

Workforce Investment Board of Tulare County



**Request for Quote**  
**Development of Standard Operating Procedures (SOPs) Services**

Issue date: March 4, 2026

Quotes must be received no later than 5:00 pm, March 18, 2026

Respondents must deliver quotes electronically to [nicola.wissler@tularewib.org](mailto:nicola.wissler@tularewib.org)

## Request for Quote

Development of Standard Operating Procedures (SOPs) Services

**Due: March 18, 2026**

The Workforce Investment Board of Tulare County (WIB) is soliciting quotes from qualified respondents to assist in developing Standard Operating Procedures (SOPs) across key operational domains. Interested vendors may provide quotes for the project described below.

### **ABOUT THE WIB**

The WIB is the designated workforce development board responsible for administering the federal Workforce Innovation and Opportunity Act (WIOA) workforce development funds in Tulare County. The WIB is registered as a California nonprofit 501 (C)(3) organization.

At the WIB, we believe that too many people are unemployed or in low-wage jobs that don't sustain their families, and too many businesses have high-quality jobs that go unfilled. The WIB makes critical investments in workforce training and education so businesses can find the skilled workforce they need to succeed, and so Tulare County residents can become that skilled workforce.

Our strategic priorities include:

- **Funding:** We bring money to the region from federal, state, and local government, private businesses, and philanthropy.
- **Broker:** We broker solutions with education and training partners that increase support for in-demand industries and jobs.
- **Convene:** We convene industry through boards and sector partnerships to identify local skills gaps.
- **Invest:** We make investments in high-quality job skills training for workers and workforce solutions for businesses.
- **Guide:** We provide workers with guidance, training, and resources.
- **Measure:** We utilize data to set clear goals, measure progress, and drive decisions to meet the needs of our community.

For more information about the WIB, go to [www.tularewib.org](http://www.tularewib.org)

### *About the Workforce Development System in Tulare County:*

The WIB subcontracts with local service providers to manage the Employment Connection Centers of Tulare County and provide a comprehensive system of training, placement, and career planning (career services) for job seekers throughout Tulare County. Businesses look to the WIB and its system of Employment Connection Centers for qualified employees, expertise in job training and supportive services, and for leadership to mobilize public and private organizations to address workforce needs.

Service Providers manage and operate two comprehensive Employment Connection One-Stop Centers (Visalia & Porterville) and two smaller affiliate Employment Connection Centers (Dinuba & Tulare). They also provide "pop-up" services in rural communities to ensure residents have access to services. In addition to the contracted service providers, multiple workforce partner agencies are housed at the comprehensive Employment Connect Centers (e.g., Employment Development Department, Department of Rehabilitation, and others) and provide customers with additional employment and

training services. The collective Employment Connection System (20+ partner agencies) serves a diverse group of job seekers, including unemployed adults, dislocated workers (recently unemployed), individuals who are justice-involved, individuals with disabilities, individuals receiving public assistance, and others with barriers to employment.

Employment Connection's mission:

- At Employment Connection, we understand that having a good job is key to having a good life.
- We provide services so that Job Seekers in Tulare County can get the guidance, training, resources, and confidence they need to realize their career potential.
- We connect Job Seekers to employers, so Tulare County businesses prosper, and our communities thrive.

For more information about the Employment Connection and its workforce development partners, go to [www.employmentconnect.org](http://www.employmentconnect.org).

In addition to the career services offered at the Employment Connection Centers, the WIB subcontracts with service providers to manage a comprehensive program, youth@work, for young adults ages 16-24 who face barriers to participating in education, training, and employment. The youth@work Out-of-School Youth (OSY) program is designed to help young adults successfully transition to self-sufficient adulthood. The OSY program is dedicated to working within selected school districts to improve the quality of the emerging workforce by providing eligible young adults with opportunities to acquire the education and skills necessary for a successful transition into adulthood, careers, and further education and training.

### **PROJECT Domains**

The WIB seeks a qualified respondents to develop comprehensive, clear, and implementable Standard Operating Procedures (SOPs). Respondents must address two to four (2-4) domains in their proposal. The WIB reserves the right to contract with more than one firm for this project. The WIB is requesting the development of SOPs in the following four domains.

1. Fiscal Administration and Financial Reporting
2. Contract and Subaward Management
3. WIOA-Related Certifications and California Non-profit 501 (c ) (3) Administrative Responsibilities
4. Sector Partnership Development and Operation

### **SCOPE OF WORK**

The SOPs developed with this contract will be used for implementation of internal capacity building activities to advance racial equity, serve customers more holistically, and promote access to quality jobs through the workforce development board

For each of the four domains, the consultant will:

1. Develop detailed written SOPs that clearly define:
  - Roles and responsibilities
  - Process flows and approval chains
  - Required documentation and timelines

- Compliance checkpoints and internal controls
  - Monitoring and reporting requirements
2. Align procedures with:
    - Federal WIOA requirements
    - State of California workforce directives (as applicable)
    - Local Board governance requirements
  3. Provide templates, checklists, and workflow tools where appropriate
  4. Draft Review & Revision
    - Provide draft SOPs to WIB for review
    - Incorporate feedback from staff and leadership
    - Deliver final, Board-ready SOP documents in editable electronic format
  5. Implementation Support
 

Please provide separate pricing (if applicable) for:

    - Staff training sessions (virtual and/or in-person)
    - Development of visual process maps
    - Ongoing advisory support following delivery of final SOPs

## TIMELINE

The selected consultant will meet with WIB staff to define the specific scope and timeline upon contract execution.

The anticipated project schedule is as follows:

- **Contract Award:** On or before April 15, 2026
- **Project Kickoff Meeting:** Within two (2) weeks of contract award
- **Initial Document Review & Staff Interviews:** April–May 2026
- **Draft SOPs Delivered to WIB:** On or before July 15, 2026
- **WIB Review & Feedback Period:** July 2026
- **Final SOPs Delivered to WIB:** On or before August 30, 2026

Consultants may propose alternative timelines in their submission.

## PROJECT DELIVERABLES

1. 10-15 stand-alone SOPs that will be organized into four comprehensive SOP manuals (one per domain) or a consolidated SOP manual organized by domain
2. Supporting templates, forms, and checklists
3. Process maps (if included in proposal)
4. Editable electronic files (Word and PDF formats)

## QUALIFICATIONS

Respondents should demonstrate the ability to provide the desired deliverables in two or more domains. Describe your experience within your proposed domains. Please include the following information:

- Clearly identify which domain (or domains) your example(s) relate to.
- Experience working with Workforce Development Boards or similar public agencies
- Familiarity with WIOA Title I requirements
- Experience in fiscal compliance, contract administration, and public-sector governance
- Governmental fund accounting and grant-based accounting systems
- California non-profit corporate compliance
- Demonstrated experience developing operational SOPs
- Knowledge of federal and California workforce regulations

Please include:

- Summary of relevant experience
- At least two references from similar public-sector engagements
- Résumé(s) of key personnel assigned to the project

## EXAMPLES of DESIRED SOPS

The following table includes examples of desired SOPs and does not represent an all-inclusive list. The selected consultant will be expected to assist the WIB with prioritizing the SOPs to be created.

<b>Fiscal Administration and Financial Reporting</b>	<b>Contract and Subaward Management</b>	<b>WIOA-Related Certifications and California Non-profit 501 (c) (3) Administrative Responsibilities</b>	<b>Sector Partnership Development and Operation</b>
Fiscal Policies and Standard Operating Procedures Development	Subrecipient Procurement Process	Non-Profit corporate governance compliance <ul style="list-style-type: none"> <li>- Bylaws</li> <li>- Tax filing</li> <li>- Status updates</li> </ul>	TPM Process Management
Federal Grant Funding Structure and Cost Categories	Contract Renewal Process	Liability, Property, and Officers Insurance evaluation and renewal <ul style="list-style-type: none"> <li>- Requirements from subawards</li> <li>- Requirements from county agreements</li> </ul>	Sector Partnership Governance and Structures

		- Requirements for nonprofit 501c3 boards	
Budget Development and Budget Modifications	Contract Modifications and Amendments		
Cost Allocation and Indirect Cost Methodology	Request for Quote/Proposal Process		
Cash Management and Reimbursement Processes			
Government Financial Reporting and Reconciliation			
Internal Controls and Fiscal Risk Management			
Financial Monitoring, Audit Preparation, and Record Retention			

## BUDGET

The WIB anticipates investing up to \$75,000 for the development of approximately 10–15 comprehensive Standard Operating Procedures (SOPs), as described in this RFQ. The total budget may be divided between multiple contracts.

Respondents must submit a detailed, all-inclusive, not-to-exceed cost proposal, including a breakdown by major task or phase. Separate pricing must be provided for optional implementation support services, if proposed.

While the WIB anticipates a budget within the stated range, respondents may propose an alternative budget amount if they determine that additional resources are necessary to fully and effectively deliver the scope of work. Any proposal exceeding the anticipated budget range must include a clear justification explaining why additional investment is required and how it enhances the quality, compliance, integrity, or implementation success of the project.

The WIB reserves the right to negotiate final scope, timeline, and pricing prior to contract execution.

## ELIGIBLE QUOTE SUBMISSIONS

The proposal must be received no later than **5:00 pm on Friday, March 18, 2026**. Proposals must be submitted via email to Late responses will not be accepted, in whole or in part.

Proposals must include the following:

### 1. Cover Letter (2 points)

A brief cover letter signed by an authorized representative of the firm, including contact information for the primary point of contact.

### 2. Organizational Qualifications (10 points)

- Description of the firm's experience working with Workforce Development Boards, public agencies, or similar entities
- Demonstrated experience developing Standard Operating Procedures (SOPs) in fiscal administration, contract management, compliance, or sector partnership operations
- Familiarity with WIOA Title I requirements and applicable federal and state regulations

### 3. Project Approach (20 points)

- Description of the proposed methodology for assessing current practices and developing SOPs
- Proposed work plan aligned with the following required timeline:
  - Contract Award: On or before April 15, 2026
  - Draft SOPs Delivered: On or before July 15, 2026
  - Final SOPs Delivered: On or before August 30, 2026
- Description of stakeholder engagement process (e.g., staff interviews, document review, feedback cycles)
  - Estimated timeline for stakeholder engagement

### 4. Personnel (8 points)

- Résumé(s) of key staff assigned to the project
- Description of roles and responsibilities of each team member

### 5. References (2 points)

Provide at least two (2) references from similar public-sector or workforce development engagements, including contact name, title, organization, phone number, and email address.

### 6. Cost Proposal (8 points)

Provide an all-inclusive, not-to-exceed price for the project described in this RFQ.

The cost proposal should clearly identify:

- Total project cost
- Breakdown by major task or phase (if applicable)
- Separate pricing for optional implementation support, including:
  - Staff training sessions
  - Development of visual process maps
  - Ongoing advisory support

All costs must be inclusive of travel, materials, meetings, and administrative expenses.

### **CONDITIONS**

The WIB may select one (1) or more vendor(s) for this RFQ. The WIB reserves the right to negotiate scope, timeline, and final pricing prior to contract execution. Your quote may be used for up to three years.

The WIB reserves the right to terminate or modify any part of this procurement process at any time and for any reason; to award one contract or multiple contracts; to negotiate changes; to make no awards; and to issue new and/or revised policies and clarifications at any time.

All response packages become WIB property.

All respondents will be notified of the decision in writing by **April 15, 2026**.

### **INQUIRIES**

Questions regarding this RFQ may be submitted via email to Nicola Wissler at [nicola.wissler@tularewib.org](mailto:nicola.wissler@tularewib.org) no later than **March 12, 2026**.

### **SUBMISSION INSTRUCTIONS:**

Submit an electronic submission of the RFQ to:

[Nicola.wissler@tularewib.org](mailto:Nicola.wissler@tularewib.org)

Qualified quotes are due no later than 5:00 p.m. on Friday, March 18, 2026, for consideration. Late submittals will not be considered.