

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

May 19, 2020

FROM

GILBERT RAMOS, Director, Transitional Assistance Department

SUBJECT

Contracts for Vocational Education and Training Services

RECOMMENDATION(S)

Approve **Contracts** with the following agencies to provide Vocational Education and Training Services, on a fee-for-service basis, in an aggregate amount not to exceed \$2,500,000, for the period of July 1, 2020 through June 30, 2021:

1. Advance School of Driving **Contract No. 20-303.**
2. AGI Technology Institute **Contract No. 20-304.**
3. Career Institute **Contract No. 20-305.**
4. Chaffey College **Contract No. 20-306.**
5. Colton-Redlands-Yucaipa ROP **Contract No. 20-307.**
6. eXemplar Human Services **Contract No. 20-308.**
7. Mission Career College **Contract No. 20-309.**
8. Private Security Training Center **Contract No. 20-310.**
9. San Bernardino Community College District **Contract No. 20-311.**
10. Skyway Trucking School **Contract No. 20-312.**

(Presenter: Gilbert Ramos, Director, 388-0245)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The contracts are on a fee-for-service basis and will not exceed \$2,500,000, individually or in aggregate in 2020-21 and are 100% federally funded through the California Work Opportunity and Responsibility to Kids (CalWORKs) Single Allocation – Welfare-to-Work (WTW). Adequate appropriation and revenue will be included in the Human Services (HS) Administrative recommended 2020-21 budget.

BACKGROUND INFORMATION

Under the terms of the recommended contracts, the contractors will provide mandated education services to enable CalWORKs WTW customers to transition from welfare to self-sufficiency. These education services include flexible vocational education and training that will result in economic self-sufficiency and lasting employment. It is estimated that approximately 800 CalWORKs customers will be trained in 2020-21.

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PROCUREMENT

On October 15, 2019, the Chief Executive Office approved and authorized the release of a Request for Proposal (RFP) (RFP No. HS 19-12/ePro Bid #HSSA20-HSSA-3525) to solicit agencies to provide vocational education and training services for the period of July 1, 2020 through June 30, 2021. The RFP was posted on the County of San Bernardino Electronic Procurement Network and a courtesy notification of the RFP was mailed directly to 32 agencies with experience providing vocational education and training services. Twelve agencies submitted proposals as follows:

Advance School of Driving

- Complete Professional Truck Driving - \$4,995

AGI Technology Institute

- Computer Office Automation (Skills) - \$4,850
- P.C. Repair/A+ Certification - \$4,850

American Red Cross

- Certified Nurse Assistant (CNA) - \$2,480

Career Institute

- Certified Medical Assistant (CMA) - \$6,000
- Forklift - \$500

Chaffey College

- Computer/Office Skills - \$4,940
- Computer Skills for the Workplace - \$2,640
- Forklift Operation - \$600
- Construction Laborer - \$4,440
- Welding - \$4,875
- Conventional Machining - \$4,440

Colton-Redlands-Yucaipa ROP

- Certified Nurse Assistant (CNA) - \$2,899
- Vehicle Maintenance Technician - \$600

EdNet Career Institute, Inc.

- Security Officer Training (Unarmed)- \$3,300

eXemplar Human Services, LLC

- Computer Office/Skills - \$4,540
- Logistics (Transportation and Warehousing) - \$4,400

Mission Career College

- Certified Medical Assistant (CMA) - \$7,500
- Certified Nurse Assistant (CNA) - \$5,000
- Forklift Operator - \$1,200

Private Security Training Center

- Security Officer Training (Unarmed Guard) - \$1,554
- Security Officer Training (Armed Guard) - \$1,948
- Security Officer Training (Supplemental Armed Add On) - \$394

San Bernardino Community College District

- BIA Entry-Level Residential Construction Trades - \$4,395
- CalCIMA Construction Materials Entry-Level Worker- \$3,979
- Shield Metal Arc Welding (SMAW) - \$3,175
- Warehousing and Logistics - \$1,750
- Computer/Office Skills - \$1,995

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- Forklift Operations - \$985

Skyway Trucking School

- Tractor/Trailer Driver Course - \$5,000

An evaluation team comprised of members from HS Contracts, HS Program Development Division, HS Auditing, and the Transitional Assistance Department (TAD) evaluated the proposals. Proposals were evaluated on the following criteria: Program courses offered within the specific listed categories (or Alternative Training Programs with evidence of local employment demand); curriculum which meets or exceeds required components; cost/competitive pricing not to exceed \$5,000 (or \$7,500 for Certified Medical and Dental Assistant) per customer and must include all fees (cannot include grants, scholarships, and/or loans in order to reduce the cost to the maximum limit); proof of appropriate accreditation, approvals, and/or licenses; experience providing vocational education/training to adults within the target population; open enrollment policy/frequent class start dates; duration not to exceed 12 months of continuous training; school location/school class days and hours of availability; job placement services; administrative capability/financial stability; no record of unsatisfactory performance.

The evaluation team found that the agencies listed in the Recommendation best met the requirements and qualifications of the RFP and were recommended for contract award. The agencies not recommended for contract award were unsuccessful for the following reasons: cost and/or training programs not meeting department needs. The agencies not recommended for contract award were notified by mail that they may protest the recommendation by submitting a formal protest letter to the HS Contracts Unit by February 21, 2020. No protest letter was received. American Red Cross was offered a contract award but they will no longer be providing CNA training due to a restructure of their organization.

TAD recommends awarding contracts to 10 agencies, in an aggregate amount not to exceed \$2,500,000, to provide education and training services throughout San Bernardino County; however, HS will monitor individual referrals to ensure that the total payments to all contractors combined do not exceed \$2,500,000 in aggregate, for the period of July 1, 2020 through June 30, 2021. The contracts are written in this manner to establish a Board of Supervisors' (Board) approved list of qualified vendors and allow TAD caseworkers the flexibility of selecting the vendor that best meets their customer's needs. A minimum amount is not required to be spent on any of these contracts and the County does not guarantee any referrals.

Vocational Education and Training Services contractors are paid on a fee-for-service basis for actual services provided to each individual customer. The cost of services varies from \$500 to \$6,500 per customer depending on the type and length of services provided.

The contracts may be terminated without cause by the County with a 30-day written notice. If funds are available and the service delivery is determined satisfactory, TAD may opt to utilize four one-year options to extend the contracts with Board approval.

Contractor performance will be monitored by reviewing monthly reports describing the services provided, the progress of each CalWORKs customer, and annual visits to review for compliance with the administrative, fiscal, and program terms and conditions of the contract.

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REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on March 19, 2020; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on April 15, 2020; Finance (John Hallen, Administrative Analyst, 388-0208) on April 20, 2020; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on April 14, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on April 20, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 19, 2020



cc: TAD- Harris w/agree
Contractor- TAD w/agree
File- w/agree
la 05/28/2020