



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Award a Contract to JobTrain to Provide Youth Workforce Development Services in San Mateo County

BACKGROUND

NOVA currently contracts with two organizations in San Mateo County to provide services to youth under the federal Workforce Innovation and Opportunity Act (WIOA): JobTrain, a nonprofit organization based in Menlo Park, and Jefferson Union High School District (JUHSD) in Daly City. These providers were originally procured by the County of San Mateo in 2014. When NOVA assumed responsibility as the workforce development board for the County of San Mateo in July 2015, the decision was made to continue youth services through the existing providers and monitor their performance throughout Program Year (PY) 2015-2016. The contracts were approved by Council on June 23, 2015 for services through June 30, 2016, and extensions to the contracts covering services through June 30, 2017 were approved by Council on May 17, 2016.

EXISTING POLICY

Council Policy 5.1.1: Socio-Economic - Goals and Policies: Education and Training Goal 5.1F: Provide job training and employment services, within constraints of operative Federal regulations and available Federal funding, to address the locally-determined employment and training needs of economically disadvantaged residents and others with special needs.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

DISCUSSION

After three years of services based on the San Mateo County 2014 procurement, NOVA issued a new Request for Proposals for youth workforce development services in San Mateo County on February 3, 2017. Two proposals were received by the due date of March 10. Both proposals were from current providers, JobTrain and Daly City Youth Health Center (fiscal agent is Jefferson Union High School District).

Proposals were reviewed by staff for minimum qualifications, and were then forwarded to a review committee consisting of WIOA staff (both NOVA and external), a NOVA Board member, and a representative from JobCorps. The review committee scored the proposals, reviewed past and current performance of the proposers, and recommended award of contract to JobTrain. The NOVA Youth Committee met on April 13, 2017 to consider the review committee's

recommendation and voted to concur with the review committee and recommend to the NOVA Workforce Board that a contract be awarded to JobTrain for up to \$525,000 to provide youth services from July 1, 2017 through June 30, 2018, with optional contract renewal dependent on performance and available funding. The committee also discussed using a portion of NOVA's WIOA youth funding for NOVA staff to provide assistance with services in San Mateo County. The NOVA Workforce Board Executive Committee, on behalf of the full Board, approved the funding award at its meeting of April 19, 2017.

JobTrain has submitted budget and participant plans, which are reflected in the attached contract. JobTrain will provide 100 out-of-school youth residing or attending school in San Mateo County with a comprehensive array of services including vocational training, work experience, and placement into employment or further education.

FISCAL IMPACT

The source of funds for the services is WIOA funds. Since funds are obligated to programs only based upon appropriations dedicated to NOVA, sufficient WIOA funds will exist to cover all anticipated obligations of day-to-day program operations. If funding is cut, then program services will be accordingly reduced.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Award a contract, in substantially the same form as Attachment 1 to the report, and in an amount not to exceed \$525,000 to JobTrain for youth workforce development services in San Mateo County through June 30, 2018 and authorize the City Manager, or her designee, to execute the contract when all the necessary conditions have been met.

Prepared by: Jeanette Langdell, Employment Training Manager
Reviewed by: Kris Stadelman, Director, NOVA Workforce Services
Reviewed by: Walter C. Rossmann, Assistant City Manager
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. JobTrain Contract, Agreement No. 001-301-18