



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager



Date: August 26, 2014

Board Meeting Date: October 21, 2014

Special Notice / Hearing: None

Vote Required: 4/5ths

To: Honorable Board of Supervisors

From: Nicole Pollack, Director Workforce and Economic Development

Subject: Agreement with City of Sunnyvale, NOVA

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with the City of Sunnyvale, NOVA to provide Program Management services and deliver the County's Rapid Response services for the term of October 1, 2014 through June 30, 2015 not to exceed the amount of \$651,000

BACKGROUND:

WIA provides the framework for a workforce investment system that is customer focused in order to meet the needs of both businesses and job seekers. The cornerstone of the workforce investment system is One-Stop service delivery, which unifies numerous training, education and employment programs into a single, customer friendly system within the community. NOVA will manage One Stop services and compliance with WIA program, fiscal and administrative regulations.

DISCUSSION:

The North Valley Job Training Consortium (NOVA) within the City of Sunnyvale is an experienced federally funded not for profit employment and training agency that provides workforce development services. NOVA works closely with businesses, educators and job seekers to help build knowledge, skills, and attitudes necessary to address workforce needs. NOVA operates under the guidelines of the federal Workforce Investment Act and is administered by the City of Sunnyvale.

NOVA will provide oversight and program management for most Workforce Investment Act (WIA) operational and programmatic services on behalf of San Mateo County. Operations and program management include WIA State and federal program services management and compliance, oversight of all One Stop services, program technical support for One Stop contractors, performance management, Management Information

System (MIS) support, and assistance with financial management including audits and inventory control.

NOVA also will administer the Rapid Response program for San Mateo County. Rapid Response is a program that offers services to workers and employers dealing with the effects of layoffs and business closures. The program provides an immediate response to layoffs by developing layoff aversion plans, coordinating services and providing immediate assistance to companies and their affected workers.

The State of California has approved a waiver of the Request for Proposals process because NOVA is a well-established WIA provider in the regional labor market and the State of California.

The Contractors have 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. County Counsel has reviewed and approved this Agreement and Resolution as to form and the Contractor meets insurance certification requirements.

The acceptance of this Agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by establishing partnerships within San Mateo County to provide job seekers with services and career connections with local businesses.

The Workforce and Economic Development Division requests your Board to 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.

PERFORMANCE MEASURE(S):

| Measure | FY 2014-15 Projected |
|--------------------------------------|-----------------------------|
| Adult Entered Employment | 71% |
| Dislocated Worker Entered Employment | 71% |

FISCAL IMPACT:

The not to exceed amount of the contract is \$651,000. The contract term is October 1, 2014 through June 30, 2015. The contract is fully funded by Workforce Investment Act (WIA) State funding through the Department of Labor. The contract and funding has been included in the County Manager's Office FY 2014-2015 approved budget. There is no Net County Cost.