



# **Request for Approval to be America's Job Center of California<sup>SM</sup> Operator**

**Local Workforce Development Board  
Monterey County Workforce Development  
Board**

**Local Workforce Development Area  
Monterey County**

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Boards) to be an America's Job Center of California<sup>SM</sup> (AJCC) Operator, with the agreement of the Chief Elected Official (CEO) and the Governor. In order to be considered, the Local Board or administrative entity must have successfully participated in a competitive process, or provide substantial documentation that they meet one of the exceptions for sole source procurement.

This application will serve as the Local Board's or administrative entity's request for Governor's approval to be an AJCC Operator within a Local Workforce Development Area (Local Area) under WIOA. The application and required supporting documentation must be submitted to the California Workforce Development Board (State Board) by March 1, 2017, through one of the following methods:

Mail	California Workforce Development Board P.O. Box 826880 Sacramento, CA 94280-0001
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Overnight Mail/ Hand Deliver	California Workforce Development Board 800 Capitol Mall, Suite 1022 Sacramento, CA 95814
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If the State Board determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this request.

Monterey County Workforce Development Board

Name of Local Board

1441 Schilling Place, North

Mailing Address

Salinas, CA

93901

City, State

Zip

Chris Donnelly, Interim WDB Executive Director

Contact Person

831-759-6644

Contact Person's Phone Number

June 30, 2017

Date of Submission

## Request for Approval to be America's Job Center of California<sup>SM</sup> Operator

### Type of Procurement

1. What type of procurement was used by the Local Board or administrative entity?  
 Competitive                       Sole Source
  
2. If Sole Source, did the Local Board or administrative entity offer an open, competitive procurement prior to Sole Source?  
 Yes                       No
  
3. If Sole Source, identify the reason(s) for using this procurement method:  
 The AJCC Operator services are only available from a single source.  
 A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.  
 After solicitation of a number of sources, competition was determined inadequate.

### Documentation Requirements for Competitive Procurement

1. A description of the AJCC Operator.
  - a. Will the Local Board or administrative entity be the only AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.

**Response:** *The Local Board will be the only AJCC Operator.*

- b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board will act as operator for and who will be the operator for the others.

**Response:** *There is one comprehensive AJCC (located in Salinas) and two satellite AJCCs (located in Marina and Greenfield) in the Local Area. The Local Board will act as the sole operator in the Local Area.*

2. Documentation of local internal controls, conflict of interest, and firewalls policies adhered to during the AJCC Operator procurement process.

**Response:** *The Monterey County WDB appointed the Assistant County Administrative Officer as its agent to conduct the procurement for AJCC Operator. The County Administrative Officer used the consulting services of experts in the area to conduct the procurement, the California Workforce Association. The procurement process was managed by both the California Workforce Association (responsible for developing,*

*drafting, and coordinating evaluation) and the Monterey County Contracts & Purchasing Division of the County Administrative Office (responsible for Request for Proposal issuance, receipt, and communication with proposers) to ensure a firewall. Additionally, the County Contracts & Purchasing Division followed the County's procurement guidelines which specify its internal controls as well as requiring that staff, officers, and agents of the County avoid conflicts of interest.*

3. Documentation of the procurement process, including but not limited to, preparation of the request for proposal, public notices, receipt of bids/letter of intent, public bid/proposal meetings, evaluation, comparison, protest letters, and award notice/contract. In addition, provide a timeline that includes the date and staff name, organization, and title involved in each step of the selection process.

**Response:** *Upon the Local Board's appointment of the Monterey County Assistant Chief Administrative Officer to conduct the procurement, Monterey County contracted with the California Workforce Association (CWA) to develop a Request for Proposal (RFP) for the One Stop Operator (OSO) and to provide technical expertise in the design, oversight, and evaluation process. The Monterey County Contracts & Purchasing Division issued the RFP on behalf of the Local Board to procure a single service provider to serve as its OSO on March 16, 2017, in the amount of \$75,000. Information on the OSO RFP was sent out to over 50 agencies in Monterey County. The RFP for the OSO was open for five weeks; a pre-bidder's conference was convened on Wednesday, March 22, 2017 with only one proposer in attendance. A single proposal, from the Monterey County Office of Economic Development's Office for Employment Training (MCOED), was submitted by the April 21, 2017 submittal deadline.*

*A panel, convened by CWA and consisting of workforce development professionals with expertise in WIOA from throughout California, reviewed the proposal on May 1, 2017. The proposal was evaluated on three key areas with a total of a 100 maximum points possible; the areas they evaluated on were:*

- |   |                  |
|---|------------------|
| <i>• Quality of Design</i>                            | <i>40 points</i> |
| <i>• Agency Organizational and Financial Proposal</i> | <i>40 points</i> |
| <i>• Performance Standards and Data Collection</i>    | <i>20 Points</i> |

*MCOED received an average score of 49 from the review panel. Some of the concerns expressed by the review panel were:*

- No details on firewall – process and structure;*
- No details on OSO responsibilities;*
- No discussion and coordination with partners;*
- Lack of specifics on program design and performance;*
- No information on referrals to partners; and*
- Budget did not include appropriate justifications or cost allocations.*

*The procurement is deemed a failed procurement as there was insufficient competition and the sole submittal was incomplete and did not demonstrate an ability to effectively perform the duties and responsibilities of an AJCC Operator. The Local Area is requesting a waiver to enable the Local Board to be the OSO, as this is the sole way to meet the deadline to have an OSO in place by July 1, 2017. A waiver would allow the Local Area to reissue a RFP for an OSO within the next six months so that an Operator other than the Local Board would be in place by July 1, 2018. A copy of the One Stop Operator RFP is attached as documentation of the failed competitive procurement.*

4. Identification of other entities in the Local Area that could be the AJCC Operator and the rationale for not selecting them.

**Response:** *There are several other entities in the Local Area that could be the AJCC Operator. These entities and the rationale for not selecting them is detailed below:*

- *Hartnell College: a mandatory partner in the AJCC system, Hartnell College did not respond to the RFP;*
- *Monterey Peninsula College (MPC): a mandatory partner in the AJCC system, MPC did not respond to the RFP; and*
- *Monterey County Office of Economic Development's- Office for Employment and Training (MCOED): provided a response to the RFP but the response was incomplete and received a score of 49 points out of a possible 100.*

5. Copy of the Local Board's or administrative entity's bid/proposal.

**Response:** *The Local Board did not prepare a bid/proposal as it was seeking to procure a single service provider to serve as its One Stop Operator. However, the procurement failed with only a single entity submitting an incomplete proposal.*

6. A written description of the following operational topics.
  - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.

**Response:** *The Local Board's AJCC Operator duties will be limited to coordinating service delivery of local AJCC system partners and providers and overseeing timely implementation of the Memorandums of Understanding (MOUs). The Local Board is not part of a consortium.*

- b. How will the Local Board or administrative entity distinguish its roles and responsibilities between serving as the AJCC Operator and governing body over the Local Area?

**Response:** *The Local Board will distinguish its roles and responsibilities between serving as the AJCC Operator and governing body over the Local Area primarily through staff assignment and segregation of duties. Specifically, the Local Board will hire an individual to serve as One Stop Manager who will be assigned to coordinate services among the AJCC system's mandated partners, including providing oversight, reporting, and evaluation. Historically, various WDB administrative staff handled partnership development and coordination duties on an as needed basis. Moving forward, the One Stop Manager will assume ongoing responsibilities in this area as these are part of the AJCC Operator role. Existing WDB administrative staff will continue to support the WDB Oversight Committee's responsibility for system performance reports and evaluation of the AJCC and the effectiveness of the mandated partners, as part of the WDB's role as the governing body over the Local Area. The Local Board intends to hire the One Stop Manager upon approval of this waiver request.*

- c. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?

**Response:** *This structure builds on past practice where WDB admin staff support the WDB' Oversight Committee in its leadership over the AJCC system. WDB staff provide staff support, resources, and reports to the Oversight Committee. This structure also designates new staff assigned directly/exclusively to the AJCC as the One Stop Operator. While both staff are from the Local Board/Administrative Entity, structurally the roles and responsibilities are separate and therefore will support the Local Board's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system.*

- d. How will this structure deliver the highest performance outcomes for the Local Area?

**Response:** *The Local Board has extensive experience in managing, meeting, and exceeding federal and state performance goals for its workforce development activities. The proposed structure builds on the Local Board's history and skill set and serves to ensure that the Local Board, via its experience and productive relationships with AJCC partner entities, continues to deliver the highest performance outcomes for the Local Area. For example, in its Local Plan, the WDB articulated plans to convene AJCC core partners to discuss WIOA performance accountability measures to ensure all partners have a thorough understanding of the required performance indicators and outcomes. The new AJCC Operator will take the lead in this effort and may call on WDB admin staff responsible for data collection and performance reporting to assist in these efforts, which are expected to contribute towards meeting the WIOA performance indicator goals. MCWDB will collaborate with its partners to ensure cross-training is offered to AJCC partner agencies, increasing staff awareness of how to serve customers with special needs.*

- e. How will the Local Board or administrative entity maintain focus on strategic planning and accountability?

**Response:** *The Local Board and administrative entity already balance a long-term, big-picture strategic focus with the practical aspects of operations and accountability. The proposed structure builds on this experience and established capacity in this area as the Local Area maintains an engaged and proactive Local Board with a strong committee structure, consistent leadership, and institutional knowledge. These attributes are particularly evident in its Executive Committee. These qualities ensure that the Local Board will maintain its focus on strategic planning and accountability, while Local Board administrative staff, specifically the One Stop Manager) perform the duties and responsibilities of the AJCC Operator.*

#### **Documentation Requirements for Sole Source Procurement**

1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Sole Source.

**Response:** Not applicable.

2. A description of the AJCC Operator.
- a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.

**Response:** Not applicable.

- b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others.

**Response:** Not applicable.

3. An analysis of market conditions and other factors that lead to the determination for utilizing Sole Source.

**Response:** Not applicable.

4. Copies of internal controls, conflict of interest, and firewall policies.

**Response:** Not applicable.

5. Provide a written description of the following operational topics:
  - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.

**Response:** Not applicable.

- b. How will the Local Board or administrative entity distinguish its roles and responsibilities between serving as the AJCC Operator and governing body over the Local Area?

**Response:** Not applicable.

- c. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?

**Response:** Not applicable.



- d. How will this structure deliver the highest performance outcomes for the Local Area?

**Response:** Not applicable.

- e. How will the Local Board or administrative entity maintain focus on strategic planning and accountability?

**Response:** Not applicable.

6. Evidence that the request for approval of the Local Board or administrative entity to be an AJCC Operator through Sole Source was made available to the public for at least 30 days. Submit copies of comments received.

**Response:** Not applicable.

7. Views expressed by the local WIOA mandatory AJCC partner programs. Submit copies of any letters of support, disagreement, or other views received.

**Response:** Not applicable.

8. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved its contents in a public meeting.

**Response:** Not applicable.

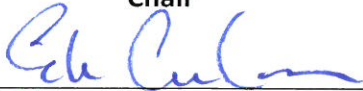
## Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be designated as an AJCC Operator. Each party certifies that this application submission was reviewed and demonstrates that the Local Board met all the requirements to be designated as the AJCC Operator of the Local Area under WIOA law and regulations.

**Instructions** – The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

### Local Workforce Development Board

Chair



Signature

Eric Cushman

Name

Chair, Workforce Development Board

Title

June 27, 2017

Date

### Local Chief Elected Official



Signature

Mary L. Adams

Name

Chair, Board of Supervisors

Title

June 27, 2017

Date