



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Award of Contracts for Adult Workforce Development Services in San Mateo County

BACKGROUND

NOVA currently contracts with two organizations in San Mateo County to provide services to adults under the federal Workforce Innovation and Opportunity Act (WIOA): JobTrain, a nonprofit organization based in Menlo Park, and Central Labor Council Partnership (CLCP), which currently operates the NOVA Job Center in San Mateo. 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 adult 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 June 14, 2016.

Pursuant to federal law (29 USCA Section 3122), the City Council is the “chief elected official”, and the “local grant recipient” and “fiscal agent” for NOVA and the Local Workforce Development Board. In filling these functions, City Council’s past practice for contracts exceeding \$100,000 has been to approve the award of the contract and authorize the City Manager to execute the contract.

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)(5) in that it is a governmental, organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

After three years of services based on the San Mateo County 2014 procurement, NOVA issued a new Request for Proposals (RFP) for adult workforce development services in San Mateo County on February 10, 2017. The focus of the RFP was on expanding the NOVA service model currently used in Sunnyvale to San Mateo County in order to serve increased numbers of County residents. Three proposals were received by the due date of March 17. Proposals were reviewed by staff for minimum

qualifications, and were then forwarded to a review committee consisting of WIOA staff (both NOVA and external) and NOVA Board members. The committee recommended a proposal from the San Mateo County Community College District (SMCCCD) for funding in the amount of \$251,958. The other two proposals did not adequately address implementation of the NOVA service model. The RFP was re-issued on April 6 for the remainder of the available funding for adult services. Proposals were received from current providers JobTrain and CLCP. After review and scoring by the review committee, CLCP's proposal was recommended for funding in the amount of \$948,042. JobTrain's proposal to operate a one-stop career services site was not recommended for funding; however, JobTrain may be eligible to be a training provider, pending approval of its training programs on the State's Eligible Training Provider List.

CLCP proposed to serve 288 adults and 396 dislocated workers in Program Year (PY) 2017-2018, a significant expansion of services compared to its Program Year (PY) 2016-2017 plan for services to 100 adults and 185 dislocated workers. SMCCCD proposed to serve 100 adults and 100 dislocated workers through a partnership between Career Services at Skyline College and SparkPoint, a financial education center designed to serve individuals and families working to achieve financial self-sufficiency. NOVA will be working with both providers to implement the NOVA service model for enhanced services to adults and dislocated workers in San Mateo County. The contracts will operate July 1, 2017 through June 30, 2018 and may be extended for up to three additional years, dependent upon successful performance results and available funding.

The NOVA Workforce Board approved the funding awards at its meeting of May 24, 2017.

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 contracts in the amount of \$948,042 to Central Labor Council Partnership and \$251,958 to San Mateo County Community College District for adult workforce development services in San Mateo County from July 1, 2017 through June 30, 2018 and authorize the City Manager to execute options to renew the contracts for up to three years when all 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. CLCP Contract, Agreement No. 001-201-18

2. SMCCCD Contract, Agreement No. 002-201-18