

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

June 18, 2025

FROM

JAMES LOCURTO, 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 \$3,500,000, for the period of July 1, 2025, through June 30, 2026, with four one-year options to extend the contracts:

1. Career Institute, Inc. **(Agreement No. 25-500)**
2. Chaffey Community College **(Agreement No. 25-501)**
3. Colton-Redlands-Yucaipa Regional Occupation Program **(Agreement No. 25-502)**
4. Exemplar Human Services **(Agreement No. 25-503)**
5. First Institute Training & Management, Inc. **(Agreement No. 25-504)**
6. Mission Career College **(Agreement No. 25-505)**
7. Private Security Training Center **(Agreement No. 25-506)**
8. Rock Gate Capital LLC dba 160 Driving Academy **(Agreement No. 25-507)**
(Presenter: James LoCurto, 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 \$3,500,000, individually or in aggregate in 2025-26 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 are included in the Human Services (HS) Administrative 2025-26 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 programs that will result in economic self-sufficiency and lasting employment. The training programs will accommodate and serve all customers, including those with limited English proficiency, learning disabilities and other barriers to employment.

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The training will be completed within 12 months, and customers will receive a certificate, credential or diploma. The programs offered include Certified Medical or Nursing Assistant, Phlebotomy Technician, Computer and Office Skills, Security Guard and Truck Driving. It is estimated that approximately 887 CalWORKs customers will be trained in 2025-26.

The contracts may be terminated for convenience 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 of Supervisors 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.

PROCUREMENT

The County Administrative Office approved and authorized the release of Request for Proposals (RFP) HSSA24-TAD-5527 with the Purchasing Department (Purchasing) on December 10, 2024, to solicit proposals from interested and qualified agencies to provide vocational education and training services for a period of one year. The RFP was posted to the County’s Electronic Procurement Network (ePro).

Eight proposals were received by the established deadline in response to the RFP. Proposals from the eight agencies listed below met the minimum requirements and continued through the evaluation process.

Proposer Name	Location
Career Institute, Inc.	Rancho Cucamonga, CA
Chaffey Community College	Rancho Cucamonga, CA
Colton-Redlands-Yucaipa Regional Occupational Program	Redlands, CA
Exemplar Human Services	Reno, NV
First Institute Training & Management, Inc.	Crystal Lake, IL
Mission Career College	Riverside, CA
Private Security Training Center	San Bernardino, CA
Rock Gate Capital LLC dba, 160 Driving Academy	San Bernardino, CA

The evaluation panel, with representation from HS, reviewed and evaluated the proposals based on the criteria listed in the RFP. The criteria included Qualifications and Experience, Administrative Capability, Technical Review, and Cost.

Purchasing supports this competitive procurement based on the formal solicitation described above.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on May 22, 2025; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on May 27, 2025; Finance (John Hallen, Principal Administrative Analyst, 388-0208) on May 28, 2025; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on May 28, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on May 30, 2025.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 18, 2025



cc: TAD - Ettari w/agree
Contractor - c/o TAD w/agree
File - w/agree
MBA 06/30/2025