

June 30, 2017

REQUEST FOR PRICE QUOTE:

The Yolo County Health and Human Services Agency (HHS) on behalf of the Workforce Innovation Board (WIB) is seeking a price quote for America's Job Center of California (AJCC)/One-Stop Operator (Title 20 CFR Section 678.620[a]). HHS in concurrence with the WIB is charged with the responsibility for selecting its AJCC/One-Stop Operator through a competitive process every four years.

Yolo County has defined the role of the AJCC/One-Stop Operator in alignment with the Workforce Innovation and Opportunity Act (WIOA) as "*coordinating the service delivery of required one-stop partners and service providers*". The AJCC/One-Stop Operator will facilitate communication, systems alignment, quality of service delivery and the development of cooperative relationships in order to achieve a Comprehensive One-Stop delivery system. Yolo County has a comprehensive one-stop located at 25 N. Cottonwood Street in Woodland CA, 95695 and an affiliate one-stop located at 500-A Jefferson Boulevard, Suite 100 in West Sacramento, CA 95605. The annual cost estimate for AJCC/One-Stop Operations is \$16,000.

The AJCC/One-Stop Operator may be a single public, private, or non-profit or consortium of entities. However, if a consortium of entities consists of AJCC/One-Stop partners, it must include a minimum of three of the required AJCC/One-Stop partners listed in WIOA Section 121(b)(1).

The types of entities eligible to be an AJCC Operator includes the following (WIOA Section 121[d][2][B]):

- An institution of higher education.
- An employment service state agency established under the *Wagner-Peyser Act*.
- A community-based organization, nonprofit organization, or workforce intermediary.
- A private for-profit entity.
- A government agency.
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Roles include the following:

- Coordinate the service delivery of required AJCC partners and service providers.
- Ensure the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding - Phase I and Phase II.
- Assist with the AJCC Certification Process.

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Responsibilities in the following:

- Convene AJCC/One-Stop partners quarterly.
- Report to HHSA, the Executive Committee of the Workforce Innovation Board (WIB), and/or the Workforce Innovation Board on operations, performance, and continuous improvement recommendation as deemed appropriate.
- Implement policies established by the WIB.
- Adhere to all applicable federal and state guidance.

AJCC/One-Stop Operator must adhere to the following (Title 20 CFR Section 678.600):

- Disclose any potential conflicts of interest arising from the relations of the AJCC/One-Stop Operator with particular training service providers or other service providers in accordance with Uniform Guidance Section 200.318.
- Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
- Comply with federal regulations and procurement policies relating to the calculation and use of profits as outlined in the Uniform Guidance.
- Adhere to any applicable firewalls or internal controls.

If you are interested in serving as the Yolo County AJCC/One-Stop Operator, please submit the attached Price Quote Sheet (Exhibit A) no later than July 19, 2017, by email/ yoloWIB@yolocounty.org or FAX/(530) 666-8831. Note: Provided for your consideration are the Services Contract Insurance Requirements (Exhibit B).

Please contact Lisa Vincent at (530) 406-4458 or lisa.vincent@yolocounty.org if you have any questions relative to this request. Thank you.

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EXHIBIT A. Price Quote Sheet

Name of Project: **Yolo County AJCC/One-Stop Operator**

Name: _____
(Individual or Company)

Mailing Address: _____

Telephone Number: _____

Price Quote to complete **Yolo County AJCC/One-Stop Operator** as described in this Request for Price Quote package:

\$ _____

Entity Type: _____

Initial to Acknowledge Insurance Requirements: _____

Signature: _____

Date: _____

If you are interested in serving as the Yolo County AJCC/One-Stop Operator, please submit the attached Price Quote Sheet (EXHIBIT A) no later than July 19, 2017, by email/yoloWIB@yolocounty.org or FAX/(530) 666-8831.

EXHIBIT B. SERVICE CONTRACT INSURANCE REQUIREMENTS

- A. During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.
1. Minimum Coverages (as applicable) - Insurance coverage shall be with limits not less than the following:
 - a. **Comprehensive General Liability** – \$1,000,000/occurrence and \$2,000,000/aggregate
 - b. **Automobile Liability** – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) [include coverage for Hired and Non-owned vehicles.]
 - c. **Professional Liability/Malpractice/Errors and Omissions** – \$1,000,000/occurrence and \$2,000,000/aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)
 - d. **Workers’ Compensation** – Statutory Limits/**Employers’ Liability** - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
 2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers’ compensation and professional liability coverages. . [NOTE: Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.] It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.
 - a. The Additional Insured coverage under the Contractor’s policy shall be “primary and non-contributory” and will not seek contribution from the County’s insurance or self insurance and shall be at least as broad as CG 20 01 04 13.

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- b. The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non contributory basis for the benefit of the County of Yolo (if agreed to in a written contract or agreement) before the County's own Insurance or self insurance shall be called upon to protect it as a named insured.
3. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the County Risk Manager specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Contractor changes insurance carriers Contractor shall purchase "tail" coverage covering the term of this Agreement and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Contractor changes to a new carrier prior to receipt of any payments due.
4. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the County's Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.
5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or Yolo County.
6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director (ten (10) days for delinquent insurance premium payments).
7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the County Risk Manager.
8. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.
9. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects the County, its officers, agents, employees

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and volunteers. Any insurance maintained by the County shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

10. The insurer shall waive all rights of subrogation against the County, its officers, employees, agents and volunteers.
- B.** Prior to commencing services pursuant to this Agreement, Contractor shall furnish the County with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.
- C.** During the term of this Agreement, Contractor shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.
- D.** Contractor agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and the County of Yolo in the same manner and to the same extent as Contractor is bound to the County of Yolo under the Contract Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The General Contractor/**and or Contractor** shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and General Contractor/**and or Contractor** will provide proof of compliance to the County of Yolo.
- E.** Contractor shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event Contractor fails to obtain or maintain completed operations coverage as required by this agreement, the County at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.