



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager



Date: May 22, 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 JobTrain

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with JobTrain to deliver Workforce Investment Act comprehensive year round youth employment services for the of term July 1, 2014 through June 30, 2015, in the amount of \$400,000.

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 contract agreements with three youth service providers to deliver employment, skill building and education programs to WIA eligible youth.

DISCUSSION:

JobTrain, one of the three youth service providers, will deliver comprehensive year round employment services for one hundred and fifteen (115) youth ages fourteen (14) to twenty one (21) over a twelve month period. JobTrain 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; GED and/or Adult Basic Skill classes; vocational training classes and/or college and life skill workshops; and other employment and skill building development activities.

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 Contractor has assured compliance with 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 Contractors insurance for this Agreement.

The approval of this agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by delivering employment, educational, 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%
Youth attainment of a Degree or Certificate	62.7%	63%

FISCAL IMPACT:

The amount of this agreement is \$400,000 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 2014-15 Adopted Budget. There is no Net County Cost.

Request for Proposals – Matrix

1	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.
2	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.
3	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.
4	How many proposals did you receive?	Four proposals were received.
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	<p>Jefferson Union High School District – 699 Serramonte Blvd., Suite 100, Daly City, CA 94015</p> <p>JobTrain – 1200 O'Brien Dr., Menlo Park, CA 94025</p> <p>Puente De La Costa Sur, 620 North Street, P.O. Box 2480, Pescadero, CA 94060</p>