



## Agenda Submittal

**Agenda #:** 21 **Status:** Approved  
**Type:** Contract **Department:** Workforce Development Board  
**File #:** 20-523 **Contact:** Heather Henry, 863-3500  
**Agenda date:** 7/28/2020 **Final action:** 7/28/2020  
**Title:** Approve a third contract amendment with Workforce Development Board (WDB) of Solano County and California Human Development for One Stop Operator Services beginning July 1, 2020 through June 30, 2021 for an amount of \$75,000 which brings the total contract amount not to exceed \$300,000, and authorize the Workforce Development Board Executive Director to sign the contract  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Contract, 2. Executed Contract, 3. Minute Order

Date	Ver.	Action By	Action	Result
7/28/2020	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

The Workforce Development Board (WDB) of Solano County recommends that the Board of Supervisors Approve a Workforce Development Board (WDB) of Solano County third contract amendment with California Human Development for One Stop Operator Services beginning July 1, 2020 through June 30, 2021 for an amount not to exceed \$300,000 and authorize the Workforce Development Board President/Executive Director to sign the contract.

### SUMMARY/DISCUSSION:

It is recommended that the Board approve staff's recommendation to enter into contract negotiations with California Human Development (CHD) to renew their services as the One Stop Operator (OSO). The total of the fourth-year contract, which began in July 2017, will not exceed \$300,000. This renewal will begin July 1, 2020 through June 30, 2021, not to exceed \$75,000.

Due to the COVID-19 environment and board schedules, the WDB was unable to bring this contract to the board before July 1, 2020, but contractual continuity is critical to ensure the local America's Job Center of California (AJCC) system meets Workforce Innovation and Opportunity Act (WIOA) requirements.

It is also recommended that the Board authorize the President/Executive Director to sign this professional service contract after it has been reviewed by County Counsel and approved by the County Board of Supervisors. As required by Solano County's Procurement Policy and the Board's current Memorandum of Understanding (MOU) with the County, any contract above \$50,000 must be reviewed and approved by the Board of Supervisors. With the original contract exceeding \$50,000, any extensions to the contract must be approved by the Board of Supervisors.

This is the fourth and final contract renewal for this vendor. During FY2020/21 staff will release a new Request for Proposals (RFP) for One Stop Operator services.

#### RFP Process

Staff published and distributed the OSO RFP in March 2017, which was widely distributed via a network of providers known to WDB staff, as well as posted on the County's procurement website. Staff received one proposal by the deadline which failed the threshold for funding consideration.

Staff thus declared a "failed procurement" and pursued the "sole source" procurement process and performed outreach to two possible providers of service - each of whom: a) had extensive experience administering WIA/WIOA programs and familiarity with One Stop operations; and b) happened not to have earlier submitted a proposal.

Staff's decision to recommend CHD was based on three considerations, as follows:

- The CHD organization has a multi-decade history in supporting and directly operating One Stop systems in multiple locales in Northern California; and
- The experience of CHD is at the boots on the ground level of day-to-day One Stop operations. This is the value add which the Solano WDB was looking for; and
- The CHD hourly professional consulting rate was quoted at \$75.00 per hour, significantly less than the other considered vendor.
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Based on CHD's performance during the third-year contract, staff is recommending them for a fourth and final contract renewal as the WDB's OSO. The budget for this third contract amendment is up to \$75,000 for the OSO services, with a four-year contract total not to exceed \$300,000.

#### **FINANCIAL IMPACT:**

The WDB's FY2020/21 budget includes the necessary funding to cover the cost of this contract renewal.

#### **ALTERNATIVES:**

While not recommended, the Board of Supervisors could direct staff to re-issue a new RFP for these services to see if new responses will be submitted prior to renewal of this contract. However, this would cause a significant impact and delay in services in the America's Job Center of California (AJCC) as the WDB would need to procure an alternative OSO vendor, or obtain the Governor's approval to operate in-house.

#### **OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

#### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION