



Request for Approval to be America's Job Center of CaliforniaSM Operator

Local Workforce Development Board

NOVA Workforce Board

Local Workforce Development Area

NOVA Workforce Development Area

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Boards) to be an America's Job Center of CaliforniaSM (AJCC) Operator, with the agreement of the Chief Elected Official (CEO) and the Governor. In order to be considered, the Local Board or administrative entity must have successfully participated in a competitive process, or provide substantial documentation that they meet one of the exceptions for sole source procurement.

This application will serve as the Local Board's or administrative entity's request for Governor's approval to be an AJCC Operator within a Local Workforce Development Area (Local Area) under WIOA. The application and required supporting documentation must be submitted to the California Workforce Development Board (State Board) through one of the following methods:

Mail	California Workforce Development Board P.O. Box 826880 Sacramento, CA 94280-0001
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Overnight Mail/ Hand Deliver	California Workforce Development Board 800 Capitol Mall, Suite 1022 Sacramento, CA 95814
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If the State Board determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this request.

NOVA Workforce Board

Name of Local Board

505 West Olive Avenue, Suite 550

Mailing Address

Sunnyvale, CA	94086
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City, State	Zip
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Kris Stadelman

Contact Person

(408) 730-7233

Contact Person's Phone Number

June 28, 2018

Date of Submission

Request for Approval to be America's Job Center of CaliforniaSM Operator

Type of Procurement

- 1. What type of procurement was used by the Local Board or administrative entity?**
☐ Competitive ☒ Sole Source
- 2. If Sole Source, did the Local Board or administrative entity offer an open, competitive procurement prior to Sole Source?**
☒ Yes ☐ No
- 3. If Sole Source, identify the reason(s) for using this procurement method:**
☐ The AJCC Operator services are only available from a single source.
☐ A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
☒ After solicitation of a number of sources, competition was determined inadequate.

Documentation Requirements for Competitive Procurement

- 1. A description of the AJCC Operator.**
 - a. Will the Local Board or administrative entity be the only AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.**

NOVA, the administrative entity, will be the only AJCC Operator for the NOVA workforce development area.
 - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board will act as operator for and who will be the operator for the others.**

There is only one comprehensive AJCC in the NOVA workforce development area and that AJCC is the NOVA Job Center in Sunnyvale operated by NOVA. NOVA procures career services in San Mateo County to a service provider that operates an affiliate site.

- 2. Documentation of local internal controls, conflict of interest, and firewalls policies adhered to during the AJCC Operator procurement process.**

Last year, NOVA embarked on a competitive procurement process for the AJCC Operator with the intent of contracting out this service to another organization. NOVA follows procurement policies and procedures that incorporate federal, State and the City of Sunnyvale procurement requirements. The Sunnyvale City Council is the Chief Elected

Official (CEO) for the NOVA workforce development area, with the City of Sunnyvale serving as the administrative and fiscal agent for NOVA. Please refer to the attached NOVA Procurement Policies & Procedures document.

NOVA Procurement Policies & Procedures: <https://novaworks.org/documents/2023q1/ProcurementPolicy.pdf>

- 3. Documentation of the procurement process, including but not limited to, preparation of the request for proposal, public notices, receipt of bids/letter of intent, public bid/proposal meetings, evaluation, comparison, protest letters, and award notice/contract. In addition, provide a timeline that includes the date and staff name, organization, and title involved in each step of the selection process.**

The Request for Qualifications document for the AJCC Operator was developed using the requirements stipulated in State Directive WSD16-14 and NOVA's Procurement Policies & Procedures. The Request for Qualifications was distributed twice seeking an AJCC Operator to conduct the scope of work that included the coordination of the service-delivery activities of the required AJCC partners and service providers by convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers. Qualifications sought included: facilitation experience; ability to be flexible, collaborative and resourceful in working with multiple organizations; and familiarity with local workforce development partners, in particular, in San Mateo County in order to ensure San Mateo County agencies were represented on the stakeholders' group. (The County of San Mateo had recently joined the NOVA now eight-jurisdiction consortium in 2015.) Proposals were evaluated according to the following qualifications criteria: depth of workforce-related knowledge and relationships beneficial to the project, facilitation experience, experience on projects of similar size and scope, capability to deliver timely and high quality services, references from previous projects, and professional fee schedule. The first procurement failed because no proposals were received. The second procurement received three proposals with one bidder selected and the remaining two bidders eliminated. The selected bidder was awarded a contract to perform AJCC Operator activities for two years. At the end of the first year, the organization has elected not to renew the contract effective June 30, 2018.

Process/Timeline for Procurement of One-Stop Operator

Activity	Staff Person	Date
First Request for Qualifications (RFQ) is issued; RFQ advertised as follows: <ul style="list-style-type: none">• Posted online on NOVA website• Posted online via DEMANDSTAR distribution system utilized by the City of Sunnyvale• Distributed to NOVA stakeholders that included business, government,	Jeanette Langdell, Manager, NOVA	January 11, 2017 with proposals due February 3, 2017

education, community-based organizations and community leaders <ul style="list-style-type: none"> • Distributed to NOVA Board members to distribute to its networks 		
Due to the failed procurement of the first solicitation (no proposals received), a second Request for Qualifications was issued (see distribution list above)	Jeanette Langdell, Manager, NOVA	February 16, 2017 with proposals due March 3
Three proposals were received by the March 3 deadline for the second Request for Qualifications solicitation	Jeanette Langdell, Manager, NOVA	March 3, 2018
Proposals were reviewed and scored by a review team who recommended a bidder, which was approved by the NOVA Workforce Board and the Sunnyvale City Council (CEO); no protest letters were received	Jeanette Langdell, Manager, NOVA	Approved at April 19, 2017 and May 23, 2017 meetings
Selected organization vetted through the System for Award Management (SAM) and approved for federal funding; Contract approved for AJCC Operator in the amount of \$15,000 for the first year	Jeanette Langdell, Manager, NOVA	On June 26, 2017, for the period of July 1, 2017 through June 30, 2019
Notification received from the AJCC Operator contractor that it would not be renewing the contract effective June 30, 2018.	Kris Stadelman, Director, NOVA	January 2018

4. Identification of other entities in the Local Area that could be the AJCC Operator and the rationale for not selecting them.

In this region, it would be difficult to find another entity like NOVA with the track record of delivering quality services, achieving performance measures, winning competitive funding, possessing a deep knowledge of the local labor market and WIOA, collaborating extensively with local MOU partners and stakeholders, and demonstrating prudent efficiencies over many years. In addition, there are also few organizations in this area who would be qualified for or interested in providing AJCC Operator activities. It is hard for organizations to conduct business in Silicon Valley with the high cost of living coupled with the limited funding that is available for WIOA services in the NOVA workforce development area. It is also challenging for organizations to understand and navigate the complex WIOA-funded workforce system and mandates. With the second Request for Qualifications procurement for the AJCC Operator (the first one failed due to lack of bidders), NOVA received just three proposals. One bidder was awarded the contract and the other two bidders were eliminated. The organization that was awarded the contract can no longer provide the service effective July 1, 2018. As to the other two bidders who submitted proposals, one

bidder has become the regional organizer for the four local workforce boards that comprise the Bay Peninsula Regional Planning Unit, which would pose a potential conflict of interest if this same provider serves as the AJCC Operator for the NOVA Workforce Board. The third bidder is no longer with the organization that submitted a proposal. As per NOVA Procurement Policies and Procedures, an adequate number of qualified sources are required for a successful procurement. It is for this reason that NOVA is applying to be the AJCC Operator through sole source procurement.

5. Copy of the Local Board's or administrative entity's bid/proposal.

Neither NOVA nor the NOVA Workforce Board submitted a proposal for the Request for Qualifications AJCC Operator procurement process because the intent was to contract out this service to another organization, which was unsuccessful. Given the insufficient number of qualified sources, NOVA is applying to be the AJCC Operator through sole source procurement.

6. A written description of the following operational topics.

- a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.**

NOVA, the administrative entity, as the AJCC Operator will serve as the facilitator and coordinator of the NOVA workforce development area's AJCC partner-shared services, as follows:

- Coordinate the service delivery activities of the AJCC required partners and service providers by:
 - Convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers including but not limited to all of the following:
 - Establishment of a charter for the group if necessary
 - Facilitation of establishment of shared goals (e.g. cross referral system, training needs, etc.)
 - Preparation of meeting agendas
 - Development of a write-up following each meeting summarizing discussions, agreements, and next steps.

- b. How will the Local Board or administrative entity distinguish its roles and responsibilities between serving as the AJCC Operator and governing body over the Local Area?**

The NOVA Workforce Board is the governing body for the NOVA workforce development area, with the roles and responsibilities stipulated under WIOA. NOVA,

the administrative entity, will be the AJCC Operator with a distinct role as outlined in 6a, above. NOVA is jointly governed by the NOVA Workforce Board and the Sunnyvale City Council (CEO), with established internal controls, firewalls and agreements that further delineate roles and responsibilities. This is outlined in greater detail under #4, below.

c. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?

NOVA, the administrative entity, has been providing career services for the AJCC comprehensive job center for over 30 years with demonstrated success and performance excellence. It has worked collaboratively with partners in the community for many years and appreciates the value of these partnerships and their benefit to job seekers and employers. With the new structure of NOVA serving as the AJCC Operator, the NOVA Workforce Board will be freed up to provide leadership to the entire NOVA workforce development area and AJCC system.

d. How will this structure deliver the highest performance outcomes for the Local Area?

The NOVA service-delivery system has had a longstanding and demonstrated history of meeting and exceeding all of its WIA/WIOA performance outcomes. In addition, NOVA has worked collaboratively with a variety of partners in the community representing government, education, labor and community-based organizations. With this structure, NOVA will be able to focus on the day-to-day operations of the AJCC comprehensive center, as well as coordinate the collaborative network of one-stop partners supporting the highest performance standards and a more seamless service-delivery system among partners across the region. The NOVA Workforce Board will provide oversight of the entire workforce development system and be the catalyst for overcoming obstacles and raising the bar on quality services and performance excellence, continuously improving services to job seekers and employers across the workforce area.

e. How will the Local Board or administrative entity maintain focus on strategic planning and accountability?

With NOVA focusing on the local service-delivery coordination, the NOVA Workforce Board will be freed up to devote its expertise and vision to strategic planning, collaborating with the neighboring workforce boards that comprise the Bay Peninsula region, building critical partnerships to support the implementation of the strategic plans at the local and regional levels, and holding NOVA and its partners accountable for performance.

Documentation Requirements for Sole Source Procurement

1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Sole Source.

NOVA is requesting approval for sole source procurement to provide AJCC Operator activities because after solicitation of a number of sources, as outlined in the above competitive procurement process, it was found that there are insufficient agencies that would be qualified to provide this service making a competitive procurement process inadequate.

2. A description of the AJCC Operator.

a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.

NOVA, the administrative entity, will be the sole AJCC Operator for the NOVA workforce development area.

b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others.

There is only one comprehensive AJCC in the NOVA workforce development area and that AJCC is the NOVA Job Center in Sunnyvale operated by NOVA. NOVA procures career services in San Mateo County to a service provider that operates an affiliate site.

3. An analysis of market conditions and other factors that lead to the determination for utilizing Sole Source.

There are several factors that lead to the determination of utilizing sole source procurement for the AJCC Operator: insufficient qualified sources after several attempts to solicit bidders; Sunnyvale City Council (CEO) service-delivery policies; and that NOVA would be the superior choice to serve as the AJCC Operator, based on its history of exemplary performance.

Insufficient Qualified Sources: In the high cost environment of Silicon Valley, with low unemployment and poverty resulting in low WIOA formula funding allocations for the NOVA workforce development area, the pool of potential organizations interested in bidding on the small amount of funding that is available for this service (\$15,000 for the previous AJCC Operator first year of contract) would be relatively small and insufficient for a competitive procurement. In addition, organizations often have difficulty understanding WIOA mandates that govern the local workforce development system and its partner agencies,

which often discourages potential bidders from applying to operate WIOA-funded services and would require a steep learning curve to effectively perform identified responsibilities. NOVA contracts out its career services in San Mateo County and during the last procurement, the process had to be repeated twice: the first solicitation received just three bids and only one was acceptable for a small part of the service system; and the second solicitation received just two bids and only one was determined acceptable. During the procurement for the AJCC Operator, the process also had to be repeated twice: the first solicitation received no bidders and failed; and the second round received just three bidders, with one bidder selected who can no longer provide the service. There are insufficient qualified sources to provide AJCC Operator activities and as such NOVA is applying to be the AJCC Operator through sole source procurement.

Sunnyvale City Council (CEO) Policy: NOVA is a department of the City of Sunnyvale and is staffed by City employees. The Sunnyvale City Council Policy Manual 7.3.6 establishes guidelines for considering alternative methods of service delivery according to superior service value and defines superior service value as better service at lower cost; better service at equal cost; or equal service at lower cost. In order to factor in the intangible benefit of providing services by City staff (the vested interest of employees working directly for the City, the speedier response to City concerns, direct control of employees, etc.), as well as an added cost of delivering services by contract (contract administration), the cost or service differential for an outsider bidder should exceed 10% in order to meet the test of superior value. Given NOVA's superior services provided at a significantly lower cost than comparable entities (101% lower than the average cost per enrolled adult customer for the state), the prudent decision is for NOVA to directly serve as the AJCC Operator for the NOVA workforce development system.

Performance: NOVA has over thirty years of demonstrated experience and expertise meeting and exceeding its performance measures in delivering the highest quality and most beneficial mix of adult and dislocated worker career services at the NOVA Job Center in Sunnyvale to Silicon Valley's residents and employers. It has routinely received high scores in all of its customer satisfaction surveys in the services it provides to customers and in its approach and customer service it employs to deliver these services. It also works closely with and encourages active participation of all sectors in the community in the provision of such services. NOVA is knowledgeable of and complies with WIOA and other local, state and federal policies and regulations. It is accountable to its customers, partners, NOVA Workforce Board, City of Sunnyvale, and its funders. Funding is prudently expended and NOVA has never had any disallowed costs in its thirty-year history. It is doubtful that any organization could come close to providing this level of quality services and achieve the same efficiencies that NOVA has achieved.

4. Copies of internal controls, conflict of interest, and firewall policies.

The Sunnyvale City Council serves at the Chief Elected Official (CEO) for the NOVA consortium, with the City of Sunnyvale serving as the administrative and fiscal agent for

NOVA. The City's fiscal structure is highly regarded throughout the state and nation and has won awards for its innovative and forward-looking approach to municipal finances. The Government Finance Officers Association administers the Certificate of Achievement of Excellence in Financial Reporting, which awards local governments who go beyond the minimum requirements of generally accepted accounting principles. The City of Sunnyvale has been a long-time participant in the certificate program and has received the award for over thirty years. The NOVA Workforce Board, designated by the California Workforce Development Board as a high performing board, serves as the governing board for NOVA. In partnership with the City of Sunnyvale, the Board performs effective monitoring and evaluation of NOVA's services as defined under WIOA and through an agreement between the City of Sunnyvale and NOVA Workforce Board. This administrative structure ensures internal controls and standards, enforcement of conflict of interest codes and policies, and necessary firewalls to uphold the highest integrity in the administration of NOVA's services. NOVA is one of very few organizations that have in place this high degree of exemplary oversight, with extensive internal checks and balances.

In order to ratify these internal controls, conflict of interest compliance and firewalls, written agreements have been established between the Sunnyvale City Council, acting as the Chief Elected Official (CEO), and the NOVA Workforce Board and between the eight jurisdictions that comprise the NOVA Job Training Consortium through a Joint Powers Agreement (JPA). These agreements together with the NOVA Workforce Board Conflict of Interest Code and financial disclosure requirements and the NOVA Board Bylaws and Standard of Conduct constitute the essential checks and balances and firewalls.

The JPA is an agreement between the eight jurisdictions that comprise the NOVA consortium and include the cities of Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale and the County of San Mateo. The JPA designates the City of Sunnyvale with the authority to administer NOVA Workforce Development Services (serving in the capacity of CEO), on behalf of the eight jurisdictions, with responsibilities that include: subgrant recipient; develop procedures for governance, planning, operation, assessment and fiscal management of the one-stop service-delivery system; and evaluate program performance based on measurable outcomes and customer satisfaction and determine resulting needs and reallocation of resources. NOVA is a department of the City of Sunnyvale, under the direction of the City Manager.

The WB/CLEO Agreement delineates the roles and responsibilities between the Sunnyvale City Council as the CEO and the NOVA Workforce Board as stipulated by WIOA. It is the joint authority and responsibilities of the City and the NOVA Board to ensure effective programs and to stimulate active, effective participation of all sectors of the community. The City's responsibilities pertinent to internal controls/firewalls include serving as grant recipient and administrative entity, Chief Elected Official, appointing NOVA Board members, providing the appropriate level of staff support to the Board, and carrying out all administrative functions necessary to ensure sound management of programs and program funds. The NOVA Board's responsibilities pertinent to internal controls/firewalls include: selecting a one-stop

operator(s), with the agreement of the Sunnyvale City Council, annually reviewing the operations and, when warranted, terminating for cause the eligibility of such operator(s); evaluating proposals submitted to the NOVA WB for funding, and select service providers, with the agreement of the City, consistent with its adopted criteria; and annually evaluating program effectiveness of programs funded by the Workforce Development Area, based on negotiated performance measures, and the performance of the Workforce Development Area itself.

The NOVA Workforce Board Bylaws operationalizes the duties of the board including the development of standards, measurement of effectiveness, oversight of revenues, expenditures and success, and conduct at meetings. In addition, the Board has an established Standard of Conduct and Conflict of Interest Code that prohibits any member from voting on any issue that could be perceived as creating any conflict of interest and requires annual financial disclosure statements (Form 700) to be filed with the County.

To review the entire documents, please click on the following links:

NOVA Consortium Joint Powers Agreement: <https://novaworks.org/documents/2023q1/SignedJPAAllJurisdictions2.pdf>

NOVA Board/City of Sunnyvale WB/CEO Agreement: <https://novaworks.org/documents/2023q1/WB-CLEOAgreement.pdf>

NOVA Board Bylaws: <https://novaworks.org/documents/2023q1/BoardBylaws.pdf>

NOVA Board Conflict of Interest Code: <https://novaworks.org/documents/2023q1/NOVACOI.pdf>

NOVA Board Standard of Conduct: <https://novaworks.org/documents/2023q1/WBstandardofconduct.pdf>

5. Provide a written description of the following operational topics:

- a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.**

Please refer to #6a, above. NOVA, as the AJCC Operator, will serve as the facilitator and coordinator of NOVA's workforce development area's AJCC partner-shared services, as follows:

- Coordinate the service delivery activities of the AJCC required partners and service providers by:
 - Convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers including but not limited to all of the following:
 - Establishment of a charter for the group if necessary
 - Facilitation of establishment of shared goals (e.g. cross referral system, training needs, etc.)
 - Preparation of meeting agendas
 - Development of a write-up following each meeting summarizing discussions, agreements, and next steps.

- b. How will the Local Board or administrative entity distinguish its roles and responsibilities between serving as the AJCC Operator and governing body over the Local Area?**

Please refer to #6b, above. The NOVA Workforce Board is the governing body for the NOVA workforce development area, with the roles and responsibilities stipulated under WIOA. NOVA, the administrative entity, will be the AJCC Operator, with a distinct role as outlined in 5a, above. NOVA is jointly governed by the NOVA Workforce Board and the Sunnyvale City Council (CEO), with established internal controls, firewalls and agreements that further delineate roles and responsibilities. This is outlined in greater detail under #4, above.

- c. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?**

NOVA, the administrative entity, has been providing career services for the AJCC comprehensive job center for over 30 years with demonstrated success and performance excellence. It has worked collaboratively with partners in the community for many years and appreciates the value of these partnerships and their benefit to job seekers and employers. With the new structure of NOVA serving as the AJCC Operator, the NOVA Workforce Board will be freed up to provide leadership to the entire NOVA workforce development area and AJCC system.

- d. How will this structure deliver the highest performance outcomes for the Local Area?**

Please refer to #6d, above. The NOVA workforce development system has had a longstanding and demonstrated history of meeting and exceeding all of its WIA/WIOA performance outcomes. With this structure and NOVA's expertise, NOVA will be able to focus on the day-to-day operations of the AJCC services, as well as coordinate the collaborative network of one-stop partners supporting the highest performance standards and a more seamless service-delivery system among partners across the region. The NOVA Workforce Board will provide oversight of the entire workforce development system and be the catalyst for overcoming obstacles and raising the bar on quality services and performance excellence, continuously improving services to job seekers and employers across the workforce area.

- e. How will the Local Board or administrative entity maintain focus on strategic planning and accountability?**

Please refer to #6e, above. With NOVA focusing on the local service-delivery coordination, the NOVA Workforce Board will be freed up to devote its expertise and vision to strategic planning, collaborating with the neighboring workforce

boards that comprise the Bay Peninsula region, building critical partnerships to support the implementation of the strategic plans at the local and regional levels, and holding NOVA and its partners accountable for performance.

- 6. Evidence that the request for approval of the Local Board or administrative entity to be an AJCC Operator through Sole Source was made available to the public for at least 30 days. Submit copies of comments received.**

Notification of NOVA's intent to be the AJCC Operator was released to the public on April 5, 2018 through a variety of methods that included posting on the NOVA website and through emails utilizing databases that represent a vast number of individuals and organizations, with comments/responses requested by May 7, 2018. No official comments were received.

- 7. Views expressed by the local WIOA mandatory AJCC partner programs. Submit copies of any letters of support, disagreement, or other views received.**

Please refer to Attachment A for letters of support from AJCC partner programs.

- 8. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved its contents in a public meeting.**

Please refer to the attached Signature Page signed and dated by the NOVA Workforce Board and the Sunnyvale City Council (CEO).

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be designated as an AJCC Operator. Each party certifies that this application submission was reviewed and demonstrates that NOVA met all the requirements to be designated as the AJCC Operator of the NOVA Workforce Area under WIOA law and regulations.

NOVA has been approved to submit the enclosed application to be America's Job Center of California Operator by the NOVA Workforce Board at its May 23, 2018 meeting and by the Sunnyvale City Council, as the local Chief Elected Official for the NOVA consortium, at its June 26, 2018 meeting.

Local Workforce Development Board Chair

Local Workforce Development Board Chair

Signature

Signature

Christopher Galy

Jennifer Morrill

Name

Name

NOVA Workforce Board Co-Chairperson

NOVA Workforce Board Co-Chairperson

Title

Title

Date

Date

Local Chief Elected Official

Signature

Glenn Hendricks

Name

Mayor, City of Sunnyvale

Title

Date

Attachment A

Letters of Support from AJCC Partner Programs

Support letters from AJCC partners programs have been attached.

CLC Partnership

April 30, 2018

Kris Stadelman, Director
NOVA Workforce Board
505 W. Olive Avenue Suite 550
Sunnyvale, CA 94086

RE: Support for NOVA Approval as the AJCC Operator
for the NOVA Workforce Development Area

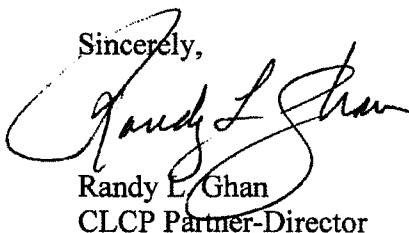
Dear Ms. Stadelman;

I write this letter of support for NOVA on behalf of the Central Labor Council Partnership (CLCP) and its three partner organizations: the Fresno, Madera, Tulare, Kings Counties Central Labor Council, Regenerate California Innovation, Inc., and ProPath, Inc. We sincerely recommend and encourage approval of NOVA to serve as the AJCC Operator for the NOVA workforce development area for the following reasons:

- For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.
- In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

Please contact me with any questions or for further information at fntkclc@aol.com or 559-275-1151.

Sincerely,



Randy L. Ghan
CLCP Partner-Director

**DOR DEPARTMENT of
REHABILITATION**
Employment, Independence & Equality

Edmund G. Brown Jr.,
Governor



State of California
Health and Human Services Agency
100 Paseo de San Antonio, Rm. 324
San Jose, CA 95113
408-277-9500

April 12, 2018

California Workforce Development Board
P.O. Box 826880
Sacramento, CA 94280-0001

To Whom It May Concern:

I was notified last week that NOVA is seeking approval from the State to serve as the AJCC Operator for the NOVA workforce development area that will include convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers.

- For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.
- In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.
- I support NOVA as the AJCC Operator for the NOVA workforce development area.

Sincerely,

A handwritten signature in cursive script that reads 'Donna Hezel'.

Donna Hezel, District Administrator
San Jose District Office



May 1, 2018

To: California Workforce Development Board

This letter is being written on behalf of the local Employment Development Department Workforce Services Branch for the Counties of Santa Clara/San Mateo/San Benito. I am happy to affirm our support for our local area workforce development partner, NOVA, in their request to serve as the WIOA AJCC Operator for the NOVA workforce development area.

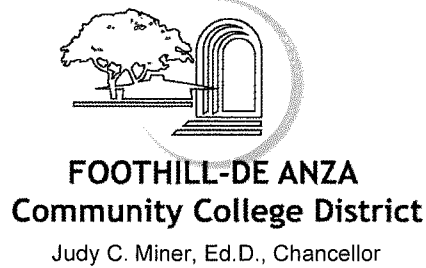
Through our ongoing collaboration efforts within the counties served by NOVA, our local Workforce Service office has insight into the background and the work that our NOVA partner provides, including the following notable points:

- For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.
- In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

We look forward to continuing our partnership with NOVA and we hope that their request to serve in the role of the AJCC Operator for the NOVA workforce development area will be considered.

Sincerely,

Maria Lucero
EDD Manager – Workforce Services
Santa Clara/San Mateo/San Benito County Cluster



April 11, 2018

California Workforce Development Board
Post Office Box 826880
Sacramento, CA 94280-0001

RE: Support of NOVA as AJCC Operator for the NOVA Workforce Development Area

To Whom It May Concern:

As Chancellor of Foothill-De Anza Community College District and a member of the NOVA Workforce Board, I am pleased to offer my support of NOVA as the AJCC Operator for the NOVA workforce development area. I believe that NOVA is uniquely qualified to serve as in this capacity for the reasons detailed below.

For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community. Through regular communications regarding customers, convening quarterly stakeholder meetings, and new initiatives targeting growing industries, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community.

From this experience, NOVA has gained extensive knowledge of local labor market trends that supports partners in identifying and planning for future employment needs, and in 2015, the County of San Mateo joined the NOVA consortium resulting in an even broader network of partners that effectively serve the region together.

Thank you for considering NOVA as AJCC Operator. If I can provide any additional information, please feel free to contact me by telephone at 650-949-6100 or email at minerjudy@fhda.edu.

Sincerely,

Judy C. Miner, Ed.D.
Chancellor



FUHSD Adult School

One School. Endlessly An.

April 18, 2019

To Whom It May Concern;

It is with pleasure that I write to share my support of NOVA Workforce of Silicon Valley to be approved as the AJCC Operator for the NOVA workforce development area. We are fortunate to be their partner in the important work to support workforce development in our community. NOVA has demonstrated success and has an excellent reputation for serving the employment needs of our residents and employers for over thirty years. Their extensive knowledge of the local labor market trends has been critical in identifying and planning future employment needs.

Historically, NOVA has worked in collaboration with local partners to represent a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers. This has been accomplished through regular communications regarding customers, convening quarterly stakeholders meetings and through new initiatives targeting growing industries. In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves our region.

In conclusion I would like to encourage you to approve NOVA Workforce of Silicon Valley to be the AJCC Operator for workforce development. I am highly confident of their leadership and ability to be an effective facilitator in our shared goal of serving our community.

Sincerely,

Peggy Raun-Linde
Principal, FUHSD Adult School

May 14, 2018

California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

I am writing in support of NOVA as the AJCC Operator for the NOVA workforce development area. NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.

NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community for over thirty years. In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region and enhances people's ability to live and work in the Silicon Valley.

NOVA is an effective partner in providing the employment and training services needed to facilitate skill development and career mobility for the workforce and aligns with our unique business community in the Silicon Valley. Recently, NOVA received monetary support from the California Employment Development Department to provide these services to laid-off workers in the immediate area.

Thank you for your consideration of this recommendation.

Sincerely,


Katherine Harasz
Executive Director



April 30, 2018

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John Sobrato, Chairman
Sobrato Companies
John Volckmann
Chairman & Founder
J. Volckmann & Associates, Inc.

President & CEO:
Barrie R. Hathaway

To Whom It May Concern;

I am writing in support of NOVA's request, seeking approval from the State to serve as the AJCC Operator for the NOVA workforce development area that will include convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers. This letter is to express JobTrain's in full support of NOVA's request.

In the time we have worked with NOVA, we have experienced strong programmatic outcomes, a clear dedication to the success of their constituents and a deep level of entrepreneurship and creativity. In addition:

- For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.
- In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

I support NOVA as the AJCC Operator for the NOVA workforce development area.

Sincerely,

Barrie R. Hathaway
President and CEO

JobTrain





Peninsula
Family Service

April 18, 2018

Kris Stadelman, Director
NOVA
505 W. Olive Ave, Ste 550
Sunnyvale, CA 94086

Dear Kris,

On behalf of Peninsula Family Service, I am happy to provide a letter of support for your request to serve as the AJCC Operator for the NOVA workforce development area. We are pleased to currently partner with you and can attest to your capacity for this endeavor, including the following:

For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.

For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.

In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.

NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

For these reasons, we support NOVA as the AJCC Operator for the NOVA workforce development.

If you have any questions, please call me at 650-403-4300 ext. 4418.

Sincerely,


Heather Cleary
Chief Executive Officer

April 30, 2018

California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento CA 95814



1381 SOUTH FIRST STREET
SAN JOSÉ, CA, 95110
408.278.2160 [PH]
408.885.9071 [FX]
www.sacredheartcs.org

To Whom this May Concern:

On behalf of Sacred Heart Community Service it is my pleasure to extend our support to NOVA to serve as the AJCC Operator the NOVA workforce development area. Sacred Heart Community Service is the Community Action Agency for Santa Clara County where we serve over 60,000 low-income individuals annually.

We firmly believe NOVA's more than three decades of leadership and demonstrated performance excellence positions them to convene and facilitate quarterly partner meetings to ensure effective delivery of services to meet the needs of employers and residents in our region.

For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.

In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region. NOVA's extensive knowledge of local labor market trends effectively supports partners with identifying and planning for future employment needs.

We hope the California Workforce Development Board will support NOVA's proposal to serve as the AJCC. If you have any questions please do not hesitate to contact me at 408-278-2175.

Very truly yours,

A handwritten signature in black ink, appearing to read "Poncho Guevara", written over a horizontal line.

Poncho Guevara
Executive Director

Sequoia District Adult School

3247 Middlefield Road
Menlo Park, CA 94025-1859

Lionel de Maine, Director

(650) 306-8866
(650) 365-2420 *Fax*

SUHSD BOARD OF TRUSTEES

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Mary Streshly, Ed.D.
Superintendent

April 30, 2018

Attn: California Workforce Development Board

This is to support NOVA's application to serve as the AJCC Operator for the NOVA workforce development area, which includes San Mateo County in which my school is located.

For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community. Indeed, I am a 2005 "graduate" of NOVA's renowned ProMatch program for dislocated hi-tech workers; I cannot recommend the program highly enough.

NOVA has a history of working collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. They have achieved this goal of ensuring effective delivery of services to shared customers using regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.

In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region. I welcomed this change because NOVA has a strong reputation for its innovation and leadership. Over the years I have partnered with them on a number of projects to better support clients and have found them highly capable in their role. NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

I welcome NOVA as the AJCC Operator for the NOVA workforce development area.

Sincerely,



Lionel de Maine

650-306-8866 x 77934