

# REQUEST FOR PROPOSAL (RFP)



## CONSULTANT SERVICES:

### TRAINING & TECHNICAL ASSISTANCE

Cover Sheet and Instructions

## PURPOSE

The **California Community Action Partnership Association** (CalCAPA) is seeking the services of consultants to provide training and/or technical assistance for agencies within the Community Action network in accordance with the **Community Services Block Grant** (CSBG) Organizational Standards. Specific definitions for each training category may be found on the [Health & Human Services website](#). Selected consultants will be admitted to the **CalCAPA Consultant Pool** and may be appointed to deliver one or more trainings/sessions through **December 31, 2021**.

**Please select one or more categories for which you are submitting this RFP.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Consumer Input & Involvement | <input type="checkbox"/> Board Governance           | <input type="checkbox"/> Financial Operations & Oversight |
| <input type="checkbox"/> Community Engagement         | <input type="checkbox"/> Strategic Planning         | <input type="checkbox"/> Data and Analytics               |
| <input type="checkbox"/> Community Assessment         | <input type="checkbox"/> Human Resources Management | <input type="checkbox"/> ROMA                             |
| <input type="checkbox"/> Organizational Leadership    |   |   |

## RESPONDENT CONTACT INFORMATION

Business Name (or name of Sole Proprietor)		Tax ID (EIN or SSN)	
Primary Email	Cell Phone	Other Phone	
Mailing Street Address			
City	State	Zip Code	

## SCOPE OF WORK (SOW)

The nature of the work shall consist of collaborative development of training, delivery of training, logistics, and reporting.

1. Participate on initial call with CalCAPA and state CSD Field Representative to determine needs and training strategy
2. Participate on a preparation/assessment phone meeting(s) with the requesting agency
3. Provide training curriculum (outline exactly what will be covered) prior to training
4. Present/Facilitate a 2-6 hour training/session(s) (depends on the type of training) on an agreed upon day(s), time(s) and location(s) with the requesting agency
5. Follow-up reporting

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## HOW TO RESPOND

For consideration, email your Proposal(s) to [training@calcapa.org](mailto:training@calcapa.org). If you are interested in responding, please submit with your quote with the following:

- ❖ Qualifications and resume
- ❖ Description of each training type, curriculum, strategy, and list price - will vary by category of training
- ❖ Samples of materials used during training sessions
- ❖ Three (3) References/Letters of Recommendation
- ❖ A standardized flat rate for travel and accommodations to any agency in the state

## EVALUATION CRITERIA

In evaluating quotations, CalCAPA will take into consideration following factors:

- ❖ Experience successfully completing similar and/or previous projects
- ❖ Experience and capability of the principal respondent
- ❖ The proposal's relevance to the scope of work and competitiveness
- ❖ Priority points will be given to consultants in California

## NOTIFICATION

The consultants whose quotations are accepted will be notified within two (2) weeks of submission.

## GENERAL CONSIDERATIONS

Efforts will be made by CalCAPA to utilize small businesses. A respondent qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R. § 121.201).

## PAYMENT

Payment to the consultant(s) will be made as follows: Upon fulfillment of deliverables, CalCAPA will pay within 30 days of receipt of acceptable invoices.

## QUESTIONS

For questions about this RFP you may contact Lawrence Hiner, Training Coordinator at CalCAPA (916) 443-1721 ext. 203 or [training@calcapa.org](mailto:training@calcapa.org).