

Agenda Report

TO: CITY COUNCIL **DATE:** May 15, 2000

FROM: CITY MANAGER

SUBJECT: Authorization to Issue a Purchase Order Not to Exceed the Amount of \$112,357.66 to Purchase Eight Information Kiosks for the Career Services Division of the City of Pasadena Human Services, Recreation and Neighborhoods Department

RECOMMENDATION

It is recommended that the City Council authorize the Purchasing Administrator to issue a purchase order to High Technology Solutions, San Diego, CA in the amount not to exceed \$112,357.66 for the purchase of eight information kiosks for the Career Services Division of the Human Services, Recreation and Neighborhoods Department. The proposed purchase is exempt from competitive bidding, pursuant to City Charter section 1002 (C) contracts for labor, material supplies or services available from only one vendor.

It is further recommended that the City Council grant this contract a partial exemption (vendor outreach only) from the Affirmative Action in Contracting Ordinance pursuant to P.M.C. 4.09.060(C) contracts for which the City's best interests are served.

BACKGROUND

In July 1999, the Foothill Employment and Training Consortium (FETC) received funding from the State of California for the development of a network of One Stop Career Center affiliate sites that will provide individuals with access to information on available employment and training services. Kiosks will be placed at each affiliate site to extend the services and information currently available at the One Stop Career Center located at 1207 East Green Street in Pasadena.

Information available on the kiosks includes:

- Determination of eligibility to receive assistance
- Outreach, intake (which may include profiling), and orientation to the One-Stop center
- Initial assessment of skill levels, aptitudes, abilities, and support service
- Labor Market Information

- Consumer reports information and delivery system performance information
- Information on other One-Stop partner services and supportive services
- Information on filing unemployment insurance claims
- Assistance in establishing welfare to work eligibility and other non-WIA training and education
- Job referrals (informational, e.g., job scouts, ES referrals in non-exclusive hiring arrangements, short-term or seasonal placements)
- Internet browsing – job, info, and training searches
- Internet accounts – Career Kit, Personnel Kit

The FETC One-Stop Affiliate plan makes this possible by establishing multiple partner community-based sites equipped with technological links and activities designed to serve a universal population.

Each designated affiliate will receive at a minimum the following equipment to place in a designated area to be considered a “FETC Career Center Affiliate”:

- FETC Information Kiosk
- PC's with appropriate workstation furniture and printer
- Self directed JSA software with instructional literature
- Workspace cubicle sections (as needed)
- Appropriate equipment and tools to operate an affiliate site (i.e., copier, Internet connectivity, signage, furnishings, etc)

Each site is also authorized to use the FETC One-Stop Affiliate Logo. Currently five affiliate sites have been preliminarily identified: the Pasadena Public Library (i.e., including branch sites), Pasadena Urban League, Pasadena Chamber of Commerce, Pasadena City College and Monrovia Adult School. Should any of these locations be unavailable then the kiosk equipment will be placed at an alternate site.

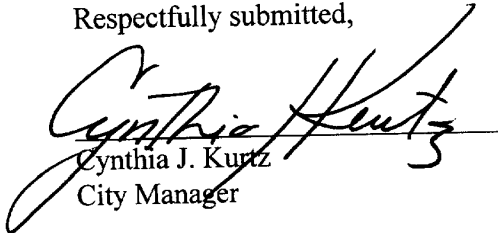
The proposed purchase of the eight kiosks builds on a prior bid process. In 1996, Career Services conducted a competitive bid procurement process and selected High Technology Solutions to develop a customized multi-media interactive kiosk system. The development of this customized system lasted nearly two years based upon the comprehensiveness of the system and the evolving technology. Currently, the Career Services Division has a total of twenty kiosk stations within the six cities that they serve.

Career Services seeks to purchase eight kiosks to add to the existing system for placement within the affiliate network. High Technology Solutions retains the proprietary license for the software used to create and customize the system. High Technology Solutions will provide the hardware and software for the kiosk units based upon their development of the existing system.

FISCAL IMPACT

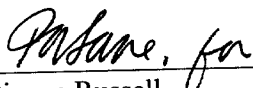
Funding for the eight kiosks is available via a one-time only implementation grant through the State of California Employment Development Department/Workforce Development Branch. Funds are only available through June 30, 2000. If the funding is not utilized by this date it will be returned to the State. The total cost of the eight kiosks is \$112,357.66.

Respectfully submitted,



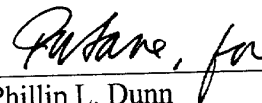
Cynthia J. Kurtz
City Manager

Prepared by:



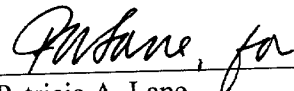
Dianne Russell
Career Services Operations Manager

Reviewed by:



Phillip L. Dunn
Career Services Administrator

Approved by:



Patricia A. Lane
Director of Human Services, Recreation and Neighborhoods Department