
DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Serena Moore, Program & Project Coordinator
RE: **Approve Release Request for Proposals (RFP) for Business Incumbent Worker Program**

RECOMMENDATION

That the Full Board / Executive Committee approve the release of a Request for Proposals (RFP) to implement an employer-led incumbent worker training incubator and to establish an administrative intermediary capacity for regional coordination activities.

BACKGROUND AND DISCUSSION

The Workforce Development Board (WDB) of Contra Costa County supports employer use of public workforce training funds, including the Workforce Innovation and Opportunity Act (WIOA) and the California Employment Training Panel (ETP). While these funding mechanisms create valuable opportunities to invest in worker skills, they also involve technical requirements that can be difficult for employers to navigate.

At the same time, workforce needs increasingly require employers to grow talent from within. To address both challenges, the WDB is proposing the release of a Request for Proposals (RFP) to establish an employer-led incumbent worker training incubator that helps employers design and prepare internal training programs aligned with public funding requirements.

In addition, this RFP includes an administrative component to support limited regional coordination activities, providing a compliant mechanism for employer-of-record and related administrative functions required for regional workforce planning efforts.

CURRENT SITUATION

To comply with County policy and State and federal requirements governing competitive procurement, the Workforce Development Board must release a Request for Proposals (RFP) to competitively select a contractor to carry out the work described above.

The proposed RFP will allow the WDB to solicit qualified entities with demonstrated experience in employer engagement, incumbent worker training development, and workforce system administration, and will provide a consistent and transparent mechanism to support both the employer-led incumbent worker training incubator and the administrative intermediary capacity needed for regional coordination activities.

FISCAL IMPACT

Based on preliminary Fiscal Year 2025–2026 funding allocations, the Workforce Development Board anticipates that up to \$500,000 in Workforce Innovation and Opportunity Act (WIOA) training funds may be available to support contracts resulting from this RFP. If additional funding becomes available before or during the contract period, and such funding supports incumbent worker training purposes, those funds may also be utilized consistent with County and Board requirements.

SCHEDULE

The estimated time is 9 to 12 months needed to release an RFP, evaluate proposals, select providers, and negotiate and execute contracts and staff have started the planning process and created a draft RFP timeline.

RFP Timeline - Draft	
RFP Published	April 1, 2026
Optional Bidders Conference and/or Webinars	April 17, 2026
Questions and Answers - posting period	April 1 – April 17, 2026
Responses to Questions Posted	April 27, 2026
Deadline for RFP Submission	May 8, 2026, by 5:00 PM PST
Contract Compliance Review	May 11, 2026
Fiscal Review	May 18, 2026
Programmatic Evaluation period	May 30 – June 14, 2026
Orientation for Evaluators	
Evaluators Read and Rate	
Reconciliation of Scores/Ranking	
Executive Committee / Full Board – Recommendation of Awards	June 15, 2026
Appeal period (10 business days from letter mailing)	June 16 - June 30, 2026
Contract Negotiations/Contract Development	July 1, 2026
Board of Supervisors - Approval of Contract	October 1, 2026
Contract Start Date	November 1, 2026

For any questions, please contact Serena Moore, Programs & Projects Coordinator at 925-655-3817 or email at smoore@ehsd.cccounty.us