



**COUNTY of HUMBOLDT COUNTY ADMINSTRATIVE OFFICE  
OFFICE OF ECONOMIC DEVELOPMENT**

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workforce@co.humboldt.ca.us

**Request for Proposals**

**#212-Workforce Innovation and Opportunity Act Rapid Response and Lay-Off Aversion  
Program Services**

**Statement of Purpose**

The County of Humboldt, under the direction of the Humboldt County Workforce Development Board (HC-WDB) issues this Request for Proposals (RFP) to solicit Program Operators for the Rapid Response and Lay-Off Aversion programs.





**Request for Proposal (RFP)  
Cover Page**  
County Administrative Office  
Economic Development Division  
County of Humboldt, Eureka, CA

<b>COUNTY AGENCY</b>	<b>Economic Development</b>	
<b>RFP NUMBER</b>	<b>#212</b>	
<b>RFP TITLE</b>	<b>Workforce Innovation and Opportunity Act Rapid Response and Lay-Off Aversion Program Services</b>	
<b>PURPOSE</b>	The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to solicit Program Operators for the Rapid Response and Lay-Off Aversion programs.	
<b>DEADLINE FOR RFP SUBMISSION</b>	<b>DEADLINE FOR PROPOSALS TO BE RECEIVED</b> May 26, 2023 5:00 p.m. Pacific Standard Time LATE, FAXED OR UNSIGNED PROPOSALS WILL BE REJECTED	
<b>SUBMIT RFP TO THIS ADDRESS</b>	HUMBOLDT COUNTY ECONOMIC DEVELOPMENT DIVISION Attn: Scott Adair Director of Economic Development/Humboldt County WDB Executive Director 825 5 <sup>th</sup> Street #112 Eureka, CA 95501 workforce@co.humboldt.ca.us	
<b>SPECIAL INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>❑ <b>Label the lower left corner of your sealed submittal package with the RFP #212 WIOA Rapid Response and Lay-Off Aversion.</b></li> <li>❑ <b>Submit one digital and one original with nine additional copies of proposal with required forms.</b></li> </ul>	
<b>DIRECT ALL INQUIRES TO</b>	<b>NAME</b>	Scott Adair
	<b>TITLE</b>	Director of Economic Development/Humboldt County Workforce Development Board Executive Director
	<b>PHONE #</b>	(707) 445-7745
	<b>FAX #</b>	(707) 445-7219
	<b>EMAIL</b>	<b>workforce@co.humboldt.ca.us</b>
<b>COUNTY WEBSITE</b>	<b>WEBSITE</b>	<a href="http://www.co.humboldt.ca.us">http://www.co.humboldt.ca.us</a>

**DATE RFP ISSUED: Wednesday, April 26, 2023**

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**HUMBOLDT COUNTY RFP #212- Workforce Innovation and Opportunity Act Rapid Response and Lay-Off Aversion Program Services**

**Submit With RFP**

<b>RFP SIGNATURE AFFIDAVIT</b>	
<b>NAME OF FIRM:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP</b>	
<b>CONTACT PERSON:</b>	
<b>PHONE #:</b>	
<b>FAX #:</b>	
<b>EMAIL:</b>	

Government Code Sections 6250 *et seq.*, the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above named firm and hereby agrees to all the terms, conditions, and specifications required by the County in this Request for Proposal and declares that the attached proposal and pricing are in conformity therewith.

\_\_\_\_\_  
**Signature**

**Title**

**Name (type or print)**

**Date**

This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum #      Addendum #      Addendum #      Addendum #

**1.0 DEFINITIONS**

- A. **Addendum** – An amendment or modification to the Request for Proposal.
- B. **County** – County of Humboldt.
- C. **Layoff Aversion**-Strategies and activities that prevent or minimize the duration of unemployment resulting from layoffs.
- D. **Proposal** – An offer submitted in accordance with this RFP to provide an ongoing service for a specified sum of money.
- E. **Proposer** – Any individual or business responding to this Request for Proposal.
- F. **Rapid Response**-Rapid Response is a pro-active, business-focused, and flexible strategy designed to respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers.
- G. **RFP** – Request for Proposal.
- H. **WIOA**- Workforce Innovation and Opportunity Act (2014) is the primary federal workforce development legislation to bring about increased coordination among federal workforce development and related programs, which replaced the previous Workforce Investment Act of 1998 (WIA).

## 2.0 INTRODUCTION

### Statement of Purpose

The County of Humboldt (County), under the direction of the Humboldt County Workforce Development Board (HC-WDB) issues this Request for Proposals (RFP) to solicit Program Operators for the Rapid Response and Lay-Off Aversion programs.

The HC-WDB receives funding annually for Rapid Response (RR) and Lay-Off Aversion (LA) programming. The purpose of this funding is to prevent reductions in workforce at private sector companies, connect the private and public sector to services provided at the America’s Job Center of California (AJCC), and provide RR and LA services as guided by both state and federal agencies

Funding for any agreements resulting from this RFP comes from the Workforce Innovation and Opportunity Act (WIOA), through California’s Employment Development Department (EDD). Federal funds are subject to tracking and annual monitoring requirements. The County is seeking a qualified professional(s) or organization(s) to provide services through the term of July 1, 2023-June 30, 2027.

## 3.0 SCOPE OF SERVICES

This document only presents a preliminary scope of services to generally communicate the County’s expectations. A final scope of services will be developed by the County and the successful Proposers. All Proposers will be held strictly to the technical, service and capability requirements outlined in this RFP, and such requirements will be incorporated into the final Professional Services Agreement. The County’s Economic Development Division desires a range of professional RR and LA services to achieve the goals outlined above.

### **Anticipated Services**

The outline of anticipated services (Section 3.1) will allow the County to compare proposals. The precise scope of services to be incorporated into the final Professional Services Agreement will be based upon the successful proposal and may be the subject of negotiations between the County and the successful Proposers.

Based upon the County's outline of services, the Proposers shall prepare a complete description of the scope of services which the Proposer intends to perform in order to meet the project goals (see Section 2.0) and anticipated services (see Section 3.1).

### **3.1 Outline of Anticipated Services**

The HC-WDB seeks a contractor or team of contractors to design and operate a program that will avert layoffs, including but not limited to the following services:

- A. Engage business managers and owners of Humboldt County, CA, develop trust and assess risk factors that could result in the business reducing their workforce or closing (e.g. layoff employees).
- B. Provide access to business expertise and information customized to help the business management team define and execute strategies that will avert layoffs.
- C. Identify the most likely businesses and sectors of business to need this service.
- D. Develop and circulate outreach materials.
- E. Refer participants to the America's Job Center of California.
- F. Potentially develop job fairs or information expo focused on dislocation events, at or not at the dislocation site.
- G. Coordinate routine collaborative meetings with partner agencies.
- H. Conducting business engagement activities.
- I. Conducting research on business activities.
- J. Devising layoff aversion strategies with employer.
- K. Providing layoff aversion technical assistance with employer.
- L. Conducting business service workshops.
- M. Identify training needs for employed workers that could enhance business competitiveness.
- N. Track activities, outcomes and provide regular reporting in compliance with local, EDD and WIOA funding requirements.
  - 1. Provide input useful to outreach with employers.
  - 2. Provide closure risk mitigation. The steps include; identification, assessing the situation, ranking the threats, and assisting the business in developing a plan.

### **3.2 Development Process**

It is expected that the successful Proposers will accept input and guidance from the County Economic Development Team in order to develop a program scope that best meets the needs of the County's vision and goals. The successful Proposers will also be expected to maintain timely and regular communication with the County's Workforce Development Team throughout the duration of the project. Throughout the project, the

successful Proposer shall communicate any additional strategies the Proposers feels would improve project outcomes.

### 3.3 Reporting Requirements

Designated proposer(s) will be required to track and report funded RR and LA activities the manner required by applicable local, state, and or federal agencies.

## 4.0 SCHEDULE OF EVENTS

The following represents the County’s best estimate of the RFP schedule. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the schedule of events shall be provided to all Proposers. The following dates are tentative and may be subject to change.

EVENT	DATE
RELEASE OF REQUEST FOR PROPOSAL	April 26, 2023
DEADLINE FOR SUBMISSION OF QUESTIONS Email: workforce@co.humboldt.ca.us	May 19, 2023, 5 p.m. PST
DEADLINE FOR PROPOSALS <u>TO BE RECEIVED</u>	May 26, 2023, 5:00. p.m. PST
RFP EVALUATION PROCESS	May 31, 2023
NEGOTIATION AND CONTRACT FINALIZATION	June 5, 2023
RECOMMENDATION OF AWARD TO COUNTY BOARD OF SUPERVISORS (AGENDA ITEM)	June 27, 2023
START DATE	July 1, 2023
TIMELINE FOR COMPLETION OF PROJECT COMPLETION-	This will be a 4-year contract

## 5.0 TERM OF AGREEMENT



The term of the Professional Services Agreement shall commence upon execution of the parties and shall continue for four (4) years.

## **6.0 PROPOSAL SUBMITTAL**

Proposers shall prepare and submit one (1) original and one (1) additional hardcopy of the proposal by **5:00 p.m., Pacific Standard Time on May 26, 2023**. Proposals shall be signed by an authorized agent and placed in a sealed package clearly marked **RFP #212**. Unsigned Proposals will be rejected.

Proposals shall be delivered or mailed to:

HUMBOLDT COUNTY ECONOMIC DEVELOPMENT DEPARTMENT  
Attention: Scott Adair  
Director of Economic Development/Humboldt County WDB Executive Director  
825 5<sup>th</sup> Street #112  
Eureka, California 95501  
Email: workforce@co.humboldt.ca.us

Proposals submitted to any other County office other than the Economic Development Division will be rejected and returned to the Proposer unopened.

Any proposal received after the above-mentioned time and date for submittal, whether by mail or otherwise, will not be considered (postmarks will not be accepted in lieu of this requirement). It is the sole responsibility of the Proposer to ensure that its proposal is received before the submittal deadline. Proposals received after the time and date for submittal by mail or otherwise will be returned unopened. However, nothing in this RFP precludes the County from requesting additional information at any time during the proposal evaluation process.

Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication.

## **7.0 PUBLIC RECORDS AND TRADE SECRETS**

All proposals and materials submitted become the property of the County and are subject to disclosure under the Public Records Act (Government Section 7920.000 *et seq.*). However, if prior to the award of a contract further negotiations are contemplated, the County must discern whether public disclosure should await the completion of the negotiations. In these circumstances the County must establish that the public interest in nondisclosure clearly outweighs the public's interest in disclosure (Government Code §§ 7929.000 & 7922.540(a); *Michaelis, Montanari and Johnson v. Superior Court (Los Angeles)*, 38 Cal. 4th 1065 (2006)).

The RFP and all responses are considered public information with the exception noted above and for trade secrets specifically identified, which will be handled according to state statutes or other laws. Any information that contains trade secrets shall be communicated to County by the proposer. Any page of the proposal that is deemed to be a trade secret by the proposer shall be clearly marked "PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") size letters.

In the event that the County receives a request for disclosure of any such specifically identified information, prior to release of any such specifically identified information, the County will contact the proposer and will not release the specifically identified information if the proposer agrees to indemnify, defend, and hold harmless the County in any action brought to disclose such information. The proposer, by submitting such information, agrees that the failure of County to contact the proposer prior to the release of such information will not be a basis for liability by the County or any County employee to proposer.

## **8.0 GENERAL REQUIREMENTS AND INFORMATION**

### **8.1 General Instructions**

- A. All proposals must be submitted in accordance with the standards and specifications contained within this RFP and must contain a signed and completed Signature Affidavit.
- B. Proposals must be typed uniformly on letter size (8 1/2" X 11") white paper, single sided or double sided, with each section clearly titled and each page consecutively numbered.
- C. Proposals must be clean and suitable for copying.
- D. Proposals must be complete and specific unto themselves. For example, "See *Enclosed Manual*" will not be considered an acceptable response.
- E. The proposal shall be concise and to the point.
- F. Receipt of all addenda, if any, must be acknowledged on the bottom of the RFP Signature Affidavit Sheet.

### **8.2 Right of County to Reject Proposals**

The County reserves the right to reject any and all proposals or to waive, at its discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection of a proposal.

### **8.3 Proposal Modification**

Any Proposer who wishes to make modifications to a proposal already received by the County must withdraw his/her proposal. All handwritten modifications must be made in ink, properly initialed by Proposer's authorized representative, executed, and submitted in accordance with the terms and conditions of this RFP. It is the responsibility of the Proposer to ensure that the modified proposal is resubmitted before

the submission deadline of May 26, 2023. Proposals cannot be changed or modified after the submission deadline.

#### **8.4 Award of Agreement**

The County reserves the right to negotiate the terms of the Professional Services Agreement for this project with one or more proposers. All proposers may be requested to make presentations and shall negotiate in good faith in accordance with direction from the County. Any delay caused by Proposer's failure to respond to direction from the County may lead to a rejection of the proposal.

The award of an agreement, if made by the County, will be based upon a total review and analysis of each proposal and projected costs. If the County determines, after further evaluation and negotiation, to award an agreement, a Professional Service Agreement shall be sent to the successful Proposer(s) for the Proposer's signature. No proposal shall be binding upon the County until the Professional Services Agreement is signed by duly authorized representatives of the selected Proposer(s) and the County.

#### **8.5 Cost of Proposal Preparation**

The County shall not pay any costs resulting from or associated with Proposer's participation in the RFP process, including the preparation of any proposal.

#### **8.6 Notification of Withdrawal of Proposal**

Proposer may withdraw its proposal at any time prior to the date and time specified for proposal submission upon formal written notice. Proposals will become the property of the County after the submission deadline.

### **9.0 REQUIRED FORMAT OF PROPOSAL**

To be considered, proposals must contain the elements outlined in this section. Failure to include any requested information may result in the rejection of the proposal. **While each proposal needs to contain the sections outlined below, proposers are encouraged to take creative license in their format and presentation.**

- A. RFP Signature Affidavit
- B. Proposal Table of Contents
- C. Corporate/Company/Agency Profile
- D. Description of Services
- E. Technical Capabilities
- F. Disaster Recovery Plan
- G. Implementation Timeline
- H. Cost Proposal
- I. Documentation
- J. Evidence of Insurability/Business Licenses

- K. Exceptions, Objections and Requested Changes
- L. Identification and Description of Potential Conflicts of Interest

**A. RFP Signature Affidavit**

The RFP Signature Affidavit must be signed by an authorized representative. Signature authorization on the RFP Signature Affidavit shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, including but not limited to, terminating any agreement resulting therefrom.

**B. Proposal Table of Contents**

The proposal shall include a comprehensive table of contents that identifies submitted material by sections in the order listed above and with sequential page numbers.

**C. Corporate/Company/Agency Profile**

The proposal shall include a narrative which identifies the Proposer's ability to provide the services as specified in this RFP. The Corporate/Company/Agency Profile should be concise and clear and include descriptive information regarding service delivery capabilities. The narrative must include, at a minimum, the following items:

- A. Proposer's Business name, legal business status and company size (total number of current staff).
- B. An overview of Proposer's current and previous business activities, including:
  - 1. The history of Proposer's firm.
  - 2. The number of years Proposer has been operating under the present business name, and any prior business names.
  - 3. The number of years Proposer has been providing services equivalent to those presented in the proposal.
  - 4. Proposer's mission statement.
- C. A detailed description of any fraud convictions related to public contracts (if applicable).
- D. A detailed description of any current or prior debarments, suspensions or other ineligibility to participate in public contracts (if applicable).
- E. A detailed description of any federal or state violations of industry or regulatory requirements (if applicable).
- F. A detailed statement of qualifications, including:
  - 1. The number of staff that will be providing services to the County.
  - 2. The physical location address of all facility(s) from which services to the County will be provided, and the staff allocation at each facility.
  - 3. Identification of the project manager, alternate project manager, and key project team members, including an organizational chart and resumes of each representative.

4. A summary of the experience and technological expertise of the staff who will design, develop and maintain any proposed website, social media output, etc. including specific experience with other public agencies.
  5. The name, position, phone number, and email address for each person responsible for day-to-day customer service. This contact person will be given to County Departments as their contact for customer service.
- G. A detailed description of Proposer's policies regarding quality assurance.
  - H. A detailed description of any earth-friendly policies and practices Proposer has implemented, or plans to implement, in order to help minimize adverse environmental and health-related impacts associated with its business operations.
  - I. Whether the Proposer holds a controlling or financial interest in any other organizations, or is owned or controlled by any other person or organization. If none, that must be stated.

#### **D. Description of Services**

The proposal shall include a complete description of the scope of the services (including major tasks and subtasks) that the Proposer intends to provide in order to meet the objectives and requirements specified in this RFP. The narrative must include, at a minimum, the following items:

- A. A detailed description of how the proposed services will be performed.
- B. A list of any anticipated services outlined in Section 3.1 of this RFP that are not included in the proposed services and the reasons for exclusion.
- C. A detailed description of Proposer's specific management expertise that ensures satisfactory contract performance.
- D. A detailed description of the expected communication channels between Proposer and the County to ensure that services will be performed to the County's satisfaction, including how potential problems will be resolved.
- E. A detailed description of any innovations and procedural enhancements that Proposer believes may add value to the proposed project.

#### **E. Technical Capabilities**

The Proposal shall include a narrative describing Proposer's technical capabilities for providing the proposed services. In addition, if Proposer intends on subcontracting portions of the proposed services, the narrative shall provide: the name of each subcontractor; each subcontractor's role in the project; the percentage of the project each subcontractor will complete; and the location of where the work will be performed. Listed subcontractors may not be substituted or replaced, and additional subcontractors may not be added to the project without prior approval from the County. If the Proposer is intending on employing offshore resources, the narrative shall also include a complete description of how the data sources, quality control and communication will be performed.

#### **F. Disaster Recovery Plan**

The proposal shall include a draft Disaster Recovery Plan outlining the solutions for potential staffing shortages, power outages, system crashes, road closures, or facility shutdowns, that may occur in the event of a natural disaster. Examples include, backup personnel, alternate facilities, distribution centers and other resources.

## **G. Implementation Plan and Timeline**

The proposal shall include a detailed implementation plan and timeline for the first 12 months of the project. The scheduled milestones should be expressed in terms of days, weeks, or months from the time an agreement is executed. It is the County's intention to execute an agreement with the successful Proposer on or about July 1, 2023. The County reserves the right to determine the implementation timetable based on calendar and fiscal restraints.

## **H. Cost Proposal**

The Proposal shall include an itemized list of the costs for all of the proposed services, software licenses, manuals, documentation, training-related expenses and other materials to be provided in connection with the proposed project (Exhibit B – Cost Proposal Form). In providing costing information, staffing levels and hourly rates shall be provided. Proposers can expect the Professional Services Agreement to be developed on a not-to-exceed price basis.

Proposer agrees that the price quotes listed on Exhibit B include all taxes and are the maximum they will charge during the term of any agreement awarded. In addition to completing Exhibit B, Proposer may attach a narrative to clarify any pricing data submitted therein. The following is an outline of the general information and requirements applicable to price quotes:

- A. Submitted prices shall be valid for a minimum of 180 days from the proposal submission deadline of May 26, 2023.
- B. Price quotes shall include any and all payment incentives available to the County.
- C. Price quotes shall include any exceptions, deviations, and clarifications pertinent to the service and/or goods that may assist in the evaluation of your proposal.
  1. Contracts will be cost reimbursable with billing required. Contractors are required to provide detailed line item budgets on forms provided by County of Humboldt. All costs reported and final cost statements shall be supported by appropriate accounting documentation

## **I. Documentation**

The proposal shall include a narrative describing all invoices, training materials and any other pertinent documents that will be used to facilitate the terms and conditions of this

RFP. Samples of each document described in this section shall be attached to the proposal.

**J. Evidence of Insurability/Business Licenses**

All Proposers shall submit evidence of eligibility for all insurances required by Section 15 of the sample Professional Services Agreement (see Exhibit C). Upon the award of an agreement, the successful Proposer will have 10 calendar days to produce certificates of the required insurance, including a certified endorsement naming the County as additional insured. Additional insurance should not be purchased until an agreement has been awarded.

In addition, all Proposers shall certify the possession of any and all required licenses or certifications. A copy of current business licenses or other applicable licenses must be submitted with the proposal.

**K. Exceptions, Objections and Requested Changes**

The Proposer should carefully review the terms and conditions of this RFP and the sample Professional Services Agreement. Any exceptions, objections or requested changes to the RFP or the sample Professional Services Agreement shall be clearly stated and explained in the proposal. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the portion of the RFP or sample Professional Services Agreement being referenced.

Protests based on any exception, objection or requested change shall be considered waived and invalid by the County if the exception, objection or requested change is not clearly identified and explained in the proposal.

**L. Identification and Description of Potential Conflicts of Interest**

The proposer should identify and document any potential conflicts of interest that may arise throughout the duration of the proposed contract period.

**10.0 EVALUATION CRITERIA AND REVIEW PROCESS**

After the proposals are received and opened by the County, the County shall review and evaluate all proposals for responsiveness to the RFP, in order to determine whether the Proposer possesses the qualifications necessary for the satisfactory performance of the services required therein. The County may also investigate qualifications of all Proposers to whom the award is contemplated, and the County may request clarifications of proposals directly from one or more Proposers.

In reviewing the proposals, the County may consider the following:

EVALUATION CRITERIA	RATING
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	<b>POINTS</b>
Overall experience of proposer with state and federal funding	<b>20</b>
Proposed Design	<b>25</b>
Specific experience of the proposer in providing desired and proposed services	<b>20</b>
Availability and Accessibility to County Staff	<b>5</b>
Cost of providing the proposed services	<b>20</b>
County's past experience with contractor	<b>10</b>
<b>Total</b>	<b>100</b>

All proposals will be evaluated by an evaluation panel made up of County staff and Humboldt County Workforce Development Board Members. All contacts during the review selection phase will only be through the RFP Administrator, Scott Adair (see Section 11.0 for contact information). Attempts by the Proposer to contact any other County representative may result in disqualification of a proposal. The RFP Administrator will present the evaluation results to the County Board of Supervisors for review and approval on or about June 27, 2023.

The evaluation process is designed to award the procurement not necessarily to the Proposer of least cost, but rather to the Proposer(s) with the best combination of attributes based upon the evaluation criteria. Therefore, proposals are evaluated against the evaluation criteria in this RFP and not against other proposals.

The County reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the County and, if held, shall be after initial evaluation of the proposals. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

## **11.0 INTERPRETATION OF RFP**

The Proposer is responsible for meeting all the requirements, specifications, and conditions stated in this RFP and the sampler Professional Service Agreement. If the Proposer finds discrepancies in or omissions from the RFP or is in doubt as to the meaning of a particular portion thereof, a written request for interpretation or correction should be made to the County. Such inquires shall be directed to:

**Scott Adair**  
**Director of Economic Development/Humboldt County Workforce Development**  
**Board Executive Director, County of Humboldt Economic Development Division**  
**825 5<sup>th</sup> St #112**  
**Eureka, CA 95501**  
**Telephone: 707-445-7745**  
**Email: [workforce@co.humboldt.ca.us](mailto:workforce@co.humboldt.ca.us)**



Any changes to the RFP will be made and distributed only by written addendum, and will be posted on the County's Purchasing website at <http://www.co.humboldt.ca.us/purchase>.

## **12.0 OWNERSHIP AND INTELLECTUAL PROPERTY**

- A. All products, graphics, domain names, content developed during the course of the project/under this scope of work shall be owned solely by the County, together with any and all underlying software, object codes, digital programming and source codes. Any type of Source files, which would be necessary for the County to update or change the design of any project deliverables, must be delivered at the end of the project.
- B. All intellectual property developed in connection with the project will be owned solely by the County.
- C. In developing project materials, the successful Proposer shall not infringe or violate the copyright or other intellectual property rights of third parties.
- D. The successful Proposer is responsible for securing various rights, licenses, clearances and other permissions related to works, graphics or other copyrighted materials to be used or otherwise incorporated in the project.
- E. All applicable copyright notices will be displayed on the project outputs.

## **13.0 CONFLICT OF INTEREST**

Proposer warrants and covenants that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or assist in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to the County. Selected Proposers and corresponding agency staff will also be required to adhere to the Humboldt County Workforce Development Board's Conflict of Interest Policy and provide signed attestation forms from staff that preforms activities under the Rapid Response and Lay-Off Aversion programs.

## **14.0 CANCELLATION OF RFP PROCESS**

The RFP process may be canceled after opening proposals, prior to award, if the County determines that cancellation is in the best interest of the County.

The County reserves the right to amend or modify the Scope of Services prior to the award of proposal, as necessity may dictate, and to reject any and all proposals hereunder. This RFP does not commit the County to award an agreement and it shall not pay any costs incurred in the preparation of a proposal in response to this request. The County reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified source or to cancel in part or in its entirety this RFP, if it is in the best interest of the County in its sole determination.

## **15.0 ADDITIONAL REFERENCE MATERIALS**

**US Dept. of Labor – Workforce Innovation and Opportunity Act Information**  
<http://www.doleta.gov/WIOA/>

**Humboldt County Workforce Development Board**  
<https://www.gohumco.com/162/HC-WDB-Meetings-and-Governance>

**Humboldt County Workforce Development Board Local and Regional Plans, 2021-2024**  
<https://www.gohumco.com/170/HC-WDB-Local-and-Regional-Plans>