



Bryce Yokomizo  
Director

September 25, 2002

TO: Each Supervisor

*Bryce Yokomizo*

FROM: Bryce Yokomizo, Director

**SUBJECT: SOLE SOURCE CONTRACT RENEWAL FOR VOCATIONAL/CAREER ASSESSMENT SERVICES**

In accordance with your February 23, 1999 Board motion on sole source contracts of \$250,000 or greater, I am informing you of my Department's intent to negotiate a sole source contract with the Los Angeles County Office of Education (LACOE) for Vocational/Career Assessment Services. The current contract for these services was approved by your Board on June 20, 2000, and expires June 30, 2003.

Currently, LACOE effectively provides intermediary services including recruitment, monitoring, and supervision of six subcontractors who conduct vocational and career assessments at various locations for participants in the Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) programs. LACOE staff possess the specialized technical knowledge and experience required to monitor the subcontractors that perform the assessments.

Vocational and Career Assessment Services

Renewal of the contract will allow our Department to continue to provide Vocational and Career Assessment Services to GAIN and GROW participants.

These services include a comprehensive evaluation process, consisting of a variety of formal and informal procedures and tests which provide information useful in career guidance and planning of job training placements for GAIN and GROW participants. These services are specifically tailored to help individuals advance within their chosen occupations, with an ultimate goal of self-sufficiency. Services are also designed to assist with the development of community service employment plans for CalWORKS participants who need to satisfy the 32/35 hour per week participation requirement.

Costs

Under the current contract, we pay LACOE its actual costs not to exceed \$455,051 per year to provide the intermediary services. Payments to the assessors are made at the rate of \$150 per complete assessment and \$75 per partial assessment. Costs for the GAIN portion of the contract services are funded by the CalWORKs Single Allocation. GROW expenditures are partially offset by federal funds allocated for the administration of the Food Stamp Employment and Training (FSET) program, with the balance covered by County funds. Costs will be controlled to available funding.

State Regulations

Contracting with a public education agency is permitted under Title 45 code of Federal regulation, Part 74 (Administration of Grants) and State Department of Social Services regulations Chapter 23-650. This agreement is further authorized by California Government Code Sections 26227 and 3100, and the Welfare and Institutions Code, Section 11320 et. seq.

Negotiating a contract with a government agency without competitive bidding is permitted under California Department of Social Services regulations Chapter 23-650.

Unless otherwise instructed by your Board, we will proceed to negotiate the sole source contract.

BY:jv

c: Executive Officer, Board of Supervisors  
Chief Administrative Officer  
County Counsel  
Superintendent, Los Angeles County Office of Education