



## COUNTY OF SONOMA

### Human Services Department

3600 Westwind Blvd., Santa Rosa, CA 95403  
P.O. Box 1539, Santa Rosa, CA 95402

ANGELA STRUCKMANN  
Department Director

**p:** (707) 565-5800

**f:** (707) 565-5890

## Accepting Applications to Perform SonomaWORKS Workshops and Training Services

Thank you for your interest in providing workshop and training activities for SonomaWORKS participants. Attached herein you will find all the information needed to apply to contract with the County.

### I. Overview

SonomaWORKS Employment Services programs are designed to provide wrap-around supportive services and assistance to help participants build skills and experience that lead to increased family stability and income. Staff partner with participants to determine what type of assistance is needed to help them increase skills and resources to aid with these goals. Together they develop a plan that is individualized for the participant and is adapted as needed to ensure it fits their needs within program guidelines.

### II. Program Purpose and Goals

The goal of this program is to provide trauma informed and holistic supportive training and workshop opportunities for SonomaWORKS participants that aid in stress and barrier reduction while providing supplemental skill building opportunities. Participants are referred to workshops by the County and by SonomaWORKS Employment Services Service Providers. There are no minimum hours that participants are required to attend. Services are offered to participants via in-person trainings and workshops at contractor's business/partner location(s), Sonoma County Job Link, and through virtual learning options. Applicants are encouraged to offer new and relevant trainings and workshops to further the success of participants.

### III. Workshop/Training Requirements

The County will contract for specific workshops/trainings. Location, type (virtual or in-person), and frequency will be determined based on availability and need.

Workshops/trainings will be available in English and Spanish or provided one-on-one with an interpreter for any language other than English. The County Language Line can be utilized as necessary. Contractor will submit daily attendance to the County to ensure participants receive credit in support of their individualized plans.

Proposed curriculum, trainings, or workshops should be evidence-based and should reflect client need while incorporating client voice. Contractor should incorporate participant feedback through the collection of evaluations (feedback surveys provided by HSD and/or contracted vendors) and work closely with the County to develop new and flexible workshops as needed. Workshops/trainings should provide participants with an opportunity to build a network with other participants that encourage the sharing of ideas and resources.



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Workshop/Training Topics may include but are not limited to:

1. Personality and Learning Styles
2. Finding and Retaining Employment
3. Career Development
4. Family Budgets
5. Life/Soft Skills
  - a. Communication 101
  - b. Keeping a Calendar
  - c. Addressing Needs vs Wants
  - d. Financial Literacy, including personal money management and budgeting
  - e. Personal and Household Organization, including time management
  - f. Parenting skills and support to help participants with the development of routines for themselves and their family
  - g. Developing communication skills within participants' support networks, which may include a partner, friends, child's teacher, school and other support systems
  - h. Nutrition and Healthy Living
  - i. Meal Prep 101
  - j. Healthy Meals
  - k. Work Life Balance
  - l. Problem Solving and Resilience
  - m. Stress Reduction
  - n. Anger Management
  - o. Distance learning and communication tips for parents who have children in online school.
  - p. How to use online tools and resources
6. New, relevant workshops that support participant success



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#### IV. Qualifications

This opportunity is available to public or private non-profit agencies, or private for-profit agencies. Applicants must demonstrate subject-matter expertise and qualification to serve as trainer/workshop provider for those with significant barriers to employment.

Qualification can be demonstrated by formal education, professional certification or licensure, or relevant experience. All contracted providers will be required to maintain County-required insurance, as applicable.

#### V. Compensation/Reimbursement

Compensation is on a fee-for-service basis, typically based on a rate per workshop. Applicants must indicate their rates on the application submitted and should incorporate workshop expenses, including travel and insurance costs, into their rate.

#### VI. Questions & Answers

Questions regarding the application and contracting process should be directed to [swvendorapplications@schsd.org](mailto:swvendorapplications@schsd.org).

#### VII. How to Submit an Application

Applications will be accepted on an on-going basis. However, for contracts that will start on July 1, 2025, applications must be received no later than **April 15, 2025**, in order to allow adequate processing time. Applications received **after April 15, 2025**, will be processed as received, with contracts developed only after application approval.

All materials and forms needed to apply are only available electronically from [swvendorapplications@schsd.org](mailto:swvendorapplications@schsd.org) or can be downloaded from the [Vendor Interest](#) page on the Sonoma County Human Services Department website.

Submitting an application does not guarantee a contract with the County. Applicants who contract with the County are not guaranteed a minimum number of training/workshop opportunities.

The Application Packet is comprised of the **2** items as indicated below and all documents must be submitted for contract consideration.

1. Completed and signed Application (Form A)
2. Copy of any relevant licenses or certifications.

#### VIII. Contracting and Insurance Requirements

A sample contract has been included as **Attachment 1**. Applicants must be willing to abide by and accept the terms of the sample contract. All contracted providers will be required to maintain insurance as required by the County of Sonoma. Securing and providing proof of insurance will be a condition of entering into a contract with the County. Insurance requirements are included in the sample contract.