

Agenda Report

March 25, 2024

TO: Honorable Mayor and City Council

FROM: Office of the City Manager – Career Services Division

SUBJECT: CONTRACT AWARD TO IOPREDICT, INC. FOR TESTING AND ASSESSMENT SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$250,000 OVER FIVE YEARS

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that actions proposed herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption);
- 2) Authorize the City Manager to enter into a contract, as a result of competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with ioPredict, Inc. for Testing and Assessment Services for a total not-to-exceed \$150,000 over a three-year term; authorize the City Manager to extend the contract for up to two years by two optional one-year extension periods not-to-exceed \$50,000, for a maximum contract amount of \$250,000 over a maximum contract length of five years.

BACKGROUND:

The City of Pasadena is part of a five city Joint Powers Authority (JPA) developed 35 years ago that is known as the Foothill Workforce Development Board (Foothill WDB), City of Pasadena City Manager Career Services. Under the Federal Workforce Innovation and Opportunity Act (WIOA), the Department of Labor provides annual grant funding to assist job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. The JPA comprises the cities of Pasadena, South Pasadena, Sierra Madre, Arcadia, and Duarte. As the largest city in this partnership, Pasadena has maintained the role as the administrative and fiscal agent. The Foothill WDB's operating budget is fully funded

by a series of Federal, State and Local Grants that are allocated to support workforce programs for the under and unemployed.

Testing is necessary to evaluate individual skills for Foothill WDB staff to better provide services and assist jobseekers. This requirement is also necessary for reporting to WIOA in the provision of services to individuals.

On May 11, 2023, a Request for Proposal (RFP) was issued, advertised, and posted on the City's procurement website, OpenGov, seeking testing and assessment services for City of Pasadena Human Resources Department. Notification was sent to 2,942 vendors and was downloaded by 21 vendors, of which none were local. Five responses, none local, were received by the deadline, May 31, 2023.

An evaluation by representatives from Human Resources Department was conducted based on the criteria outlined in the RFP. A complete summary of the scored proposals is included in Attachment A and summarized below:

Firm	Score
ioPredict Inc (Lincoln, CA)	87.42
Cooperative Personnel Service (CPS HR Consulting) (Sacramento, CA)	82.28
Donnoe & Associates Inc (Fair Oaks, CA)	80.00
Matthew L. Gruver (Sacramento, CA)	0.00
Morris & McDaniel Inc (Alexandria, VA)	0.00

On July 17, 2023, City Council approved a contract award for \$150,000 for City of Pasadena Human Resources Department to work with the ioPredict Inc. to provide test and assessment services. The selected vendor has worked with Human Resources recently with positive feedback.

Foothill WDB staff recommends piggybacking off the existing RFP to award ioPredict Inc. a contract not-to-exceed \$250,000 to develop and provide online testing and assessment tools to allow staff to better serve, support, and assist jobseekers in the area. The annual \$50,000 average is derived from the expected cost to collaborate with the vendor to develop the assessment tests and provide for online testing and results.

Since 2020, ioPredict has been awarded \$381,947 through six contracts (four purchase orders and two contracts) by the City of Pasadena. Currently, two contracts are active with City of Pasadena Human Resources.

COUNCIL POLICY CONSIDERATION:

Approval of the recommended actions will support local services for those seeking jobs and will have a positive impact on the current economic challenges facing Pasadena and the other partner cities in the Foothill WDB region.

ENVIRONMENTAL ANALYSIS:

The actions proposed herein are exempt from the California Environmental Quality Act (CEQA) in accordance with State CEQA Guidelines Section 15378. Entering into this agreement does not have the potential for resulting in 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 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 \$250,000 over five years, if the two additional one-year terms are exercised. Funding for this action will be addressed by existing and future grant appropriations from WIOA, Fund 681. There is no anticipated fiscal impact on the General Fund.

Respectfully submitted,



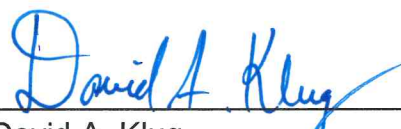
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