



*"Empower, Support, Protect"*

**Human Services Department**  
COUNTY OF SONOMA

Employment & Training Division

# Request for Applications to provide Career Development Workshops

Issued December 22, 2010

Applications submitted by  
5:00 p.m. Thursday, February 3, 2011  
will be evaluated for placement on the initial  
vendor list for the 2011/2012 program year

Sonoma County Human Services Department  
Employment & Training Division

**REQUEST FOR APPLICATIONS TO  
PROVIDE CAREER DEVELOPMENT WORKSHOPS**

**Overview**

The Sonoma County Human Services Department (HSD), Employment & Training Division, is issuing this Request for Applications (RFA) for facilitators to provide various job search and career development workshops for Job Link customers.

Job Link, the local One-Stop center, provides services to job seekers that include job search resources, career information, on-line job listings and resume posting, access to computers, fax and phone bank, as well as the workshops on job search and career development to be provided through this RFA. These workshops, as described below, are intended to assist job seekers in obtaining or retaining employment.

Applications are accepted on an on-going basis. However, to be considered for the initial vendor list of approved workshop facilitators for the 2011/2012 program year, applications should be received by 5:00 p.m. on February 3, 2011.

**Compensation**

Workshop facilitators will be compensated at a rate of \$40 per hour. An additional 30 minutes can be charged for setup/cleanup for workshops that are 3 hours or less, and an additional 60 minutes can be charged for setup/cleanup for workshops that are over 3 hours. Additional preparation time beyond what is listed above is not included and will not be compensated. The County reserves the right to schedule workshops as needed and cancel workshops for any reason without compensation to the facilitator.

Workshop providers will be reimbursed by submitting invoices to the Human Services Department in a format to be provided by the county (see Attachment A). These invoices must be submitted at least monthly and are due by the 5<sup>th</sup> working day of the month following the month of service. Failure to submit invoices by the 5<sup>th</sup> working day of the month may result in a delay in reimbursement.

**Workshops and Curricula**

The workshops offered by Sonoma County Job Link are described below. All workshops use a standardized curriculum, provided by the County. Materials for all workshops are provided. Applicants should indicate on their applications which workshops they are interested in facilitating. A sample calendar of the Job Link workshops is included as Attachment B. The subject matter, curriculum and schedule for workshops are all subject to change.

***Self-Assessment***

*Evaluating skills, interests, and values*

***Exploring the New World of Work***

*Networking and labor market information tools*

***Social Networking – Network Magic***

*Shorten your job search with LinkedIn and Facebook*

***Self-Esteem and Managing Change in the World of Work***

*Self-motivation, self-confidence, goal setting*

***Job Search – How to Avoid the Six Deadly Mistakes***

*Discussion of steps necessary to begin an employment search and how to reach the hidden job market*

***On-Line Job Search***

*Get connected with on-line job search techniques*

***Resumes: What Fizzles ... What Sizzles!***

*Tools for writing an effective targeted resume, and for updating an existing one*

***Interviewing, How to Ace It!***

*Accomplishment statements, interviewing techniques, practice interviews*

**Selection Process**

Facilitators for Job Link workshops will be selected for the 2011/2012 vendor list based on their experience in providing similar workshops to a comparable audience. Once the applications have been received and reviewed, the applicants may be required to participate in a secondary interview process. After all applications have been reviewed and interviews have been conducted, the Employment & Training division staff will decide which facilitators will be included on the 2011/2012 vendor list. If a facilitator is selected for the vendor list this indicates that they appear to have the qualifications required, but this does not necessarily guarantee that they will be scheduled to provide workshops at Job Link.

**Contracting Requirements**

In the event that a facilitator is scheduled to provide workshops at Job Link they will be required to sign a contract with the County of Sonoma. In order to contract for funds, an individual or agency must meet the following criteria:

- A. Be legally capable of entering into a contract. A copy of a sample contract can be downloaded at [http://www.sonomawib.org/documents/WIA\\_Sample\\_Contract.pdf](http://www.sonomawib.org/documents/WIA_Sample_Contract.pdf) or can be obtained by contacting Donna Irizary at (707) 565-8507 or [dirizary@schsd.org](mailto:dirizary@schsd.org).
- B. Ensure that reports, documents and invoices contain accurate information.
- C. Comply with requirements for lobbying and political activities, debarment certification, and nondiscrimination rules and regulations.
- D. Comply with other provisions as required by the County and specified in the contract, including insurance requirements.

### **Submitting an Application to Provide Services**

If you are interested in responding to this RFA, submit a completed Application Form (Attachment C) and a current resume or curriculum vitae. Your application should be received by 5:00 p.m. on Thursday, February 3, 2011 to be considered for the 2011/2012 vendor list.

Please submit your completed application and resume or curriculum vitae to:

Steven P. Czegus, Program Planning Analyst  
Sonoma County Human Services Department  
Employment & Training Division  
2227 Capricorn Way, Suite 207  
Santa Rosa, CA 95407-5486



# Workshop Calendar March 2011

Sonoma County Job Link

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>28</b> ❖ Job Network 9:15-12:00p, TAC Rm C ( <a href="#">Marcia</a> )	(March) <b>01</b> ❖ Basic Resume I 8:30-3:30pm, Multipurpose Rm ( <a href="#">Sharona</a> )	<b>02</b> ❖ Self Assessment 8:30-3:30p, TAC Rm C ( <a href="#">Marianne</a> ) ❖ Financial Aid Workshop, Multipurpose Rm 10-12pm ( <a href="#">SRJC Staff</a> )	<b>03</b> ❖ Basic Resume II 8:30-1:00p, Multipurpose Rm ( <a href="#">Sharona</a> ) ❖ Spanish Orientation 12p	<b>04</b> ❖ Hidden Job Market 8:30-3:30p, TAC Rm C ( <a href="#">Diana</a> )
<b>07</b> ❖ Job Network 9:15-12:00p, TAC Rm C ( <a href="#">Marcia</a> ) ❖ 55+ Network 1:00-4:00p, Multipurpose Rm. ( <a href="#">Alan B.</a> )	<b>08</b> ❖ Advanced Resume I 12:30- 4:30p, Multipurpose Rm ( <a href="#">Debbie</a> )	<b>09</b> ❖ Exploring The New World of Work 8:30-2:45p, Multipurpose Rm ( <a href="#">Sharona</a> )	<b>10</b> ❖ Self Assessment 8:30-3:30p, TAC Rm C ( <a href="#">Sharona</a> ) ❖ Advanced Resume II 12:30- 3:30p, Multipurpose Rm ( <a href="#">Debbie</a> ) ❖ Spanish Orientation 12p	<b>11</b> ❖ Interviewing 8:30-4:30p, Multipurpose Rm ( <a href="#">Diana</a> )
<b>14</b> ❖ Job Network 9:15-12:00p, TAC Rm C ( <a href="#">Marcia</a> )	<b>15</b> ❖ Basic Resume I 8:30-3:30pm, Multipurpose Rm ( <a href="#">Sharona</a> ) ❖ Hidden Job Market 8:30-3:30p, TAC Rm C ( <a href="#">Marcia</a> )	<b>16</b> ❖ Self/Esteem Change 8:30-3:30p, TAC Rm C ( <a href="#">Sharona</a> )	<b>17</b> ❖ Basic Resume II 8:30-1:00p, Multipurpose Rm ( <a href="#">Sharona</a> ) ❖ Spanish Orientation 12p	<b>18</b> ❖ Self Assessment 8:30-3:30p, TAC Rm C ( <a href="#">Diana</a> )
<b>21</b> ❖ Job Network 9:15-12:00p, TAC Rm C ( <a href="#">Marcia</a> ) ❖ 55+ Network 1:00-4:00p, Multipurpose Rm. ( <a href="#">Alan B.</a> )	<b>22</b> ❖ Advanced Resume I 12:30- 4:30p, Multipurpose Rm ( <a href="#">Debbie</a> )	<b>23</b> <b>WORKSHOP FREE DAY</b>	<b>24</b> ❖ Advanced Resume II 12:30-4:30p, Multipurpose Rm ( <a href="#">Debbie</a> ) ❖ Self Assessment 8:30-3:30p, TAC Rm C ( <a href="#">Gayle</a> ) ❖ Spanish Orientation 12p	<b>25</b> ❖ Interviewing 8:30-4:30p, Multipurpose Rm ( <a href="#">Diana</a> )
<b>28</b> ❖ Job Network 9:15-12:00p, TAC Rm C ( <a href="#">Marcia</a> )	<b>29</b> ❖ Exploring The New World of Work 8:30-2:45p, Multipurpose Rm ( <a href="#">Sharona</a> )	<b>30</b> ❖ Basic Resume I 8:30-3:30pm, Multipurpose Rm ( <a href="#">Sharona</a> )	<b>31</b> ❖ Self Assessment 8:30-3:30p, TAC Rm C ( <a href="#">Sharona</a> ) ❖ Spanish Orientation 12p	(April) <b>01</b> ❖ Hidden Job Market 8:30-3:30p, TAC Rm C ( <a href="#">Kathie</a> ) ❖ Basic Resume II 8:30-1:00p, Mandarin Rm ( <a href="#">Sharona</a> )

**Sign up sheets are available for registration exactly 2 weeks before the actual workshop date.**  
**Job Link 565-5550**

Sonoma County Human Services Department  
Employment & Training Division  
Application for  
**Career Development Workshop Facilitators**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**1. Availability**

Please specify the days and hours you would be available to facilitate workshops:

	Morning		Afternoon	
	From	To	From	To
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

*If more space is needed, please attach separate page(s).*

**2. Education**

Please describe your educational background, especially in relation to job search and career development.

Sonoma County Human Services Department  
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**Career Development Workshop Facilitators**

**3. Experience**

Please list and briefly describe your past experience in facilitating job search and career development workshops (or comparable work) to a similar audience.

**4. Please indicate the workshops you would be interested in facilitating:**

- Self-Assessment***  
*Evaluating skills, interests, and values*
- Exploring the New World of Work***  
*Networking and labor market information tools*
- Social Networking – Network Magic***  
*Shorten your job search with LinkedIn and Facebook*
- Self-Esteem and Managing Change in the World of Work***  
*Self-motivation, self-confidence, goal setting*
- Job Search – How to Avoid the Six Deadly Mistakes***  
*Discussion of steps necessary to begin an employment search and how to reach the hidden job market*
- On-Line Job Search***  
*Get connected with on-line job search techniques*
- Resumes: What Fizzles ... What Sizzles!***  
*Tools for writing an effective targeted resume, and for updating an existing one*
- Interviewing, How to Ace It!***  
*Accomplishment statements, interviewing techniques, practice interviews*

**5. Resume or Curriculum Vitae**

- Current resume or curriculum vitae is attached to this application.