

**Date:** Wednesday, November 16, 2016  
**To:** Qualified Organizations and Individual Consultants  
**Subject:** Opportunity Youth Collaborative Consultant

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## **REQUEST FOR QUOTE**

The San Diego Workforce Partnership (SDWP) is looking for a partner with the necessary expertise, relationships, and collaborative approach to convene, connect, and empower a network of service providers funded by SDWP and to include other partners, systems, and service providers to create a common network to serve all 53,000 opportunity youth in San Diego through the CONNECT2Careers (C2C) collaborative.

Submissions will be accepted via email at [SaraFox@workforce.org](mailto:SaraFox@workforce.org) up until November 30, 2016 at 11:59 PST.

## **ORGANIZATIONAL OVERVIEW**

SDWP is a 501(c)(3) tax-exempt organization chartered by the County and the City of San Diego to fund job training programs in the San Diego region. For additional information, please visit [www.workforce.org](http://www.workforce.org).

## **BACKGROUND**

There are 53,000 16-24 years olds disconnected from employment and education in San Diego County. Youth unemployment is 20% county-wide and as high as 40% in underserved neighborhoods and zip codes across the County. A disproportionate number of these disconnected youth and young adults, known as Opportunity Youth, are from San Diego's low-income communities.

Through a network of funded service providers and SDWP's C2C program, SDWP currently serves approximately 5,000 16-24 year olds per year. While on balance these programs are doing well, we recognize that we are serving less than 10% of the Opportunity Youth in San Diego County.

We are limited in the number of programs we can fund; to have stronger collective impact we want to connect others to the mission through a collaborative effort with the following key tenets:

1. Youth voice is at the center of our collaborative work
2. Individual programs are not enough; system solutions are needed

3. Data-informed learning, training, and sharing is critical to understanding and increasing impact
4. No one person or organization has all the answers; good ideas, practices, and innovations come from youth and young adults, parents, service providers, funders, and other partners with multiple perspectives.

SDWP staff have led monthly provider meetings for many years to discuss training needs and operational elements of federally-funded youth workforce development programs. Through this RFQ, SDWP is looking to expand these conversations to include new partners, new resources, and a collective vision and operational plan to “flip the script” for the 53,000 opportunity youth in San Diego.

## **DELIVERABLES**

- A. Lead monthly calls with youth service providers that focus on resource alignment, new partnership, better referral/co-enrollment systems across systems and programs, and best practice sharing.
- B. Work closely with SDWP staff to plan, convene, and lead quarterly collaborative meetings for all youth providers. Quarterly meetings will be held in North, South, East, and Metro regions.
- C. Add at least 5 new youth serving organizations to the learning community each quarter.
- D. Ensure all youth serving organizations in the C2C collaborative are:
  - Attending monthly calls and quarterly meetings;
  - Access services/job leads by co-enrolling youth and young adults ages 16-24 in C2C (c2csd.org);
  - Engaging with the CONNECT2Careers business services lead to follow up on job and work experience leads; and
  - Participating in other collaborative efforts.
- E. Taking lead support role while working closely with SDWP staff to design, plan, and execute SDWP’s first “Flip the Script” conference on April 13, 2017 at the Jacobs Center for Neighborhood Innovation. Activities may include, but are not limited to:
  - Coordinating speaker/presenter recruitment
  - Event logistics pre-conference, day of, and post-conference
  - Measuring customer satisfaction
  - Supporting RSVPs, invitee list, name badges
  - Managing stakeholder engagement and feedback

- F. Monthly report that includes activities, milestones, number of new youth serving organizations added to the collaborative, new resources (financial and in-kind) available to youth and young adults through the collaborative, and other key updates.

## **PROJECT TIMELINE**

The planned term of service will be from 1/1/2017 through 6/30/2017, with the option to extend the agreement at SDWP's discretion for three additional one-year periods.

## **SUBMITTAL SCHEDULE**

11/16/2016 - RFQ Release

11/30/16 - RFQ Responses Due 11:59 PST to [Sarafox@workforce.org](mailto:Sarafox@workforce.org)

12/16/16 - Bidders Notified of Selection

1/1/2016 - Contract Start

## **QUOTE FORMAT**

Bidders must submit the following information:

- Name and contact information of the bidder
- SSN or tax ID
- Approach to accomplishing the above deliverables
- Experience/expertise related to the scope of work
- Risks and challenges
- Timeline/work plan
- Budget\* broken down by:
  - Deliverables (A-F) listed above
  - Hourly rate

\*Budget for this 6-month project (January 1, 2017 – June 30, 2017) will not exceed \$25,000. Additional funds may be allocated if the contract is extended beyond June 30, 2016.

## **EX-PARTE COMMUNICATION**

All inquiries must be emailed directly to Sara Fox at ([sarafox@workforce.org](mailto:sarafox@workforce.org)). No phone calls will be accepted. Respondents are strictly prohibited from contacting other SDWP staff or members with questions about this procurement other than through the email provided above.

## **SELECTION**

Selection will be based on the approach, demonstrated expertise, demonstrated ability to collaborate and connect with multiple stakeholder groups with multiple viewpoints, and budget.

## **LIMITATIONS**

### *Right to Cancel*

SDWP reserves the right to cancel all or part of this Request for Quote at any time without prior notice. This Request for Quote does not commit SDWP to award a contract or to pay any cost incurred in the preparation of a response to the solicitation. SDWP reserves the right to reject any and all quotes, to accept or reject any or all items in the quotes, and to award the contract in whole or in part as deemed to be in the best interest of SDWP. SDWP reserves the right to negotiate with any bidder after the quote(s) are reviewed, if such action is deemed to be in the best interest of SDWP. Such negotiation should not be viewed by any bidder as an indication of contract award.

SDWP reserves the right to delay, amend, or reissue the RFQ at any time.