



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSALS
(RFP) #737
Issued: September 11, 2026

Responses Due: 5:00pm, Wednesday September 30, 2026 to purchasing@vcccd.edu.

The District is not responsible for third-party or internet delays.
Email subject line must read: RFP 737 for Ilene Mehrez
Workforce Impact Analysis for Clean Ports Program Grant

1. INTRODUCTION

The Ventura County Community College District (VCCCD) invites qualified consultants and consulting firms to submit proposals to conduct a **Workforce Impact Analysis (WIA)** in support of the Port of Hueneme's transition to zero-emission (ZE) and climate-resilient operations.

VCCCD will conduct this project through a subaward agreement with the Oxnard Harbor District under the U.S. Environmental Protection Agency (EPA) Clean Ports Program.

The selected consultant will work with VCCCD, the Port of Hueneme, and relevant educational, labor, industry, community, and public-sector stakeholders to assess workforce impacts, identify workforce readiness and training gaps, and develop recommendations that support clean-port workforce development.

2. PURPOSE OF THE RFP

VCCCD seeks a qualified consultant or consulting firm to develop a Workforce Impact Analysis that will:

- Assess how the transition to zero-emission port operations may affect the current workforce.
- Identify skills and competencies needed to support zero-emission port operations.
- Identify current and projected workforce gaps.
- Assess workforce training, upskilling, and reskilling needs.
- Identify strategies to support existing workers as port operations adopt new technologies.
- Assess opportunities to increase access to high-quality port employment for residents of near-port and disadvantaged communities.
- Identify opportunities to align education and workforce training programs with emerging clean-energy and logistics employment opportunities.
- Develop recommendations for workforce development pathways and curriculum alignment.

The final analysis should provide practical information and recommendations that VCCCD, the Port, and other stakeholders can use to inform workforce development and education strategies.

3. BACKGROUND

VCCCD will lead the development of a Workforce Impact Analysis through a subaward agreement with the Oxnard Harbor District under the EPA Clean Ports Program.

The Port of Hueneme is transitioning toward zero-emission and climate-resilient operations. This transition may affect existing occupations, job classifications, required skills, and workforce training needs.

The Workforce Impact Analysis will examine these potential impacts and identify strategies to prepare the regional workforce for changes associated with clean-port operations.

The analysis will consider the needs of existing workers as well as opportunities for residents of near-port and disadvantaged communities to access quality employment connected to emerging port operations.

4. ALIGNMENT WITH VCCCD'S MISSION

The project supports VCCCD's Districtwide Mission:

“to fulfill our promise of equitable access to excellent education.”

The project will connect workforce analysis and education planning with emerging clean-energy and logistics employment opportunities. VCCCD will use the analysis to better understand regional workforce needs associated with the Port of Hueneme's transition to zero-emission operations.

The selected consultant will engage educational institutions, labor organizations, industry partners, public agencies, and community stakeholders as appropriate to the project scope.

5. SCOPE OF SERVICES

The selected consultant will conduct the Workforce Impact Analysis in coordination with VCCCD and project stakeholders.

5.1 Workforce Data Collection and Analysis

The consultant will:

- Collect, compile, and analyze current and projected port-related workforce data.
- Review workforce demographics, occupations, and job classifications.
- Identify workforce characteristics relevant to the transition to zero-emission port operations.
- Identify available labor market information relevant to clean-port employment.
- Identify current and projected workforce needs associated with changes in port operations.

5.2 Zero-Emission Workforce Impacts

The consultant will:

- Research workforce trends associated with zero-emission technologies.
- Assess potential workforce impacts associated with climate-resilient port operations.
- Identify occupations and job functions that may change as the Port adopts new technologies and operating practices.
- Identify skills and competencies required for emerging zero-emission port operations.

5.3 Workforce Readiness and Skills Gaps

The consultant will:

- Assess current workforce readiness in relation to emerging clean-port occupations and technologies.
- Identify workforce skills gaps.
- Identify training and education gaps.
- Assess upskilling and reskilling needs for existing employees.
- Identify potential workforce development strategies to address identified gaps.

5.4 Education and Training Alignment

The consultant will:

- Review relevant existing education and workforce training programs.
- Identify opportunities to align curriculum and training programs with emerging clean-port workforce needs.
- Identify potential workforce development pathways.
- Identify opportunities for partnerships among education, labor, industry, community, and public-sector organizations.
- Develop recommendations for training and educational programs based on identified workforce needs.

5.5 Near-Port and Disadvantaged Communities

The consultant will assess strategies to increase access to high-quality port employment for residents of near-port and disadvantaged communities.

This assessment may include:

- Identifying barriers to workforce participation.
- Identifying education and training opportunities.
- Identifying workforce pathways connected to port employment.
- Developing recommendations that support equitable access to emerging employment opportunities.

5.6 Stakeholder Engagement

The consultant will work with VCCCD and project stakeholders to gather information and validate findings.

Stakeholders may include:

- VCCCD colleges and programs;
- The Port of Hueneme and Oxnard Harbor District;
- Educational institutions;
- Labor organizations;
- Industry partners;
- Public agencies;
- Workforce development organizations; and
- Community stakeholders.

The consultant will coordinate stakeholder engagement activities with VCCCD's designated project representative.

6. PROJECT MANAGEMENT AND COORDINATION

The selected consultant will coordinate project activities and timelines with the District's Clean Ports Project Manager.

The consultant will:

- Participate in project meetings as requested.
- Coordinate project activities with VCCCD and designated stakeholders.
- Provide regular project updates.
- Identify project issues or potential delays in a timely manner.
- Coordinate with the EPA Project Officer, as required and as directed by VCCCD.
- Incorporate stakeholder feedback into project deliverables.

7. DELIVERABLES

The selected consultant will prepare project deliverables that may include, at a minimum:

1. **Project Work Plan**

- Project approach and methodology.
- Project schedule and milestones.
- Stakeholder engagement approach.
- Data collection and analysis approach.

2. **Workforce Data and Findings**

- Current and projected workforce information.
- Occupational and job classification analysis.
- Workforce demographics and related findings.
- Clean-port workforce trends.

3. **Workforce Skills Gap and Training Needs Assessment**

- Workforce readiness findings.
- Skills and competency gaps.
- Upskilling and reskilling needs.
- Training and education gaps.

4. **Education and Workforce Development Recommendations**

- Curriculum alignment recommendations.
- Workforce pathway recommendations.
- Training program recommendations.
- Partnership opportunities.

5. Draft Workforce Impact Analysis

- Draft analysis incorporating research, data, stakeholder input, findings, and recommendations.

6. Final Workforce Impact Analysis

- Final report incorporating VCCCD and stakeholder feedback.
- Executive summary.
- Findings and analysis.
- Workforce recommendations.
- Education and training recommendations.
- Supporting data and documentation, as appropriate.
- Presentation materials summarizing project findings and recommendations.
- Additional summaries or materials requested by VCCCD that fall within the approved project scope.

8. PROPOSED PROJECT TIMELINE

The consultant will complete the project according to a schedule established with VCCCD.

9. MINIMUM CONSULTANT QUALIFICATIONS

Proposers should demonstrate:

- Experience conducting workforce, labor market, economic, or industry impact analyses.
- Experience analyzing workforce data, occupations, job classifications, and skills requirements.
- Experience assessing workforce training, upskilling, or reskilling needs.
- Experience developing workforce development or education recommendations.
- Experience conducting stakeholder engagement involving education, industry, labor, government, or community organizations.
- Experience preparing technical reports and presentations.
- Ability to manage project schedules and deliverables.

Experience related to ports, logistics, zero-emission technologies, clean energy, climate-resilient operations, or related industries should be identified in the proposal, if applicable.

10. Notice Inviting Bids

The Governing Board of the Ventura County Community College District will receive responses for RFP 737, Workforce Impact Analysis (WIA) Consultant, in accordance with submission requirements, copies of which may be obtained in PDF format at

https://purchasing.vcccd.edu/bids-and-agreements?qt-bids_and_agreements=0#qt-bids_and_agreements

or by contacting the Purchasing Office listed below. Each RFP is to be completed on the forms that are included in the bid documents or issued addenda.

District will accept online proposals for RFP #737 **proposal must be emailed no later than 5:00 p.m., Wednesday, September 30, 2026 to purchasing@vcccd.edu . District is not responsible for third-party or internet delays.**

Email Subject line must read: RFP 737 for Ilene Mehrez

Name, phone, and address of individuals(s) who are available to respond to questions that may arise regarding this RFP. Ilene Mehrez, Ventura County Community College District 761 E. Daily Drive, Suite 200 Camarillo, CA 93010 (805) 652-5558 Email at imehrez@vcccd.edu

Publish Dates: Friday, September 11, 2026 and Thursday, September 17, 2026

11. Budget and Payment Terms

Proposed fees shall be organized with appropriate breakdown. Submit hourly rate that would be charged directly to the project.

_____ Hourly rate

_____ Estimated total cost for 12 months

The consultant shall complete all required services and deliverables within the agreed-upon contract amount unless additional services are specifically requested and authorized in writing by the District. Any additional services beyond the original scope must be approved in advance through a written amendment executed by both parties.

12. Selection Process

Selection Committee – This committee will be comprised of the District Vice Chancellor or designee, District Administrators, College Administration, and Constituency Group Representation to be appointed by the District Vice Chancellor or designee.

All proposals submitted in a timely manner will be analyzed and the District will select a firm to which the contract will be awarded. The District may request an interview with the proposer if deemed necessary.

The District's selection will be based on its evaluation of which proposal will provide the package most beneficial to the District. The proposal selected may not necessarily be the one with the lowest fees.

13. Procedure for Submitting Questions and Proposals

Questions Regarding the RFP

Questions must be submitted in writing to Ilene Mehrez, Director of Procurement and Contract Services, purchasing@vcccd.edu no later than 5:00pm, Tuesday, September 22, 2026.

Responses to questions will be released no later than Friday, September 25, 2026.

Under no circumstances may the consultant contact administrators, members of the evaluation team, or any members of the Board of Trustees. Failure to comply with this provision will deem the firm's proposal as non-responsive.

Time and Place for Submitting Responses: All responses must be signed by a person authorized to act on behalf of the service provider and be delivered or emailed to Ilene Mehrez, Director of Procurement and Contract Services, purchasing@vcccd.edu at Ventura County Community College District, 761 E. Daily Drive, Suite 200, Camarillo, CA 93010. Responses must be received no later than **5:00pm, Wednesday, September 30, 2026.**

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If RFP is mailed, delivered or dropped off RFP 737 Workforce Impact Analysis (WIP) Consultant must be clearly marked on the outside of the envelope. District is not responsible for third-party delivery couriers or the United States Postal Service (USPS) for shipment.

Award or Rejection of Responses: The District reserves the right to reject any or all responses, to request additional information concerning any response for purpose of clarification, to accept or negotiate any modification to any response, following the receipt of all responses and to waive any irregularities, if such would serve best interests of the District, as determined by the District. This solicitation does not obligate the District to enter into an agreement with any proposer. The District reserves the right to cancel this Request for Proposal at any time, at its discretion.

Cancellation: The District may terminate this Agreement, in whole or in part, at any time and for any reason, upon thirty (30) days' written notice to Consultant. In the event of such termination, the District shall pay Consultant only for services satisfactorily performed and accepted by the District through the effective date of termination. The District shall not be liable for any anticipated profits, unperformed services, or consequential damages.

14.CERTIFICATION OF PROPOSAL

The undersigned, having carefully examined Notice to Bidders, General Instructions to Bidders and Specifications for **RFP 737 Workforce Impact Analysis (WIP) Consultant**, hereby proposes to furnish said materials and services in accordance with pricing as noted within the RFP document submitted.

The undersigned hereby submits its proposal and agrees to furnish services to Ventura County Community College District in accordance with the specifications noted in the RFP 737 .

The consultant has carefully reviewed its proposal and understands that the District will not be responsible for any errors or omissions on the part of the proposer.

It is understood that the District reserves the right to accept or reject any or all proposals and to waive any informality in any proposal received.

Bid prices must be valid for a minimum of a 6-month period after opening date of bid.

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____ FAX NO. _____

E-MAIL ADDRESS: _____

FEDERAL TAX I.D. NO.: _____

15.ACKNOWLEDGEMENT OF BID ADDENDA

In submitting this Bid Proposal, the Bidder acknowledges receipt of all Bid Addenda issued. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda.

_____ No Addenda Issued
(Initials)

_____ Addenda Number(s) _____ received acknowledged and incorporated in
this Bid Proposal.
(Initials)

PREPARED BY: _____
TITLE: _____

SIGNATURE: _____ DATE: _____

16.CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY VENDOR AND SUBMITTED WITH PROPOSAL

The bidder hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2026.

CONSULTANT

NAME _____
(Type or print complete legal name of firm)

BY _____ **Date:** _____
(Signature)

Name _____
(Type or print)

Title _____

17.DRUG-FREE WORKPLACE CERTIFICATION

The Bidder certifies the following:

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Bidder that a drug free workplace will be provided by Bidder by doing all of the following:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
 - B. Establishing a drug-free awareness program to inform employees about all of the following:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) Bidder's policy of maintaining a drug-free workplace;
 - (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations;
 - C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Bidder connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
3. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.
4. Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Contract awarded herein is subject to termination, suspension of payments, or both.

Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.

5. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

PREPARED BY: _____

TITLE:_____

SIGNATURE:_____ DATE:_____

18. NON-COLLUSION AFFIDAVIT

In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I hereby acknowledge and agree to all specifications of the Ventura County Community College District
bid and will see that our company is responsible for all materials and services as specified.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PREPARED BY: _____

TITLE: _____

SIGNATURE: _____ DATE: _____