

Request for Bids (RFB)
Substance use disorder counselor training provider, Sector Initiatives

Due January 31st, 2022 at 5 p.m. PST

Organizational Background

The San Diego Workforce Partnership is a 501(c)(3) tax-exempt organization chartered by the County and the City of San Diego to support workforce development in the San Diego region. The organization's primary funding is allocated by the Department of Labor under the provisions of the Workforce Innovation and Opportunity Act (WIOA). . The organization receives additional funding from the County of San Diego, the City of San Diego and private philanthropy, among other sources. 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 the Workforce Partnership is that every business in our region has access to a skilled workforce and every job seeker has access to meaningful employment. For additional information, please visit workforce.org.

Project Scope

The Workforce Partnership seeks to engage a vendor to provide substance use disorder (SUD) counselor training leading to a certification from either the California Association for Alcohol and Drug Educators (CAADE) or the California Consortium of Addiction Programs and Professionals (CCAPP). The program must be able to accommodate a minimum of 40 enrolled Workforce Partnership clients in the winter/spring/summer of 2022.

The successful respondent(s) will be asked to provide courses for the purpose of training individuals and preparing them for work as a SUD counselor.

Budget

Please provide a clear and concise budget that outlines all service delivery costs as well as any software or start-up/activation costs. Budget should clearly specify pricing approach (e.g. by student, machine, task, hourly rate). Both start-up and annual costs will be considered in vendor selection. Pricing must be inclusive of cost of supply and provision of services during the service period and include any applicable taxes. The prices quoted should be valid for a period of 3 years.

Respondents should propose a cost per client. The Workforce Partnership expects to spend no more than \$120,000 in total on services procured for 40 clients under this RFB in fiscal year 2022.

Bid Format

Submit the following items by email to procurement@workforce.org **no later than 5 p.m. PST on January 31, 2022** with “RFB RESPONSE: SUD counselor training, Sector Initiatives” in the subject line of the email.

1. A single PDF document containing:
 - A) Title page
 - . Include organization name, address, phone number, website and federal tax identification number, as well as the name, phone number, email and electronic signature for the person authorized to negotiate the contract and make decisions for the organization
 - B) Organizational background and qualifications (no more than 5 pages) addressing the following points
 - . Organizational history
 - . Description of your instructors’ credentials and experience
 - . Description of instruction sites including name(s) and location(s)
 - . Description of COVID-19 safety measures for in-person learning activities
 - . How many students can be accommodated during the requested grant period
 - . Student outcomes data (ex. # of students placed in employment in XX time following credential attainment)
 - C) Three references from other clients with whom you have conducted similar work in the past
 - . Include the name of the organization, the name of an individual who we can contact at the organization, the contact’s email address and phone number, and a brief (no greater than 25 words) description of the work performed for the organization
 - D) Sample schedule with the number of hours for each activity
 - E) Sample curriculum
 - F) Sample of recent customer service data reflecting the experiences of individuals trained by your organization
 - . Third party evaluations are most preferred, followed by reviews posted directly by customers on the internet, and then internal customer service surveys if no other resources are available.
 - G) Letter(s) of support (optional)

2. Completed and signed [Conflict of Interest Disclosure Form \(Attachment\)](#)

Timeline

- Questions are due no later than 5 p.m. PST on January 21, 2022
- Responses to questions will be posted on the procurement page of the Workforce Partnership website no later than 5 p.m. PST on January 26, 2022
- Submissions are due no later than 5 p.m. PST on January 31, 2022
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- Successful respondent(s) will be notified no later than February 4, 2022
- Services may begin as early as February 14, 2022

Miscellaneous Requirements

Service agreement template

By submitting a proposal, you are agreeing to the terms outlined in the Attachment labeled "[Service Agreement Template](#)" should you be selected as a successful bidder.

Conflict of interest

Bidders are required to list any and all individuals who contributed to the preparation of the proposal in the attachment labeled "[Conflict of Interest Disclosure Form.](#)" Disclosure of any actual or potential conflicts of interest relative to this competitive proposal is required. All bidders must fill this out and submit even if there are no actual or potential conflicts of interest.