

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 1, 2019

CAO File No. 0220-05552-0000

Council File No. 14-1443

Council District: All

To: The Mayor
The Council

From: 
Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Economic and Workforce Development Department Transmittal dated November 27, 2018; Received by the City Administrative Officer on November 27, 2018; Additional information received through January 31, 2019

Subject: **REQUEST FOR AUTHORITY TO CONTRACT FOR LAYOFF AVERSION SERVICES FOR DISTRESSED BUSINESSES AND RELATED ACTIONS**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor,

1. Authorize the General Manager, Economic and Workforce Development Department (EWDD), or designee, to:
 - a. Utilize the Los Angeles County Department of Workforce Development, Aging and Community Service's Business Technical Assistance Program (BTAP) procurement process for contract layoff aversion services by the Economic and Workforce Development Department (EWDD) to select contract layoff aversion services for the City;
 - b. Negotiate and execute an agreement with the Los Angeles Economic Development Corporation, the bidder selected by the County through their BTAP procurement process, for the provision of layoff aversion services in the City, in an amount not to exceed \$301,210 in Workforce Innovation and Opportunity Act (WIOA) funds, for the retroactive contract term from January 1, 2019 through June 30, 2019, subject to review and approval by the City Attorney as to form and legality, and compliance with the City's contracting requirements;
 - c. Make technical corrections as necessary to transactions included in this report to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer; and,
2. Authorize the Controller to expend from WIOA Fund No. 57W Account No. 22R591 WIOA Adult Supporting Program Activities, Account No. 22R592 WIOA Dislocated Worker

Supporting Activities, and Account No. 22R594 WIOA Rapid Response Supporting Program Activities upon presentation of proper documentation from EWDD.

SUMMARY

In their Transmittal dated November 27, 2018 (C.F. 14-1443), the Economic and Workforce Development Department (EWDD) requests approval to utilize the procurement process of the Los Angeles County Department of Workforce Development, Aging and Community Service's Business Technical Assistance Program (BTAP) to select a service provider for contract layoff aversion services to distressed City businesses, and authority to negotiate and execute a contract with the Los Angeles Economic Development Corporation, the bidder selected by the County through their BTAP procurement process, in an amount not to exceed \$301,210. Subsequent to the release of their Transmittal, EWDD provided additional information. Funding for the contract services in the amount of \$301,210 will be from the Workforce Innovation and Opportunity Act (WIOA) grant and is included in the Program Year 2018-19 WIOA Annual Plan approved by Council and Mayor in June 2018 (C.F. 18-0543). The City Attorney verified the eligibility of the County's procurement process to be used by EWDD to procure City layoff aversion services. Our Office recommends approval of EWDD's requests.

Pursuant to Los Angeles City Charter Section 1022, the Personnel Department determined that there are no City classifications that could perform the requested services.

DISCUSSION

The Los Angeles Economic Development Corporation (LAEDC) was the City's service provider for layoff aversion services for City businesses from Fiscal Year 2014-15 through December 2018. The contract services consisted of efforts to avert layoffs and retain jobs in the City through outreach and individualized services for City businesses exhibiting signs of financial, managerial, locational, and/or operational stress. EWDD partnered with the Los Angeles County Department of Workforce Development, Aging and Community Service to establish a coordinated regional strategy in layoff aversion efforts for City and County businesses. The regional strategy also seeks to incorporate cooperation of the seven Workforce Development Boards in the greater Los Angeles region. EWDD states that in February 2018, the County released a Request for Proposals (RFP) for the County layoff aversion program, known as the BTAP. Through the RFP, the County selected LAEDC as the County layoff aversion services provider. In order to support the integrated efforts of the City and County, EWDD requests authority to contract with the LAEDC.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations in this Report comply with the City Financial Policies in that Workforce Innovation and Opportunity Act grant funds will support contract layoff aversion services for businesses.