



Administrative Services Division  
Human Resources Section  
Staff Development Unit

## **Now Accepting Applications to Provide Professional Development and Organizational Development Services to Human Services Department Personnel**

### **A. Introduction**

The Staff Development Unit of Sonoma County Human Services Department's Administrative Services Division is now accepting applications from individuals and organizations with the experience, qualifications, and capacity to provide Professional Development and Organizational Development services to personnel of the Human Services Department. Services may include training; facilitation; curricula and content development; e-learning development; coaching; organizational assessment; and other consultation services.

All existing Professional Development and Organizational Development Services (AKA Staff Development and Facilitation Services) contracts will expire on June 30, 2026. All **currently contracted providers must submit a new application** and all required forms to continue to provide Professional Development and Organizational Development services to Human Services Department personnel beyond June 30, 2026.

### **B. Project Background and Description**

The Human Services Department is staffed by approximately 1,000 employees and is comprised of five (5) Divisions focused on the delivery of services to the most vulnerable members of our community. These Divisions are:

- The Adult and Aging Division which offers supportive programs, protective services, and events that support independence and quality of life for older adults aged 60 and above; children, youth, and adults living with disabilities; U.S. military veterans; and in-home caregivers.
- The Economic Assistance Division which offers benefits to many low-income individuals and families with children, disabled or unemployed persons, children in foster homes and former foster youth.
- The Employment & Training Division which offers services for job seekers, including youth, and for local employers who want to hire qualified workers. Eligible residents who are caring for a child can receive financial assistance, social services benefits, and enhanced employment services. The Division also provides services to persons experiencing homelessness.

- The Family Youth & Children Division ensures the safety and well-being of all Sonoma County children and teens. The Division's staff provide protective and supportive social services to help children and their families to create stable, nurturing homes, a caring, connected community, and a sense of personal empowerment and hope.
- The Administrative Services Division provides administrative support services to the four program divisions to facilitate service delivery to clients. The HSD Human Resources Staff Development Unit resides within the Administrative Services Division and provides workforce training to staff to ensure professional growth and development. Training topics range from program specific training to more generalized training topics designed to develop staff skills and competencies for successful job performance and meaningful careers.

The Staff Development Unit is seeking subject-matter experts with the requisite knowledge, training and experience to provide Professional Development and Organizational Development services to personnel working in Human Services disciplines in a public-sector local government context.

Services may include training; facilitation; curricula and content development; e-learning development; coaching; organizational assessment; and consultation services. Providers may be called upon to deliver services in-person or through videoconferencing applications.

Please see **Attachment 1** for a detailed listing of the Subject Areas and Services Required that are included in this opportunity.

### **C. Qualifications**

All applicants must be appropriately qualified at the time of application. Applicants must demonstrate subject-matter expertise and qualification to serve as trainer, coach or consultant. Qualification can be demonstrated by formal education, professional certification or licensure, or relevant professional or lived experience. All contracted providers will be required to maintain County-required insurance, as applicable.

### **D. Compensation Rates**

Compensation is on a fee-for-service basis, typically based on a day rate, half-day rate, or hourly rate. Applicants must indicate their rates on **Form C – Proposed Rates Worksheet** and include this form with the application submitted.

### **E. Questions & Answers**

Questions regarding the application and contracting process can be directed to [hstraining@sonomacounty-hsd.gov](mailto:hstraining@sonomacounty-hsd.gov).

### **F. How to Submit an Application**

Applications will be accepted on an on-going basis. However, for contracts that will have a start date of July 1, 2026, applications must be received no later than **April 20, 2026** to allow adequate processing time. Applications received **after April 20, 2026** will be processed as received, with contracts developed only after application approval.

Professional Development and Organizational Development services may be delivered only after an application is approved and a contract signed by both the applicant and the County. Submitting an application does not guarantee a contract with the County. Applicants who contract with the County are not guaranteed work, and services are compensated on a fee-for-service basis.

All materials and forms needed to apply to be a contracted training provider can be downloaded from the Human Services Department website at <https://sonomacounty.ca.gov/health-and-human-services/human-services/vendor-interest> or by emailing [hstraining@sonomacounty-hsd.gov](mailto:hstraining@sonomacounty-hsd.gov).

The Application Packet is comprised of the three items listed below. All items must be submitted before a contract is initiated.

1. Complete and sign the appropriate Application (Form A for individuals or Form B for agencies) and provide any relevant licenses or certifications.
2. Complete the Proposed Rates Worksheet (Form C)
3. For individuals, include a resume detailing your professional qualifications. For agencies, include resumes for Agency personnel.

**Email completed Application packet to: [hstraining@sonomacounty-hsd.gov](mailto:hstraining@sonomacounty-hsd.gov).**

#### **G. Contracting and Insurance Requirements**

A sample contract has been included as **Attachment 2**. Applicants must be willing to abide 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. Insurance requirements are included in the sample contract.