



NOVAworks WORKFORCE BOARD AGENDA
12:00 Noon to 1:00 p.m., WEDNESDAY, April 27, 2022
Special Meeting

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/88107532703?pwd=YldGQno3VkswUDI0UDIFU0xDUjdwZz09>
Meeting ID: 881 0753 2703; Passcode: 584784; Phone #: +1 (669) 900-6833

1. **CALL TO ORDER**
2. **PUBLIC ANNOUNCEMENTS**
3. **APPROVAL OF AGENDA** **Motion**
4. **PUBLIC HEARING**
 - 4B. **GENERAL BUSINESS:**
 - 4B1. Approval of WIOA Title I Adult, Dislocated Worker, and Youth Service Providers in San Mateo County (**Enclosure**) **Motion**
5. **ADJOURNMENT**

SCHEDULED MEETINGS

NOVA Board Meeting, Wednesday, May 25, 2022 at 12 Noon

Pursuant to the Americans with Disabilities Act, NOVA will make reasonable efforts to accommodate persons with qualified disabilities. If you require special accommodation, please contact NOVA at (408) 730-7240 at least one day in advance of the Workforce Board Meeting. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 711 (CA Relay Service)



Date: April 27, 2022

To: NOVAworks Workforce Board

From: NOVAworks staff

Subject: **Approval of WIOA Title I Adult, Dislocated Worker, and Youth Service Providers in San Mateo County**

INTRODUCTION:

On Feb. 28, NOVAworks issued two Requests for Proposals (RFPs) to solicit workforce development service providers to deliver federal Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Services and Youth services in San Mateo County. Four proposals were received by the due date: two proposals in response to the Adult and Dislocated Worker Services RFP from America Works of California, Inc. and Central Labor Council Partnership; and two proposals in response to the Youth Services RFP from Fortitude Careers and JobTrain.

A proposal review committee was convened and is recommending the selection of the following providers for contract awards: Central Labor Council Partnership (CLCP) to provide adult and dislocated worker services and JobTrain to provide youth services in San Mateo County. At this meeting, NOVAworks staff is asking the Board for approval of the selection of these providers for contract awards.

DISCUSSION:

NOVA currently contracts with two organizations in San Mateo County to provide services to adults, dislocated workers, and youth under the WIOA Title I: CLCP delivers adult and dislocated worker services at the NOVAworks Job Center in San Mateo and JobTrain delivers youth services at its center in Menlo Park.

Federal regulations require that WIOA services be competitively procured on a regular basis. The last time WIOA services in San Mateo County were procured was in 2017 and were due to be procured in 2021. In 2021, NOVAworks was evaluating its service system, in the context of COVID-19 and the opportunities and challenges that emerged from this experience, that included hybrid in-person and remote services. At the same time, customer demographics were changing that needed to be considered in a post-pandemic economy. Given the time this reassessment would require, a request was made to defer the procurement for one year and contract with the current providers for an additional year. This request was approved by the Board, Sunnyvale City Council, and the State Employment Development Department. Procurement was then planned for 2022.

On Feb. 28, 2022, NOVAworks released two Request for Proposals (RFPs) to solicit workforce development service providers to deliver WIOA Title I Adult and Dislocated Worker services and Youth services in San Mateo County. The focus of the RFPs was to incorporate NOVAworks current integrated service-delivery model that was described in the RFP and to provide services both in-person and remotely. In addition, the importance of reaching out to disenfranchised and marginalized communities was encouraged to ensure equal access to services and clear pathways to careers that will build a more diverse and inclusive workforce and economy. A Bidders Conference was held on March 11, with proposals due by April 4. In total, four proposals were received by the due date: two proposals in response to the Adult and Dislocated Worker RFP and two proposals for the Youth RFP. Proposals were reviewed by staff for minimum qualifications and then forwarded to a proposal review committee for review. The committee consisted of a wide range of workforce development experts that were both internal and external to NOVAworks. After review and scoring by the review committee, the committee

met on April 14 and recommended CLCP and JobTrain for funding to provide WIOA Title I adult and dislocated worker services and youth services, respectively, in San Mateo County.

NOVAworks has contracted with CLCP to provide WIOA adult and dislocated worker services in San Mateo County for nearly seven years. CLCP has seamlessly embraced the NOVAworks integrated service-delivery model and received high rankings on its customer satisfaction surveys. Since the model was instituted and prior to the pandemic, CLCP enrolled 648 customers and provided over 6,000 services in PY18 that included outreach and recruitment, career advising, career assessment and planning, workshops, and training services. NOVAworks has also contracted with JobTrain to provide WIOA youth services in San Mateo County for nearly seven years. JobTrain has effectively served youth from disadvantaged communities with barriers to employment, equipping them with the skills and education necessary to pursue career paths across a variety of in-demand sectors. In PY18, JobTrain enrolled 92 youth and provided over 1000 service activities that included outreach, career and academic assessments, career counseling and case management, basic skills training, and follow-up with employment. COVID-19 has presented challenges to both providers which has resulted in lower numbers served. CLCP is proposing to serve 287 adults and 287 dislocated workers in an inclusive environment, with the goal of 207 (72%) adults and 212 (74%) dislocated workers employed. JobTrain is proposing to serve 80 out-of-school diverse youth, with 52 receiving youth services, 8 placed in paid work experience (which does not include volunteer work experience), and 20 obtaining occupational training.

NOVAworks staff is asking the Board to approve the selection of providers for contract awards that includes CLCP to provide WIOA adult and dislocated worker services and JobTrain to provide WIOA youth services in San Mateo County. The contract award for CLCP would be up to \$800,000 in total funding, up to \$400,000 for adult services and up to \$400,000 for dislocated worker services. The contract award for JobTrain would be up to \$400,000 in funding for youth services. If approved, staff will begin the contract negotiation process with these providers, with contracts forwarded to the Sunnyvale City Council for approval in June. The contracts will operate July 1, 2022 through June 30, 2023 and may be extended for up to three additional years, dependent upon successful performance results and available funding.

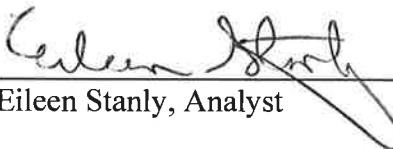
ALIGNMENT WITH STRATEGIC PLAN:

This set of procurement and services is in alignment with the NOVAworks Workforce Board Vision, Mission, and Purpose Statement.

RECOMMENDATION:

NOVAworks staff recommends that the Board approve the selection of the following service providers for contract awards: CLCP to deliver WIOA Title I adult and dislocated worker services in San Mateo County and JobTrain to deliver WIOA Title I youth services in San Mateo County. CLCP would be awarded up to \$800,000 (up to \$400,000 for adults and up to \$400,000 for dislocated workers) and JobTrain would be awarded up to \$400,000. The contract term is July 1, 2022 through June 30, 2023 and may be extended for up to three additional years, dependent upon successful performance results and available funding.

Prepared by:


Eileen Stanly, Analyst

Approved by:


Marléna Sessions, Director