

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: December 9, 2016

CAO File No. 0220-01024-2757

Council File No. 16-0475-S1

Council District: All

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer 

Reference: Economic and Workforce Development Department transmittal dated October 27, 2016; Received by the City Administrative Officer November 3, 2016; Additional information received through December 8, 2016

Subject: **ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT (EWDD)
REQUEST TO EXECUTE SOLE SOURCE CONTRACT WITH LOS ANGELES
COMMUNITY COLLEGE DISTRICT FOR HIGH DEMAND INDUSTRY SECTOR
EMPLOYMENT TRAINING SERVICES**

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. Negotiate and execute a sole-source contract with the Los Angeles Community College District for the provision of high-demand industry sector vocational training for the City's WorkSource Center participants, in an amount not to exceed \$300,000 in federal Workforce Innovation and Opportunity Act funds, and a contract term from January 1, 2017 through December 31, 2017, subject to City Attorney review and approval as to form and legality, and compliance with the City's contracting requirements;
 - b. Prepare Controller instructions and/or make any necessary technical adjustments or corrections consistent with Council and Mayor action on this Report, subject to approval of the City Administrative Officer, and instruct the Controller to implement those instructions; and,

2. Authorize and instruct the Controller to expend from the following accounts within the WIOA Fund No. 57W for a total amount not to exceed \$300,000 upon presentation of proper documentation as follows:

Account No.	Account Title	Amount
22M591	WIOA Adult Supporting Activities	\$153,000
22M592	WIOA Dislocated Worker Supporting Activities	120,000
22M593	WIOA Youth Supporting Program Activities	27,000

TOTAL: \$300,000

SUMMARY

The Economic and Workforce Development Department (EWDD), in its Transmittal dated October 27, 2016 (C.F. 16-0475-S1) (Transmittal), requests approval to execute a sole-source contract with the Los Angeles Community College District (LACCD) in the amount of \$300,000 in Workforce Innovation and Opportunity Act (WIOA) federal grant funding for vocational training in the high-demand Unmanned Aerial Vehicle (UAV) technology sector. Unexpended WIOA funding is available from the Program Year 2015-16 (PY 15-16) Workforce Development Board (WDB) Annual Plan. The intended participants of the training are eligible recipients of assistance from the City’s federally funded WorkSource Centers (WSC) which provide employment development and placement services. EWDD initially requested a contract term from October 1, 2016 through September 30, 2017. In subsequent discussions, they revised the contract term to start January 1, 2017 through December 31, 2017. EWDD is currently drafting the contract for City Attorney review.

Pursuant to Los Angeles City Charter Section 1022, the Personnel Department determined that there are no City employees with the expertise to perform the required work. EWDD has provided a sole source justification which states that the Department released a Request for Information (RFI) for vocational training services for high-demand industry sectors in March 2016 but only received one response, in the field of healthcare, leaving unexpended monies available for vocational training in other high-demand industry sectors. Through existing agreements, LACCD currently provides vocational training services in different trades for participants at EWDD-contracted WSC. After subsequent outreach to LACCD by EWDD for high demand industry sector vocational training, a proposal was submitted by LACCD. EWDD identified LACCD as a unique provider of vocational training in UAV technology, a high-demand Information Technology industry sector, and requests to award the sole source contract to LACCD.

This Office recommends approval of EWDD’s request to negotiate and execute the sole source contract with LACCD for the provision of vocational training services in the UAV technology field, subject to City Attorney review and approval as to form and legality and compliance with the City’s contracting requirements, in an amount not exceed \$300,000 in WIOA grant funds and a

term of January 1, 2017 through December 31, 2017. Additional information related to the scope of work is included in the Department's Transmittal.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations in this report are in compliance with the City's Financial Policies in that funding for the contract for high-demand industry vocational training services is provided by \$300,000 in Workforce Innovation and Opportunity Act grant funds.

MAS:SAM:02170076C