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COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES

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Otto Solórzano
Acting Director

"Connecting communities and improving the lives of all generations"

May 14, 2019

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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

39 May 14, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

DELEGATE AUTHORITY TO EXTEND SOCIAL ENTERPRISE EMPLOYMENT AND TRAINING MASTER AGREEMENT AND REVISE ELIGIBILITY REQUIREMENTS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Workforce Development, Aging and Community Services (WDACS) administers the Social Enterprise Employment and Training Master Agreement. WDACS seeks delegated authority from your Board to extend and amend the Social Enterprise (SE) Employment and Training Master Agreement for five (5) years. Currently, the Master Agreement is comprised of 31 certified Social Enterprises (SE) that provide a variety of services to a transitional workforce (Attachment I). WDACS is also seeking delegated authority to allow County departments to utilize the Social Enterprise Master Agreement list as needed to issue Work Orders. In addition, WDACS is seeking delegated authority to create a restricted or limited tier of eligibility, which would expand the pool of SEs to include start-up SEs so that they can compete for lower-risk subawards.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Acting Director of WDACS, or designee, to extend and amend the existing Social Enterprise Employment and Training Master Agreement, and Work Orders issued thereunder, which is set to expire June 30, 2019, for an additional five (5) years (effective July 1, 2019 to June 30, 2024).

2. Authorize the Acting Director of WDACS or designee, as well as Directors of each County department or their designees, unless otherwise required to obtain Board approval, to utilize the Master Agreement list to procure SEs that have the experience and/or the willingness to hire or provide services to persons with career-limiting barriers to employment, and to award Work Orders to Master Agreement vendors in response to County department-issued Work Orders.
3. Authorize the Acting Director of WDACS or designee, to execute amendments to the Master Agreement, or as applicable to individual Work Orders, to add new, relevant or updated federal, state and/or County terms; execute renewals; issue Cost of Living Adjustments (COLA) when applicable and in compliance with County policy; execute amendments to Work Orders issued under the Master Agreement; issue suspensions and terminations in compliance with the terms of the Master Agreement; and increase or decrease the Work Order funding amounts that may exceed 10% based on the availability of funding and/or based on the SE's performance provided that: (a) the total subaward does not exceed the available funding, and (b) County Counsel approval is obtained as to the form of amendment prior to any amendment; and authorize the Directors of each County department, or their designees, to do any of the above items as it pertains to Work Orders they award through the Master Agreement.
4. Authorize the Acting Director of WDACS, or designee, to create a restricted or limited tier of eligibility for start-up SEs and smaller SEs that may be eligible to compete for lower-risk subawards up to \$75,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board approved a motion on July 12, 2016 that directed WDACS, in partnership with the Department of Consumer and Business Affairs (DCBA) and County Counsel, to establish a Master Agreement for SEs certified by DCBA. The motion's intent was to increase contracting opportunities for SEs whose primary purpose is to enhance Los Angeles County through economic, social and environmental stability.

The Master Agreement is a list of pre-qualified SEs that can be procured by County departments via Work Orders. It does not include any funding for the Work Orders. The Master Agreement enables County departments to release Work Orders for a wide variety of services, such as landscaping, janitorial services, construction, and digital printing, as listed in Attachment I. Some SEs specifically focus on providing employment services to individuals with employment barriers, such as those experiencing homelessness, as well as justice-involved individuals. WDACS has used the Master Agreement to procure a variety of services including operating the Jail-Based Job Center at Pitchess Detention Center and providing employment services for justice-involved individuals and those experiencing homelessness. In addition, the Chief Executive Office (CEO) has used the

Master Agreement to solicit SEs to operate the cafeteria at the Kenneth Hahn Hall of Administration.

The Master Agreement is set to expire on June 30, 2019. We are requesting delegated authority to extend the Master Agreement for five (5) years. The actual contract term for services provided through the Master Agreement is typically a much shorter timeframe. However, having a five-year term provides County departments with flexibility to enter into longer contracts. Approval of this action will enable the County to further expand outreach efforts to contract with SEs and help the County achieve its Social Enterprise and Small Business Utilization goals.

We are also seeking delegated authority for WDACS and other County departments to utilize the Master Agreement to procure and execute subawards (as well as subaward amendments) with SEs in response to Work Orders, as well as increase or decrease any subaward amounts beyond the delegated 10% authority. Approval of these recommendations will further streamline the contracting process for County departments when using the Master Agreement, which we anticipate would increase utilization of the Master Agreement as a tool for contracting with SEs.

The current Master Agreement was intended to create a pool of SEs with a demonstrated and documented financial and institutional history and ability to successfully perform on contracts, some of which have exceeded \$1 million. To expand the pool of eligibility without exposing the County to excessive risk, we are asking the Board to provide delegated authority for WDACS to create a restricted or limited tier of eligibility through the Master Agreement. This tier would expand the pool of eligible SEs to include smaller and newly-formed SEs that could compete for contracts below \$75,000. To qualify for this lower tier, SEs would still need to meet the criteria established by DCBA to become certified SEs, as well as other basic requirements.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Allowing WDACS to extend the Social Enterprise Employment and Training Master Agreement list of qualified vendors will provide a streamlined approach for all County departments to obtain services provided by DCBA certified SEs. This action will support the County's Strategic Plan Objective II.1.2 Support Small Businesses and Social Enterprises, as well as Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

PERFORMANCE MEASURES

WDACS has issued guidance to all County departments that utilize the Master Agreement list to include its own performance measures when issuing any Work Order based on the

goals and requirements by the respective funding source set out in their Work Order (Attachment II).

FISCAL IMPACT/FINANCING

There is no Net County Cost associated with the recommended actions. This Master Agreement itself does not include any funding nor any work orders but puts in place a methodology for work orders with funding to be awarded to certified SEs. Only certified SEs that have applied for and became contractors on the Master Agreement will be allowed to participate in submitting proposals for County SE Work Orders; if successful, the agencies will be awarded funding depending on the nature of the Work Order. WDACS encourages the use of this process by all County departments so that they may better utilize SEs as they contract for services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Your Board approved a motion on July 12, 2016 that directed WDACS, in partnership with DCBA and County Counsel, to establish a Master Agreement for certified Social Enterprise agencies. On May 8, 2017, WDACS provided a report notifying your Board that WDACS released a Request for Statement of Qualifications (RFSQ) to establish the Master Agreement. SEs on the Master Agreement are able to respond to County-issued solicitations that WDACS has generically termed "Work Orders," which may be in varied formats or methodologies, including but not limited to, Work Orders, Requests for Proposals and Invitations for Bids.

CONTRACTING PROCESS

On December 30, 2016, WDACS, released the RFSQ for the provision of Social Enterprise Employment and Training Program Services. The RFSQ, was reviewed by County Counsel, DCBA and the Chief Executive Office. The RFSQ, which is continuous and has no due date, seeks certified SEs to provide services to a transitional workforce, including under-employed or hard-to-employ persons that may be homeless, formerly incarcerated, or those that face significant career-limiting barriers to employment. WDACS continues to work closely with DCBA to perform outreach to Social Enterprises and provide information to County departments. To date, WDACS has entered into Master Agreements with thirty-one (31) SEs throughout the County that provide a variety of services. Since the RFSQ will remain open, we anticipate adding SE vendors continuously as they apply.

The RFSQ was advertised in greater Los Angeles County newspapers, such as *The Los Angeles Times*, *Los Angeles Daily News*, *San Gabriel Valley Tribune*, *Hoy*, *Long Beach Press Telegram*, *Antelope Valley Press*, *Daily Breeze* and *Los Angeles Sentinel*.

Notification of this RFSQ was sent to approximately 400 plus potential contractors, including all WDACS's current contractors.

To enhance awareness of the County of Los Angeles' Social Enterprise Preference Program, DCBA and WDACS co-hosted several SE Preference Program Outreach and Orientation Events. These events highlighted the benefits of becoming certified as a SE, and provided attendees an opportunity to learn and ask questions about the program. In addition, DCBA conducted on-the-spot certification for eligible businesses and WDACS discussed how certified SEs can apply for a Social Enterprise Master Agreement.

In addition, WDACS and DCBA have also been conducting outreach to County departments at Countywide contracting events hosted by DCBA and the Internal Services Department regarding how to contract with SEs and use the Master Agreement. WDACS has also provided instructions (Attachment II) on how other departments can utilize the Master Agreement list when they issue Work Orders.

MONITORING

WDACS has issued guidance to all departments, which instructs each one to conduct its own monitoring based on the requirements set out in their Work Order. Any Work Order issued by WDACS will be monitored for contract compliance, and adherence to administrative, and programmatic requirements, through the department's Contract Compliance Division.

In addition, fiscal monitoring of WDACS' subawards will be conducted by the Department of the Auditor-Controller, or its contractors. As outlined in Attachment II, each department will be responsible for conducting its own monitoring, including, but not limited to, monitoring for performance, Living Wage, etc.

IMPACT ON CURRENT SERVICES OR PROJECTS

Approval of the recommended actions will allow for the continued provision of services provided by SEs to underserved populations and communities throughout the County.

CONCLUSION

Should you have any questions, you may contact me directly, or your staff may contact Mr. Kevin Anderson, Special Assistant, at (213) 738-2593 or kanderson@wdacs.lacounty.gov.

The Honorable Board of Supervisors
May 14, 2019
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Respectfully submitted,

A handwritten signature in blue ink, reading "Otto Solorzano". The signature is fluid and cursive, with a long horizontal stroke at the end.

OTTO SOLORZANO
Acting Director

OS:PG:CD:RB

Attachments

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

SOCIAL ENTERPRISES WITH MASTER AGREEMENTS

No	Social Enterprise Information	Services Social Enterprise Provide
1	Antelope Valley Partners for Health 44226 10 th Street West Lancaster, CA 93524 661-942-4719	Healthy Café and Conference Center, health care, nutrition and physical activity, community wellness, access to health care, food and cafeteria services.
2	Asian Youth Center 100 West Clary Avenue San Gabriel, CA 91776 626-309-0622	Barber and cosmetology, retail, grocery, educational support, library services, administrative and clerical, parks and recreation, family services, senior services, hospitality, restaurant, health care, tax preparation, childcare, janitorial and construction. Gang intervention services.
3	Center for Employment Opportunities 448 Hill Street #915 Los Angeles, CA 90013 909-272-9957	Grounds keeping, highway clean up, rubbish removal, graffiti removal, street clean up, even set up, pre- and post-construction clean up, janitorial, office/classroom reconfiguration, recycling, light demolition, renovation services.
4	Center for Living & Learning 14549 Archwood Street, #221 Van Nuys, CA 91405 818-442-0238	Service/call center, clerical, outreach/education, job readiness services for vulnerable individuals, consulting to businesses on onboarding disadvantaged populations with the emphasis on re-entry population. Intensive job readiness services to those transitioning from treatment, incarceration and welfare. We place them into construction, warehouse, retail, customer service, janitorial and social service provider positions.
5	The Chrysalis Center 522 S. Main Street Los Angeles, CA 90013 213-806-6358	Janitorial, housekeeping, administrative/clerical. Hospitality, customer services, warehousing, light industrial, custodial, event support and general labor of all types. Professional maintenance services for public rights of way, parks, freeways and buildings/janitorial contracts. Sidewalk sweeping, pressure washing, graffiti abatement, debris/bulk item removal, and landscaping services outdoors and a full suite of indoor janitorial solutions.
6	Community Career Development, Inc. 3550 Wilshire Blvd., Suite 500 Los Angeles, CA 90010 (213) 365-9829	Developed and nurtured strong relationships with major employers, such as Target Corporation, Grifols, LA Metro and other. Targeted recruitment, pre-screening and tracking of applicants. Industry clusters include transportation, logistics and advanced manufacturing.

7	First Place For Youth 3530 Wilshire Blvd., Suite 600 Los Angeles, CA 90010 213-835-2700	Transitional and permanent employment. Health care. Construction, arts, communication, logistics, hospitality, culinary job training.
8	Five Keys Schools and Programs 70 Oak Grove Street San Francisco, CA 94107 415-734-3310	Green building/construction, welding/materials joining, masonry, carpentry woodworking, building maintenance tech, bike/wheelchair repair tech, commercial printing, commercial painting, pet grooming, culinary arts, cooking, baking, safe food handler certification, digital literacy/computer skills, screen printing, horticulture/landscaping, sustainable farming, agricultural greenhouse/aquaponics, irrigation, integrated pest management, bio-organic recycling, composting. Gang intervention services.
9	Flintridge Center 236 West Mountain Street, Suite 106 Pasadena, CA 91103 626-449-0839	Target population is formerly incarcerated and gang-impacted individuals from throughout Los Angeles County. Provide wrap-around services that eliminate re-entry barriers. Services include case management and systems navigation, financial literacy, life skills, resource fairs, legal clinics, know your rights and responsibilities trainings, workforce development. Constituents placed in union construction careers through apprenticeship preparation.
10	Goodwill Industries of Southern California 342 North San Fernando Road Los Angeles, CA 90031 323-223-1211	Recruiting solutions, document imaging, secure shredding, custodial and landscape services, assembly and fulfillment.
11	GRID Alternatives 1338 S. Flower Street Los Angeles, CA 90015 310-735-9765	Solar electric system installation for low-income homes. With programs like Troops to Solar, Women in Solar, and reentry internships for formerly incarcerated individuals, GRID provides job training to people with significant barriers to employment.
12	Harbor Area Gang Alternatives Program 399 W. Opp Street Wilmington, CA 90744 310-519-7233	Gang prevention, graffiti education and prevention, after-school programs, case management, homework assistance.
13	Homeboy Industries 130 W. Bruno Street Los Angeles, CA 90012 323-526-1254	Gang intervention. Case management, mentorship (via a navigator), mental health (individual therapy), curricular classes (academic, support, life skills), outpatient substance abuse program, tattoo removal, legal services, job training, food handling, baking.

14	Hub Cities Consortium 2677 Zoe Avenue Huntington Park, CA 90255 323-586-4700	Participants placed in clerical, customer service, transportation, security guard, advanced manufacturing, construction, retail, food prep, positions in the medical field. Services provided include paid work experience, job search, job coaching and mentoring. Navigation services for probationers. Business needs assessment. Gang intervention services.
15	Human Services Association 6800 Florence Avenue Bell Gardens, CA 90201 562-806-5400	Alzheimer's Day Care Resource Center, Home Based Care, Congregate Meals, Multipurpose Senior Services Program, Care Management, Family services, early childhood services.
16	Kingdom Causes Bellflower 16429 Bellflower Blvd. Bellflower, CA 90706 562-804-2189	Housing, landscape, homelessness.
17	Los Angeles Conservation Corps 605 W. Olympic Blvd., Suite 420 Los Angeles, CA 90015 213-362-9000	Land management/maintenance, construction, recycling, sanitation, landscaping, manufacturing. Primarily serving low-income young adults. Case management, collaboration with employment, housing, mental health, substance abuse.
18	New Economics for Women 303 South Loma Drive Los Angeles, CA 90017 213-483-2060	Housing, health, economic mobility, family resources, financial resources.
19	PATH (People Assisting the Homeless) 340 N. Madison Avenue Los Angeles, CA 90004 323-644-2225	In Los Angeles we provide a variety of services for our neighbors experiencing homelessness that include employment, outreach, homelessness prevention, housing navigation, interim housing, rapid rehousing, and permanent supportive housing.
20	Playa Vista Job Opportunities and Business Services 4112 S. Main Street Los Angeles, CA 90037 (323) 432-3955	Gang intervention. Places at-risk youth, disadvantaged adults and veterans in career-track employment opportunities in construction and related industries. At-risk clients include those persons who have any one of the following characteristics at the time of program enrollment: did not complete high school; history of substance abuse; household income below 50% of median; gang affiliation; homeless; welfare recipients; history of involvement with the justice system; chronically unemployed; single parent. Pre-apprenticeships and apprenticeships for construction certification.
21	Roots Community Health Center 9925 International Blvd., Suite 5 Oakland, CA 94603 510-777-1177	Gang intervention services, including cognitive behavioral program, case management, tattoo removal and peer mentorship.

22	Safe Refuge 1041 Redondo Avenue Long Beach, CA 90804 562-987-5722	Residential and outpatient drug and alcohol treatment programs, Intensive day treatment, Group counseling, Private, individualized counseling, Housing programs for low-income and homeless individuals and families, as well as people recovering from substance abuse.
23	San Gabriel Valley Conservation Corps 10900 Mulhall St. El Monte, CA 91731 626-579-2484	Youth acquires knowledge in various trades such as environmental and conservation work, construction, masonry, plumbing, framing, drywall, roofing, recycling and organic farming.
24	Southeast Area Social Services Funding Authority (SASSFA) 10400 Pioneer Blvd. Santa Fe Springs, CA 90670 562-946-2237	Senior services: In-home assessments of physical, psychological, and health needs, Individual care plans; Coordination of services; Monitoring and follow-up; Light Housekeeping; Personal Care; Caregiver Support; Home Delivered Meals; and Nutrition Programs; AJCC Services.
25	Whole Systems Learning 8504 Firestone Blvd. Downey, CA 90241 310-710-1822	Gang intervention including cognitive behavioral program, case management, tattoo removal, and peer mentorship.
26	Women in Non-Traditional Employment Roles (WINTER) 4741 E. Cesar Chavez Avenue Los Angeles, CA 90022 213-749-3970	Education, construction job training, union apprenticeship job placement, mentorship/retention services, collaboration and support strategies.
27	YWCA Greater Los Angeles 120 S.Olive Street, 7 th Floor Los Angeles, CA 90015 213-365-2991	Digital printing services including brochures, flyers, letterhead, business cards, booklets, calendars, post cards, invitations, labels, NCR forms, event tickets, presentation folders, banners and posters. Graphic design services. Digital print shop training.
28	Anti-Recidivism Coalition (ARC) 1320 East 7 th Street, Suite 260 Los Angeles, CA 90021 213-488-9447	Re-entry services.
29	First Step Staffing 236 Auburn Avenue Atlanta, GA 30303 404-577-3392	Housing, employment
30	New Earth Organization 6001 Bristol Parkway #200 Culver City, CA 90230 310-455-2847	Transitional employment, digital media
31	CRCD Enterprises 3101 S. Grand Avenue Los Angeles, CA 90007 213-743-6193	General construction, facilities maintenance, graffiti abatement, street maintenance.

ATTACHMENT II

How County Departments Can Use the Social Enterprise Master Agreement

1. Departments shall notify the Los Angeles County Department of Workforce Development, Aging and Community Services (WDACS) and Department of Consumer and Business Affairs (DCBA) prior to utilizing the Master Agreement and shall send written confirmation that they agree to follow all the provisions of these guidelines when using the Master Agreement to issue a Work Order. Please contact Robert Brieff at RBrieff@wdacs.lacounty.gov to request the most current Master Agreement list.
2. Departments shall notify WDACS and DCBA whenever they issue a Work Order and, subsequently, when a Work Order is awarded. WDACS will send the Department the current list of contractors on the Master Agreement.
3. Departments shall be responsible for verifying that their funding source allows use of the Master Agreement prior to utilizing it to issue a Work Order and shall confirm if necessary with their County Counsel.
4. Departments shall be responsible for developing the detailed Scope of Work and accompanying fiscal requirements for any Work Order they will be issuing.
5. Departments shall be responsible for determining if the prospective Work Order they will be issuing is subject to Living Wage, Prevailing Wage, Prop A, etc., requirements and shall include those requirements in the Work Order.
6. Departments shall be responsible for developing and including the evaluation criteria they will be using for any Work Order they will be issuing.
7. Departments shall be responsible for conducting the evaluation and scoring according to County procedures for any Work Order they will be issuing. Departments shall, at their discretion, be responsible to include a Financial Capability review component within the evaluation commensurate with the specific tasks, nature, and requirements of the work order.
8. Departments shall notify all Social Enterprises on the Master Agreement list whenever they issue any Work Orders.
9. Departments shall be responsible for complying with all necessary steps to comply with the County Protest Policy when issuing and awarding of Work Orders.

10. Departments shall be responsible for entering any Work Orders into eCAPS, and for funding and generating all applicable payments for their Work Order.
11. Departments shall be responsible for monitoring for any Work Order they will be issuing including, but not limited to, monitoring for performance, Living Wage, etc.
12. Departments shall be responsible for adhering to any and all County policies and procedures including, but not limited to, contract monitoring, reporting, etc.
13. Departments shall be responsible for including all applicable performance requirements and measurements in the Work Order.
14. Departments shall be responsible for developing and filing any Board Letter regarding any award of contracts.
15. Departments shall obtain County Counsel's approval of any Work Order prior to issuance.
16. Departments shall take all necessary steps for Union notification and interaction prior to issuing any Work Order.
17. Departments shall be responsible for executing all related Work Order and/or contract documents and undertaking all contract/Work Order administration and maintenance requirements.