



SPECIAL EXECUTIVE COMMITTEE MEETING AGENDA

Tuesday, March 8, 2016
12:00 p.m. – 1:30 p.m.

Business Services & Administration Facility
5730 Chambertin Drive
San Jose, CA 95118
408.794.1200
www.work2future.biz

Joseph Flynn, Chair
Sima Yazdani, Vice Chair
Christopher Donnelly, Secretary

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http://www.sanjoseca.gov/clerk/cp_manual/CPM_0_15.pdf

For questions regarding this agenda, please call Elizabeth Kaylor at 408.794.1125. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Elizabeth Kaylor at 408.794.1125 or call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

NOTICE TO THE PUBLIC

Good afternoon, my name is Joe Flynn and in my capacity as Chair of work2future I would like to welcome you to the Special Executive Committee meeting of March 8, 2016.

Members of the public who wish to address the Committee should identify themselves and state their addresses for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand to any work2future staff member.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment will then be given two (2) minutes each to comment.
- work2future staff and/or Committee Members will present recommendations for each action item on the agenda.
- Committee members may ask questions of work2future Staff and other Committee Members.
- The Committee may take action on any item designated as an action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- work2future Committee members may only discuss items listed on the Agenda pursuant to the “Brown Act.”

**SPECIAL EXECUTIVE COMMITTEE MEETING
MARCH 8, 2016
12:00 p.m. – 1:30 p.m.**

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

Anticipated Ending Times (an item may be heard before or after these ending times):

III. CONSENT ITEMS

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval {Action}

Approval of the February 25, 2016 work2future Executive Committee Minutes.

12:05 p

B. New Business

1. FY 2016-2017 Adult/Dislocated Worker Workshops Provider(s) {Action}

Colleen Brennan, Contracts Unit Manager

Approval to forward staff's recommendations to work2future's Board for its meeting of March 17, 2016 regarding the selection of contractors qualified for work2future's FY 2016-2017 list of Adult/Dislocated Worker workshop providers.

12:20 p
15 min.

2. FY 2016-2017 Youth Services Provider(s) {Action}

Christopher Donnelly, Director

Approval to forward staff's recommendations to work2future's Board for its meeting of March 17, 2016 regarding the selection of one or more contractors to provide FY 2016-2017 WIOA youth services.

12:40 p
20 min.

3. FY 2016-2017 Adult/Dislocated Worker Services Provider(s) {Action}

Jeff Ruster, Executive Director

Approval to forward staff's recommendations to work2future's Board for its meeting of March 17, 2016 regarding the selection of one or more contractors to provide FY 2016-2017 WIOA Adult and Dislocated Worker services.

1:00 p
20 min.

4. FY 2016-2017 Youth Training and Workshops Provider(s) {Action}
Colleen Brennan, Contracts Unit Manager

1:15 p
15 min.

Approval to forward staff's recommendations to work2future's Board for its meeting of March 17, 2016 regarding the selection of contractors qualified for work2future's FY 2016-2017 list of youth training and workshop providers.

5. work2future Board Recertification for 2016-2018 {Action}
Elizabeth Kaylor, Board and Committees Liaison

1:25 p
10 min.

Approval to forward to the Board a recommendation to authorize the Board Chair to sign and submit to the California Workforce Development Board (CWDB) the request for Local Workforce Development Board Recertification under WIOA.

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

The next regular Executive Committee meeting is scheduled to take place at 3:00 p.m. on April 21, 2016 at work2future's Business Services and Administration Center, 5730 Chambertin Drive, San Jose, 95118.

V. PUBLIC COMMENT

VI. ADJOURNMENT

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, its Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d) Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e) Persons in the audience will not place their feet on the seats in front of them.
- f) No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g) All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions:
 - No objects will be larger than 2 feet by 3 feet.
 - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - The items cannot create a building maintenance problem or a fire or safety hazard.
- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser

**CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN
THE COUNCIL CHAMBERS AND COMMITTEE ROOMS (CONT'D)**

pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Council, Committee, Board or Commission:

- a) Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
- b) Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
- c) Speakers should discuss topics related to City business on the agenda, unless they are speaking during open forum.
- d) Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
- e) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f) If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
- g) Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

IV (A) (1)

Meeting Minutes

[Action]

DRAFT SPECIAL EXECUTIVE COMMITTEE MINUTES
THURSDAY, FEBRUARY 25, 2016
CTO: 3:10 p.m.

These Minutes were prepared by Elizabeth Kaylor and approved by Christopher Donnelly on March 4, 2016.

WIB Staff Present: Jeff Ruster, Christopher Donnelly, B.J. Sims, Joy Salandanan, Elizabeth Kaylor, Monique Melchor, Colleen Brennan, Lawrence Thoo, and John Rubin.

I. QUORUM VERIFICATION:

Present: Joe Flynn, Sima Yazdani, Denise Boland, Sue Koepp-Baker, Rashad Said.

Absent: Steve Preminger.

II. OPENING REMARKS: Read by Vice Chair Sima Yazdani.

III. CONSENT ITEMS

Upon motion by committee member Denise Boland, seconded by committee member Rashad Said, and unanimously approved, the consent items below were accepted:

- (a) Grant Report of February 12, 2016.
- (b) January Labor Market Information Report of February 16, 2016.
- (c) January Training Summary Report of February 16, 2016.
- (d) Outreach Report of February 9, 2016.
- (e) December BusinessOwnerSpace.com (BOS) Report of January 26, 2016.
- (f) December Budget Variance Report of February 3, 2016.
- (g) January Enrollment and Training Report of February 16, 2016.
- (h) HIRE Report of February 12, 2016.

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

Upon motion by Rashad Said, seconded by Denise Boland, the January 21, 2016 work2future Executive Committee Minutes were unanimously approved.

B. New Business

1. work2future Performance Update

MIS Program Manager Monique Melchor provided the committee with information on work2future's performance outcomes, pointing out that work2future has

exceeded all nine of its Adult, Dislocated Worker and Youth goals as of the most recent report on the PY 2015-2016 2nd Quarter report.

2. **WIOA Performance Indicators**

MIS Program Manager Monique Melchor provided an explanation of the difference between the 9 WIA performance measures and the 15 WIOA performance indicators, saying that many of the new indicators have longer time horizons, and adding that no direction has been received regarding employer outcomes; regulations and methodology are yet to be developed.

3. **FY 2016-2017 Budget Update**

Finance Manager Joy Salandanan provided an update on the President's budget message as well as the challenges likely to be associated with work2future's FY 2016-2017 budget.

4. **Immigrant Small Business Initiative Update**

This item was heard out of order with the approval of the Chair and committee. Business Services Manager B.J. Sims provided an update on the immigrant small business initiative as well as some of the activities planned in relation to Small Business Week in early May 2016.

5. **Request for Proposals and Request for Qualifications Updates**

This item was also heard out of order with the approval of the Chair and committee. Contracts Unit Manager Colleen Brennan said that proposals have been received and are under review, adding that no proposals had been received for sector-specific services. She mentioned that an objection had been received relating to the Youth (case management) Services, which had been reviewed by the City Attorney's Office and the City's Purchasing Department, and which required extending the submittal deadline for an additional week for Youth Services proposals. She added that interviews will be scheduled if needed.

6. **Silicon Valley Dichotomy Presentation**

Consultant Josh Williams of BW Research Partnership provided a presentation on the Silicon Valley dichotomy, explaining that because some individuals in Silicon Valley are doing very well in the current economy as other individuals struggle, the study will use alternative indicators to address income inequality, including measuring economic livability/sustainability and using economic self-sufficiency standards as opposed to the federal poverty rate.

7. **TechHire Initiative Update**

Jon Rubin provided a brief overview of the current activities in support of TechHire, including the development of a proposal to assist individuals into employment in the tech sector. Targeted to serving individuals 17 to 29 with multiple barriers to employment, the initiative will provide education, training, internships and other types of work experience, and placement. The proposal requests \$4 million from the Department of Labor.

8. Manufacturing Initiative Update

Lawrence Thoo of Special Projects provided a brief update on the manufacturing initiative, mentioning that work2future is looking at recruiting individuals specifically for manufacturing training for middle-wage occupations.

9. WIOA Update

Director Christopher Donnelly provided an update, mentioning the MOU training held at work2future's San Jose Job Center on February 23 as well as other activities to be completed in support of WIOA implementation. He added that the Final Rules for WIOA are due to be released on June 30, 2016.

10. Filing Form 700 and Family Gift Report Form

work2future's Board and Committees Liaison Elizabeth Kaylor reminded the committee of the requirement to file an annual Statement of Economic Interests, the Form 700, as well as the Family Gift Report Form, which must also be signed and submitted with the Form 700 for the filing to be deemed complete. She added that there are Frequently Asked Questions regarding Form 700 included as part of the packet.

C. Set Items for Next Agenda

D. Announcements

- **Director:** Special Executive Committee meeting on March 8, 2016 to provide recommendations to the Board regarding the RFP and RFQ processes currently under way.
- **Denise Boland:** Governor Brown authorized full scope medical care for all children.
- **Denise Boland:** Better Health Pharmacy is a free service with a valid doctor's note that provides donated pharmaceuticals; brochures with additional information are available.

E. Next Meeting

The next regularly scheduled Executive Committee meeting is currently scheduled to take place on **Thursday, April 21, 2016** at 3:00 p.m. at work2future's Business Services and Administration facility, 5730 Chambertin Drive, San Jose, 95118.

V. PUBLIC COMMENT: There were no public comments.

VI. ADJOURNMENT: The meeting was adjourned at 5:00 p.m.

IV (B) (1)

FY 2016-2017
Adult/Dislocated Worker
Workshops Provider(s)

[Action]

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Memorandum

TO: work2future Executive Committee

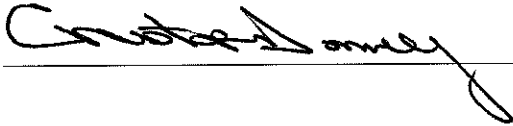
FROM: Colleen Brennan
Contracts Manager

SUBJECT: FY 2016-2021 Adult
And Dislocated Worker
Workshops RFQ Vendor
Selection Recommendations

DATE: March 8, 2016

Approved

Date



3/4/16

RECOMMENDATION

Executive Committee approval to forward to work2future's Board for its meeting of March 17, 2016 a recommendation to negotiate and execute two-year agreements, with three (3) one-year extensions based on performance, funding availability, and board approval, with the following four selected providers to provide workshops to WIOA Adults and Dislocated Workers:

- ConXión to Community (Center for Training and Careers, Inc.)
- Goodwill of Silicon Valley
- Henkels & McCoy, Inc.
- Workforce Institute

If approved, the recommendation of the Executive Committee will be forwarded to the Board for consideration at its meeting of March 17, 2016.

BACKGROUND

SB 734 mandated that 30% of work2future's Adult and Dislocated Worker funding allocation be spent on training in FY 2016-2017. To accomplish this goal, work2future determined that training funds would be used to provide a variety of workshops geared to a broad spectrum of clients with a variety of skill levels, work experience, and backgrounds.

Adult/Dislocated Worker Workshops

The Adult/Dislocated Worker workshop model was designed to increase the number and types of workshops available to clients through a Workshop Provider List, with scheduling and management of workshops provided by the selected Adult/Dislocated Worker services provider. Based upon client feedback on available workshops and employer needs, work2future reserves the right to release additional Requests for Qualifications (RFQs) to solicit additional workshops as necessary.

RFQ Process

The Adult and Dislocated Worker Workshops RFQ was released on January 19, 2016 on WebGrants. In addition to posting the RFQ on WebGrants, which made it available to over 3,400 users, an announcement regarding the release of the Adult and Dislocated Worker Workshops RFQ with the link to WebGrants was distributed to over 80 stakeholders, including work2future Board members, work2future partners, current providers, chambers of commerce, community colleges, non-profits from around the region, local workforce development boards, the California Workforce Association, and members of the Mayor's Gang Prevention Task Force.

A pre-proposal technical assistance conference was held on January 26, 2016 and with one participant in attendance. The questions asked were generally technical and related to clarification of RFQ documentation requirements. Responses to questions were posted on WebGrants on February 3, 2016. The deadline for submittal of proposals was 2:00 p.m. on February 17, 2016.

RFQ Evaluation Criteria:

Organization, Structure, Experience and Past Performance	20 Points
Staff Experience and Qualifications	25 Points
Workshop Plan Narrative	40 Points
Employer Linkages	15 Points
TOTAL AVAILABLE	100 Points

As with similar RFQs in the past, a minimum threshold of 80 out of the 100 possible total points was required to qualify for the Workshop Provider List.

ANALYSIS

The Adult and Dislocated Worker Workshops RFQ solicited proposals to present job skills workshops between 3 and 50 hours long to WIOA Adult and Dislocated Worker clients at work2future's Job Center locations in San Jose and Gilroy.

Six organizations submitted proposals. Of the six organizations, four received scores that met the minimum threshold to qualify to be on the Workshop Provider List based on the review panel's scoring of the evaluation criteria.

Proposing Organizations:

- Advanced Vocational Institute
- ConXión to Community
- Goodwill Industries of Silicon Valley
- Henkels and McCoy, Inc.
- Metropolitan Educational District
- Workforce Institute

Based upon the final scoring from the rating panel, it is recommended that work2future should enter into negotiations with ConXión to Community, Goodwill of Silicon Valley, Henkels and McCoy Inc., and Workforce Institute to provide the services detailed in the Adult and Dislocated Worker Workshops RFQ.

The four recommended organizations all recognized that core competencies in the areas of Microsoft Office applications and computer literacy are necessary to compete in the job market. Each of them presented a variety of workshop topics that will prepare Adult and Dislocated Worker clients for the job market.

ConXión to Community provides workshops in mobile application design, computer hardware, and networking in addition to basic, intermediate, and advanced workshops in Microsoft Office. They also provide workshops on integrating the Microsoft Office applications' functions to increase their effectiveness.

Goodwill Industries of Silicon Valley augments their computer literacy workshops with programs that will provide clients with the soft skills needed to succeed in their job search, such as resume writing, interview preparation, and communication skills.

Henkels and McCoy, Inc. include basic, intermediate, and advanced workshops in bookkeeping and accounting, QuickBooks, and Microsoft Project, in addition to workshops in cyber security, cloud computing, and green construction. They also provide soft skills workshops with topics such as business etiquette and ethics.

Workforce Institute provides workshops in topics including customer service, generational diversity, communication, networking techniques, managing pressure, presentation skills, and using LinkedIn. They also provide workshops in soft skills areas such as goal setting and identifying transferable skills.

All of the selected providers recognize the importance of using employer linkages to connect clients with job opportunities in local businesses. These linkages include

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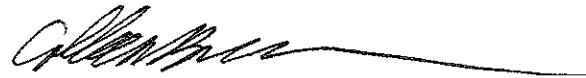
employers on the providers' boards, employers as advisors to the provider, employers as guest speakers for the clients, and employers offering job opportunities at job fairs.

The workshops that the selected proposers will provide will prepare clients for careers in work2future's priority sectors with a customer-centered design to look first at what the client needs, and then, using cultural competencies, to develop an appropriate menu of services to meet those needs.

The diversity of offerings from all of the recommended providers will ensure that work2future clients have a wide variety of workshops from which to choose. The selection of workshops will also meet the needs of the employers in the area for a well-trained, qualified workforce.

BUDGET

Funding for Adult and Dislocated Worker workshops solicited under the Adult and Dislocated Worker Workshops RFQ will be subject to the receipt of the actual allocation and budget approval by the work2future Board. Adult workshop vendors will be paid for training at a rate not to exceed \$110 per hour.



Colleen Brennan
Contracts Manager

cc: Jeff Ruster
work2future Executive Director
Christopher Donnelly
work2future Director

IV (B) (2)

FY 2016-2017 Youth
Services Provider(s)

[Action]

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Memorandum

TO: work2future Executive Committee

FROM: Colleen Brennan,
Contracts Manager

SUBJECT: work2future 2016-2017 Youth
Service Provider Selection
Recommendation

DATE: March 8, 2016

Approved

Date

3/4/16

RECOMMENDATION

Executive Committee approval to forward to work2future's Board a recommendation to negotiate and execute a one-year agreement for fiscal year 2016-2017, with contract extensions of up to four (4) additional years, for Youth programs, based on successful performance and funding availability, as follows:

- Youth Program San José Location-based Services:
work2future Foundation for an amount not to exceed \$640,000 to serve 125 youth
- Youth Program South County Location-based Services:
work2future Foundation for an amount not to exceed \$200,000 to serve 50 youth

If approved, the recommendation of the Executive committee will be forwarded to the work2future Board for consideration at its regular meeting on March 17, 2016.

BACKGROUND

On November 6, 2015, work2future hosted a Community Forum, attended by fourteen (14) representatives of community agencies and organizations, to address the concerns of stakeholders and other interested members of the community. The community forum provided a venue for stakeholders and other members of the public to gain knowledge of the RFP process. The RFP development recommendations received by work2future staff during the community were taken into consideration in drafting the final RFP.

The RFP was structured such that proposers could choose to provide location-based services in the San José area, location-based services in the South County area, or sector-specific services in the Advanced Manufacturing sector, the Information/Communication Technology sector, or the Construction/Pre-Apprenticeship sector. Under the location-based services model, providers are

responsible for client services except for workshops and career technical training, which are provided under a separate contract. The sector-specific model includes all services involving workshops and training related to the sector.

If a proposing organization chose to provide sector-specific services, it would then be precluded from providing location-based services, and similarly if an organization chose location-based services, it would be precluded from providing sector-specific services. This restriction was based on work2future's desire to select providers with strength in providing an array of services to the general client population in the geographical area they selected or with specific expertise in their sector.

The RFP was released on December 15, 2015. Prior to releasing the RFP, due diligence was conducted to outreach to potential proposers. The RFP was posted on the City of San Jose WebGrants website, which made it available to over 3,400 users, and an email announcement was sent to over 80 stakeholders, including work2future Board members, work2future partners, current providers, chambers of commerce, community colleges, non-profits from around the region, local workforce development boards, the California Workforce Association, and members of the Mayor's Gang Prevention Task Force.

A Technical Assistance Conference was held at the work2future Business Services Center on January 5, 2016, and was attended by eleven (11) representatives from nine (9) interested organizations. The submittal deadline for proposals was February 17, 2016 at 2:00 p.m.

Three proposals were received prior to the deadline and were screened for compliance with minimum qualification requirements as stated in the RFP. None of the proposals were disqualified due to incomplete documentation of minimum qualifications; therefore, the proposals were forwarded to the RFP rating panel for evaluation.

Proposals for location-based services in the San José Location and in the South County location were rated separately. One of the three proposals received proposed to provide location-based services in both the San José area and in the South County area. That proposal was rated separately for each location.

ANALYSIS

The RFP requested proposals for three service delivery options: Two options were for location-based services in either the San José area or the South County area, and the third option was for sector-based services. No proposals were received for the sector-based service delivery option. work2future plans to release another RFP during this calendar year to solicit proposals for sector-specific providers.

The RFP specified that youth providers serve 100-125 clients in the San José location and 40-50 clients in the South County location during fiscal year 2016-2017. Anticipated available funds were stated to be approximately \$640,000 for the San José location and \$200,000 for the South

County location. Those amounts include both personnel costs and work experience costs. Funding amounts are subject to receipt of the actual allocation and budget approval by the work2future Board.

The RFP Rating Panel was selected to avoid any situation where the evaluators could be subject to competing professional or personal obligations, or personal or financial interests, that would make it difficult for them to fulfill their duties fairly. The rating panel included work2future staff and outside experts from the workforce community.

Proposals were reviewed and scored according to the criteria outlined in the RFP. Specifically, proposals were evaluated based on Organization Structure, Experience, and Past Performance (15 points possible), Staff Experience and Qualifications (20 points possible), Employer Linkages (20 points possible), Service Delivery Strategy (30 points possible), and Budget, Financial Management and Financial Sustainability (15 points possible).

Proposing Entities for the San José area:
McKinsey Social Initiative
work2future Foundation
Proposing Entities for the South County area:
Henkels & McCoy Training Services
work2future Foundation

work2future staff recommends funding proposers as follows, including allocation for work experiences:

Location-based Services San José Area		
PROPOSING ENTITIES	FUNDING	NUMBER OF PARTICIPANTS
work2future Foundation	\$640,000	125

Location-based Services South County Area		
PROPOSING ENTITIES	FUNDING	NUMBER OF PARTICIPANTS
work2future Foundation	\$200,000	50

The work2future Foundation’s proposals for both the San José area and the South County area showed strong experience and staffing plans. Their proposal showed that their organization is flexible and able to develop and implement programs based on changing needs and new initiatives. The work2future Foundation’s proposal indicated that the organization has substantial experience serving youth, clearly demonstrating the ability to achieve WIOA outcomes and performance indicators.

The work2future Foundation’s strong partnerships with education and training institutions as well as local employers in work2future’s priority sectors will assist them to provide high quality

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services to work2future youth clients. The work2future Foundation's proposal demonstrated their use of labor market information to inform and develop their focus on work2future's priority sectors.

Contracts developed as a result of these awards will ensure compliance with WIOA laws and regulations and will incorporate work2future's strategy guiding principles. work2future will conduct contract monitoring on a quarterly basis during the contract term using State monitoring guidelines to ensure compliance with all contractual obligations.

As with prior work2future Youth Program contracts, this contract will be a combination of eighty-five to ninety percent (85%-90%) cost reimbursement and ten percent to fifteen percent (10%-15%) performance based compensation, based on:

- Enrollments,
- Completion of training,
- Placements within work2future's priority sectors, and
- Skills gains.

Contractors are required to provide a five percent (5%) match in the form of cash or staffing.



Colleen Brennan
Contracts Manager

cc: Jeff Ruster,
work2future Executive Director
Christopher Donnelly
work2future Director

IV (B) (3)

FY 2016-2017
Adult/Dislocated Worker
Services Provider(s)

[Action]

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Memorandum

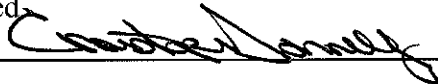
TO: work2future Executive Committee

FROM: Colleen Brennan,
Contracts Manager

SUBJECT: work2future 2016-2017 Adult/
Dislocated Worker Service
Providers Recommendation

DATE: March 8, 2016

Approved



Date

3/4/16

RECOMMENDATION

Executive Committee approval to forward to work2future's Board a recommendation to negotiate and execute one-year agreements for fiscal year 2016-2017, with contract extensions of up to four (4) additional years, for Adult and Dislocated Worker programs, based on successful performance and funding availability, as follows:

- Adult and Dislocated Worker Program San José Location-based Services:
 - work2future Foundation for an amount not to exceed \$1,400,000 to provide Basic Career Services to a minimum of 2,050 clients and Individualized Career Services to a minimum of 1,260 clients
- Adult and Dislocated Worker Program South County Location-based Services:
 - Henkels and McCoy, Inc. for an amount not to exceed \$300,000 to provide Basic Career Services to a minimum of 450 clients and Individualized Career Services to a minimum of 240 clients.

If approved, the recommendation of the Executive committee will be forwarded to the work2future Board at its regular meeting on March 17, 2016.

BACKGROUND

On November 6, 2015, work2future hosted a Community Forum, attended by eleven (11) representatives of community agencies and organizations, to address the concerns of stakeholders and other interested members of the community. The community forum provided a venue for stakeholders and other members of the public to gain knowledge of the RFP process. The RFP development recommendations received by work2future staff during the community were taken into consideration in drafting the final RFP.

The RFP was structured such that proposers could choose to provide Location-based services in the San José area or location-based services in the South County area, or in both areas.

The RFP was released on December 15, 2015. Prior to releasing the RFP, due diligence was conducted to outreach to potential proposers. The RFP was posted on the City of San Jose WebGrants website, which makes it available to over 3,400 users, and an email announcement was sent to over 80 stakeholders, including work2future Board members, work2future partners, current providers, chambers of commerce, community colleges, non-profits from around the region, local workforce development boards, the California Workforce Association, and members of the Mayor's Gang Prevention Task Force.

A Technical Assistance Conference was held at the work2future Business Services Center on January 5, 2016, and was attended by twelve (12) representatives from eight (8) interested organizations. The submittal deadline for proposals was February 10, 2016 at 2:00 p.m.

Three proposals were received prior to the deadline and were screened for compliance with minimum qualification requirements as stated in the RFP. None of the proposals were disqualified due to incomplete documentation of minimum qualifications; therefore, the proposals were forwarded to the RFP rating panel for evaluation. Proposals for location-based services in the San José Location and in the South County location were rated separately. One of the three proposals received proposed to provide location-based services in both the San José area and in the South County area. That proposal was rated separately for each location.

ANALYSIS

The RFP requested proposals for two service delivery options: Location-based services in either the San José area or the South County area. WIOA requires two types of services to Adults and Dislocated workers:

- Basic Career Services such as information and computer use that do not require staff assistance, and
- Individualized Career Services such as case management and referrals to training, which require staff assistance.

For the San José area, the RFP specified that selected contractors will provide Basic Career Services to a minimum of 2,050 clients and Individualized Career Services to a minimum of 1,260 clients during fiscal year 2016-2017. Anticipated available funds were stated to be approximately \$1,400,000 for the San José location.

For the South County area, the RFP specified that selected contractors provide Basic Career Services to a minimum of 450 clients and Individualized Career Services to a minimum of 240 clients in the South County location during fiscal year 2016-2017. Anticipated available funds were stated to be approximately \$300,000 for the South County location.

Actual funding amounts are subject to the receipt of allocation and budget approval by the work2future Board.

The RFP Rating Panel was selected to avoid any situation where the evaluators could be subject to competing professional or personal obligations, or personal or financial interests, that would make it difficult for them to fulfill their duties fairly. The rating panel included work2future staff and outside experts from the workforce community.

Proposals were reviewed and scored according to the criteria outlined in the RFP. Specifically, proposals were evaluated based on Organization Structure, Experience, and Past Performance (15 points possible), Staff Experience and Qualifications (20 points possible), Employer Linkages (20 points possible), Service Delivery Strategy (30 points possible), and Budget, Financial Management and Financial Sustainability (15 points possible).

Proposing Entities for the San José area
Black Technologies Advancement
work2future Foundation
Proposing Entities for the South County area
Henkels & McCoy Training Services
work2future Foundation

work2future staff recommends funding proposers as follows, including allocation for work experiences:

Location-based Services San José Area		
PROPOSING ENTITIES	FUNDING	NUMBER OF PARTICIPANTS
work2future Foundation	1,400,000	Basic Career Services- 2,050 Individualized Career Services- 1,260

The work2future Foundation’s proposal indicated a solid approach to service delivery. The Foundation has experience serving the populations that WIOA designates for priority of service, including veterans, individuals on public assistance or low income, and basic skills deficient individuals. The work2future Foundation’s staffing plan includes a large number of cross-trained staff. These factors will be beneficial to serving the shifting client populations in the San José area.

The work2future Foundation’s service flow chart and service plan narrative demonstrated in-depth knowledge of the needs of the clients and the program elements.

Location-based Services South County Area		
PROPOSING ENTITIES	FUNDING	NUMBER OF PARTICIPANTS
Henkels & McCoy Training Services	\$300,000	Basic Career Services- 450 Individualized Career Services- 240

Henkels & McCoy Training Services' proposal indicated a staffing plan with relevant experience. They included detailed service flow charts that indicate a high level of service to clients. Their proposal demonstrated a thorough understanding of the Basic and Individualized Career Services to be provided and the recognition that follow-up is a key component of the services.

Henkels & McCoy's proposal indicated their knowledge of the cultural competencies needed to best serve the specific population in the South County area.

Contracts developed as a result of these awards will ensure compliance with WIOA laws and regulations and will incorporate work2future's strategy guiding principles. work2future will conduct contract monitoring on a quarterly basis during the contract term using State monitoring guidelines to ensure compliance with all contractual obligations.

As with prior work2future contracts, this contract will be a combination of eighty-five percent (85%) cost reimbursement and up to fifteen percent (15%) performance based compensation based on:

- Enrollments,
- Placements in the area of training within work2future's priority sectors, and
- Skills gains.

Contractors are required to provide a 10% match in the form of cash or staffing.



Colleen Brennan,
Contracts Manager

cc: Jeff Ruster
work2future Executive Director

IV (B) (4)

FY 2016-2017 Youth
Training and Workshops
Provider(s)

[Action]

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Memorandum

TO: work2future Executive Committee

FROM: Colleen Brennan,
Contracts Manager

SUBJECT: FY 2016-2021 Youth
Career Technical Training
And Workshops RFQ
Vendor Selection Recommendations

DATE: March 8, 2016

Approved

Date



3/4/16

RECOMMENDATION

- (1) Executive Committee approval to forward to work2future's Board a recommendation to negotiate and execute two-year agreements, with three (3) one-year extensions based on performance, funding availability, and board approval, with Henkels & McCoy, Inc., the Metropolitan Education District, and Workforce Institute to provide career technical training to WIOA Youth
- (2) Executive Committee approval to forward to work2future's Board a recommendation to negotiate and execute two-year agreements, with three (3) one-year extensions based on performance, funding availability, and board approval, with Henkels & McCoy, Inc., the Metropolitan Education District, and Workforce Institute to provide pre-vocational workshops to WIOA Youth.

If approved, the recommendation of the Executive Committee will be forwarded to the Board for consideration at its March 17, 2016 meeting.

BACKGROUND

The youth career technical training model has been implemented successfully for the past four years, with work2future's youth clients benefiting from a variety of training programs offered by the vendors on the youth career technical training provider list. By providing youth clients with career technical training, work2future assists them to acquire the skills they need to begin their career path.

For FY 2016-2017, work2future is expanding the opportunities for youth to gain skills by providing pre-vocational workshops in addition to career technical training. Workshops

have provided work2future's adult clients with the skills necessary to succeed in the workforce, and under WIOA in 2016-2017, work2future will be serving youth 18-24. An offering of pre-vocational workshops similar to the current adult workshop model will help to prepare work2future youth clients to enter the workforce.

Proposers for the Youth Career Technical Training and Pre-vocational Workshops RFQ were able to choose to provide:

- Career technical training, which prepares the youth for employment in a selected occupation and may include internships,
- Pre-vocational workshops, such as Business Writing and Computer Applications, or
- Both Career technical training and Pre-vocational workshops.

Career technical training and pre-vocational workshops were evaluated and rated separately.

RFQ Process

The Youth Career Technical Training and Pre-Vocational Workshops RFQ was released on January 15, 2016 on WebGrants, which makes it available to over 3,400 users, and an announcement regarding the release of the Youth Career Technical Training and Pre-Vocational Workshops RFQ with the link to WebGrants was distributed to over 80 stakeholders, including work2future Board members, work2future partners, current providers, chambers of commerce, community colleges, non-profits from around the region, local workforce development boards, the California Workforce Association, and members of the Mayor's Gang Prevention Task Force.

A pre-proposal technical assistance conference was held on January 26, 2016. The conference was attended by two participants representing two organizations. The questions submitted were generally focused on clarification of the RFQ. Responses to questions were posted on WebGrants on February 3, 2016. The deadline for submission of proposals was 2:00 p.m. on February 17, 2016.

RFQ Evaluation Criteria:

Organization, Structure, Experience and Past Performance	20 Points
Staff Experience and Qualifications	25 Points
Training Plan Narrative (for the CTT option) or Workshop Plan Narrative (for the Workshops option)	40 Points
Employer Linkages	15 Points
TOTAL AVAILABLE	100 Points

As with similar RFQs in the past, a minimum threshold of 80 out of the 100 possible total points was required to qualify for the career technical training provider list and/or the pre-vocational workshops provider list.

ANALYSIS

The Youth Career Technical Training and Pre-vocational Workshops RFQ was structured so that proposers could choose to provide career technical training, pre-vocational workshops, or both. Career technical training has provided work2future youth clients with valuable career skills for the past four years. Youth gain actual workplace skills for the career that they have chosen within work2future's priority sectors, providing them with an important advantage when looking for a job.

Pre-vocational workshops will be a new offering for work2future youth in FY 2016-2017. The workshops model has worked well for work2future's adult clients, and pre-vocational workshops will provide youth with the basic soft skills and computer skills they will need to succeed. The youth that work2future will serve will be 18-24 years old, so they will benefit from pre-vocational workshops providing them with important general workplace skills just as work2future's adult clients have benefitted for the past four years.

(1) Career Technical Training

Career technical training is designed to prepare youth with direct experiential skills in the area of the training. The youth are given basic knowledge of the job and trained in actual tasks that they will be performing in the career they have chosen.

Three organizations selected the career technical training proposal option and received scores that met the minimum threshold to qualify to be on the Career Technical Training Workshop Provider List based on the review panel's scoring of the evaluation criteria.

Proposing Organizations:

- Henkels & McCoy, Inc.
- Metropolitan Education District
- Workforce Institute

Based on the final scoring from the rating panel, it is recommended that work2future should enter into negotiations with the organizations listed above to provide the career technical training services detailed in the Youth Career Technical Training and Pre-Vocational Workshops RFQ.

Henkels and McCoy, Inc. provides training primarily in the areas of retail and hospitality, and safe food handling. Each of these career technical training programs will provide work2future youth clients with a nationally recognized certificate.

The Metropolitan Education District offers a large variety of programs including trainings that prepare youth for careers in business, building trades, information and communication technology, and manufacturing.

Workforce Institute programs focus on hospitality, advanced manufacturing, and construction/pre-apprenticeship. Workforce Institute is also prepared to offer trainings in entrepreneurship and information and communication technology.

The diversity of offerings from all of the recommended providers will ensure that work2future clients have a wide variety of career technical training options from which to choose. The providers all recognize the importance of using employer linkages to connect youth with work experiences in local businesses.

(2) Pre-Vocational Workshops

Pre-vocational workshops are designed to give youth general knowledge and skills they will need in their workplaces, no matter what career they have chosen. work2future's workshop providers will align their workshop offerings with work2future's priority sectors, making the skills learned relevant to jobs in the priority sectors.

Four organizations selected the pre-vocational workshops proposal option. Three of the four organizations received scores that met the minimum threshold to qualify to be on the pre-vocational workshops provider list based on the review panel's scoring of the evaluation criteria.

Proposing Organizations:

- Henkels and McCoy, Inc.
- Metropolitan Education District
- TeenForce
- Workforce Institute

Based upon the final scoring from the rating panel, it is recommended that work2future should enter into negotiations with Henkels and McCoy, Inc., Metropolitan Education District, and Workforce Institute to provide the pre-vocational workshops services detailed in the Youth Career Technical Training and Pre-Vocational Workshops RFQ.

Henkels and McCoy, Inc. provides workshops in a variety of subjects including bookkeeping and accounting, graphics and design, business etiquette and ethics, as well as Microsoft Office skills.

Metropolitan Education District offers basic computer skills as well as employability skills.

Workforce Institute provides workshops with a broad range of topics including communication skills, critical thinking, problem solving, and technical writing.

The three selected providers' workshops will prepare youth for careers in work2future's priority sectors, and use a customer-centered design to look first at what the client needs,

and then, using cultural competencies, develop an appropriate menu of services to meet those needs.

BUDGET

Funding for Youth career technical training and pre-vocational workshops solicited under the Youth Career Technical Training and Pre-Vocational Workshops RFQ will be will be subject to receipt of the actual allocation and budget approval by the work2future Board.

If this recommendation is approved by work2future's Board at its March 17, 2016 meeting, Career Technical Training vendors will be paid at the rate of \$2,000 per client, with a start date of July 1, 2016. Youth pre-vocational workshop vendors will be paid at a rate not to exceed \$90 per workshop hour, with a start date of July 1, 2016.



Colleen Brennan
Contracts Manager

cc: Jeff Ruster
Executive Director
Christopher Donnelly
work2future Director

IV (B) (5)

work2future Board
Recertification for 2016-2018

[Action]

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Memorandum

TO: Executive Committee **FROM:** Elizabeth Kaylor
SUBJECT: Board Recertification for 2016-2018 **DATE:** March 8, 2016

Approved



Date

3/4/16

RECOMMENDATION

Approval to forward to the Board for its meeting of March 17, 2016 a recommendation to authorize the Board Chair to sign and submit to the California Workforce Development Board (CWDB) work2future's Local Workforce Development Board Certification Request under the new Workforce Innovation and Opportunity Act (WIOA) legislation.

If approved, the recommendation of the Executive Committee will be forwarded to the Board for consideration at its meeting of March 17, 2016.

BACKGROUND

On July 22, 2014, President Barack Obama signed into law H.R 803, the new federal Workforce Innovation and Opportunity Act. WIOA is designed to assist job seekers to access employment, education and training services to participate in the labor market and to match employers with a skilled workforce to compete in a global economy.

WIOA, the first federal legislative reform of the public workforce system in 15 years, brings together the strategic coordination of the four core programs in employment and training services: WIOA Adult, Dislocated Worker and Youth programs; Wagner-Peyser employment services; adult education and literacy programs; and Vocational Rehabilitation. The new legislation requires that Workforce Boards strategically align local workforce development programs in their Local Areas to ensure that employment and training services provided by the core programs are coordinated and complementary to ensure that job seekers acquire skills that meet employers' needs.

WIOA also fosters regional collaboration, including the requirement to develop coordinated regional strategic plans and service delivery strategies to align workforce development programs across Local Areas to meet the needs of local and regional employers.

Initial Local Board Certification

WIOA Section 107 requires the Governor to certify one local board for each local area in the state. work2future's initial Local Board Certification request was approved by the CWIB from July 1, 2015 until June 30, 2016.

ANALYSIS

Local Workforce Development Board Recertification Request

On January 22, 2016 the California Employment Development Department (EDD) released a Final Directive regarding and containing the Local Workforce Development Board Recertification Request. For work2future's Board to be considered for recertification from July 1, 2016 through June 30, 2018 under the WIOA legislation, its request must be signed by the Local Board Chair and the Chief Elected Official (CEO) – here, the Mayor of San José – and returned to EDD by March 30, 2016.

To qualify for Board Recertification, Local Boards must meet the following four criteria listed below. Staff attests that these criteria have been met or will be met prior to June 20, 2016.

- **Met the Membership Provisions of WIOA and CUIC:** Local Boards must meet the membership provisions of WIOA Section 107(b) and CUIC Section 14202(c) by March 31, 2016, and must ensure that they are fulfilling the intent of the “Sunshine Provisions” in the WIOA to make available to the public, through electronic means and open meetings, information regarding the activities of the Local Board, including membership information.
- **Performed Successfully:** In the Directive issued on January 22, 2016, successful performance for a local area was defined as having achieved at least 80% of goal on at least eight of the nine WIA performance measures for 2013-2014 and 2014-2015.
- **Sustained Fiscal Integrity:** Local Boards must demonstrate sustained fiscal integrity during both PY 2012-2013 and 2013-2014 and that they have not been subject to any significant findings from audits, evaluations, or other reviews conducted by the U.S. Department of Labor, State or local authorities during that two-year period regarding:
 - Issues of fiscal integrity (e.g., improperly expended funds);
 - Failure to comply with grant priorities of service or verify participants' eligibility;
 - Gross negligence (i.e., conscious and voluntary disregard of the need to use reasonable care which is likely to cause foreseeable and grave harm to person or property); and
 - Failure to observe accepted standards of administration.
 - Local Areas must have adhered to the applicable uniform administrative requirements. Local Areas must have fully met their federally mandated responsibilities for the two previous Program Years including (a) proper and timely reporting of WIA participants and expenditure data, (b) timely

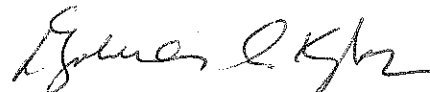
To: Executive Committee
Date: March 8, 2016
Subject: Board Recertification for 2016-2018
Page 3

completion and submission of the required single audit, and (c) not having been placed on cash hold for longer than 30 days.

- **Provided Status Updates on Key WIOA Provisions:** The Local Board must demonstrate that they have taken steps toward implementing key WIOA provisions and are moving toward a unified, customer-focused system. Progress must be demonstrated for the following WIOA provisions:
 - Meeting new youth service requirements;
 - Adhering to the new Uniform Guidance requirements;
 - Developing sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers;
 - Adopting, implementing, and promoting the AJCC brand; and
 - Completing Phase I of the MOU development process with core and mandated partners by June 30, 2016.

work2future must also provide to the CWDB a number of assurances as part of the Local Workforce Development Board Recertification Request for 2016-2018. These assurances include complying with uniform cost principles; meeting the financial reporting requirements of SB 734 (training expenditures); meeting the non-discrimination provisions of WIOA; collecting and providing correct participant and performance data to the State; complying with future State policies and legislative mandates required under WIOA; providing priority services for Veterans, recipients of public assistance and other low-income individuals; and selecting a job center operator(s), with the agreement of the CEO, through a competitive process such as an RFP, unless granted a waiver by the State.

Under the provisions of the new federal Workforce Innovation and Opportunity Act (WIOA), Local Areas will need to apply to the CWDB by March 30, 2016 to receive Local Board recertification. The CWDB is aware that some local Workforce Boards may not be able to provide the signatures of the Board Chair and/or the CEO on the application by the March 30, 2016 deadline due to the timing of Board and Committee meetings. Therefore, the CWDB will accept the Request without the signature(s) in order to start the review process. Signed copies of the Request must be received no later than June 20, 2016.



Elizabeth Kaylor
Board & Committees Liaison

IV (C)
Set Items for Next Agenda

IV (D)
Announcements

IV (E)
Next Meeting

The next work2future Executive Committee meeting is currently scheduled to take place at 3:00 p.m. on April 21, 2016 at work2future's Business Services and Administration Center, 5730 Chambertin Drive, S.J., 95118.

V
Public Comment

VI
Adjournment