

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: November 29, 2018

CAO File No. 0220-05548-0000

Council File No. 18-1092

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 15, 2018; Additional information received through November 27, 2018

Subject: **REQUEST TO APPROVE THE RESULTS OF THE AMERICA'S JOB CENTER OF CALIFORNIA (CITY WORKSOURCE CENTER) OPERATORS REQUEST FOR PROPOSALS AND RELATED ACTIONS**

RECOMMENDATIONS

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

1. Approve the results of the 2018 Request for Proposals (RFP) for the America's Job Center of California (AJCC) (WorkSource Centers) Operators as recommended by the Economic and Workforce Development Department (EWDD) and listed in the Attachment to this report;
2. Authorize the General Manager, EWDD, or designee to:
 - a. Negotiate and execute contracts with the 15 service providers identified in the Attachment to this report to operate 16 AJCC/WorkSource Center sites for a term from January 1, 2019 through June 30, 2019, with three one-year renewal options through June 30, 2022, with funding in an amount not to exceed \$446,344 per site for six months in WIOA Title I Formula Funds, subject to review and approval of the City Attorney as to form and legality and compliance with City contracting requirements;
 - b. Establish the Eligible AJCC Operator Replacement List to include any AJCC proposer not recommended as an AJCC/WorkSource Center and with a score of 70 points or higher as included in the Attachment;
 - c. Negotiate and execute agreements and/or amendments to agreements with the public, private, non-profit and/or governmental entities listed in the Attachment regarding additional funds including but not limited to WIOA Governor's Discretionary Grants, National Dislocated Worker Grants, Department of Justice Grants, Department of Education Grants, California Department of Corrections and Rehabilitation Grants, City of Los Angeles General Fund, subject to the Workforce Development Board-Local Elected Officials Agreement, review and approval of the City Attorney as to form and

legality, and compliance with City contracting requirements;

- d. Expend from Account No. 22R581, WIOA Adult, and 22R582, WIOA Dislocated Worker, within the WIOA Fund No. 57W up to a total of \$446,344 for each AJCC/WorkSource Center; and,
- e. 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.

SUMMARY

In a Transmittal dated November 15, 2018 (Transmittal) (C.F. 18-1092), the Economic and Workforce Development Department (EWDD) requests approval of 15 service providers to operate 16 City WorkSource Center (WSC) sites, known nationally as America's Job Centers of California (AJCC). EWDD selected the recommended service providers as a result of a Request for Proposals (RFP) process. The contract term is from January 1, 2019 through June 30, 2019 with three one-year renewal options for a maximum term through June 30, 2022. EWDD states that six months of Workforce Innovation and Opportunity Act (WIOA) grant funding in the total amount of \$7,141,504 (\$446,344 per site) has been approved for the 16 WSC sites in the Program Year 2018-19 Workforce Development Board (WDB) Annual Plan (C.F. 18-0543). The Attachment to this report includes the bidders in the RFP, their scores, and the recommended contract awards, if any, in the last column on the right. EWDD also requests authority to: 1) negotiate and execute contracts with the selected service providers subject to review and approval of the City Attorney as to form and legality and in compliance with City contracting requirements; 2) establish a list of Eligible AJCC Operator Replacement list consisting of seven bidders that scored 70 or higher and are not currently recommended as WSC operators; and 3) expend funds for the WSC contracts. Our Office recommends approval of EWDD's requests.

Pursuant to Los Angeles City Charter Section 1022, the Personnel Department determined that there are two city classifications that could potentially perform the requested services at EWDD, Los Angeles World Airports (LAWA), and the Department of Aging (Aging). EWDD states that the work is of limited duration and exceeds their own Department capacity. Neither LAWA nor Aging responded to inquiries regarding their staff availability to perform these services. Moreover, the grantor requires implementation of the services through multiple stand-alone regional sites across the City. On July 10, 2018, our Office recommended that EWDD be permitted to contract for the WSC services because the work exceeds City staff availability and Department locations, and would be more feasibly performed by contract than by City employees.

DISCUSSION

The current contracts for the WSC expired on June 30, 2018 and were extended through December 31, 2018. EWDD released the AJCC RFP on August 27, 2018 with responses due October 9, 2018. The RFP solicited proposals from organizations interested in providing services as a WIOA

workforce development services operator, known nationally as an AJCC and locally as a WSC. Each proposal was required to address services to be provided in one of the seven City Regional Planning Commission Areas: East, South, Central, West, Harbor, South Valley, and North Valley. Agencies were limited to submitting no more than two proposals each. Selected proposers may also be expected to implement additional workforce grant programs, including, but not limited to WIOA Governor's Discretionary Grants, National Dislocated Worker Grants, Department of Justice Grants, Department of Education Grants, California Department of Corrections and Rehabilitation Grants, City of Los Angeles General Fund funded programs, Los Angeles County funded programs, and/or private industry grants as determined by the City Council, the Mayor, the City of Los Angeles WDB and/or EWDD. Services requested under the RFP include a full range of assistance and services under one roof for job seekers such as individuals with barriers to employment, workers who have been laid off, youth, incumbent workers, new entrants to the workforce, veterans, people with disabilities, and employers. The RFP focused on organizations strengthening employer engagement with regional economic drivers and industries, addressing vulnerable populations with a geographic focus, and providing integration of key partner services.

A total of 24 proposals were received from 17 agencies, covering all the Planning Areas. One proposal was incomplete, lacking required forms, and was deemed nonresponsive in accordance with the RFP. Additional information about the evaluation process, scoring, criteria, and appeals is included in the Transmittal.

Notifications regarding the results and scores of the proposals were sent on October 30, 2018. Appeals were accepted regarding procedural issues only. A total of seven appeals were received by the appeal submission deadline of November 6, 2018. In accordance with the WDB-Local Elected Officials Agreement, the WDB Appeals Board held an appeals hearing on November 13, 2018. A total of five appeals were eventually withdrawn by the bidders and two appeals were denied by the appeals board.

The final scores and EWDD's recommendations for contract funding are included in the Attachment to this report. Proposals with scores of 70 or above that are not currently recommended for funding are recommended to be placed on an Eligible AJCC Operator Replacement List from which EWDD will draw replacement contractors in the event that an agency selected as a WSC is unable to perform. Each agency's site is also required to comply with WIOA regulations and the Americans with Disabilities Act.

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 (WIOA) grant funds provide funding for the America's Job Center of California/City WorkSource Center (WSC) sites. WIOA funding was approved for the WSC in the Program Year 2018-19 Workforce Development Board Annual Plan (C.F. 18-0543).

RHL:SAM:02190063C

Attachment

No	Proposer	Community Planning Area	Council District	Final Score	Funding 1/1/19-7/1/19
CENTRAL REGION					
1	Managed Career Solutions	Hollywood	13	87.0	446,344
2	Pacific Asian Consortium in Employment	Westlake	1	85.0	446,344
3	Youth Policy Institute	Westlake	13	81.5	446,344
4	Community Career Development	Wilshire	10	77.5	0
EAST REGION					
5	Goodwill Industries of Southern California	Northeast LA	13	88.5	446,344
6	Managed Career Solutions	Boyle Heights	14	84.5	446,344
7	Arbor E&T dba Rescare Workforce Services	Boyle Heights	14	83.5	0
8	UAW - Labor Employem & Training Corp	Boyle Heights	14	81.5	0
9	Five Keys	Boyle Heights	14	72.5	0
HARBOR REGION					
10	Pacific Gateway	San Pedro	15	81.5	446,344
NORTH VALLEY					
11	Build Rehabilitation Industries	Chatsworth	12	84.5	446,344
12	El Proyecto del Barrio	Sun Valley	6	82.0	446,344
13	Youth Policy Institute	Arleta - Pacoima	7	79.0	0
SOUTH VALLEY					
14	Community Career Development	Van Nuys- N Sherman Oaks	2	93.5	446,344
15	Arbor E&T dba Rescare Workforce Services	Canoga Park - Winnetka	3	87.5	446,344
16	Build Rehabilitation Industries	Canoga Park - Winnetka	3	84.5	0
17	El Proyecto del Barrio	Canoga Park - Winnetka	3	81.0	0
SOUTH LOS ANGELES					
18	UAW - Labor Employem & Training Corp	South LA	8	92.0	446,344
19	Asian American Drug Abuse Program	West Adams	10	87.0	446,344
20	Coalition for Responsible Community Development	Southeast LA	9	81.0	446,344
21	Housing Authority of the City of Los Angeles	Southeast LA	15	80.0	446,344
22	Watts Labor Community Action Committee	Southeast LA	15	75.5	446,344
WEST LOS ANGELES					
23	Jewish Vocational Services	Mar Vista	11	79.0	446,344

Note: A proposal with a score of 70 points or greater is eligible to receive funding under this RFP. However, a score of 70 points or greater does not guarantee funding.