



ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD

Department of Rehabilitation (DOR) and America's Job Center of California (AJCC) Collaboration Grant Consultancy Services

Background

The **Alameda County Workforce Development Board (ACWDB)** is requesting quotes from organizations and/or consultants for the delivery of technical assistance, job placement assistance, and consultancy as it relates to employment opportunities for individuals with disabilities.

Under the Workforce Innovation and Opportunity Act, a Comprehensive AJCC provides all-inclusive access to career services and training programs that assist job seekers in the attainment of demand-driven skills and placement into good jobs with an emphasis on individuals with barriers to employment. This project aims to strengthen the connection between DOR-eligible individuals and the services offered through the Comprehensive AJCC, enabling job seekers with disabilities access the full array of supported employment services that will help to address the housing, education, and employment gaps noted above. This will be achieved through more unified and simplified co-enrollment and co-case management strategies, ongoing support during job placement to facilitate job retention, and by cultivating a culture of collaboration and information sharing with all interest-holders, including key employer partners.

According to published data, individuals with disabilities experience higher unemployment rates and greater economic hardship than those without disabilities. This project will focus on individuals who face compounded barriers to economic stability, education, and employment. DOR staff will provide disability training and awareness for employers, ACWDB and AJCC staff, and other workforce development interest-holders. DOR will also collaborate with ACWDB to assess the current landscape and identify areas for improvement

Services under this RFQ are sought for one year, with an anticipated start date in December 2025. Up to \$73,500 will be available under this RFQ. ACWDB anticipates selecting one organization and/or consultant for the delivery of job placement assistance, including the sharing of best practices with collaborative partners, engaging in the case conferencing strategy, and other consultancy services, as needed. Collaborations between organizations are also allowable. Contingent upon the availability of additional funds and future needs, this project may be extended and/or additional projects funded.

VENDOR QUALIFICATIONS

Interested organizations must have documented successful experience in providing consultant and technical assistance pertaining to supporting job seekers with disabilities in the job search, placement, and retention phases of work. Additionally, interested organizations should demonstrate experience in developing narrative and storytelling campaigns intended to shift negative stereotypes. Eligible organizations include 501(c)(3) non-profit organizations, public or private educational institutions, government units, public agencies, or private for-profit organizations properly organized in accordance with federal, state, and local law. Minority and women-owned businesses are encouraged to apply. Collaborations are encouraged for a successful program design, and quotes submitted may include funding requests for outside consultants that enhance services offered.

SCOPE OF WORK

ACWDB is seeking to select an organization or consultant that demonstrates the ability to provide job placement assistance to individuals with disabilities of all types, including knowledge of best practices for placing individuals with more severe disabilities into competitive and integrated employment. Organizations must demonstrate an understanding of the barriers faced by individuals with disabilities within the workplace. The selected organization must also exhibit experience in capacity-building projects relevant to the implementation of accessible workplaces for job seekers with a disability. Capacity-building efforts should have included employers, staff, training providers, etc. with efforts to customize delivery depending on the target audience.

Organizations must have knowledge of best practices and experience in successful job placements and retention for individuals with disabilities into gainful job opportunities. Bidder should demonstrate partnerships with employers ready to place individuals, and the ability to provide on-the-job and on-site support for individuals, as appropriate.

Organizations must present a strategy to deliver content aimed at shifting the narrative surrounding individuals with disabilities in the workplace. This may include but is not limited to social media campaigns, video or other visual media content, or other methods to distribute information to a large audience of interest holders.

All strategies must be backed by current and relevant research aimed at identifying and applying best practices to support individuals with disabilities looking to enter the workforce and retaining meaningful career opportunities. Bidder may choose to identify potential subcontracted services, as needed. Subcontracted services must obtain ACWDB approval prior to contracting.

DELIVERABLES AND OUTCOMES

1. One initial system review and summary for needs/gaps, as well as what is currently working. Observations should be tied into planned activities and inform evolution of work.
2. Support, including best practices research, toward narrative shift efforts. One summary of best practices in supporting narrative shift work and one video production (video clips, etc.,) to further advance positive messaging efforts.

3. Support minimum of 15 participants with job placement activities over one-year term, including employer engagement, successful job onboarding and retention strategy implementation.
4. Regular communication and collaboration (as defined by ACWDB) as a part of case conferencing and co-case management efforts, with all relevant partners.

QUOTE SUBMISSION

Quotation Format:

- Must not exceed six (6) pages (3 pages if double-sided)
- 12-point font in Times New Roman or Calibri
- Must not exceed four (pages) in attachments (2 pages if double-sided)
- Total page count must not exceed 10 pages with attachments (5 pages if double-sided)
- Must be submitted in **PDF format**

The submitted quotation must include the following:

1. Your organization's ability to fulfill the activities listed in the scope of work section above, including your organization's previous experience with similar scopes of work that would demonstrate capacity.
2. Detailed plan and schedule to achieve the planned scope of activities outlined above within the allotted timeline.
3. The price/quote to deliver on the planned scope of activities. This quote will be assessed by its completeness, alignment with RFQ scope outline, and best value. Consideration will be given for [Small, Local and Emerging Business \(SLEB\)](#) certified entities.

Questions can be submitted by **October 15th at 5:00pm** to Jennifer.Victorica@acgov.org.

Submit your quote to Jennifer.Victorica@acgov.org in **PDF format** by **Friday, October 24, 2025, 5:00pm Pacific Standard Time. No late submissions will be accepted.**