



**RIVERSIDE COUNTY  
WORKFORCE DEVELOPMENT BOARD (WDB)  
AND  
ECONOMIC DEVELOPMENT AGENCY (EDA)**

**REQUEST FOR PROPOSAL  
(RFP)**

**Program Years 2006-2009**

**Community College Education Assistance Center**

**Release Date:  
March 17, 2006**

**Date Due:  
April 3, 2006, at 5:00 p.m. PST.**

**Pick-up and Deliver to:  
Workforce Development Center  
1151 Spruce Street  
Riverside, CA 92507  
8 a.m. until 5 p.m., M-F**

**PROPOSALS MUST BE RECEIVED BY THE DUE DATE  
LATE SUBMISSIONS WILL NOT BE ACCEPTED  
U.S. POSTMARK WILL NOT BE ACCEPTED**

**Bidders may download an electronic copy of the RFP at [www.rivcojobs.com](http://www.rivcojobs.com)**

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**A. PROPOSAL OUTLINE**

This Request for Proposal (RFP) is divided into four (4) sections:

**Section I** consists of an outline that provides general information on the Community College Education Assistance Center Services the Workforce Development Board (WDB) is seeking for the Program Years 2006-2009. This section describes general and technical guidelines that must be followed when responding to this RFP.

**Section II** of this RFP includes a coversheet and a series of questions, both specific to the services being requested and open-ended aimed at soliciting information about the proposing agency and its proposed program(s). These questions help facilitate the evaluation of all proposals by providing a uniform structure and a common set of questions all agencies must answer. Please follow the format and reference the question number in your answer.

**Section III** includes questions about the organization and payment schedule forms. They may be computer generated as long as the same format is used. Provide job descriptions for all WIA funded staff. Include name of staff and position within the organization. Denote vacant positions, if appropriate.

**Section IV** Includes Appeals Process.

## **SECTION I**

### **I. INTRODUCTION**

The Riverside County Economic Development Agency (EDA), in cooperation with the Riverside County Workforce Development Board (WDB), have determined a need for an assistance center to facilitate customer friendly services and enrollments of Workforce Development center customers in the community college system. To test the idea, we are releasing this RFP for development of a customer assistance center for job seekers and people seeking career advancement. Services in this RFP are needed to provide group career assessment, career orientation, financial aid information, and general job development for western county residents, which includes residents of the cities of Riverside, Moreno Valley, Perris, Corona, Norco, Mira Loma and close environs. Services requested under this RFP shall be provided in accordance with the Workforce Investment Act (WIA) of 1998 Title I legislation. The Economic Development Agency- Workforce Development Division serves as the Local Workforce Investment Area (LWIA), WIA sub-grant recipient, administrative and fiscal entity for all WIA funds received for Riverside County.

## **II. ELIGIBLE APPLICANTS:**

Only publicly funded educational institutions serving the western Riverside County are eligible to apply.

## **III. PROGRAM COMPONENTS**

The Riverside County Economic Development Agency is looking for a bidder to provide Core Services under the Workforce Investment Act (WIA) System. Most Core Services are focused through the self-service operation of the One-Stop (i.e., Orientation, Intake, Assessment of skills, Job search, placement, counseling, Labor Market Information ( job vacancy listings, job skills requirements, information related to "in demand" occupations, and skills requirements and wage information for such occupations), information on a full array of employment-related services, including information about local education and training service providers and receive help filing claims for unemployment insurance and receive information on federal and state student financial aid. Ability to develop partnership with other entities that may further the goals of this RFP are encouraged.

### **Under this RFP, EDA is looking for the following design:**

- Group career assessment services component must be conducted in a group setting and may include, but are not limited to, an assessment of: occupational skills, work history, interest aptitudes, education, attitudes towards work, family environment, motivation and behavior support service needs and the need for job placement. Various methods could be used to conduct the assessment, including self-paced and self-scored interest or aptitude tests.
- Career orientation component must be customer centered and promote identification of vocational needs and skills, aptitudes, employment barriers, career goals, educational and career options, transferable skills to change jobs or obtain upward movement within a company through entry into the college system.
- Financial aide information component may be provided during the career orientation or it may be posted in the proposed center. The goal is to provide potential college students with available grants, loan and work-study programs. This component may be aligned with current infrastructures that provide similar or additional information to prospective students.
- General job development component must provide job leads, employer information, job connectivity with skills and/or goals, paper and electronic form job leads, connection to job

search databases. The center may develop or use existing job postings boards to provide a public viewing area for interested parties.

#### **IV. PROGRAM PERIOD AND FUNDS AVAILABLE**

The initial period for this WIA program will be July 1, 2006 through June 30, 2007 (12 months). EDA, in cooperation with the Workforce Development Board, may extend this procurement period for up to three (3) years from the expiration of the first program period. Extensions shall be granted only upon satisfactory performance of the bidder during the initial term, and is subject to additional WIA funding allocations received by EDA. The amount of funding available for the initial period shall be \$200,000.

#### **V. TARGET POPULATION**

Residents of Western Riverside County as defined in Section I

#### **VI. TIMELINE**

RFP Release Date	March 17, 2006
Proposal Due Date	April 3, 2006
WDB Executive Committee Review	April 12, 2006
Board of Supervisors Approval	May 2, 2006
Notification of Funding	May 3, 2006
Program Start Date	July 1, 2006
Program End Date	June 30, 2007

#### **VII. PROPOSAL REQUIREMENTS**

Proposals must include:

- A. A description of the proposed services.
- B. A detailed description of staffing levels, job descriptions and qualifications of program staff.
- C. A brief statement of the organization's history.

#### **VIII. PROPOSAL REVIEW PROCESS**

The proposal review process will include the following steps:

- A. EDA staff will use standardized evaluation criterion to review all proposals.
- B. If necessary, EDA staff may conduct a site visit to determine the organization's ability to deliver proposed services.
- C. Based on the evaluation conducted, EDA staff will make funding recommendations to the Executive Committee of the Workforce Development Board.
- D. Final funding recommendations will be forwarded to the Riverside County Board of Supervisors for approval.

**Note: The Workforce Development Board reserves the right to reject any or all bids.**

#### **IX. RFP EVALUATION CRITERIA**

EDA has developed the following criteria to select Bidders to provide a Community College Education Assistance Center:

Organizational Description-30 maximum points

1. Agency History-10 points
2. Personnel Management-10 points
3. Other Administrative Functions-10 points

Program Description-70 maximum points

1. Career Orientation-25 points
2. Group Career Assessment-25 points
3. Financial Aid-5 points
4. General Job Development-15 points

## **X. APPEAL PROCESS**

A Bidder's proposal which is not funded or who feels the proposal did not receive a fair, adequate and equitable review has the right to appeal the decision by following the EDA appeal procedures.

**Note: A copy of appeal procedures is attached to this RFP.**

## **XI. SUBMISSION REQUIREMENTS**

- A. Proposals must be **received** no later than 5:00 p.m. PST., on Monday, April 3, 2006.  
**LATE PROPOSALS WILL NOT BE ACCEPTED.**

Hand Deliver proposals or mail by the deadline to:

Workforce Development Center @ Riverside  
1151 Spruce Street  
Riverside, CA 92507  
Attn: Planning & Development Unit

- B. Proposals must be typewritten on 8 ½ X 11 white paper and with 12-point font.  
C. Three (3) copies are required of which one (1) must have an original signature of the person(s) that legally represent the organization.  
D. Support letters from the Riverside County Board of Supervisors or Workforce Development Board are strictly prohibited.

## **XII. PROGRAMMATIC CONTROLS**

Programmatic controls will be instituted by the Bidder to ensure:

- A. Reports and/or documents contain complete and correct information.
- B. Existing Management Information System (MIS) or ability to implement a comprehensive MIS tracking system to track customer data.
- C. Ability to properly use and maintain the required customer tracking SMARTware system.
- D. Discrepancies in reports and/or documents are to be resolved in a timely manner as prescribed by the EDA WIA program.
- E. Bidders must submit all billing information/invoices in a timely manner as specified by the EDA Fiscal Unit. Late billings may be rejected, and cost may be disallowed.
- F. Yearly monitoring.

## **XIII. CONTRACTUAL REQUIREMENTS**

In order to contract for WIA funds, an agency must meet the following requirements:

- A. Be legally capable of entering into a contract and able to provide proof of administrative ability in administering programs.
- B. Be able to start up proposed services within 30 days from the execution of the contract.
- C. Be an Equal Employment Opportunity (EEO) employer. If selected for funding, an agency will be required to meet EEO requirements.
- D. Comply with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990.
- E. Be able to meet insurance requirements:
  - 1. Worker's Compensation - as required by State Law.
  - 2. Comprehensive General Liability - in an amount no less than one million dollars (\$1,000,000) Combined Single Limit for bodily injury and property damage.
  - 3. The County, its Officers, Employees, Agents and the Workforce Development Board of Riverside County are to be covered as insured.
  - 4. Notice of Cancellation - Each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to EDA.
  - 5. If self-insured, a statement from the Community College must be submitted during contract execution.
  - 6. Comply with WIA law regulations
  - 7. Comply with Cost Principles for Educational Institutions Circular A-21

#### **XIV. RECORDS MANAGEMENT**

- A. All records shall be made available to EDA for auditing on an as-needed basis.
- B. The Bidder will comply with the federal, State of California and EDA policies and procedures.

## **SECTION II**

# RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY

## COMMUNITY COLLEGE EDUCATION ASSISTANCE CENTER

### PROPOSAL COVERSHEET

Legal Name of Agency: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_ Title \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Proposed Services:**

**Funds requested:**

**Brief summary of proposed services:**

The applicant certifies that the information in this proposal is correct to the best of their knowledge and belief and that the submittal of this proposal has been duly authorized.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Additional Authorized Representative

\_\_\_\_\_  
Date

➤ **ORGANIZATIONAL DESCRIPTION-30 points maximum**

1. **Agency History-10 points**

- a. Has your organization provided services as outlined in the RFP in the last two (2) years for disadvantaged, targeted populations? If yes, please describe your experience. If no, what experience will enable you to provide the proposed services?

**2. Personnel Management-10 points**

- a. Identify the staffing needs for the proposed services, specifying the number of staff in each classification.
- b. Complete a job description for each staff classification, identifying duties, education, experience, and responsibilities.
- c. Provide an organizational chart that includes all staff involved with operating the proposed services.

**3. Other Administrative Functions-10 points**

- a. Describe your experience in tracking customer data and mechanisms utilized.
- b. Describe the methods for internal oversight to ensure quantitative and/or qualitative goals and objectives will be met.
- c. Identify the headquarters, site(s) and location(s) of the project activities. Detail availability of public transportation and parking for customers. Are assessment services easily mobile to accommodate customers who are disabled or lack transportation? If not, how do you plan to accommodate this population and meet the Americans with Disabilities Act (ADA)?
- d. Describe your experience in developing partnerships with public and community-based organizations.

➤ **PROGRAM DESCRIPTION-70 pts**

**1. Career Orientation-25 points**

- a. Describe how the career orientation model will include and incorporate some of following topics:

Introduction to educational options, majors, and programs services, assistance with resources, an orientation to college life, study skills, student rights responsibilities, graduation and transfer requirements interpretation of probation policies, admission procedures, requirements for majors, student academic, support services, transitional issues, exploration of values, interests and abilities, life problem-solving and self management skills, changes that occur over the life span, self-assessment including identifying one's skills and matching personality with work.

- b. Describe how the information attained will enable students to make informed choices on majors, four year institutions and in academic planning.
- c. Describe the type of information that will be designed for students seeking

direction about a career transition.

- d. Describe what methods and/or tools will be used in career investigation and exploration of career options, decision making, and goal setting include time management, test taking and study techniques.
- e. Identify the staff person who is responsible for the orientations as well as the amount of time necessary to facilitate the orientation, and indicate how customers are scheduled.
- f. Describe what activities would be utilized to identify personal and employment goals: (i.e., family situation; education; work history; occupational interests; attitude toward work; motivation; behavior patterns affect employment potential and financial situation).
- g. Describe your referral mechanism in place to refer people to community organizations, public nonprofit organizations.
- h. Describe the process of how services will be provided to WIA customers? (i.e., days, locations and times).
- i. Describe methods for coordinating outreach activities with the local Workforce investment Act one-stop?

**2. Group Career Assessment-25 points.**

- a. Describe the total number of years experience administering group career assessment services.
- b. Describe the Career Assessment tools and methods you will utilize to assist customers in choosing the most suitable career path.
- c. Describe the method(s) and indicators you will use to conduct a comprehensive career assessment in a group setting.
- d. Describe the schedule of availability to offer a tailored group career assessment workshop.
- e. Describe the amount of time in days or hours that will be needed to complete the assessment.
- f. Describe the length of time to complete assessment, formulate and prepare an evaluative analysis.
- g. Describe how results can provide direction to customer training plans.
- h. Describe how students will use standardized tests and career inventories to identify interests, values, abilities and short and long range goals

- i. Describe the process for identifying current labor market information focusing on occupational trends.

**3. Financial Aid Information-5 points**

- a. Describe the methods for providing the general public with federal and state financial aid information.
- b. Describe your experience in providing the financial aid information in a group setting for the general public.

**4. General Job Development-15 points**

- a. Describe methods to be used in providing customers with instruction in targeting and acquiring a job. Topics will include job search strategies, including resume writing and interview skills.
- b. Describe what methods and/or tools will be used in career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will be addressed include time management, test taking and study techniques.
- c. Describe your experience in providing universal access via a computer lab, electronic software for core services outlined under this RFP.

### **SECTION III**

#### **➤ DRUG-FREE WORKPLACE CERTIFICATION**

AGENCY NAME
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The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
  - a. The dangers of drug abuse in the workplace,
  - b. The person's or agency's policy of maintaining a drug-free workplace,
  - c. Any available counseling, rehabilitation, and employee assistance programs, and
  - d. Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed contract or grant:
  - a. Will receive a copy of the agency's drug-free policy statement, and
  - b. Will agree to abide by the terms of the company's statement, as a condition of employment on the contract or grant.

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#### **CERTIFICATION**

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I, the official named below, hereby swear that I am duly authorized legally to bind the agency to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

**OFFICIAL'S NAME**

**DATE EXECUTED**

**EXECUTED IN COUNTY OF**

**AGENCY REPRESENTATIVE**

**TITLE**

**FEDERAL I.D. NUMBER**

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➤ **DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS CERTIFICATION**

1. By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the U.S. Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A customer in a covered transaction may rely upon a certification of a prospective customer in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A customer may decide the method and frequency by which it determines the eligibility of its principals.

*This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Customers' responsibilities.*

The prospective recipient of federal assistance funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective customer shall attach an explanation to this proposal.

<b>Agency</b>	<b>Name and Title of Authorized Representative</b>
<b>Signature:</b>	<b>Date:</b>

➤ **CERTIFICATION REGARDING LOBBYING**

The following certification is specifically incorporated into any proposal or bid the Bidder has submitted, is submitting or may submit in the future to EDA, with or without incorporation by reference in the solicitation; regardless of whether such solicitation is issued by public notice or other means; and regardless of whether such solicitation is presented in writing, orally, electronically, or by other means.

**If you are unable to certify as follows, this application will be rejected.**

**CERTIFICATION**

The Bidder certifies that -

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Bidder, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person or influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report lobbying," in accordance with its instructions.
- C. The Bidder shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants and contracts under grants, loaned, and cooperative agreements) and that all Bidders shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U. S. Code § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<b>Agency</b>	<b>Name and Title of Authorized Representative</b>
<b>Signature:</b>	<b>Date:</b>

➤ **AFFIDAVIT OF NON-COLLUSION**

The following certification is specifically incorporated into any proposal or bid the Bidder has submitted, is submitting or may submit in the future to EDA, with or without incorporation by reference in the solicitation; regardless of whether such solicitation is issued by public notice or other means; and regardless of whether such solicitation is presented in writing, orally, electronically, or by other means.

As used in the affidavit, the term "Proposer" shall mean the Bidder herein and shall include the term "bidder" used elsewhere in procurement notices, policies, procedures, and other issuances of Riverside County EDA.

***AFFIDAVIT***

The Proposer, or its duly authorized representative, does depose, say, and declare that this proposal is genuine and not a sham or collusion, not made in the interests or on behalf of any person or entity not herein named, and that the Proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the Proposer has not, in any manner, sought by collusion to secure for itself an advantage over proposer.

The Bidder, if an individual, or the Bidder's authorized representative executing this application, declares, under penalty of perjury under the laws of the United States and the laws of the State of California that this certification is true and correct.

<b>Agency</b>	<b>Name and Title of Authorized Representative</b>
<b>Signature:</b>	<b>Date:</b>

➤ **JOB DESCRIPTION FOR WIA FUNDED STAFF**

*Prepare a job description for each proposed staff position to be funded by WIA, including managerial, supervisory, instructional, job development, and counseling.*

AGENCY: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

Directly Responsible to: \_\_\_\_\_

General Statement of Duties:

Education and Qualifications:

WIA Knowledge, Skills and Abilities:

Responsibilities:

➤ **BUDGET PLAN/BUDGET DETAIL**

<b>PART 1 BUDGET PLAN</b>	
A. Staff Salaries	
C. Staff Benefits	
D. Staff Benefit Rate (percent)_____%	
E. Staff Travel	
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audits, etc.)	
G. Lease	
H. Consumable Materials	
I. Supportive/Job Retention Services	
J. Other (describe):	
<b>K. Total Funding Request</b>	

**NOTE: BIDDER MUST ATTACH A DETAIL PAGE IDENTIFY THE STAFF PERSON, TITLE, HOURLY WAGE, % OF TIME DEDICATED TO THE PROJEOCT.**

**SECTION IV.**

APPEALS PROCESS