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Item No.: 2

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

~~Report from the~~ City Administrative Officer

Date: January 28, 2014

CAO File No. 0220-01024-2742
Council File No. 12-0796-S1
Council District: All

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer *MAS*

Reference: Economic and Workforce Development Department Transmittal dated November 4, 2013

Subject: **REQUEST TO APPROVE A PANEL OF CONTRACT PROVIDERS FOR THE YOUTH AND YOUNG ADULT SYSTEM SUPPORT**

SUMMARY

The Economic and Workforce Development Department (EWDD) requests Council and Mayor approval of a panel of contract providers to perform support services on an as-needed basis for the Youth and Young Adult System Support (YYAS). The YYAS includes support of the City's YouthSource System, and the proposed as-needed panel is comprised of 30 service providers performing services such as tutoring, summer youth employment, leadership development, occupational skills training, mentoring, counseling, outreach, work readiness and financial aid assistance. While the as-needed panel approach is a departure with past contracting strategies for YYAS, EWDD anticipates that the shift will result in increased transparency of contract award and better service provision resulting from identifying the contractor best suited to provide specific services. EWDD reports that a Request for Bids (RFB) will be prepared and submitted to the panelists in the category or categories of services that best suit the content of the request. Panelists will then submit a response to the RFB and EWDD will select from among the responses for contract award. The proposed list of panelists is included as an Attachment to this report.

Under the recently approved rules of the Workforce Investment Board/Local Elected Officials Agreement (WIB-LEO), no amendment to a WIA-funded agreement will change the policy or purpose of the agreement, or increase or decrease the funding level of such an agreement in an amount in excess of \$250,000 per agreement, without the approval of the Mayor, Council and the Workforce Investment Board (WIB), or in an amount from \$25,000 to \$250,000 without the approval of the WIB. This authorization is in accordance with the Workforce Investment Board/Local Elected Officials (WIB-LEO) Agreement approved by Council in January 2014 (C.F. 12-0602-S2). Accordingly, our Office offers a modification to the proposed EWDD recommendation that provides authority for EWDD to negotiate and execute YYAS contracts within these established guidelines.

Background

The YYAS RFQ solicited qualified entities to provide one or more services through the YYAS System. The successful proposers constitute a list of as-needed service providers that EWDD indicates are eligible to subcontract with YouthSource Centers or with the City to deliver services on an as-needed basis. Qualified proposers may also be selected to partner with a YouthSource Center or with the City to apply for grants. Further, it is envisioned that City-funded WorkSource Centers and FamilySource Centers may subcontract with these organizations to provide services to their youth customers. Under current rules regarding subcontracting, each of these organizations is free to subcontract for services providing that the Youth, Work or FamilySource center does not exceed its contractual funding limit, subject to the availability of grant funds

Scope of Services

All providers on the proposed YYAS as-needed panel are qualified to provide services to the City's 13 YouthSource Centers that provide career education and support services to youth and young adults ages 14-21 who are low-income and have additional barriers such as reading or math grade deficiencies, homelessness, offender status, are pregnant or parenting or have dropped out of school. Services that support the YouthSource System include:

- Tutoring, study skills and dropout prevention strategies;
- Alternative secondary school offerings;
- Summer employment opportunities linked to academic and occupational learning;
- Occupational skills training;
- Comprehensive guidance and counseling;
- English as a Second Language;
- Computer literacy training; and,
- Work readiness certification.

WorkSource Centers, also potential recipients of these services, provide employment and training services to adults of various ages. The target consumer is a job-seeker, a low-wage worker or an individual who has been or is in danger of being laid off from employment. WorkSource Centers place priority on training and placement of individuals in employment sectors that show growth and have career ladders. The FamilySource System is comprised of a network of 21 community centers that deliver coordinated, outcome-driven services to City residents in areas of highest need through partnerships with a diverse group of organizations. Services are provided to families with children aged 17 and under that need help with parenting, tutoring, finding employment and accessing support programs. It should be noted that some FamilySource System contracts identified as Community Based Development Organizations may require re-designation to fulfill Housing and Urban Development Department (HUD) requirements (C.F. 13-1395); however, FamilySource System contractors are required to administer all services, including those administered by a subcontractor, within the requirements and budgetary restrictions of their contracts with the City. Such changes would be made in amendments to existing contracts and/or future contracts pursuant to funding eligibility and availability.

Selection Process

The former Community Development Department (CDD) released the YYAS RFQ in March 2013 with a submission deadline of April 24, 2013. Notice of the RFQ was published on CDD's Internet site and on the Los Angeles Business Assistance Virtual Network (LABAVN). The CDD conducted a mandatory proposer conference in April 2013 and provided additional technical assistance by posting proposer questions and answers on LABAVN's and CDD's Internet sites. Proposers were also required to submit a "Notice of Intent to Submit Proposal" prior to receipt of an organization's RFQ response. Thirty-three organizations submitted a total of 69 proposals by the submission deadline.

The selection process consisted of a review of responses by CDD staff, along with other City departments, retired City employees and staff of other municipalities, for minimum eligibility. Multiple teams of two raters reviewed and evaluated all proposer responses. A required budget form was reviewed and evaluated by CDD's Planning Section.

The rating teams initially planned to rank all proposals based on two evaluation factors: Demonstrated Ability (80 points) and Cost Reasonableness (20 points). The overall minimum required score to be placed on the list of qualified service providers was 70. The following factors constituted the score for Demonstrated Ability:

- Expertise in working with and providing the proposed service to youth and young adults;
- Successful outcomes in providing services to youth and young adults;

- Knowledge of employment and training systems, especially those regulated by the Workforce Investment Act (WIA);
- Financial stability and ongoing ability to provide the services proposed; and,
- Availability of adequate staffing, including support and backup staff, and the experience and technical expertise of assigned staff.

Ultimately, a decision was made to eliminate the Cost Reasonableness category in most contracting categories due to difficulties comparing dissimilar financial information across multiple agencies, making the Demonstrated Ability category in most cases the sole basis for the maximum 100-point award. All applicants were notified of the results of the RFQ in June 2013.

Appeals Process

Applicants were informed of their right to appeal in the event their organization was not selected. Three organizations submitted appeals by the June 2013 deadline: 1) Salvadoran American Legal and Educational Fund (SALEF); 2) Chicana Service Action Center; and, 3) The Right Way Foundation. The appeals were considered in June 2013 and EWDD (the department that assumed responsibility for this function as of July 1, 2013) prepared written responses to the appeals. The appellants were offered an opportunity to make oral presentations to the Board. The Board voted to uphold one appeal (Chicana Service Action Center) and otherwise approve the department recommendations.

This Office supports EWDD's as-needed service provider recommendations as shown on the Attachment and that the panel be valid for three years, consistent with EWDD's stated proposal, but with a timeframe that reflects the likely timing of Mayor and Council action (February 1, 2014 – January 31, 2014). We further recommend that, consistent with funding timeframes relative to the Workforce Investment Act (WIA) and other grant funding resources, that contracts be executed for a period of up to one year from the date of execution, and provide that no amendment to a resulting program agreement shall change the policy or purpose of the agreement, or increase or decrease the funding level of any agreement in an amount in excess of \$250,000 per agreement, without the approval of the Mayor, Council and the Workforce Investment Board (WIB), or in an amount from \$25,000 to \$250,000 without the approval of the WIB, as authorized in the Workforce Investment Board/Local Elected Officials Agreement (WIB-LEO, C.F. 12-0602-S2, effective upon signature of the WIB beginning October 16, 2013). All resulting contracts, regardless of dollar amount, are subject to compliance with the City's contracting policies including Charter Section 1022, availability of grant funds, and approval of the City Attorney as to form and legality.

The recommendations of this report are in compliance with City Financial Policies in that ongoing federal and State funds are currently available for the proposed contracts. Additional information regarding issues discussed during the proposer's conference, questions arising during the application process, required documents to be submitted with proposal and contact information appears on the City's website at http://www.cdd.lacity.org/bids/yas13/yas13_rfqa.html

RECOMMENDATIONS

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

1. Approve the results of the 2013 Youth and Young Adult System Support Request for Qualifications (RFQ) issued in March 2013;
2. Approve the creation of a panel of 30 Youth and Young Adult System Support as-needed service providers for the service categories listed in the Attachment to this report to provide various support services as part of a three-year selection program to be administered by the Economic and Workforce Development Department (EWDD), for the period of February 1, 2014 through January 31, 2017; and,

3. Authorize the General Manager of EWDD, or designee, to enter into contracts and amendments to contracts with the 30 service providers listed in the Attachment to this report on an as-needed basis for a period of up to one year from the date of execution, and provide that no amendment to a resulting program agreement shall change the policy or purpose of the agreement, or increase or decrease the funding level of any agreement in an amount in excess of \$250,000 per agreement, without the approval of the Mayor, Council and the Workforce Investment Board (WIB), or in an amount from \$25,000 to \$250,000 without the approval of the WIB, as authorized in the Workforce Investment Board/Local Elected Officials Agreement (WIB-LEO, C.F. 12-0602-S2, effective upon signature of the WIB beginning October 16, 2013). All resulting contracts, regardless of dollar amount, are subject to compliance with the City's contracting policies including Charter Section 1022, availability of grant funds, and approval of the City Attorney as to form and legality.

FISCAL IMPACT STATEMENT

There is no impact on the General Fund. The recommendations comply with City Financial Policies in that the full cost for proposed contractual services for Youth and Young Adult System Support Program services is available from ongoing federal and State grant awards, including the Workforce Investment Act and other eligible grant sources.

MAS:KDU:02140067

Attachment

ATTACHMENT

Proposed Contractors

	Tutoring, Study Skills, Dropout Prevention	Alternative Secondary School	Summer Youth Employment Program	Occupational Skills Training	Leadership Development	Adult Mentoring	Guidance & Counseling	Assessment	Outreach and Recruitment	Youth Offender Support	Work Readiness	Financial Aid Assistance
1736 Family Crisis Center							X		X			
All Peoples Community Center	X		X									
Central City Neighborhood Partners	X								X			
Chicana Service Action Center											X	
City of Long Beach (Pacific Gateway WIN)			X							X	X	
Coalition for Responsible Community Development		X	X	X								
Community Career Development, Inc.			X	X								
Community Centers, Inc.									X		X	
Educational Tutorial Services	X											
Fly Like an Eagle Outreach, Inc.						X						
Harbor City/Harbor Gateway Chamber of Commerce				X								
Housing Authority of the City of Los Angeles			X									
InnnerSight LLC								X				
Job Training and Employment Corp.					X							
Los Angeles Conservation Corps		X	X	X								
Los Angeles Trade Technical College				X								
Los Angeles Unified School District			X						X			
Los Angeles Urban League										X	X	
Managed Career Solutions, Inc.			X					X	X			
Neighborhood Youth Achievers										X		
NREd Consulting, Inc.						X						
Public Counsel							X			X		
Salvadoran American Leadership and Educational Fund					X	X						
Sanctuary of Hope							X					X
SOSMentor					X	X						
The Children's Collective, Inc.	X										0	
The HeArt Project		X										
The Positive Results Corp.					X							
UAW-Labor Employment and Training Corporation			X						X		X	
Venice 2000 dba HELPER Foundation										X		