



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 24-567

Board Meeting Date: 6/25/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Claire Cunningham, Director, Human Services Agency
Subject: Agreement with San Mateo County Community College District

RECOMMENDATION:

Adopt a resolution authorizing a waiver of the Request for Proposals (RFP) process and approving the execution of an agreement with the San Mateo County Community College District (SMCCCD) to provide education, mentoring, and tutoring to CalWORKS Welfare-to-Work participants for the term of July 1, 2024 to December 31, 2025, in an amount not to exceed \$451,000.

BACKGROUND:

CalWORKs is a welfare program that gives cash aid and provides supportive services to eligible California families in need. Adults who receive CalWORKs cash aid can participate in the Welfare-to-Work (WTW) Program. The WTW Program offers an array of services, activities, and support to participants such as degree programs, training (including certificate and credential programs), job skills training, and/or vocational education, and activities that address or remove barriers like mental health, substance use disorders, and domestic abuse.

The Subsidized Work Study Initiative, supported by the California Department of Social Services, is designed to provide CalWORKs WTW clients with career enhancement opportunities through subsidized work study, client reintroduction to educational pathways, and peer mentoring support. In collaboration with the San Mateo County Community College District, the San Mateo County Human Services Agency (HSA) Employment Services branch provides opportunities for CalWORKs WTW participants to attend classes and earn continuing education credits to obtain licensure and/or certification to assist in achieving self-sufficiency.

DISCUSSION:

HSA requests to enter into an agreement with San Mateo County Community College District to provide college-level courses in life skills, early childhood education, business, and biotechnology to support CalWORKs WTW participants in furthering their educational or career goals. Additionally, SMCCCD will provide mentorship and tutoring to help students successfully complete their classes or support them in identifying educational/employment goals. Classes will be offered to 15 participants

for the 2024 fall semester, and 2025 spring and fall semesters.

Pursuant to Section 2.83.070(b) of the County Ordinance Code, the Board of Supervisors may waive the requirement of a request for proposals in any situation where the Board of Supervisors determines that it is in the best interests of the County.

Pursuant to Administrative Memorandum B-1, Paragraph IV. B. Non-Emergency Specific Exemption, Item 3, a competitive solicitation may be waived when entering into an agreement with a public or governmental agency including schools and universities. HSA recommends that the Board waive the competitive requirements as SMCCCD is a public agency/community college system.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligation by a maximum of \$25,000 (in the aggregate).

The County Attorney has reviewed and approved the agreement and resolution as to form.

PERFORMANCE MEASURE:

Measure	FY 2024-25 Target	FY 2025-26 Anticipated
Percentage of participants enrolled who will complete the college course	70%	70%

FISCAL IMPACT:

The term of this agreement is July 1, 2024, through December 31, 2025. The amount of the agreement shall not exceed \$451,000 and is estimated to be 100% funded with CalWORKs WTW Single Allocation. Funds are included in the FY 2024-25 Recommended Budget and will be included in future budgets.