



Date: Monday, July 13, 2015

To: Interested Organizations and Consultants

From: Nicole Murphy, Manager of Special Projects

Subject: Request for Quotes (RFQ) - Individual Placement and Support (IPS) Training and Fidelity Consultant

REQUEST FOR QUOTE - PROFESSIONAL SERVICES

The San Diego Workforce Partnership (SDWP) requests quotes from consultants or organizations to provide expertise, training, and fidelity review on the Individual Placement and Support (IPS) model. SDWP is seeking a consultant with background and expertise in behavioral health, supported employment, and the IPS fidelity review process. Consultants with experience in the following areas are encouraged to submit a quote: 1) treatment of mental health and substance use disorders; 2) vocational rehabilitation; and/or 3) supported employment programs.

The budget for this project must not exceed \$32,875.

Attachments to this RFQ:

- A. Conflict of Interest Disclosure Form

ORGANIZATIONAL OVERVIEW

San Diego Workforce Partnership (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. The organization's primary funding is allocated by the Department of Labor under the provisions of the Workforce Investment Opportunities Act (WIOA).

SDWP serves as a source of information on the region's current and projected labor market. Research specialists analyze workforce needs and trends in San Diego County, offering jobseekers, employers, educators, trainers, and researchers data on topics such as wages and salaries, occupational projections, employment statistics, and San Diego County's economy.

The organization's mission is to empower job seekers to meet the current and future workforce needs of employers in San Diego County. The vision of SDWP is that every

business in our region has access to a skilled workforce and every job seeker has access to meaningful employment. Our community will view us as the leader for innovative workforce solutions, which add great value to our region.

For additional information on SDWP, please visit www.workforce.org.

BACKGROUND

In September of 2014, SDWP was awarded a Workforce Innovation Fund (WIF) grant from the Department of Labor (DOL). The funds will be used to implement the evidence-based IPS model within the public workforce system, serving 500 families over a three-year period. The program will serve TANF recipients and other low-income individuals with disabilities.

The program, called Breaking Barriers in San Diego (BBSD), will be operated through the America's Job Centers of California (AJCC) and will begin serving participants in the fall of 2015. AJCC staff will provide IPS supported employment services to 500 individuals in the Metro, East, South and North Regions of San Diego County starting in the late Fall 2015. SDWP seeks the consulting services of an IPS expert in order to ensure our network is trained and prepared to implement IPS, and assess the fidelity to the IPS model during service delivery.

SCOPE OF WORK

1.0 Individualized Placement and Support (IPS) training (October 2015-September 2018)

The selected consultant will provide the following training services to SDWP staff, AJCC managers and staff, and other partner staff funded through the Department of Rehabilitation and the County Health and Human Services Department:

- Develop IPS training curriculum and manual
- Develop a plan and timeline to provide IPS training to all project staff and partners
- Deliver at least 6 IPS training sessions for project staff across the County
- Training summary report that includes total training attendees, assessment of system strengths related to IPS, areas needing continued training, and other observations and key themes of training sessions.

2.0 Fidelity Review (October 2015-September 2018)

The selected consultant will lead the fidelity review process throughout the project, which includes:

- Conduct implementation visits to each region (North, South, East and Metro) to observe early program operations;
- Meet with project staff to explain what to expect during the fidelity review process;
- Develop a fidelity review schedule for each region (North, South, East, Metro);
- Conduct at least four fidelity reviews at each region operating an IPS program starting in June 2016 ending no later than June 2018 (for a total of sixteen site visits);
- Provide written reports of fidelity scoring and analysis, by region, to project staff; and
- Facilitate debriefs with project staff after fidelity reviews.

3.0 Communication with Partners and Stakeholders (Ongoing)

- Present results of fidelity review and training summary to the BBSD advisory committee as needed;
- Share and communicate fidelity findings and other relevant information with MDRC, the third-party evaluator for the BBSD project; and
- Participate in statewide and national meetings/conferences as mutually agreed upon with SDWP.

BUDGET]

The budget for this project must not exceed \$32,875.

[SUBMITTAL SCHEDULE

- | | |
|--|-----------------|
| • RFQ Release Date: | July 13, 2015 |
| • RFQ Responses Due (electronic copy via email): | August 7, 2015 |
| Final Selection Date: | August 12, 2015 |

] QUOTE FORMAT

Bidders need to submit the following information:

1. Cover page (1 page)

- i. Bidder Contact Information
- ii. Social Security Number or Tax Identification

iii. Authorized signature

2. Project Design – no more than 5 pages

- i. Qualifications and experience of consultant/project team
- ii. Approach to accomplishing scope of work

3. Project Budget

- i. Proposed hourly rate (budget not to exceed \$32,875). Be specific if different rates are charged for different staff or activities.

4. References (1 page)

- i. Name, Phone, Email and Organization of a reference for similar project

5. Conflict of Interest Disclosure Form- Attachment A

- i. Required of all bidders, even if a conflict does not exist.

Formatting Requirements

- Font size: 12 point
- Font: Times New Roman
- Spacing: Double Spaced
- Margins: At least 1 inch
- Pages: Single-sided
- Language: English
- File Name(s): IPS Consultant [name of bidder]

EX-PARTE COMMUNICATION

All inquiries must be e-mailed. No phone calls will be accepted.

- Contact: Nicole Murphy at nicolemurphy@workforce.org
- Subject line: RFQ IPS Consultant [name of bidder]

Bidders are advised that no other SDWP individuals are to be contacted in this regard. No other sources of responses or clarification are considered valid.

Bidders are strictly prohibited from contacting members of the San Diego Workforce Partnership Board, Workforce Investment Board, San Diego Consortium Policy Board, Adults Programs Committee, Youth Council or SDWP staff.

SELECTION

Quotes will be scored based on the following criteria:

- Experience and qualifications (50 points)

- Approach to accomplishing project scope (40 points)
- Budget and cost reasonableness (10 points)]

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.

COOLING OFF PERIOD

SDWP, the WIB and the Policy Board shall not approve or contract with, and shall reject any bid or proposal submitted by, an individual or entity who within the preceding twelve (12) months, was themselves or employs anyone who:

1. Is a current, dismissed, separated, or formerly employed person of SDWP, and
 - a. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or
 - c. Is an owner, officer, principal, partner, or major shareholder of the proposed Sub-recipient.

This prohibition will apply to any qualified person(s) leaving the employ of SDWP, and will apply at all times during the twelve-month period beginning on the date the person left the employment of SDWP, and will apply to any procurement issued or contract executed within that twelve-month period. Potential Respondents must detail any Cooling Off Period disclosures on the **Conflict of Interest Disclosure Form (Attachment A)**. The Policy Board may, upon a showing of special circumstances that would justify the approval of such a contract, waive this prohibition.



**CONFLICT OF INTEREST DISCLOSURE FORM
FOR
IPS Training and Fidelity Consultant**

NAME OF ORGANIZATION: _____

1. Please list any and all individuals who assisted, contributed and/or substantially influenced the writing, research, preparation and submission of this quote:

2. Are any of the individuals involved in the writing, preparation, research and/or submission of this quote, members of SDWP Board of Directors, Workforce Investment Board, San Diego Consortium Policy Board, Adult Programs Committee, Youth Council and SDWP staff? If yes, please list those individuals:

3. Were any of the individuals involved in the writing, preparation, research and/or submission of this quote, employed by SDWP within the last twelve (12) months? If yes, please list those individuals:

4. If applicable, please describe any additional Conflict of Interest disclosures below.

I certify that the organization listed above has no conflict of interest as stated in the Request for Quotes.

Name:

Signature: _____

Date: _____