



# County of Monterey

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

## Legislation Details (With Board Report)

**File #:** 22-849      **Name:** Approve and authorize WDB to execute Agreement with Arbor LLC for One-Stop Operator Services 2022-23

**Type:** General Agenda Item      **Status:** Passed

**File created:** 9/7/2022      **In control:** Board of Supervisors

**On agenda:** 9/27/2022      **Final action:** 9/27/2022

**Title:** a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (WDB) to execute an Agreement with Arbor E&T, LLC, doing business as Equus Workforce Solutions, in an amount not to exceed \$125,000, to provide WIOA One Stop Operator services to the WDB retroactive to July 1, 2022, for the period of July 1, 2022, through June 30, 2023; and  
b. Approve and authorize the Executive Director of the WDB to execute up to three (3) future amendments of one (1) year each, subject to County Counsel review and approval by the Board of Supervisors, to extend the Agreement on substantially the same terms

**Sponsors:** Workforce Development Board

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. 2022-23 Arbor E&T One Stop Operator Services Agreement, 3. Completed Board Order No. 33

Date	Ver.	Action By	Action	Result
9/27/2022	1	Board of Supervisors	approved	Pass

a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (WDB) to execute an Agreement with Arbor E&T, LLC, doing business as Equus Workforce Solutions, in an amount not to exceed \$125,000, to provide WIOA One Stop Operator services to the WDB retroactive to July 1, 2022, for the period of July 1, 2022, through June 30, 2023; and  
b. Approve and authorize the Executive Director of the WDB to execute up to three (3) future amendments of one (1) year each, subject to County Counsel review and approval by the Board of Supervisors, to extend the Agreement on substantially the same terms

**RECOMMENDATION:**

It is recommended that the Board of Supervisors, in its role as the Chief Elected Official of the Monterey County Workforce Development area:

a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (WDB) to execute an Agreement with Arbor E&T, LLC, doing business as Equus Workforce Solutions, in an amount not to exceed \$125,000, to provide WIOA One Stop Operator services to the WDB retroactive to July 1, 2022, for the period of July 1, 2022, through June 30, 2023; and  
b. Approve and authorize the Executive Director of the WDB to execute up to three (3) future amendments of one (1) year each, subject to County Counsel review and approval by the Board of Supervisors, to extend the Agreement on substantially the same terms

**SUMMARY:**

**Background**

The Workforce Innovation and Opportunity Act (WIOA) contemplates that the One-Stop service delivery system will be managed by a One-Stop Operator responsible to coordinate the delivery of services by One-Stop

partners. WIOA requires the competitive procurement of One-Stop Operators and concurrence of the chief elected official of the Local Area: here, the Board of Supervisors.

Following a 2017 RFP process, Arbor E&T, then doing business as ResCare Workforce Services, had entered into a cost reimbursement agreement with the WDB, effective January 1, 2018, to provide One-Stop Operator (OSO) services at the America’s Job Centers of California (also called AJCCs and One-Stop service sites) in Monterey County for 18 months for an amount not to exceed \$125,000. The agreement has since been amended to an annual amount of \$100,000 for OSO services but cannot be amended beyond June 30, 2022.

The recommendation to execute a new Agreement with Arbor E&T, now doing business as Equus Workforce Solutions, is the result of a 2022 RFP process. Equus is a well-established, for-profit provider of employment, career center operations, and youth services that currently provides OSO services in 30 local areas across the country and scored highest in all three RFP selection criteria.

DISCUSSION:

**One-Stop Operator Role and Responsibilities**

The primary functions of the OSO are to coordinate partners within the Monterey County AJCCs, coordinate delivery of career services and other WIOA services between all One-Stop providers, and to communicate and coordinate regarding the same with Monterey County WDB staff. The OSO is required to have a full-time, physical presence at the Salinas AJCC and provide oversight for the two satellite AJCCs in Marina and Seaside. The OSO is also directly involved in AJCC certification and the development and implementation of the WIOA partner MOU. The OSO fulfills its responsibilities in coordination with and under the direction of the WDB.

**Competitive Procurement Process**

The Monterey County Contracts/Purchasing Office issued the OSO RFP on behalf of the WDB on February 3, 2022, with a submittal deadline of March 4, 2022. Two responsive proposals were received by the WDB and submitted for evaluation: one by Winter Works, LLC and another by Arbor E&T, LLC, doing business as Equus. A three-person selection committee composed of impartial workforce development subject matter experts was convened to evaluate the proposals based on three criteria, with a total of 100 points possible. Each section’s allowable points were distributed across a scale, with higher scores based upon the level of specificity, analysis, and detail provided on the proposers’ strategies and experience.

<b>RFP Sections</b>	<b>Possible Points</b>	<b>Winter LLC Score</b>	<b>Arbor E&amp;T LLC Score</b>
Quality of Design	40	32.67	36.33
Agency’s Organization and Financial Proposal	40	30.33	35.17
Performance Standards and Data Collection	20	15.67	17.83
<b>Total Score</b>	<b>100</b>	<b>78.67</b>	<b>89.33</b>

The selection committee recommended approval of Arbor E&T, dba Equus, to provide WIOA One Stop Operator services for the WDB. At its meeting on May 26, 2022, the WDB approved the selection of Equus to provide OSO services in the amount of \$100,000 for the period from July 1, 2022, through June 30, 2023.

As part of the WDB’s approval of its draft budget on June 23, 2022, the One Stop Operator Agreement was approved in an amount not to exceed \$125,000, with the additional \$25,000 allocated for new OSO services to be provided in the 2022-23 fiscal year. The Agreement will be a combination of cost reimbursement and performance-based contract, with 9.6% of the total amount of the Agreement (\$12,000) held back to ensure the Contractor’s achievement of key performance-based outcomes.

WIOA requires the WDB to designate an OSO with the agreement of the chief elected official of the local workforce development area. Accordingly, the WDB seeks the Board’s approval, acting in its role as Chief Elected Official of the Monterey County local workforce development area, of the selection of Equus to provide OSO services. The WDB also asks for authorization to extend the Agreement for three additional years on substantially the same terms, subject to County Counsel review and Board of Supervisors’ approval of each annual amendment.

**Arbor E&T, dba Equus Workforce Solutions**

Equus is one of the nation’s most comprehensive providers of workforce development services. Their over 50 years of experience span the design and delivery of demand-driven workforce solutions that meet the skilled labor needs of targeted industry sectors. Equus currently provides One-Stop Operator, Adult/Dislocated Worker, and Youth services for the WDB.

Equus’ proposal demonstrated extensive experience working with the target populations as well as partnering with WDBs to design and implement new service models and programs customized to fit local needs. Equus also has extensive experience collaborating with Local Area WIOA partners and other service partners in Monterey County.

The WDB’s One Stop Operator position receives direct support from Equus’ National Director of One-Stop Operations, with additional support from the National Manager of One-Stop Operations and the Regional Director. All of Equus’ OSOs have access to the resources and support of the Equus National Service Delivery team, including ongoing trainings and Communities of Practice.

**The Agreement**

The OSO service provider Agreement with Equus includes the following:

<u>Line Item</u>	<u>Amount</u>	<u>Comments</u>
Personnel	\$98,580	1.0 FTE OSO and .01 FTE Project Accountant
Operations	\$ 3,741	Staff travel, supplies, and other miscellaneous
Indirect	\$10,679	Approved Indirect Cost rate of 10.43% of direct costs
Profit	\$12,000	For achievement of performance-based outcomes
<b>Total</b>	<b>\$125,000</b>	

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth grant funding in an amount not to exceed \$125,000 will be used to fund the WIOA One Stop Operator Agreement and is budgeted in Fund 021, Appropriations Unit CAO030, Unit 8478. There is no financial impact to the General Fund resulting from approval of this Agreement.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of the OSO Agreement will result in improved and coordinated services to both job seekers and employers throughout Monterey County. The resulting expansion of partnerships will improve the breadth and relevance of services and improve employment outcomes for individuals with barriers to employment.

- √ Economic Development: Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- √ Health and Human Services: Improve health and quality of life through County-supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Prepared by: Elizabeth Kaylor, Management Analyst II, 5385  
Approved by: Christopher Donnelly, Executive Director, 6644

ATTACHMENTS:

Board Report  
2022-23 Arbor E&T One Stop Operator Services Agreement