



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

## **REQUEST FOR QUOTES #948-0610-23**

From Qualified Providers of Healthcare Curriculum and Training Pathway Coordination

**Quotes Due by Friday, June 24, 2022 by 5:00 p.m. PST**

### **Introduction**

The Workforce Development Board (WDB) of Solano County is seeking quotes from qualified providers who are experts in Certified Nursing Assistant (CNA) and related training to assist with coordinating curriculum and training pathway development for the CNA Upskilling Program to be launched with grant funding from the California Workforce Development Board. The expert must be familiar with the long-term skilled nursing industry. The expert will facilitate the development and implementation efforts.

The WDB seeks a qualified provider to coordinate curriculum and training pathway development from July 1, 2022 – December 31, 2023 for an amount not to exceed \$60,000.

### **Background**

The WDB is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through the Workforce Innovation and Opportunity Act (WIOA) on behalf of Solano County, as well as other special projects. Staff members provide tailored job search services, job preparation, training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent development efforts and industry-wide initiatives.

The WDB is part of the North Bay Employment Connection, a regional workforce development planning unit including Sonoma Workforce Investment Board and the Workforce Alliance of the North Bay (covering the counties of Lake, Marin, Mendocino, and Napa). These North Bay counties will be the region where the program will be piloted.

The CNA Upskilling Program intends to address low wages among incumbent Certified Nursing Assistants in skilled nursing and long-term care facilities by establishing micro-credential pathways within the CNA occupation and linking these micro-credentials to wage increases. The Program will develop three micro-credential steps, including Restorative Nursing Assistant (RNA), Certified Preceptor, and at least one additional specialty certification.

## **Scope of Services**

The Curriculum and Training Pathway Coordination provider will work with the Healthcare Training Project Management provider and other CNA Upskilling Program partners to establish standard curriculum and an instructional process for four (4) micro-certifications tied to skills for quality care by CNAs. The provider will support the pilot of the microcredential and a train-the trainer implementation model and help develop a career pathway map for CNA upskilling in coordination with grant partners. The provider will attend meetings with partners, in person or virtually, at least quarterly.

Project deliverables:

- Establish curricula, lesson plans, and certification standards for four (4) new micro-certifications
- Develop a statewide Industry Registry for employees to register micro-credential certifications
- Support pilot of project at 6 employer facilities

## **Quotes:**

Quotes should concisely respond to this RFQ in no more than five (5) pages and include:

1. Contact information of provider.
2. The provider's qualifications and capability to provide the requested scope of services.
3. Key approaches to provision of the requested scope of services.
4. Anticipated project timeline with key deliverables.
5. Estimated costs and project rate.
6. Signature of individual authorized to engage in contract.

Discussions with prospective providers may or may not be required to clarify portions of the quote. The WDB reserves the right to negotiate with the selected provider on deliverables, scheduling, and budget elements. The WDB shall not be obligated to accept the lowest quote submitted but shall make awards in the best interest of the project.

## **Fee and Method of Payment**

The WDB will pay the vendor based on milestone completion set forth in the agreement. Progress payments will be made no more frequently than at monthly intervals. Payment will only be made on submitted claims describing work completed prior to the close of the billing period and approved as to content. Payment for work completed can be expected within 30 days of invoice receipt and verification of work performed.

Costs for this project will be funded through federal dollars, therefore all respondents will be required to certify that they are not debarred from doing business with the federal government and are not in default on any obligations due to the federal or state government before a contract is issued.

## **Submission Requirements**

Submissions are due no later than Friday, June 24, 2022 by 5:00 PST by email. Documents must be in Word or PDF format.

**Technical Assistance:**

If you have any RFQ questions, you may contact Heather Henry at 707-863-3501 or email at [hhenry@solanowdb.org](mailto:hhenry@solanowdb.org) by June 22, 2022.

**Email your response to:**

Tammy Gallentine at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org).