

Questions regarding the RFQ and/or the submission process should be directed to Lorena Correa at (916) 274-6390.

SELECTION/EVALUATION PROCEDURE AND CRITERIA

Applications will be evaluated as they are received. Evaluations will be conducted by a qualified evaluation team. Applicants may be contacted, in writing, within 15 days of application submission to answer questions or provide clarification to the evaluation team. Staff recommendations will be submitted to the SETA Governing Board within 45 days of submission.

In order to assist the SETA Governing Board in approving vendors for the VS List, staff will evaluate each application and provide them with the results of their evaluations in the form of staff recommendations. The

SETA staff recommendations will be based upon an evaluation of each application submitted. Staff recommendations are advisory only.

The following is a summary of the evaluation criteria:

Provider Management/Capabilities

Adequacy/description of the history and experience of the applicant, the organizational structure, facilities, internal fiscal controls, and internal evaluation and monitoring systems. Comparison of experience and internal controls to other agencies currently on SETA's VS List. Demonstrated ability to administer and manage a fee-for-service activity.

Service/Design of Activity

Adequacy/description of proposed VS service, including the overall design of the activity and, if applicable, the curriculum or outline.

Service Goals/Outcomes/Benchmarks

Adequacy/description of anticipated outcomes and/or benchmarks.

Reasonableness of Cost

Comparison will be made of proposed cost to the historical cost of vendors with similar activities.

PUBLIC MEETING

Staff will review applications submitted in response to this RFQ and make recommendations to the SETA Governing Board to add successful applicants to the VS List. Applicants will be notified of the date of the Governing Board meeting and can access the staff recommendations at least seven (7) days prior to the Governing Board meeting in which the recommendation will be presented (see Governing Board meeting calendar at www.seta.net).

SETA adheres to the provisions of 54954.2 and 54954.3 of the California Government Code, generally known as the Brown Act. Members of the public may address the SETA Governing Board on any matter under its jurisdiction.

PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFQ shall be submitted in writing, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The written protest must be delivered to the Clerk of the Boards at SETA within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFQ shall be eligible for any remedy.

Any applicant desiring to protest a determination concerning this RFQ or the recommendation of SETA staff, must file a protest, in writing, with the SETA Governing Board no later than five (5) calendar days following release of the staff recommendation. The SETA Governing Board shall resolve any protest based upon the written protest and any oral and written response thereto provided by SETA staff before, or in conjunction with, the Board's consideration of the application and the staff recommendation. Any SETA Governing Board resolution of the protest shall be deemed final.

LIMITATIONS

SETA shall not pay for any costs incurred by the applicant agency in the completion of the VS Vendor and Services Applications. Submission of VS applications does not, in any way, obligate SETA to award a contract.

SETA reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ, if it is in the best interest of SETA to do so.

SETA may require successful applicants to participate in contract negotiations and to submit additional activity content and structure or financial information as a result of negotiations prior to contract finalization. SETA shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFQ process.

MODIFICATION OF CONTRACTS

Any contract awarded pursuant to this RFQ may be unilaterally modified by SETA upon written notice to the contractor under the following circumstances:

a) Contractor fails to meet performance and service expectations set forth in the contract, or
b) The Federal, State, or local government increases, reduces or withdraws funds allocated to SETA, which impact services solicited under this RFQ, or
c) There is a change in Federal or State legislation and/or their regulations, local laws, or applicable SETA policies or procedures.

VENDOR SERVICES (VS)

Services solicited through this RFQ are those that will enhance the services provided to eligible adults, youth, and children (ages 0-5) and their families. Applicants approved for inclusion on the VS List must demonstrate that the services proposed are justified and will integrate, when appropriate, with the Sacramento Works America's Job Center (SWJC) services, adult and youth programs, programs for children and their families, and/or other programs funded by SETA.

All VS applicants must, when appropriate, collaborate with and support the established partnerships of SETA's adult, youth, and child development programs. Applicants should align their services with the following applicable goals:

- Streamline the provision of services to the community;
- Work together with partners on a long-term basis for the good of the community;
- Provide continuous improvement in all services and functions;
- Ensure services encourage customers to compete in the local economy;
- Recognize and respond to age and developmental needs of youth and children (ages 0-5);
- Support the positive development of customers to become productive, caring and civic-minded individuals;
- Maintain high customer satisfaction.

All activities must comply with SETA policy, which could include SETA WIA Directives. All SETA WIA Directives are available at SETA's website: www.seta.net.

Allowable Activities:

Workforce Development Services -

- Alternative Secondary School Services
- Business Development and Process Improvement
- Comprehensive Guidance and Counseling
- Computer/Technology Literacy
- Entrepreneurial Skills
- Expungement/Legal Assistance
- Financial Literacy/Planning
- Foreign Transcript Evaluation Information
- Informational/Self-Help Workshops
- In-Service Training
- Interpretation/Translation Assistance
- Job Readiness/Pre-Employment Skills Training
- Job Retention Skills/Life Skills/Success Skills
- Leadership Development Opportunities
- Literacy
- Mentoring
- Secondary School Completion Services
- Vocational Assessment

a) Alternative Secondary School Services

Activities directed toward the completion of a high school diploma or its equivalent. This element is generally more appropriate for older youth.

b) Business Development and Process Improvement

Business Development and Business Process Improvement provides services to prospective and current business owners to develop new businesses, strengthen existing businesses, or avert layoff or business closure. Services may include:

- Diagnosing/assessing business opportunities and challenges.
- Consultation on business process improvement planning, including formulating strategies for financial, marketing, and planning improvements, implementing quality management systems, strategies for new product development and diversification of existing products, and implementation of technology to improve efficiency and business performance.
- Implementation of systems to improve efficiencies in financial management, organizational development, marketing, human resources management and information systems management.
- Consultation on meeting licensing and regulatory requirements.

c) Comprehensive Guidance and Counseling

Counseling services may be provided on an individual and/or group workshop basis and must be designed to address specific barriers that inhibit customers from participating in SETA program services. Services may include, but are not limited to, career and academic counseling, drug and alcohol abuse counseling, and mental health counseling Respondents may propose individual and group rates on an hourly basis. Counseling must be provided by staff that possess industry-recognized licensing/credentials or qualified therapists, as applicable.

d) Computer/Technology Literacy

Computer/Technology Literacy provides instruction in computer and technology skills to develop the skills that will provide the ability to understand basic computer terminology and parts, including how to operate a computer and perform tasks. Instruction provided includes, but is not limited to:

- Keyboarding, navigation and using a mouse
- Basic word processing, spreadsheet and other office-relate software
- Web Browser basics and internet
- E-mail usage

e) Entrepreneurial Skills

Entrepreneurial skills training provides the basics of starting and operating a small business, and is generally more appropriate for youth. Training must develop the skills associated with entrepreneurship. Such skills include, but are not limited to, the ability to:

- Take initiative
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option;
- Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education activities often guide youth through the development of a business plan and may also include simulations of business start-up and operation.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development activities go beyond entrepreneurship

education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.

- Experiential activities that provide youth with experience in the day-to-day operation of a business. These activities may involve the development of a youth-run business for which young people participate in the work and management. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

f) Expungement/Legal Assistance

Expungement/Legal Assistance provides services to individuals with criminal histories, records and/or legal issues that impede progress through SETA program services, employment, and/or inhibit progress toward self-sufficiency. These issues may include divorce, legal separation, restraining orders, child support, child custody, tenant/landlord evictions and lawsuits, etc.

g) Financial Literacy/Planning

Financial Literacy/Planning assists participants in gaining the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability. Services are intended to assist participants succeed in obtaining/retaining employment and attaining self-sufficiency. Completion of financial aid or Pell Grant paperwork is not allowable and billable as a VS service.

Financial literacy/planning services may include, but are not limited to, activities that:

- Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions;
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report, how to correct inaccuracies and how to improve or maintain good credit;
- Support participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
- Educate participants about identity theft and ways to minimize risk, how to resolve cases of identity theft and understand their rights and protections related to personal identity and financial data;
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice that enable money management and savings; and,
- Support activities that address the particular financial literacy needs of non-English speakers, including providing support through the development and distribution of multilingual financial literacy and education materials.

h) Foreign Transcript Evaluation Information

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents. A foreign transcript evaluation is required any time foreign course work is used to meet minimum qualifications and/or salary placement even if the foreign transcript has been accepted by a college or university in the United States.

i) Informational/Self-Help Workshops

These workshops provide customers with information that will help reduce barriers to employment. Examples include workshops on personal legal advocacy, financial/life planning, drug and alcohol prevention and familial/marital issues. Services may also include workshops targeting groups with special needs to assist them in navigating the Job Center system and accessing SETA service providers.

j) **In-Service Training**

In-service Training provides training to SETA/Sacramento Works Inc. (SWI) staff, partners, and/or service provider staff to enhance their skills and abilities in serving customers, or Head Start children and their families, and/or to increase their effectiveness in their jobs.

In-service Training is provided at the request of SETA/SWI management or SETA service providers. All In-service Training is subject to prior approval by SETA management and includes, but is not limited to, the following topics:

- Cultural diversity
- Occupational barriers
- Safety in the workplace
- Conflict resolution
- Organizational development
- Supervisor training
- Personnel/Human Resource Management
- Management Information Systems Development
- Computer skills
- Writing skills
- Case management

Services may be requested for individuals or groups. Services may be provided at a workshop rate, and/or to individuals at an hourly rate. Services are offered for the purpose of addressing the barriers and/or special needs of SETA's customers.

k) **Interpretation/Translation Assistance**

Interpretation/Translation Assistance provides services to individuals who are Limited-English Proficient and/or individuals with disabilities to allow access to SETA program services. This assistance may also include sign language interpreters for the deaf and hearing impaired.

l) **Job Readiness/Pre-Employment Skills Instruction**

Job Readiness/Pre-Employment Skills Instruction is short-term instruction to individuals who are in need of preparation prior to entering employment and/or training services. Activities may include the development of work habits, retention skills, life skills, introduction to a demand industry, safety, use of industry-specific tools and terms, field trips and/or workshops by industry experts and job search skills.

m) **Job Retention Skills/Life Skills/Success Skills**

Job Retention Skills provides services to individuals who have not attained self-sufficiency and need assistance coping with post-employment or life issues, or need information on resources available to employed workers.

n) **Leadership Development Opportunities**

Leadership development opportunities are generally more appropriate for youth and encourage responsibility, confidence, employability, self-determination and other positive social behaviors such as:

- Exposure to post-secondary educational possibilities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities and problem solving;

- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community;
- Other leadership activities that place youth in a leadership role, such as serving on youth leadership committees.

o) Literacy

Activities directed toward overcoming language and educational barriers of underprepared job seekers and allowing successful transition to postsecondary education, training or employment. Literacy activities include the following:

- **Vocational English as a Second Language (VESL)** curriculum must integrate job search and vocational skills. Curriculum must provide customers the basic knowledge of vocational English that is necessary to obtain a job and may include, but is not limited to, a review of American work ethics, employment seeking techniques and strategies, identifying employers, review of employer expectations, employer/employee rights, resume preparation, job interviewing, vocational terminology, use of tools and equipment, and safety procedures. Curriculum may be offered as beginner, intermediate and advanced classes to meet the needs of different levels of learners. Instructors of VESL are required to hold a current valid California Teaching Credential in academic subjects.

- **Adult Basic Education (ABE)** develops skills in reading, writing, math, speaking/listening in English, GED and Adult High School preparation and computer literacy in a contextual environment where academics are blended with career technical education. It is designed to provide educational opportunities for individuals who need assistance in acquiring and improving their literary skills to be successful in postsecondary education, training and employment. Instructors of ABE are required to hold a current valid California Teaching Credential for academic subjects.

- **GED Preparation** consists of five subjects: social studies, science, reading, mathematics and language arts. GED Preparation services are designed to improve the skills of clients who did not graduate from high school, and assist them in passing the GED battery of tests. Passing the GED provides an opportunity for adults to participate in higher educational programs, as well as more employment opportunities, advanced workplace training and increases income potential. It ensures that the employer's basic reading writing, math and critical thinking skills have been met. Applicant must describe how it will ensure access to the GED exam for its GED Preparation customers.

p) Mentoring

Mentoring is generally more appropriate for youth. Adult mentoring for youth must be a formal relationship between a youth participant and an adult mentor, other than the assigned counseling or case management staff. The mentor will provide structured activities and offer guidance, support, and encouragement to develop the competence and character of the mentee. Mentoring for youth must:

- Last at least 12 months and may take place both during the program and following exit from the youth program;
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- Inlcudes a mentor who is an adult other than the assigned youth case manager;
- May include group mentoring activities and/or mentoring through electronic means, but must also match a youth with an individual mentor with whom the youth interacts on a face-to-face basis;
- May include workplace mentoring where a youth is matched with an employer or employee of a company; and,
 Only utilize mentors that have passed fingerprinting and background checks.

q) Vocational Assessment

Vocational Assessment is an in-depth assessment requiring specialized testing. It evaluates a job seeker's occupational potential in terms of skills, aptitudes and/or interests, utilizing testing instruments. Respondent must describe the specific testing instrument(s) to be administered. Testing instruments must not contain cultural or gender bias. This service must include a formal report of each assessment completed.

Child Development (ages 0-5) and Family Services -

- Education Services
- Dental Health Services
- Health Services
- In-Service Training
- Interpretation/Translation Services
- Mental Health Services
- Nutrition Services
- Safety and Sanitation Services

Special Education Services Pregnant women are eligible for services, appropriate to their needs, offered under Child Development (ages 0-5) and Family Services.

a) Education Services

The Head Start Performance Standards mandate children receive all age appropriate medical/educational screenings and assessments according to local EPSDT guidelines. Services provided may include developmental screenings, behavioral screenings, speech/language screenings, and educational assessments. In addition, classroom management, child observations, English-as-a-Second-Language (ESL) assessments, classroom assessment and evaluation services may be required. Respondents must describe the specific screening/assessment instrument(s) to be administered. Screening/assessment instruments must not contain cultural or gender bias.

b) Dental Health Services

In accordance with the Head Start Performance Standards, Head Start requires annual dental screening and professional dental exams for each child. Dental activities may include: dental screenings provided by professional hygienists or other dental professionals, dental education, professional dental exams, consultation and treatment follow-up.

c) Health Services

The Head Start Performance Standards mandate that children receive all age appropriate medical screenings and assessments according to local Early and Periodic Screening, Diagnosis and Treatment (EPSDT) guidelines. Services provided may include hearing screening, vision screening, blood pressure screening, Tuberculosis screening, lead level assessment, Hemoglobin/Hematocrit, growth assessments. Services may include assessment or follow-up treatment services.

Health services may also include lactation/breast feeding counseling for enrolled pregnant women.

d) In-Service Training

See activity description under Workforce Development Services.

e) Interpretation/Translation Services

Interpretation/Translation assistance provides services to individuals who are Limited-English Proficient and/or individuals with disabilities to allow access to Head Start services. This assistance might include sign language interpreters for the deaf and hearing impaired. Oral and written interpreter and translation services for various languages represented within the population served may also be provided. This service is also offered under Workforce Development Services.

f) Mental Health Services

Clinical and therapeutic mental health interventions will be provided to children with mental health concerns. Activities may include any services associated with the mental health outpatient services or on-site services. Services may include classroom observations, treatment recommendations, treatment, psychology, psychotherapy, play therapy, clinical support, classroom support, training and consultations. Services may also include parenting classes and consultation. This service must be provided by a qualified therapist.

Clinicians may be retained to consult with teaching staff and to work with children in smaller groups or in individual treatment.

g) Nutrition Services

The Head Start Performance Standards mandate programs to provide daily nutritional meals for enrolled children. In addition, programs must provide nutritional provisions for special diets due to medical necessity or religious purposes. Nutritional services may include meal preparation and delivery services; nutritional consultations, special diet development and approval, Registered Dietitian support, consultation and child observation services; and kitchen support services.

h) Safety and Sanitation Services

SETA operates several Early Learning Centers which serve children ages 0-5 years old. Head Start Performance Standards, State Law, Federal Law and Community Care Licensing mandate various regulatory guidelines for operating an early learning center, child care center and/or central kitchen. Services may include: training, observations, consultations and monitoring/evaluation.

i) Special Education Services

Special Education provides intervention services to children who have an Individualized Education Plan (IEP). Services may include activities associated with IEP goals and services. Services are offered for the purpose of addressing barriers or special needs which are not otherwise provided by Local Education Agency (LEA).

Child Development (ages 0-5) and Family Services may be requested for individuals or groups. Services may be provided at a workshop rate, and/or to individuals at an hourly rate. Services are offered for the purpose of addressing the barriers and/or special needs of SETA's customers.

GENERAL INFORMATION/GUIDELINES

If an applicant is approved for SETA's VS List, the successful applicant will receive a Vendor Services Contract Packet for completion. This packet will contain the necessary administrative documents needed for contract completion and outlines SETA's Insurance Requirements. Completion and submission of all required documents (administrative and insurance) and certifications and disclosure will be required prior to contract execution and customer referrals. ***Applicants that are approved for SETA's VS List to provide services to youth under the age of 18 shall be required to secure and maintain Sexual Abuse Liability insurance coverage.***

Services solicited under this RFQ are referral based and must be "fee-for-service" or "pay-for-performance." All services will be provided based on the need of customers with prior approval of case managers and, in some instances, SETA management. Services will be provided in accordance with SETA policy, which may include SETA WIA Directives. In addition, youth services should be developmentally appropriate activities to enhance youth responsibility, goal setting, perseverance and other leadership skills.

Successful applicants may be required to utilize the Sacramento Works America's Job Center Customer Satisfaction Survey and inform customers of this requirement.

SUBCONTRACTING

Subcontracting for specialized, technical portions of VS services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the application any plans to subcontract, identify the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). SETA reserves the right to approve the form and content of all subcontracts.

REPORTING REQUIREMENTS

SETA has established specific reporting processes to administer its programs. These include, but may not be limited to:

a) Management Information Systems (MIS) and/or participant reports requested by SETA and/or DHA; and,
b) Monthly Fiscal Reports.

The details for accomplishing the above will be provided to all successful applicants.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

All organizations and facilities must comply with the 1990 Americans with Disabilities Act (ADA). Under Title III of the Act, all privately operated public accommodations, commercial facilities and private entities offering examinations or training must make their goods and services accessible to persons with disabilities. Any complaints regarding the above should be directed to Ms. Allison Noren at (916) 263-3658.

NONDISCRIMINATION REQUIREMENTS

Successful applicants must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity. Furthermore, successful applicants will ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity.

VENDOR SERVICES (VS)

<u>VENDOR APPLICATION</u>
(Complete One Vendor Application Only)

Applicant Agency Name		IRS Employer Identification Number		
Agency Address		City	State	Zip
Phone	Fax		E-Mail	
Contact Name		Title		
Agency Status: Private Non-Profit: ☐ Private For-Profit ☐ Public Agency ☐ Other (specify): ☐				

<u>Assurances and Certification</u>:

I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained on this application, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this application from the respondent agency to deliver services.

_____
Signature

_____
Typed Name

_____
Date

VENDOR SERVICES (VS)

<u>VENDOR APPLICATION</u>

<u>STATEMENT OF CAPABILITIES</u>

A. **<u>Organizational History, Experience, and Structure</u>**:

1) Describe your organization. Include history, purpose, years of operation, number of staff and services provided to the community.

2) Describe your facility, the geographic neighborhood (including access to mass transit and parking), and the length of time your organization has operated from this location.

3) If applicable, describe the number of classrooms and the dimensions of the classrooms. Include daily and weekly training schedules.

4) Indicate how and where customer records will be maintained and stored, and describe the safeguards that are in place to insure the confidentiality and security of the records.

5) Describe your organization's experience in operating the proposed activity or similar activities. Attach an organization chart (labeled Exhibit A)

B. **<u>Fiscal Controls</u>:**

1) Describe your organization's internal fiscal system, including:

    a) Type of accounting system used;
    b) Which staff member is responsible for the preparation of the fiscal reports;
    c) The internal controls used in your fiscal systems;
    d) How your agency would repay any potential disallowed costs; and,

C. **<u>Internal Evaluation and Monitoring</u>:**

1) Describe the process you will use to evaluate and monitor your staff and services, and formally document the results, including:

    a) Activities reviewed;
    b) Methods that will be used to measure services and outcomes
    c) Data collection method to support measures
    d) Frequency;
    e) Corrective action; and,
    f) Staff assigned to monitor/evaluate.

D. **<u>References</u>**

Applicants who have not received funding from SETA within the past two years of the submitting this application must complete Exhibit A, References, and provide at least three (3) complete references from organizations/agencies (other than SETA), that applicant has had direct involvement with or received funding for the provision of activities for which applicant is applying. The following information for each reference must be included:

- Reference's organization name
- Contact person
- Address, phone number and email address
- Grant period, funding source and/or amount or fees for funded activities
- Description of activities provided

<u>REFERENCES</u>

To be completed by new/non-SETA funded applicants:

References (Agencies/Organizations)	Contact Person, Phone Number and Email Address	Grant Period, Type of Activity(ies) Provided, Funding Source and Amount of Grant or Fees for Activity(ies)

VENDOR SERVICES (VS)

SERVICES APPLICATION

(Please complete a separate Services Application for each activity submitted)

 APPLICANT AGENCY NAME:

 AGENCY ADDRESS:

 PHONE: **FAX:**   **E-MAIL:**

Indicate below the allowable activity that relates to your proposed services:

Workforce Development Services

☐ Alternative Secondary School Services	☐ In-Service Training
☐ Business Development and Business Process Improvement	☐ Interpretation/Translation Assistance
☐ Comprehensive Guidance and Counseling	☐ Job Readiness/Pre-Employment Skills Training
☐ Computer/Technology Literacy	☐ Job Retention Skills/Life Skills/Success Skills
☐ Entrepreneurial Skills Services	☐ Literacy
☐ Expungement/Legal Assistance	☐ Leadership Development Opportunities
☐ Financial Literacy/Planning	☐ Mentoring
☐ Foreign Transcript Evaluation Information	☐ Secondary School Completion Services
☐ Informational/Self-Help Workshops	☐ Vocational Assessment

Child Development (ages 0-5) and Family Services

☐ Education Services	☐ Mental Health Services
☐ Dental Health Services	☐ Nutrition Services
☐ Health Services	☐ Safety and Sanitation Services
☐ In-Service Training	☐ Special Education Services
☐ Interpretation/Translation Services	

SETA reserves the right in its sole discretion, to select the funding source from which to award contracts provided that the activities identified in the application(s) may be funded from that source and categories. Contractors will be required to adhere to the statutes, regulations, or policies applicable to the funding source under which the funding is provided.

VENDOR SERVICES (VS)

<u>SERVICES APPLICATION</u>

1) Please describe the VS service you are proposing, including the overall design of the activity. Attach curriculum, course outline, or other material you plan to use in delivering the proposed service.

2) Please provide responses to the following questions:

   a)   Who is your target customer?

   b)   What are your customers' needs and how will your services meet those needs?

   c)   What geographic area will you serve?

   d)   Where and how will the service be provided? Who are your partners and how will you and your partner(s) coordinate services?

   e)   What are the qualifications, credentials, certifications and experience in providing your service and any staff providing the proposed service?

   f)   If applicable, what is your minimum/maximum group/workshop size?

   g)   What is your individual hourly rate and, if applicable, your group/workshop hourly rate or cost?

   h)   What outcomes will be achieved?

   i)   How will you measure the outcome/success of your service?

   j)   How will customer satisfaction be measured?