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Watsonville, CA 95076
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www.santacruzwb.com

**REQUEST FOR BIDS TO
PROVIDE CAREER CENTER (ONE-STOP) OPERATOR SERVICES
Santa Cruz County Workforce Development Board**

**BIDS DUE:
Thursday, April 7, 2017
2:00 p.m. Pacific Standard Time**

**Questions about the requested service and bid process must be
via email no later than 3/21.**

**Email to Lacie Gray
Lacie.Gray@santacruzcounty.us**

Activity	Date
Release Application/bid Invitation	March 15, 2017
Questions about Applications Due in Writing	March 21, 2017
Deadline for Submittals /Applications Due	April 7, 2017
Notify Respondents (tentative)	April 12, 2017
Contract Start Date	July 1, 2017

Application Checklist:

- Executive Summary (Not to exceed 1 page)
- Budget Narrative and Budget (Not to exceed 1 page)
- Program Administration and Operations, Demonstrated Ability (not to exceed 3 pages)
- Scope of Work Narrative (Not to exceed 5 pages).
- Organizational chart (not to exceed 1 page).
- Exhibit A: Customer References List and Attached Letters (not to exceed 2 pages each).
- Exhibit B: List of Subcontractors.
- Exhibit C: County of Santa Cruz Non-Collusion Declaration
- Exhibit D: Living Wage Compliance Statement
- Conflicts of Interest and Firewall. When the entity serving as the one-stop operator is also serving in a different role within the one-stop delivery system, describe the firewall. (Not to exceed 1 page). See section 3.7.
- Santa Cruz County Vendor Application.
- W-9.
- Request for Qualifications (RFQ) (submitted separately but not later than April 7, 2017).

MEMBERS:

- Carol Siegel, Chair
Santa Cruz Seaside Company
- Rob Morse, Vice Chair
Pacific Gas and Electric Company
- Alan Aman, Chief Operating Officer
PAMF Santa Cruz
- Alia Ayyad, Director
Center for Employment Training
- Diane Berry-Wahrer, Supervisor
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- Christina Cuevas, Program Director
Community Foundation of Santa Cruz County
- MariaElena De La Garza
Executive Director
Community Action Board
- Marshall Delk, Vice President
Santa Cruz County Bank
- Elyse Destout, Owner
Photography by Elyse Destout
- VACANT
Employment Program Manager
Employment Development Department
- Andy Hartmann, Business Manager/
Financial Secretary
IBEW Union, Local 234
- Sean Hebard
Carpenters Local 505
- Mark Hodges, Director,
Regional Occupational Program
Santa Cruz County Office of Education
- Dave Hood, President
First Alarm
- Julie Lambert, Director,
Finance & Human Resources
S. Martinelli and Company
- Barbara Mason,
Economic Development Coordinator
Santa Cruz County Economic Development
- Bill Miller, Director of Human Resources
Graniterock
- Francisco Rodriguez, President
PVFT Union, Local 1936
- Shaz Roth, President/CEO
Pajaro Valley Chamber of Commerce
and Agriculture
- Glen Schaller, Political Coordinator
Monterey Bay Central Labor Council, AFL-CIO
- Ron Slack, Owner
Fine Print Graphic Design
- William Tysseling, Executive Director
Santa Cruz Area Chamber of Commerce
- Andy Van Valer, Founder
SlingShotSV
- DIRECTOR:
Andy Stone

SECTION I. INVITATION

Established in 1850 as one of the state's original 27 counties, the County of Santa Cruz was originally called Branciforte. The name was later changed to Santa Cruz, which is "holy cross" in Spanish. The County of Santa Cruz geographically is the second smallest county within the State of California yet it has one of the largest unincorporated area populations. The 2010 estimated population of the County of Santa Cruz by the U.S. Census Bureau was 262,382. The County encompasses an urban service area of 440 square miles.

The Workforce Development Board of Santa Cruz County (WDB) invites applications to serve as the One-Stop Operator, known locally as the Career Center Operator.

Workforce Innovation and Opportunity Act (WIOA) is the federal law that governs the public workforce development system in the United States. WIOA was signed into law on July 22, 2014 by President Obama. The purpose of WIOA, in part, is to increase for individuals, particularly those with barriers to employment, access to and opportunities for employment, education, training, and support services they need to succeed in the labor market and to support the alignment of workforce investment, education, and economic development systems.¹

WIOA provides for a workforce system that is accessible to all job seekers, customer centered, and training that is job-driven. The workforce system delivers career and training services at the nation's nearly 2,500 America's Job Centers. The Adult, Dislocated Worker, and Employment Services programs provide training and employment services in the America's Job Center network, and are required partners under the law. Under WIOA, partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs, collaborate to create a seamless customer-focused America's Job Center network that integrates service delivery across all programs to make it easier for workers to access the services they need to obtain skills and employment.

Locally, the WDB brings together Workforce Santa Cruz County, a partnership of local organizations that serve customers, both job seekers and businesses. The local WIOA program focuses on job training to obtain employment. Workforce Santa Cruz County is also a proud partner of the America's Job Center of California™ (AJCC) Network, a universal branding effort of California's one-stop centers.

In California, AJCC/One-Stop Operators are responsible for coordinating service delivery among all AJCC partners and service providers within the Local Workforce Development Area. By having the AJCC Operator act as the local service delivery coordinator, it allows Local Boards to focus on strategic planning and developing partnerships at the local and regional level.

SECTION 2. INSTRUCTIONS TO RESPONDENTS

2.1 Preparation of Application/Bid

Respondents shall submit the completed application/bid with appropriate attachments or explanatory materials. All attachments shall be identified with the Respondent's name, and page number. No oral, telegraph, telephone, facsimile, electronic responses or photocopies will be accepted. Applications/bids must be completed in ink, typewritten,

¹ WIOA Section 2

or word-processed. Supply three (3) full hard copies of the application/bid along with a pdf and a copy that can be manipulated (MS word/excel).

2.2 Application/Bid Process Schedule

The following is an anticipated Application/Bid and engagement schedule. The WDB may change the estimated dates and process as deemed necessary.

The proposed schedule for the submittal reviews and notification is as follows:

Activity	Date
Release Application/Bid Invitation	March 15, 2017
Questions about Applications Due in Writing	March 21, 2017
Deadline for Submittals /Applications Due	April 7, 2017
Notify Respondents (tentative)	April 12, 2017
Contract Start Date	July 1, 2017

2.3 Point of Contact

All questions regarding this Application/Bid shall be directed to Lacie Gray who may be reached by e-mail at lacie.gray@santacruzcounty.us. No other individual has the authority to respond to any questions submitted unless specifically authorized by the buyer. Failure to adhere to this process may disqualify the Respondent.

2.4 County Procurement Standards and Appeals

County Procurement Standards can be referenced here: <http://sccounty01.co.santa-cruz.ca.us/personnel/vpolandproc/ProceduresManual/Purchasing%20Manual.pdf>.

2.5 Applications/Bids Evaluation Criteria

If an award is made, it will be made to the responsive and responsible Respondent(s) that offers the County the greatest value based on an analysis involving a number of criteria. Evaluation criteria may include, but is not necessarily limited, to the following:

1. Program Administration and Operations, Demonstrated Ability (Qualifications and Experience, References and Letters) 45 points
 2. Program Design (Scope of Work) 45 points
 3. Budget Narrative/Budget 10 points
- Total 100 points**

The County will evaluate and select the Respondent that best meets the needs set forth in this Application/Bid, is the best qualified and is able to provide the requested services. The evaluation of the proposals shall be within the sole judgment and discretion of the WDB. The WDB reserves the right to reject any or all Applications/Bids.

2.6 Services/Cost of Service

The County reserves the right to negotiate the proposed services to better tailor them to the need and/or to negotiate the proposed cost with the Respondent prior to contract signing.

2.7 Respondent Qualifications

The following must be provided in attachment form as part of your Application/Bid. All responses shall reference the Application/Bid paragraph number.

1. Experience: Respondent shall be an established firm conducting business of the nature specified in this Application/Bid. Respondent shall provide a brief statement of company background including years in business and experience of support staff that would be assigned to the Contract.
2. Permit: Respondent must possess and provide a copy of license or permit to do business in the State of California and the County of Santa Cruz, as well as any subcontractors used in the performance of the work.
3. Statement of Qualifications for Workforce Innovation and Opportunity Act Programs: The Statement of Qualifications (please request this from lacie.gray@santacruzcounty.us) must be on file with the County of Santa Cruz, Workforce Development Board to establish their qualifications in order to bid for County of Santa Cruz/Workforce Development Board funds and programs. This form must be submitted with the submittal of a procurement response.

Organizations that have established their capacity to administer WIOA funds and programs are placed on a Qualified Agencies List (QAL). Only agencies placed on the QAL are eligible to respond to Local Workforce Development Area (LWDA) procurement solicitations for WIOA training programs and services. Agencies are required to file annual updates to maintain their standing on the QAL.

2.8 Definitions

1. **Partners**: Refers to WIOA-mandated partners, as described in the One-Stop Partner MOU.
2. **State Merit Staff**: State staff, who, for the purposes of WIOA are generally EDD staff, who are hired with the merit principle philosophy and guidelines that the quality of public service at all levels of government can be improved by the development of systems of personnel administration consistent with stated merit principles (42 U.S. Code § 4701).
3. **Access to Services**: http://www.edd.ca.gov/jobs_and_training/pubs/wsd15-12.pdf
The term “access” refers to providing services that are accessible to all AJCC customers, including those with disabilities, through one of the following methods:
 - a. Co-location – Program staff from each partner are physically present either full-time or part-time at the AJCC.
 - b. Cross information sharing – Staff physically present at the AJCC are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners.
 - c. Direct access through real-time technology – Access through two-way communication and interaction between customers and AJCC partners that result in services being provided. Examples may include the following:
 - i. Email or instant messaging.
 - ii. Live chat via Skype or Facetime.
 - iii. Identification of a single point of contact for service delivery at each partner program.
 - d. Establishment of an internet portal linking all of the partners.

SECTION 3. SCOPE OF WORK, SPECIFICATIONS

3.1 Scope of Work: Career Center Operator Role

Contractor will be responsible for coordination across one-stop partners and service providers in full compliance with WIOA regulation. Mandated one-stop partners and services they provide are listed in the One-Stop Partner MOU. Specific services will include:

1. Coordinate the service delivery of required One-Stop Partners, including planning for adequate Career Center staffing and facilitate the overall coordination of all partners, as well as between respective partners.
2. Establish a system for management of merit staff.
3. Ensure the implementation of partner responsibilities and contributions agreed upon in MOU Phase I and II (in development).
4. Lead/facilitate ongoing Career Center Operators meeting three (3) to four (4) times per year. Must clearly delineate deliverables, roles and responsibilities of meeting partners from meeting to meeting to clearly track progress on work from each meeting, including, but not limited to:
 - a. System coordination of co-location site in comprehensive and satellite/affiliate site(s).
 - b. Use of universal referral form and completion of any/all revisions/updates as necessary and/or required.
 - c. Use of technology for streamlining the provision of WIOA services between mandated partners to the extent possible. For example, working towards creating an online version of the universal referral form to make it accessible to partners and clients. Sharing resources online between partners should be addressed.
 - d. Engaging One-Stop partners in discussion and work toward the use of technology for streamlining the provision of WIOA services to customers.
5. Reporting to local Workforce Development Board on:
 - a. Operations at the Career Center(s)
 - One-Stop Operator systematically communicates via email to all partners any daily schedule changes, including but not limited to staff leaves of absence, vacations, changes in employee status.
 - b. Managing One-Stop Partner MOU agreements, including tracking payment on infrastructure costs and responsibilities as agreed upon in the MOU.
 - c. Service Provider Performance Measures: Provide a description of how the One-Stop Operator will track and support WIOA service providers and all co-located partners in attaining their respective Performance Outcome goals. For instance, if a specific partner agency is below expected enrollment, the One-Stop Operator should help develop a system-wide response to this issue. In addition to One-Stop Operator Performance Measures proposed, the WDB may negotiate quarterly benchmarks with the provider by which contract performance of the provider will be measured. The provider will report performance measures to the Career Center Operators meeting, appropriate WDB committees/the WDB and other venues as decided by the WDB.
 - d. Managing Performance Outcomes: Discuss your organization's approach to managing performance outcomes, including any additional indicators of performance you have experience managing and believe to be relevant to this application. Describe the strategies to be implemented to ensure federal and state performance standards and local objectives will be achieved.
 - e. Performance of the One-Stop Operator Duties: Including but not limited to:
 - Implementing 3-4 Career Center Operator Meetings per year.
 - Continuous improvement:
 - Access to Services
 - Customer Satisfaction

- Overall Service Delivery System
 - Partner MOU Implementation
 - Tracking Partner Performance and providing system-wide solution when one or more specific partner(s) need assistance to remedy a hindrance to performance and/or service delivery.
- f. Continuous improvement recommendations for the overall service delivery system, customer satisfaction (both business and job seeker) and on access to services per the One-Stop Partner MOU.
6. Implementing Local WDB Policies
 7. Implementing Local and Regional WIOA Plans as they relate to One-Stop Operations.
 8. Staffing Onsite no less than two (2) days per week, no fewer than a total of eight (8) hours per week. Ideally, staff person would be onsite 20 hours per week at the Watsonville Career Center and also spend time at satellite sites. Space will be provided for the One-Stop Operator at the Watsonville Career Center. Staffing will be performed by a single individual. Bilingual/bi-literate Spanish and English capabilities are preferred and will receive preference in the scoring of bids. Staffing changes for the Career Center Operator through the course of any resulting contract, including but not limited to change in salary or other compensation, number of staff or FTEs, implementing staff positions not defined in the contract, or making changes in management level staff, require the concurrence of the WDB Director.
 9. Report to WDB staff for ongoing guidance to carry out functions.
 10. The One-Stop Operator, for marketing and public relations, will develop an overall marketing plan.
 11. Oversight and enforcement of:
 - a. Unifying name and brand of America's Job Centers of California and Workforce Santa Cruz County. Identification of needed Common Identifier items and developing cost sharing agreements for those items.
 - b. Physical and programmatic accessibility

3.2 WIOA and Other Relevant References:

All WIOA Procurement and One-Stop Operator Directives and Guidance, including, but not limited to:

1. WIOA (Public Law 113-128)
2. EDD WSD16-14 Selection Of AJCC Operators And Career Services Providers
3. Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements,
4. Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
5. Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor Exceptions)
6. Title 20 CFR WIOA, "Department of Labor; Final Rule"
7. Title 34 CFR WIOA, "Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"
8. Training and employment guidance Letter No. 15-16
9. Training And Employment Guidance Letter WIOA No. 17-16
10. EDD Directive WSD 16-14
11. Uniform guidance 2CFR part 200

3.3 Term of Contract

One contract is expected to be awarded for operation from July 1, 2017, through June 30, 2018; services are expected to commence upon contract start date. The contract may be renewed for three (3) additional years on an annual basis. Should a new contract be awarded for subsequent years, the County reserves the right to award a new contract with the selected contractor for this service without the need for further competitive procurement, subject to approval by the WDB and the County of Santa Cruz Board of Supervisors (should this be needed), the availability of sufficient funds and satisfactory performance by the contractor.

3.4 Funds Available and Budget

Not to exceed \$35,000.

Please use budget form provided. Include staff position(s), percentage of time dedicated to each position, proposed wage/salary and justification for including each position in this proposal. Indicate the number of hours or days of vacation and sick leave that the staff are permitted. Justify each proposed expense included on the budget attachment in terms of it being necessary, allowable and reasonable. Show the method of computation (i.e., insurance = salary x 2.35%). Describe any anticipated professional development opportunities and how the costs were estimated. Identify any in-kind resources/support for the One-Stop work beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding. Explain how the estimate for dues, membership, and publications were derived, and what memberships and subscriptions are anticipated.

Funding for these programs is made available from the County's allocation of WIOA formula Adult, Dislocated Worker and Rapid Response funds. The County reserves the right to adjust award amount on the basis of its final allocation and on the responses to this bid request.

Budgets will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are reasonable, allowable, necessary, fully justified, and competitive as measured by the review of the line item budget and narrative, the program design, and comparison to all proposals. Funding cannot be used to purchase equipment or fixed assets. Administrative overhead costs must be noted and explained. If administrative overhead exceeds 10%, it must be explained.

3.5 Eligible Applicants

This Application/Bid is made available to interested applicants from for-profit organizations, non-profit organizations, educational institutions, and public agencies with direct or related experience in operating a workforce development program and who are familiar with the WIOA, its regulations, as well as other federal and State laws regarding job training, job placement assistance and supportive services to job seekers. Further information on eligible applicants may be found in Training, Employment and Guidance Letter 15-16. Entities selected and serving as one-stop operators are subrecipients of a Federal award and thus are required to follow the Uniform Guidance.

The County reserves the right to conduct a pre-award interview, and/or telephone conference call to verify information contained in the proposal, to determine if the proposed facilities are appropriate for the services to be provided and to check references. The bidder agrees to provide the County with any information the County determines as necessary for an accurate determination of the prospective contractor's qualifications to perform services.

3.6 Monitoring of One-Stop Operator

The WDB will monitor the One-Stop Operator annually.

3.7 Submission Package: Application Instructions

Applications submitted in response to this Application/Bid must include the items and be in the order as listed below. All of the items combined comprise your completed Application pursuant to this Application/Bid. Applications/bids may be submitted electronically to:

1. 1 inch margins; 12 point font (either Arial or Times New Roman)
2. Submit application narrative electronically in both pdf and Microsoft word. A complete proposal document should be submitted, by the deadline, in electronic format on a disk/stick or scanned to PDF and emailed to: Lacie.gray@santacruzcounty.us. Three (3) hard copies should be sent to Lacie Gray BWO0 1020 Emeline Santa Cruz CA 95060. The RFQ is a separate document and should be submitted according to the instructions in the RFQ.
3. Executive Summary (Not to exceed 1 page)
4. Budget Narrative and Budget (Not to exceed 1 page)
5. Scope of Work Narrative (Not to exceed 5 pages). Scope of Work, describe how the vendor will implement the role of the One-Stop Operator as described in section 3.1.
6. Program Administration and Operations; Demonstrated Ability (Qualifications and Experience) (Not to exceed 3 pages)

Please attest to:

- a. Awards will be made only to responsible entities that possess the ability to successfully perform under the terms and conditions of this procurement. Vendor should address its prior experience that demonstrates this.
- b. Vendor should address its compliance with public policy, record of past performance, and financial and technical resources.
- c. Vendor must not be debarred, suspended, or otherwise excluded from or made ineligible for participation in Federal assistance programs or activities. In addition to noting this in the RFQ, please address this in the Application/Bid.

Please describe:

- d. Experience and knowledge of WIOA and workforce system. Include a description of the bidder's past experience with the One-Stop service delivery model under WIA/WIOA or similar programs.
- e. Project and meetings management experience (including specific methods used to ensure that deliverables are assigned and tracked between meetings/events). Please provide at least one concrete example. Please provide at least one reference who can attest to this skill set on Exhibit A: Customer References and note this skill set where required on the form.
- f. Why is your organization in the best position to oversee and coordinate an innovative One-Stop delivery system? How will your organization be innovative in how it functions as the One-Stop Operator, the entity which oversees the workforce system?
- g. Customer service skills where the WDB, Career Center partners and the community (job seekers and businesses) are the customers. Please describe experience or skills in conflict resolution between staff/partners. Please provide at least one reference who can attest to this skill set on Exhibit A: Customer References and note this skill set where required on the form.
- h. How the vendor is skilled with developing creative solutions to issues in a mixed organizational setting so that services continue to flow smoothly. Please provide at least one reference who can attest to this skill set on

- Exhibit A: Customer References and note this skill set where required on the form.
- i. Strategies to be implemented to ensure federal and state performance standards and local objectives will be achieved; describe the methods to be used to measure and track success.
 - j. The operator will be required to either name an individual to act as the One-Stop System Manager, or describe the desired qualifications of a new hire who will be expected to be on board effective July 1, 2017. Describe how the System Manager will function in a supervisory capacity at the Center, in particular when dealing with functional supervision of state, merit based staff that, in many cases, would not be direct reports.
 - k. Provide an organizational chart that shows how the One-Stop Operator staff will fit into the bidder's overall organization.
7. Complete Exhibit A: Customer References (2-3): Include 2-3 references who can attest to the vendor's project management and customer experience. List the specific skill sets and qualities to which the reference can attest.
 8. For all applicants, also use this maximum 1 page to disclose any potential conflicts of interest arising from the relations of the One-Stop Operator with particular training service providers or other service providers in accordance with Uniform Guidance Section 200.318.
 9. Complete:
 - a. Exhibit B: List of Subcontractors
 - b. Exhibit C: County of Santa Cruz Non-Collusion Declaration
 - c. Exhibit D: Living Wage Compliance Statement
 10. Complete a Santa Cruz County Vendor Application: <http://www.co.santa-cruz.ca.us/Departments/GeneralServices/Purchasing/HowtoRegisterasaVendor.aspx>
 11. Complete a W-9 (available on the same page as the Vendor Application above).
 12. Complete a Request for Qualifications (RFQ) and submit to the WDB as per instructions in the RFQ.

If selected for service, must also provide:

13. Insurance Certificate meeting minimum requirements as specified under County of Santa Cruz – Purchase Order Terms and Conditions (<http://www.co.santa-cruz.ca.us/default.aspx?tabid=308>)
14. As applicable, the successful bidder shall also submit to the County prior to contract award, but not required as part of the application process, the following documents:
 - Most recent Audit, federal tax return or financial statement
 - Articles of Incorporation or business license
 - Grievance procedures for participants
 - ADA Survey

If funded, contractors must submit one copy of their most recent financial audit prepared in accordance with the applicable requirements of your fund source(s). For example, compliance with the Single Audit Act and related OMB circulars may be requirements relating to the preparation of your annual audit. If an audit has not been completed, the applicants' most recent tax return or financial statement may be substituted. The audit will be reviewed to determine applicants' financial position, compliance with regulatory requirements and documentation of solvency. If within the last three years there has been an audit exception, disallowed cost and/or questioned costs for the performance of any government (*i.e.*, Federal, State, County) contract or grant, applicant must provide an explanation along with the audit.

14. Any bidder recommended for contract award under this Application/Bid shall be required to certify and provide signed copies of documents as identified below as part of the contract award.
- Drug Free Workplace certification pursuant to 20 CFR Section 667.200(d)
 - Debarment and Suspension pursuant to regulations implementing Executive Order 12549
 - Certification Regarding Prohibition on Lobbying using federal funds
 - Non-discrimination in State and Federally Assisted Programs
 - Reporting Waste, Abuse or Fraud in WIOA Funded Programs

Other application areas which must be addressed:

15. If any subcontractor is to be used in any resulting contract, the applicant must clearly describe the relationship and services to be provided by the subcontractor. Exhibit B must be completed.
- A. Provide a narrative that addresses the major line items in the budget and provide justification for the total cost per participant enrolled. This budget narrative must align with the detail in the budget form.
 - B. Identify the dollar amount of any leveraged resources, including in-kind or cash match that will be dedicated to the program. Please identify the source of such funds. Funds designated as in-kind or cash match will need to be properly documented and will be verified during fiscal monitoring conducted by the County. Invoices submitted for reimbursement will need to include the dollar value of such matching funds.
 - C. List any partner agencies you will work with and the specific elements of services they will provide to the project. Include as an attachment to your proposal, any agreements with partner agencies you plan to implement should this proposal be funded. If agreements are not available, submit letters of commitment from partners on the project and the anticipated amount of in-kind or cash contributions the agency will provide. If not currently available, provide a list those agencies and contact information with whom you intend to establish partnership agreements.

SECTION 5. OFFICIAL APPLICATIONS/BIDS FORM

The undersigned offers and agrees to furnish all work, materials, equipment or incidentals required to complete the services subject to this Bid Solicitation for the costs stated and in conformance with all plans, specifications, requirements, conditions and instructions of this application.

Executive Summary

1. Bidders Legal Name

Firm Name	
Address	
Telephone	:
Website address	

2. PROGRAM NAME: _____

3. Amount of Funding Requested: \$ _____

4. Briefly summarize your proposed program design (**only use space provided below, do not extend to second page of Executive Summary**):

5. Chief Executive Contact

Name of Chief Executive	
Title	
Telephone	
Email	

6. Primary Application Contact

Name of Primary Contact	
Title	
Telephone	
Email	

7. Legal Status Information

Federal Employer Identification (FIN)	
California Taxpayer I.D. No.	

An unsigned application will be rejected

I declare under penalty of perjury that I have not been a party with any other respondent to offer a fixed cost in conjunction with this Application/Bid.

Executed in _____, California, on _____, 2017

SIGNATURE _____ TITLE _____

Printed name of person whose signature appears _____

Exhibit A
CUSTOMER REFERENCES

Provide two (2) or three (3) customer references, two (2) of which should be customers within the County of Santa Cruz, for whom you have furnished similar services in size and nature. County or other public agencies are preferred. Please attach letters of reference from each customer referenced here.

1. Agency/Company Name: _____

Agency/Company Address: _____

Contact Name: _____

Contact Telephone and email: _____

Specific skills sets this reference
can attest to: _____

2. Agency/Company Name: _____

Agency/Company Address: _____

Contact Name: _____

Contact Telephone and email: _____

Specific skills sets this reference
can attest to: _____

3. Agency/Company Name: _____

Agency/Company Address: _____

Contact Name: _____

Contact Telephone and email: _____

Specific skills sets this reference
can attest to: _____

Exhibit B
DESIGNATION OF SUBCONTRACTORS

Provide the following information for each subcontractor. A Subcontractor is one who either (1) performs work for or (2) provides a service to the Respondent. If there are no subcontractors, please state "NONE". Attach commitment letter from subcontractor.

1. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed: _____

2. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed: _____

3. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed: _____

4. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed: _____

Exhibit D

**COUNTY OF SANTA CRUZ
LIVING WAGE COMPLIANCE STATEMENT**

Company Name: _____

Address: _____
Street City State Zip

Proposed Service: _____

1. Number of employees: _____ If five or less, please sign below and return.

2. Are your employees covered by a collective bargaining agreement? Yes: ___ No: ___

If yes, please indicate the name(s) of the union and/or bargaining unit and then sign and return:

3. Are your employees receiving a pay rate that meets or exceeds the County of Santa Cruz Living Wage requirements (\$14.26/hr with benefits or \$15.55/hr without benefits)? Yes: ___ No: ___

4. Are medical benefits provided to your employees?
Yes: ___ No: ___
If yes, enter the name and address of the plan or program below.

5. Number of compensated days off (sick leave, vacation, holidays) per year for full-time employees: _____

6. Will any subcontractors perform work on this contract? Yes: ___ No: ___
If yes, please complete and submit this form for each subcontractor working on this County Contract.

7. Please list any other contracts for services you currently have with the County:

Contract/PO# \$ Amount

8. Within the last five years, have you had any violations with the National Employees Relations Board, the Occupational Safety and Health Agency, the California Labor Commission, the Equal Employment Opportunity Commission, and/or the Department of Fair Employment and Housing. Yes: ___ No: ___

If yes, attach a statement describing the findings of violations and how they were addressed. You may be required to provide information regarding employee turnover, wages paid, benefits and employee grievances or complaints.

Do you agree to provide this information within 10 days of request? Yes: ___ No: ___

9. You may be required to provide certified payroll records 30 days after the contract commencement to include the following information for each of your employees: employee name, contact phone number, job classification, date of hire, employer benefit contribution, and hourly wage.

Do you agree to provide this information within 10 days of request? Yes: ___ No: ___

I certify, under penalty of perjury, that the above information is true and correct.

Name (please print) Title Phone Number Fax Number

Signature Date