



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
County Manager



**Date:** May 14, 2014

**Board Meeting Date:** June 17, 2014

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Nicole Pollack, Director, Workforce and Economic Development

**Subject:** Agreement with Puente De La Costa Sur

**RECOMMENDATION:**

Adopt a Resolution authorizing an agreement with Puente De La Costa Sur to deliver Workforce Investment Act comprehensive, year round youth employment services for the term of July 1, 2014 through June 30, 2015, in the amount of \$280,178.

**BACKGROUND:**

The San Mateo County Workforce Investment Board (SMCWIB), as required by the Workforce Investment Act (WIA) federal law, manages oversight and related activities of local WIA youth programs and services. A Request for Proposal (RFP) was launched in January, 2014 to deliver WIA youth programs and services. The SMCWIB Youth RFP Review Committee recommends approval to execute three contract service agreements to deliver employment, skill building and education programs to WIA eligible youth.

**DISCUSSION:**

Puente De La Costa Sur (Puente), one of the three youth service providers, will deliver comprehensive year round employment services for thirty (30) youth ages fourteen (14) to twenty one (21) over a twelve month period. Puente will deliver a suite of diverse services and programs that includes but is not limited to: summer and year round employment programs with a focus on SMCWIB approved priority sectors; internship/work experience; comprehensive basic skills assessment; Individual Services Strategy Plan; ongoing, comprehensive guidance and counseling; mentoring, leadership opportunities; life skills workshops and other employment and skill building development activities.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

The Agreement and Resolution have been reviewed and approved as to form by County Counsel and Risk Management has approved the Contractor's insurance for this Agreement.

The Workforce and Economic Development Division requests your Board to also authorize the Director of Workforce and Economic Development as a designee for the County Manager's office to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The approval of this agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by delivering employment, educational, and skill building opportunities and services to youth to empower and assist them in finding gainful employment, becoming a contributing member of their community and reaching self-sufficiency.

**PERFORMANCE MEASURE(S):**

Measure	FY 2014-15 State Measure	FY 2014-15 Projected
Youth placed in Employment and Education	68%	68%
Attainment of a Degree or Certificate	62.7%	63%

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**FISCAL IMPACT:**

The amount of this Agreement is \$280,178 and the contract term is July 1, 2014 through June 30, 2015. This amount will be fully funded through the federally funded Workforce Investment Act Formula Fund Allocations for the Youth program and is included in the County Management, Workforce and Economic Development FY 2014-2015 Adopted Budget. There is no Net County Cost.

# Request for Proposals – Matrix

<b>1</b>	Where was the RFP advertised?	An announcement of the WIA Youth Request For Proposal (RFP) Solicitation was placed in the San Mateo County Daily Times that ran on January 6, 2014. The WIA Youth RFP was posted on the PeninsulaWorks.org website and on the California Workforce Association website. An e-mail announcement was distributed to the County of San Mateo WIB, the Peninsula Youth Council and the County of San Mateo Human Services Agency.
<b>2</b>	In addition to any advertisement, list others to whom the RFP announcement was sent:	In addition to the announcements, each organization and individual was encouraged to send the WIA Youth RFP to their networks or interested parties. The WIA Youth RFP was also sent to local Bay Area City Parks and Recreation offices and the local offices of the Boys and Girls Clubs of America.
<b>3</b>	State the total number of RFP's sent to prospective proposers:	As an estimate, at least 40 WIA Youth RFPs were sent to prospective proposers.
<b>4</b>	How many proposals did you receive?	Four proposals were received.
<b>5</b>	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Jefferson Union High School District – 699 Serramonte Blvd., Suite 100, Daly City, CA 94015  JobTrain – 1200 O'Brien Dr., Menlo Park, CA 94025  Puente De La Costa Sur, 620 North Street, P.O. Box 2480, Pescadero, CA 94060