

Agenda Report

March 25, 2024

TO: Honorable Mayor and City Council

FROM: Office of the City Manager – Career Services Division

SUBJECT: CONTRACT AWARD TO PROPATH INC TO PROVIDE ONE-STOP OPERATOR SERVICES IN AN AMOUNT NOT TO EXCEED \$165,000 FOR UP TO FOUR YEARS

RECOMMENDATION:

It is recommended that the City Council:

1. Find the proposed action herein is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. Accept the bid dated September 24, 2023 submitted by Propath Inc in response to project specifications for One-Stop Operator Services; reject all other bids received; authorize the City Manager to enter into a two-year contract not-to-exceed \$82,500, which includes the base contract amount of \$75,000 and a contingency of \$7,500 to provide for any necessary change orders; and authorize the City Manager to extend the contract for up to two years, by two one-year optional extensions, each not-to-exceed \$37,500 (including contingency amount of \$3,750), subject to the approval of the City Manager, for a maximum total contract amount of \$165,000 over a maximum contract length of four years.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and became effective July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA is designed to help both job seekers and businesses. WIOA addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training and support services to succeed in the labor market. WIOA addresses employer needs by matching them to the skilled workers they need to compete in the global economy. Section 121(d)

of WIOA requires that each Local Workforce Development Board designate a One Stop Operator whose role is to, at a minimum, coordinate the service delivery of required one stop partners and service providers.

The City Manager Career Services Division, Foothill Workforce Development Board (Foothill WDB), is located at 1207 East Green Street in Pasadena. Under a Joint Powers Agreement developed 35 years ago, the workforce development efforts of five cities, as a consortium, has resulted in thousands of successful matches between those seeking employment and businesses scouting talent. The Foothill WDB oversees a local workforce development area (LWDA) comprised of five cities with an aggregate population of nearly 300,000 residents. The five cities are Arcadia, Duarte, Pasadena, Sierra Madre and South Pasadena. Under a Joint Powers Agreement, the City of Pasadena is the fiscal agent and administrative entity for the Foothill WDB through the Joint Powers Agreement.

The Foothill WDB provides employment and training services to Adults, Dislocated Workers, and Youth under funding provided by the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. With the funds, the Foothill WDB provides workforce development services through a service delivery system, headquartered in a comprehensive service center, the Foothill Employment and Training Connection located at 1207 E. Green Street, Pasadena, California. This facility is a part of the America's Job Center of California (AJCC) Network. The AJCC Network includes adult schools, State of California Employment Development Job Service programs, State of California Vocational Rehabilitation Department and many more applicable workforce development partners. This system is prepared to meet the challenge of developing the skills of workers to fulfill the needs of businesses within key industry sectors within the consortium and throughout the greater Los Angeles Basin regional economy.

This procurement is funded by the U.S. Department of Labor, Workforce Innovation and Opportunity Act Title I and is contingent upon continued federal authorization for program activities and is subject to amendment or termination due to lack of funds or authorization.

On August 18, 2023, a Request for Proposal (RFP) was advertised on the City's procurement website, OpenGov, through the Procurement Department. Notification was sent to 3,241 vendors and was downloaded by 12 vendors of which none were local. Two vendors submitted proposals by the September 25, 2023 deadline, none were local. An evaluation panel consisting of representatives from Foothill WDB reviewed the proposals based on the criteria outlined in the RFP and summarized in Attachment A:

Firm	Average Total Points (Out of 100)
Propath Inc (Tehachapi, CA)	72.50
Phase Consulting Partners (Miami Beach, FL)	37.26

Staff recommends proceeding with Propath Inc as the selected vendor based on the vendor proposal, experience, and pricing. The scope of work includes coordination of activities between Foothill WDB and AJCC, convene and facilitate partner meetings for the adoption of innovative methods in the delivery of required services, attend quarterly meetings, work with local businesses to develop engagement strategies, and provide quarterly reports measuring partner activities, customer traffic, referrals and outcomes, and success and failures while following all Federal, State, and Board policies and guidance.

Since 2017, Propath Inc. has been awarded \$247,648 through six contracts (five contracts and one purchase order). Currently one contract and one purchase order are active with Foothill WDB.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goals to support local businesses and jobseekers, while having a positive impact for the City of Pasadena and partner city economies.

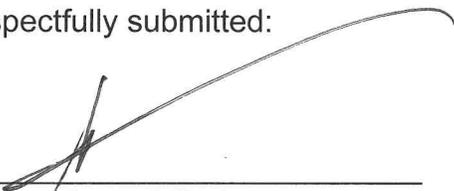
ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the CEQA in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The awarding of contracts for professional services is an organizational and administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The total cost of this action will be \$165,000 over the four-year contract, if the two additional one-year terms are exercised. Funding for this action will be addressed by the utilization of existing and future grant appropriations from WIOA under Fund 681. There is no anticipated fiscal impact on the General Fund.

Respectfully submitted:



Dianne Russell-Carter
Executive Director, Foothill Workforce
Development Board

Prepared by:



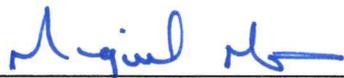
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