



**CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
POLICY AND PLANNING / COMMUNITY RELATIONS UNIT**

Request for Interest (RFI) 763

Reposted 6/15/23 with extended response due date of 6/30/23

HEALTHCARE INITIATIVE MANAGEMENT SERVICES

Contra Costa County Employment and Human Services Department (EHSD or Department), on behalf of its Workforce Development Board (WDB), announces **Request for Interest (RFI) # 763** to determine interest from qualified Community Based Organizations (CBO) in providing leadership, program management and program implementation for the Workforce Development Board of Contra Costa County (WDBCCC) Healthcare Initiative (Health Initiative). This RFI is a preliminary step to assist EHSD in determining potential interest in Healthcare Initiative Management Services for WDBCCC. If interest is limited to only one CBO, the competitive bidding process may be waived pursuant to Contra Costa County Administrative Bulletin No. 613.0. Pending the results of this RFI, the County may negotiate a contract, may publish a Request for Proposal (RFP) solicitation should there be multiple response from the community, or take no further action.

WDBCCC is particularly interested in innovative approaches that leverage and align multiple funding sources to expand healthcare career pathways and that connect participants to education and training opportunities that lead to income mobility and quality careers in the Healthcare sector.

EHSD may award a contract to a qualified agency who is the sole entity expressing interest to provide the services detailed in this document. Nothing shall be binding until a Contract is signed by duly authorized representatives of both the Contractor and EHSD.

I. Statement of Purpose

The purpose of this RFP #763 is to obtain bids from community based organizations capable of providing the following services for twelve (12) months and up to a thirty-six (36) month period, with a projected start date for the successful bidder of approximately August 1, 2023 or later and a first-year budget of \$195,000.

The selected organization will advance the Healthcare Initiative by working with relevant stakeholders including educational institutions, healthcare industry employers, labor unions, and community-based organizations to:

- Increase training opportunities,
- Expand paid work-based learning opportunities and
- Enhance the workforce development system's strategies in health care to align with the 2021-2024 WDBCCC Local Strategic Plan.

II. Funding

Funding for the WDB's Healthcare Initiative may come from multiple grants such as High Road Training Partnership (H RTP); Workforce Accelerator Fund (WAF); Division of Apprenticeship Standards (DAS) in an amount up to \$195,000 per year or up to \$585,000 for three (3) years.



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III. Scope of Services

The scope of services is a general guide and is not intended to be a complete list of all work necessary to perform the duties under this RFI.

The selected organization will serve as the program manager/organizer/designer/implementer for the Healthcare Initiative serving current grants such as Workforce Accelerator Fund (WAF) 10 – EMT for Equity, Division of Apprenticeship Standards (DAS) – Paramedic for Equity, and Highroads Training Partnership (HRTTP) – EMT/Paramedic Apprenticeship Program. The focus of these grants and the Healthcare Initiative is to create pathways to careers in healthcare for people of color from underserved populations and/or individuals with barriers to employment as defined by the Workforce Innovation and Opportunity Act (WIOA). The selected organization will work closely with the WDB in designing, implementing, managing and growing the Healthcare Initiative’s scope and reach.

Typical tasks of the WDBCCC Healthcare Initiative Program Manager include, but are not limited to:

- Convene stakeholders such as the WDBCCC, Bay Area Health Workforce Partnership (BAHWP), worker voice organizations, Local Education Agencies, and employers to design and implement programs.
- Seek out and apply for other grants and funding opportunities such as ETP that will benefit and/or expand the current programs
- Promote, recruit and develop participant cohorts for Healthcare Initiative programs while adhering to eligibility guidelines for target populations.
- Submit monthly summary reports of the status and activities related to the Healthcare Initiative including tracking participant activities and outcomes as required by the funding source

IV. Minimum Qualifications

Demonstrated:

- Workforce program development and management with multiple stakeholder engagement
- Ability to hire/contract with qualified staff
- Successful grant writing/fund development experience
- Deep knowledge of Contra Costa Health care industry employers both large and small; public and private
- Federal, state, and other grant reporting and financial management
- Knowledge of and experience with grant reporting portals and tracking systems such as CalJOBS and Cal-E-Grant
- Current and/or previous experience with healthcare workforce or workforce development programs
- History of working collaboratively with stakeholders such as Contra Costa County, other Community Based Organizations (CBO), Local Education Agencies (LEA), and Labor Unions
- Project management and planning expertise sufficient to create a blueprint necessary to implement and align multiple projects under the Healthcare Initiative



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V. Review and Selection Criteria:

- A. The submission package will be evaluated to identify the most qualified Bidder(s). If more than one Bidder is deemed to be highly qualified, WDB may require oral interviews and/or supplemental information from those Bidders before making a final selection.
- B. Bidders will be scored on the following criteria as it relates to the relevant services described in this RFI with a possible total score of 100 points.
- 35 points: Relevant, recent experience with workforce development programs and grants
 - 35 points: Knowledge and experience engaging and collaborating with local healthcare stakeholders including Contra Costa County, other Community Based Organizations (CBO), Local Education Agencies (LEA), and Labor Unions
 - 15 points: Grant writing/fund development including grant tracking and reporting
 - 15 points: Current or past experience designing and implementing programs or projects that address equity issues faced by disadvantaged populations

VI. Submission Requirements and Instructions

DEADLINE FOR SUBMISSION OF LETTER OF REQUEST FOR INTEREST

Electronic Submission – RFI Response Submissions are received by EHSD via upload of submission documents to **EHSD.org website only** at <https://ehsd/overview/contracting-opportunities/>

In order to be considered as a Respondent for this RFI, interested parties must submit the completed Letter of Request for Interest including requested documentation above, not to exceed twelve (12) pages (including attachments) by the deadline of **no later than 5:00 p.m. Friday, June 23, 2023** to the website address listed above. Attachments must be in MS Word, MS Excel, and/or PDF file format.

Once the files have been uploaded, please select the “Submit Bid” button at the bottom of the RFI announcement page. Complete the required fields on each screen and upload required attachments when prompted to do so. Once you hit “Submit Bid”, a notification will be sent to you via email to inform you that your bid has been received. The email will be sent to the address provided during the submission process. DO NOT email files to contractbid@ehsd.org (prior procedure).

Once you have submitted your request, you **must** call 925-957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your submission.

Any RFI submitted to EHSD.org after the deadline will be rejected. Mail-in, hand-delivery, faxed, or email submissions are not acceptable.

Contact (RFI Process only):

Telephone:

E-mail:

Contra Costa County, EHSD Contracts Unit
(925) 608-4969 (for any questions related to
submitting the Letter of Request for Interest)
contractbid@ehsd.cccounty.us



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Website: <https://ehsd.org/overview/contracting-opportunities/>

Responses must be received no later than 5:00 p.m. Friday, June 30, 2023 without exception. Please note that responses will not be returned and late deliveries will **NOT** be accepted.

County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.

The RFI process may be cancelled at any time without written notice.

VII. Appeals

- A. Only respondents submitting a proposal for RFI # 763 may appeal the RFI process.
- B. Appeals must be submitted in writing to:

Contra Costa County
Employment and Human Services Director
Attn: EHSD Director
40 Douglas Drive
Martinez, CA 94553

- C. Appeals must state the following
 - 1. The issues appealed;
 - 2. How the alleged claim detrimentally effects the entity appealing, and;
 - 3. The rectification sought by appellant.
- D. Appeals must be received within 10 business days from the date of the award/denial letter.



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FORM #1: Title Page RFI # 763 for WDBCCC Healthcare Initiative Management

A. Name of Organization			
B. Address of Organization & Organization website			
C. Name/Title of Contact Person(s)			
D. Phone/Fax/E-mail of Contacts			
E. Federal Tax I.D. Number			
F. Are you MBE/WBE certified?	Yes	No	Certifying Agency:
		Total Funds Requested:	\$
J. Is your organization incorporated as a:	____ for-profit ____ non-profit ____ public agency		
Brief history and the mission/vision of your organization:			

The authorized representative of the above organization certifies to the best of his/her knowledge and belief, the information supplied in the Statement of Interest is true and accurate.

Signature of Authorized Representative

Date

Typed Name and Title

Telephone and Extension