



Monterey County

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 21-170

March 16, 2021

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- a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (MCWDB) to execute agreements with two contractors (Goodwill Central Coast and Hartnell Community College District) to provide online and in-person job readiness workshops to Adults, Dislocated Workers, and Youth in the maximum combined amount of \$160,000, for the period of July 1, 2020 through June 30, 2021; and
- b. Authorize the Executive Director of the MCWDB to execute up to four amendments to each agreement, extending services for one (1) year per amendment, subject to review by County Counsel, provided the amendments do not significantly change the scope of work nor does the annual cost(s) increase by more than 10%.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Executive Director of the Monterey County Workforce Development Board (MCWDB) to execute agreements with two contractors (Goodwill Central Coast and Hartnell Community College District) to provide online and in-person job readiness workshops to Adults, Dislocated Workers, and Youth in the maximum combined amount of \$160,000, for the period of July 1, 2020 through June 30, 2021; and
- b) Authorize the Executive Director of the MCWDB to execute up to four amendments to each agreement, extending services for one (1) year per amendment, subject to review by County Counsel, provided the amendments do not significantly change the scope of work nor does the annual cost(s) increase by more than 10%.

SUMMARY:

To improve training flexibility and augment skill-building activities at the Monterey County Workforce Development Board's (MCWDB) America's Job Center of California, the MCWDB released a Request for Qualifications (RFQ) in 2018 to identify in-person and online workshop providers for Workforce Innovation and Opportunity Act (WIOA) eligible Adults, Dislocated Workers, and Youth. Six responsive proposals were received.

Based on the recommendations of the Selection Committee and the Executive Committee, the MCWDB forwarded its recommendation to the Board of Supervisors on November 6, 2018 to approve agreements with five contractors (Monterey Adult School, Alliance Career Training Schools, Dynamic Works Institute, New York Wired for Education, Treehouse Island). The MCWDB did not amend the agreements with Alliance Career Training Schools and Treehouse Island for Fiscal Year (FY) 19-20.

2019 Request for Qualifications Process

On December 5, 2019, the MCWDB released a Request for Qualifications (RFQ) to seek additional in-person job readiness workshop providers to be funded with a budget not to exceed \$160,000 for FY 20-21. The RFQ explained that the \$160,000 is a pooled amount, and that actual compensation paid to selected providers would be determined by WIOA-client selection and usage.

The MCWDB received two responsive proposals. A three-person selection committee whose members possessed similar credentials to those from the previous RFQ was convened. The Selection Committee reviewed and evaluated the proposals based on the same 100-point maximum criteria as the original six proposals submitted in 2018.

Goodwill Central Coast

- Internet Core Competency Certification (IC3) - Globally recognized certification that lets employers know a job applicant is digitally literate and prepared to work with common workplace technologies.
 - Computing Fundamentals: Operating Systems; Hardware; Networks and Mobile Devices; File Management and Cloud Computing; Software and Apps; Troubleshooting and Backup and Restore; Security Concepts.
 - Common Applications: Using Applications, Microsoft PowerPoint, Microsoft Word, and Microsoft Excel; Understanding Database Concepts.
 - Living Online: There's an App for That; Looking at the Internet; Managing Media Literacy; Digital Communication; Understanding Email and Calendaring; Your Life Online.
- Microsoft Excel
- Microsoft Word

Hartnell Community College District as Lead Agency for the Salinas Valley Adult Education Consortium

- Business Writing
- Customer Service / Professional Communication & Certification
- Forklift Training & Certification
- Google Suite Introduction
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Paraprofessional Training & IVES Certification
- Presentation Skills

DISCUSSION:

On February 19, 2020, the Executive Committee of the MCWDB approved the Selection Committee's recommendation to execute agreements with Goodwill Central Coast and Hartnell Community College District; however, due to the current Covid-19 pandemic, it became necessary to modify the scopes of services as offered in the contractors' proposals to include the ability for workshops to be offered virtually. The recommendation of the Executive Committee was adopted by

the MCWDB at its quarterly meeting on June 3, 2020.

The Board is asked to authorize the Executive Director of the MCWDB to execute up to four amendments to each agreement, extending services for one (1) year per amendment, subject to County Counsel review, to ensure MCWDB's ongoing ability to provide high-quality job readiness training.

OTHER AGENCY INVOLVEMENT:

The parties to the Agreements were involved in its development. County Counsel has reviewed the Agreements as to form.

FINANCING:

The total funding amount for the Job Readiness Training agreements is \$160,000, a pooled amount that may be expended on in-person workshops dictated by client needs and usage, through June 30, 2021. The MCWDB will monitor trainings as they are provided to ensure that this amount is not exceeded. Subsequent fiscal year funds are subject to allocation by the MCWDB.

WIOA Adult, Dislocated Worker, and Youth grant funds will be used to fund the training Agreements and are budgeted in Fund 021, Appropriations Unit CAO030, Unit 8478. There is no financial impact to the County General Fund resulting from approval of these agreements.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Concurrence with the MCWDB's selection of in-person job readiness workshop vendors will provide a wider range of training options to MCWDB clients, thus improving employment outcomes.

- √ Economic Development - Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- √ Administration - Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability, and transparency.

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Approved by: Christopher Donnelly, WDB Executive Director, 6644



Attachments:

Board Report

Goodwill Central Coast Agreement

Hartnell for SVAEC Agreement