

**Request for Bids (RFB)**  
**Peer Support Specialist training provider, Sector Initiatives**

**Due May 12, 2023 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](http://workforce.org).

**Project Scope**

The Workforce Partnership seeks to engage a vendor to provide Peer Support Specialist (PSS) training leading to a certification from California Mental Health Services Authority (CalMHSA). The program must be able to accommodate a minimum of 60 enrolled Workforce Partnership clients per year for three years (FY24 to FY26).

The successful respondent(s) will be asked to provide courses for the purpose of training individuals and preparing them for work as a Peer Support Specialist. Additionally, the ideal respondent will have the capacity to serve as a subject matter expert and thought partner to assist Workforce Partnership staff with building an education, training, and internship program for peers.

Ideally, San Diego Workforce Partnership and the selected training partner will create two PSS training tracks- one to train incumbent workers in need of a CalMHSA certification, and one that will offer a comprehensive earn and learn experience including education, various supplemental trainings, a subsidized internship, and career navigation.

**REQUIREMENTS:**

- must be an approved CalMHSA training provider
- must be able to provide both in-person and virtual trainings as needed

**PREFERRED QUALIFICATIONS:**

- knowledge of local PSS landscape and additional education/training needs
  - Familiarity with local employers and their workforce needs
  - Experience employing or working with PSS and knowledge of additional training needs, supportive services, linkages to care, etc.

## 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 **\$150,000** yearly on services procured for 60 client per year (**180** clients total) under this RFB in fiscal years 24 to 26.

## Bid Format

Submit the following items by email to [procurement@workforce.org](mailto:procurement@workforce.org) **no later than 5 p.m. PST on May 12, 2023** with “RFB RESPONSE: Peer Support Specialist 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 April 28<sup>th</sup>
- Responses to questions will be posted on the procurement page of the Workforce Partnership website no later than 5 p.m. PST on May 5th
- Submissions are due no later than 5 p.m. PST on May 12th
- Successful respondent(s) will be notified no later than May 26th
- Services may begin as early as July 1st

### **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.