



# COUNTY OF HUMBOLDT

For the meeting of: 4/25/2023

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File #: 23-114

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Request for Proposals No. 210, 212 and 213 regarding the provision of services for the County of Humboldt Workforce Development Programs

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve and authorize the County Administrative Office Economic Development Division (CAO-EDD) to advertise and distribute the attached Request for Proposals (RFPs) to solicit services for Program Operators for the Workforce Innovation and Opportunity Act (WIOA) Youth programming; WIOA Rapid Response and Layoff Aversion programs; Program Operators for the Adult and Dislocated Worker programming and America's Job Center of California Job Market Operator;
2. Authorize staff to review the proposals in accordance with the criteria contained in the RFP, evaluate any proposal received, and select the proposal that best meets the needs of the county; and
3. Direct staff to return to your Board to request approval of the selected proposals.

**SOURCE OF FUNDING:**

Economic Development (1120), Workforce Development Youth (1120 - 287300, 600800), Workforce Development Rapid Response (1120-287200) Workforce Development Layoff Aversion (1120 - 287210, 600800), Workforce Development Adult (1120 - 287220, 600800) and Workforce Development Dislocated Worker (1120-287160, 600800)

**DISCUSSION:**

In July 2014, the US Congress passed, and the President signed the Workforce Innovation and Opportunity Act (WIOA), as an amendment to the Workforce Investment Act of 1998. The WIOA requires Humboldt County Workforce Development Board (HC-WDB), with the agreement of the chief elected officials, to select program and American Job Centers of California (AJCC) operators through a competitive RFP process.

On Jan. 19, 2016, your Board approved a three-agency consortium which included College of the Redwoods (CR), Redwood Community Action Agency (RCAA) and the Department of Health and Human Services Employment Training Division (DHHS/ETD) to operate the AJCC which ceased on June 30, 2018.

An RFP was released on July 24, 2018, to replace the AJCC Job Market operator. Only one proposal was received by SMART Business Resource Center, with whom an agreement was established. On March 5, 2021, SMART Business Resource Center informed the County Administrative Office of their intent to terminate all contracts with the county effective June 30, 2021.

On April 6, 2021, your Board directed county staff to explore several options to improve workforce efforts in Humboldt and authorized the release of an RFP for workforce services related to WIOA-funded programs. The RFP failed to receive any proposals. As such, on June 29, 2021, your Board directed the CAO-EDD to sole source WIOA programs to Humboldt State University Sponsored Programs Foundation (HSUSPF).

To maintain compliance with California Employment Development Department (EDD) Workforce Services Directives (WSD) 19-13, 16-04 and 17-07, and in adherence to direction of the HC-WDB Executive Committee on Nov. 28, 2022, staff drafted three RFPs for WIOA services, as follow:

- Youth Program Operators, and
- Layoff Aversion and Rapid Response Program Operators, and
- Adult and Dislocated Worker Program Operators and America's Job Center of California Job Market Operator.

Requirements of proposers, as directed by federal law, state directives and local policies, are outlined in each RFP and align with Federal WIOA law, California Workforce Services Directives, and local HC-WDB policies. Basic requirements are as follows:

- Youth Program
  - Eligibility and case management;
  - Providing pre-WEX and WEX activities;
  - Develop individual service strategies (ISS) that address the needs identified through a comprehensive assessment;
  - Provide supportive services as appropriate and identified in the ISS;
  - Work with employers in the development and structure of work experiences the Match the skills and interests of youth participants; and
  - Provide follow-up services for a minimum of one year after exit.
- Layoff Aversion and Rapid Response Program
  - Engage business managers and owners in Humboldt County;
  - Assess risk factors that could result in business reducing their workforce or closing;
  - Provide access to business expertise and information customized to help the business management team define and execute strategies that will avert layoffs;
  - Coordinate routine collaborative meetings with partner agencies;

- Conduct business engagement activities; and
- Devise layoff strategies with employers and provide layoff aversion technical assistance with employers.
- Adult and Dislocated Worker Program and AJCC Job Market Operator
  - Provide basic and individualized career services;
  - Coordinate the service delivery of required AJCC partners and service providers;
  - Ensuring implementation of partner responsibilities and contributions as agreed upon, in the Memorandum of Understanding;
  - Reporting to the HC-WDB; and
  - Ensuring adherence with all applicable federal and state guidelines.

The CAO-EDD is seeking qualified subcontractors for the provision of these services. CAO-EDD will review and evaluate the proposals in accordance with the applicable evaluation and selection criteria. CAO-EDD will return to the Board of Supervisors seeking approval to award a professional services agreement to qualified recovery residence providers once the selection process has been completed. Accordingly, it is recommended that the Board authorize CAO-EDD to advertise and distribute the attached RFP’s regarding the provision of services for workforce development programs.

**FINANCIAL IMPACT:**

<b>Expenditures (1120, 287300) Youth</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	0	136,640	136,640
<b>Total Expenditures</b>	<b>0</b>	<b>136,640</b>	<b>136,640</b>
<b>Funding Sources (1120,287300)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
State/Federal Funds	0	136,640	136,640
<b>Total Funding Sources</b>	<b>0</b>	<b>136,640</b>	<b>136,640</b>

*\*Projected amounts are estimates and are subject to change.*

<b>Expenditures (1120, 287200) - Rapid Response</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	0	46,461.20	46,461.20
<b>Total Expenditures</b>	<b>0</b>	<b>46,461.20</b>	<b>46,461.20</b>
<b>Funding Sources (1120, 287200)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
State/Federal Funds	0	46,461.20	46,461.20
<b>Total Funding Sources</b>	<b>0</b>	<b>46,461.20</b>	<b>46,461.20</b>

*\*Projected amounts are estimates and are subject to change.*

<b>Expenditures (1120, 287210) Layoff Aversion</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	0	13,669.20	13,669.20
<b>Total Expenditures</b>	<b>0</b>	<b>13,669.20</b>	<b>13,669.20</b>
<b>Funding Sources (1120,287210)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
State/Federal Funds	00	13,669.20	13,669.20
<b>Total Funding Sources</b>	<b>000</b>	<b>13,669.20</b>	<b>13,669.20</b>

*\*Projected amounts are estimates and are subject to change.*

<b>Expenditures (1120, 287220) Adult</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	0	116,162.80	116,162.80
<b>Total Expenditures</b>	<b>0</b>	<b>116,162.80</b>	<b>116,162.80</b>
<b>Funding Sources (1120,287220)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
State/Federal Funds	0	116,162.80	116,162.80
<b>Total Funding Sources</b>	<b>0</b>	<b>116,162.80</b>	<b>116,162.80</b>

*\*Projected amounts are estimates and are subject to change.*

<b>Expenditures (1120, 287160) - Dislocated Worker</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	0	109,702	109,702
<b>Total Expenditures</b>	<b>0</b>	<b>109,702</b>	<b>109,702</b>
<b>Funding Sources (1120, 287160)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
State/Federal Funds	0	109,702	109,702
<b>Total Funding Sources</b>	<b>0</b>	<b>109,702</b>	<b>109,702</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The total cost associated with the provision of workforce services listed above is expected not to exceed \$845,270.40 for the period of July 1, 2023, through June 30, 2025.

Expenditures related to the provision of these workforce services have been included in the proposed fiscal year (FY) 2023-2024 budget for CAO-EDD in budget unit 1120-287. These services are paid for by Federal WIOA grants received by EDD. As a result, approval of this agreement will not impact the Humboldt County General Fund.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

The approval of this item will have no change in staffing levels and no change in staff workload as the county's responsibility to these providers are already established.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Support business, workforce development and creation of private-sector jobs

New Initiatives: Engage new partners

Strategic Plan: 3.1 - Improve the economy of Humboldt County

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to advertise and distribute the RFPs. This alternative is not recommended as it is pursuant to the California Workforce Development Directive WSD19-13 that RFPs are conducted every four years putting the county out of compliance. Additionally, programs and individual participants will suffer without dedicated program oversight.

**ATTACHMENTS:**

1. 210 WIOA Youth Services RFP 2023-2027 final
2. 212 WIOA Rapid Response and Lay Off Aversion RFP 2023-2027 final
3. 213 WIOA Adult and Dislocated Worker and Job Market Operators RFP 2023-2027 final

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: C-8, C-13, C-6, C-11, I-2, D-12

Meeting of: Jul. 24, 2018; Jun. 25, 2019; Nov. 19, 2019; Apr. 14, 2020, Apr. 6, 2021; Jun. 14, 2022

File No.: 18-932;19-933;19-1563;20-435;21-362;22-717