CYNTHIA D. BANKS
Director

COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE B. BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

May 1, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVAL TO EXTEND A NO-COST TIME EXTENSION FOR FISCAL YEAR (FY) 2006-07 WORKFORCE INVESTMENT ACT (WIA) ADULT SPECIAL NEEDS PROGRAM CONTRACTS (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Director of Community and Senior Services (CSS), or designee, to execute contract amendments, in substantially similar form to Attachment A, with the current ten (10) service providers listed in Attachment B, for a no-cost, time-only extension for an additional three (3) months, effective July 1, 2007 to September 30, 2007, for the continued provision of the Adult Special Needs program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

CSS is in the process of finalizing the FY 2007-08 Request for Proposal (RFP). CSS is requesting an additional three (3) months extension to complete the solicitation process and to properly procure WIA Adult Special Needs service providers for FY 2007-08.

The recommended action will allow CSS to continue administering the WIA Adult Special Needs program until new contractors are selected through the competitive bid process for FY 2007-08. CSS expects to release the RFP in April 2007 for the selection of new providers for FY 2007-08. CSS has obtained approval from the State of California Employment Development Department (EDD) to extend current WIA Special

Needs contracts for three (3) additional months to allow for the completion of the Request for Proposal to procure qualified bidders for FY 2007-08.

FISCAL IMPACT/FINANCING

There is no impact on the County General Funds as the WIA Adult Special Needs program is fully financed by the WIA Adult funding, and no additional funds will be distributed to the service providers for the time-only extension. Funding is included in the department's FY 2006-07 Amended Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

CSS conducted an open competitive Request for Proposal (RFP) process in September 2002 for a three-year funding period. The Adult Special Needs providers listed in Attachment B were selected as a result of the RFP process. On June 14, 2005, your Board approved the extension of the contracts for an additional one year for the development of an RFP, which was anticipated for issuance during FY 2005-06.

Due to the department's re-organization, CSS requested an additional one-year extension to complete the RFP process in FY 2006-07, which your Board approved on June 20, 2006. The current Adult Special Needs funding cycle is due to expire on June 30, 2007.

CSS is in the process of finalizing the solicitation process. The time extension will allow CSS sufficient time to properly procure new contractors for the continuation of the Adult Special Needs Program until the new contracts are awarded.

CONTRACTING PROCESS

The contractors recommended for funding were successful in the RFP process conducted by CSS in September 2002.

The current three-year funding cycle expired at the conclusion of FY 2005-06. Your Board previously approved an extension on the existing contracts for one year, which expired on June 30, 2006. On June 20, 2006, your Board approved an additional one-year extension of the existing Special Needs services contract to allow CSS time to properly procure WIA Special Needs contractors for FY 2007-08. The additional three-month time extension will allow CSS to complete the solicitation process to procure new contractors in FY 2007-08.

Monitoring Requirement

Beginning with FY 2003-04, CSS contracted with the Auditor-Controller's office to conduct fiscal and contract compliance monitoring of all of its contractors within the Workforce Development Branch. CSS is responsible for ensuring, through its resolution

process, that the reported monitoring findings are resolved and training is provided to our contractors, if necessary, and/or program policies are developed.

Attachment C provides information about each contractor's status with regard to minority- and women-owned business enterprises.

IMPACT ON CURRENT SERVICES

The ten (10) WIA Adult Special Needs service providers are currently providing Core, Intensive, and Training Services. The recommended actions will enable the continuation of current services and will assure seamless delivery of services to clients.

Respectfully submitted,

CYNTHIA D. BANKS
Director

Attachments (3)

c: David E. Janssen, Chief Administrative Officer
Raymond G. Fortner, Jr., County Counsel
Sachi Hamai, Executive Officer
J. Tyler McCauley, Auditor-Controller

OS:CD:th:hk

Attachment A

Contract No. **Adult Special Needs (_____)**

Amendment No. 2

COMMUNITY AND SENIOR SERVICES OF THE COUNTY OF LOS ANGELES

WORKFORCE INVESTMENT ACT ADULT SPECIAL NEEDS PROGRAM CONTRACT AMENDMENT NO. 2 TO CONTRACT NO. _____

FISCAL YEAR 2006-2007

REFERENCE IS MADE TO THE DOCUMENT ENTITLED "COUNTY OF LOS ANGELES WORKFORCE INVESTMENT ACT ADULT SPECIAL NEEDS PROGRAM CONTRACT" ENTERED INTO BETWEEN THE COUNTY OF LOS ANGELES THROUGH ITS DEPARTMENT OF COMMUNITY AND SENIOR SERVICES ("CSS") AND _____ ("CONTRACTOR"), ADOPTED BY THE BOARD OF SUPERVISORS ON June 20, 2006 AND FURTHER IDENTIFIED AS CONTRACT NO. _____, HEREINAFTER REFERRED TO AS "CONTRACT".

This AMENDMENT is made and entered into by and between the County of Los Angeles ("COUNTY") and_____, "CONTRACTOR".

RECITALS

WHEREAS, The Workforce Investment Act of 1998 as defined by Public Law 105-220 (hereinafter referred to as "WIA") provides federal funds to the County of Los Angeles to implement the Workforce Investment Act Adult Program (hereinafter referred to as "Program"), the purpose of which is to provide WIA job-related employment, placement, and training services in furtherance of WIA; and

WHEREAS, the parties hereto have previously entered into a Workforce Investment Act Adult Special Needs contract identified as Contract No. XXXXX, for the period July 1, 2006 through June 30, 2007 for an amount not to exceed $X,XXX,XXX; and

WHEREAS, effective January 1, 2007, the parties hereto have previously entered into a Workforce Investment Act Adult Special Needs Contract Amendment No. One.

WHEREAS, on _____, the Los Angeles County Board of Supervisors delegated CSS authority to extend the FY 2006-07 Workforce Investment Act Adult Special Needs amendments for a no-cost time extension for three (3) months; and

WHEREAS, COUNTY has determined that CONTRACTOR's performance has been satisfactory, that the need for services continues to exist, and that funding for such services is currently available under the amended FY 2006-07 Workforce Investment Act Adult Special Needs budget; and

WHEREAS, the parties desire to amend the Contract in accordance with the terms and conditions as set forth below,

NOW THEREFORE, effective June 30, 2007, the Contract is amended, as follows:

PART I: UNIQUE TERMS AND CONDITIONS, SECTION 2.0 TERM AND TERMINATION, Subsection 2.1.1 is added as follows:

The term of this Contract is extended for three (3) months, effective July 1, 2007 to September 30, 2007, unless terminated earlier or extended, in whole or in part, as provided in this Contract.

All other terms and conditions of the Contract shall remain in full force and effect.

/
/
/
/
/
/
/
/
/
/
/
/
/
/
/
/
/
/
/
/
/

IN WITNESS WHEREOF, COUNTY has caused this AMENDMENT TWO to be subscribed on its behalf by the Director of Community and Senior Services or her designee, and CONTRACTOR subscribed the same through its authorized officer on the day, month, and year first above written. The person signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR.

COUNTY OF LOS ANGELES

By: _____
CYNTHIA D. BANKS, DIRECTOR
Community and Senior Services

APPROVED AS TO FORM:
COUNTY COUNSEL

By: _____
Janice Kasai, Deputy County Counsel

CONTRACTOR

By: _____
(Signature)

_____
(Print or Type Name)

_____
(Title)

_____
(Date)

_____
Contractor's Corporation/LLC

By: _____
(Authorized Signature)

_____
(Print or Type Name)

_____
(Print or Type Title)

FY 2006-07 WIA ADULT SPECIAL NEEDS AGENCIES
Asian American Drug Abuse, Inc.
Goodwill Industries
Housing Authority City of Los Angeles
Jewish Vocational Services
New Directions, Inc.
Pacific Asian Consortium in Employment (PACE)
Streetlights/Raleigh Studios
Arbor Education & Training
UAW-LETC
Van Ness Recovery House

Attachment C

WIA SPECIAL NEEDS PROGRAMS FY 2006-2007
Minority/Participation/Ownership of Firms/Agencies/Entities
Percent Minority/Women Participation

FIRM /AGENCY/ ENTITY	Ownership	Partnership	Board Members	Staff
Arbor Education and Training	N/A	N/A	0%/0%	52%/37%
Asian American Drug Abuse Program, Inc (AADAP).	N/A	N/A	100%/42%	45%/53%
Goodwill Industries of Southern California	N/A	N/A	22%/20%	60%/57%
Housing Authority of the City of Los Angeles	N/A	N/A	100%/100%	87%/74%
Jewish Vocational Services	N/A	N/A	0%/39%	16%/83%
New Directions, Inc.	N/A	N/A	8%/31%	62%/13%
Pacific Asian Consortium in Employment (PACE)	N/A	N/A	100%/0%	95%/73%
Streetlights/ Raleigh Studios	N/A	N/A	20%/60%	50%/75%
UAW-LETC	N/A	N/A	N/A	50%/32%
Van Ness Recovery House	N/A	N/A	N/A	