

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

July 13, 2021

FROM

MARLENA SESSIONS, Director, Workforce Development Department

SUBJECT

Amendment to Workforce Innovation and Opportunity Act Youth Program Contract

RECOMMENDATION(S)

Approve **Amendment No. 2 to Contract No. 18-334** with First Institute Training and Management, Inc., increasing the total aggregate contract amount by \$204,127, from \$17,348,500 to \$17,552,627, for academic enhancement, employment skills, and training services for eligible youth participants under the Workforce Innovation and Opportunity Act with no change to the contract term of June 15, 2018 through June 30, 2022.
(Presenter: Marlena Sessions, Director, 387-9862)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

**Create, Maintain and Grow Jobs and Economic Value in the County.
Provide for the Safety, Health and Social Service Needs of County Residents.**

FINANCIAL IMPACT

Approval of this item will not result in the use of any Discretionary General Funding (Net County Cost). The combined expenditures of the twelve contracts will not exceed \$17,552,627 and will be fully funded through the Workforce Innovation and Opportunity Act (WIOA) Title I Youth allocation. Adequate appropriation and revenue have been included in the Workforce Development Department's (WDD) 2021-22 budget (571-2260).

BACKGROUND INFORMATION

First Institute Training and Management, Inc. (FITM) provides eligible youth enrolled in WIOA with academic enhancement, alternative secondary school services, paid and unpaid work experience, occupational skills training, education offered concurrently with workforce preparation activities, leadership development opportunities, supportive services, adult mentoring, follow-up services, guidance and counseling, financial literacy education, entrepreneurial skills training, labor market and employment information to help youth prepare for work and transition to postsecondary education and training. FITM is one of the twelve contracted agencies whom provide these services.

On June 12, 2018 (Item No. 92), the Board of Supervisors (Board) approved thirteen contracts in the aggregate amount of \$13,548,500 for the period of June 15, 2018 through June 30, 2021, with the option to extend for two additional one-year terms to provide services under the WIOA Youth Program. The Youth Program consists of 12 months of Phase I services (i.e. mentoring, training etc.) and as needed with an additional 12 months of follow up services under WIOA regulations. In February 2021, Mental Health Systems declined to continue providing youth

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services in the Needles area, which ended the contract with the County. As a result, there are now only twelve agencies who provide Youth Program services that include academic enhancement, employment skills, and occupational training services for a combined minimum of 2,250 WIOA eligible youth participants, under WIOA. Each agency's contract has a defined specified geographic area(s) and minimum number of youth to whom services are provided. FITM is to provide services to a minimum of 98 at-risk youth for the geographic areas that include the Central Valley and Morongo Basin.

On May 12, 2021, the Youth Committee approved an additional funding recommendation to the Workforce Development Board (WDB) for FITM.

On May 19, 2021, the WDB approved the recommendation for additional funding for FITM, in an aggregate amount not to exceed \$204,127, to provide WIOA youth services in the Needles and East Valley area for a total contract period of June 15, 2018, through June 30, 2022.

On June 8, 2021 (Item No. 94), the Board approved an amendment to increase the aggregate amounts for all contracts, including FITM by \$3,800,000, from \$13,548,500 to \$17,348,500, and to extend the contract term by one year, for a contract term of June 15, 2018, through June 30, 2022.

Approval of this contract amendment will allow FITM to enroll 30 at-risk youth in the Needles area, increasing FITM's combined total from 98 to 128 for its geographic areas. Currently, the average youth assisted in the entire County is approximately 750 to 800 youth per year, where 30 at-risk youth are from the Needles area. The Needles area has a high demand for these services with a current waitlist, and for the past few years approximately 30 youth per year have been served. Presently, since zero at-risk youth are being served in the Needles area, approval of this amendment will help 30 at-risk youth receive youth services. Through this amendment WDB is supporting the County and Chief Executive Officer's Goals and Objectives to create, maintain and grow jobs and economic value in the County by working to strengthen the partnerships between workforce boards, businesses, and education by developing a skilled labor force that fulfills business-staffing needs.

PROCUREMENT

On February 18, 2021, a Request for Proposal (RFP) No. EDA121-WDD-4119 was released for the procurement of WIOA Youth Providers for the East Valley and Needles areas. The RFP solicited qualified agencies to provide WIOA Youth Program Services from July 1, 2021, through June 30, 2022 with the option to renew up to two (2) additional terms.

On March 22, 2021, four proposals were received and all four were determined to be responsive to the RFP minimum criteria. The proposals were evaluated by a committee of qualified neutral parties from a variety of County department partners, who have an understanding of the youth population. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP, including demonstrated ability serving youth, program design and cost reasonableness. On May 12, 2021, the Youth Committee made a recommendation to provide additional funds to FITM for the Program Year 2021 through 2022. On May 19, 2021, the WDB approved the recommendation and recommended Board of Supervisors approval.

No timely disputes were received in relation to this procurement.

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REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie A. Akins, Deputy County Counsel, 387-5455) on June 3, 2021; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on June 7, 2021; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on June 18, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 22, 2021.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Janice Rutherford
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Curt Hagman, Joe Baca, Jr.
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 13, 2021



cc: WDD- Sessions w/agree
Contractor- C/O WDD w/agree
File- w/agree
LA 07/15/2021