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COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27 JUNE 9, 2009

SACHI A. HAMAI
EXECUTIVE OFFICER

June 9, 2009

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

Dear Supervisors:

APPROVAL TO EXECUTE A SOLE SOURCE CONTRACT WITH SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB) TO PROVIDE THE INTRASTATE TRAINING RESOURCE AND INFORMATION NETWORK (I-TRAIN) FOR FISCAL YEAR (FY) 2009-10 (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to: 1) execute a sole source contract for $75,000 with SBWIB for the provision of I-TRAIN for one year with one 12-month option to extend; and 2) execute contract amendments to extend the contract term and to increase or decrease the contract amount contingent on the availability of funds and contractor performance. The I-TRAIN database is an online resource directory of training providers authorized to accept Workforce Investment Act (WIA) funds as tuition. The I-TRAIN enables participants and other jobseekers to search by training providers, training category, location or other pertinent information about the training. The purpose of the I-TRAIN is to have a common, reliable source for locating qualified training vendors.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of CSS, or designee, to enter into and execute a contract for $75,000, with SBWIB, after County Counsel approval as to form, effective July 1, 2009 through June 30, 2010, with one 12-month option to extend.

2. Delegate authority to the Director of CSS, or designee, to negotiate and execute contract amendments to extend the term of the contract and increase or

decrease contract amounts based on contractor performance and availability of funding, after County Counsel approval as to form, provided that approvals of County Counsel and CEO are obtained prior to any such amendment, and the Director of CSS confirms in writing to the Board of Supervisors and the CEO within 30 days after execution that such amendments have been executed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The SBWIB established the I-TRAIN database in 1995 as required by Section 122 of the WIA Regulations. The I-TRAIN database is an online resource directory of training providers authorized to accept WIA funds as tuition. The I-TRAIN enables participants and other jobseekers to search by training providers, training category, location or other pertinent information about the training. The purpose of the I-TRAIN is to have a common, reliable source for locating qualified training vendors. SBWIB alleviates the duplication of procurement, monitoring and evaluation of training providers, thus saving the County time and money to individually certify and monitor these training vendors.

The recommended actions will allow for the continued provision of I-TRAIN services in FY 2009-10, to provide individual referrals to classroom training in support of the State-required Eligible Training Provider List (ETPL).

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan goals of *Children, Family and Adult Well-Being.*

Performance Measures

The program's success will be measured based on the indicators established by WIA and are aligned with the County's *Performance Counts!* Initiative. The performance outcome to be tracked is the certification of training vendors.

FISCAL IMPACT/FINANCING

A total of $75,000 will be used to contract with SBWIB to provide the I-TRAIN services. There is no impact on the County general fund, as the WIA Program is fully financed by WIA Title I Adult and Dislocated Worker funding. Funding for this program has been included in the Department's FY 2009-10 Proposed Budget.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

The County previously elected to utilize one of the Adult and Dislocated Worker agencies to procure a vendor for these services. That contract currently expires on June 30, 2009.

CSS released a Request for Information (RFI) in April 2009 to solicit statements of interest from qualified vendors who can provide individual referrals to classroom training in support of the State-required Eligible Training Provider List (ETPL). The contract period advertised in the RFI was July 1, 2009 through June 30, 2012, for a three-year term. However, CSS has determined that it is in the best interest of the County to reduce the contract period to include one year, commencing July 1, 2009 through June 30, 2010, and include one optional twelve-month extension for FY 2010-11, contingent upon the availability of funds and contractor performance. This will allow sufficient time to do a full competitive procurement to determine if there are any additional qualified and appropriate vendors in an effort to build capacity in the community.

CSS anticipates contracting via a Noncompetitive Award under Title 22, Section 7360 of the California Code of Regulations (CCR). Counsel has reviewed this Board letter. The approval of Counsel and the CEO as to form will be obtained prior to execution of the contract.

CONTRACTING PROCESS

In April 2009, CSS released a RFI with the intent to identify potential agencies qualified to provide the evaluation and initial eligibility of training providers for the I-TRAIN database. CSS advertised and posted the RFI according to federal, State and County requirements. Release of the RFI was also published in multiple greater Los Angeles County newspapers such as the Los Angeles Times, Hoy and the L.A. Watts Times. The RFI was posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

CSS received one Statement of Interest in response to this RFI. SBWIB provided a statement of interest that clearly demonstrated the agency's ability to provide the requested services Countywide. The agency's experienced staff is able to perform the required tasks cost-effectively, without an excessive learning curve.

SBWIB is being recommended for funding through a Noncompetitive Award under Title 22, Section 7360 of the California Code of Regulations (CCR) as a result of inadequate competition. Although CSS met all solicitation requirements including: wide dissemination and advertising of the RFI, specifications that were reasonable, allowing a significant time frame for submission, a realistic timeline for delivery and performance, and the solicitation of a number of sources, only one agency responded to the

solicitation, met the minimum requirements for the program and demonstrated the capability to perform the required scope of work.

The I-TRAIN Program contract is not a Proposition A contract in which living wage laws would be applicable.

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 WIA contractors. 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.

IMPACT ON CURRENT SERVICES OR PROJECTS

The recommended actions will allow for the continued provision of I-TRAIN services in FY 2009-10, to provide individual referrals to classroom training in support of the State-required Eligible Training Provider List (ETPL).

CONCLUSION

Upon Board approval, please mail one copy of the adopted Board letter to Ms. Rosa Garcia, CSS, 3175 West Sixth Street, Room 307, Los Angeles, CA 90020. Ms. Garcia may be reached at (213) 738-2927.

Respectfully submitted,

Cynthia Banks (cos)
CYNTHIA D. BANKS
Director

c: Chief Executive Officer
Acting County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors

SOLE SOURCE CHECKLIST

Check (√)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS Identify applicable justification and provide documentation for each checked item.
√	➢ Only one bona fide source for the service exists; performance and price competition are not available.
	➢ Quick action is required (emergency situation).
	➢ Proposals have been solicited but no satisfactory proposals were received.
	➢ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➢ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➢ It is most cost-effective to obtain services by exercising an option under an existing contract.
√	➢ It is in the best interest of the County e.g., administrative cost savings, excessive learning curve for a new service provider, etc.
	➢ Other reason. Please explain:

Deputy Chief Executive Officer, CEO _____ Date _____

COUNTY OF LOS ANGELES – COMMUNITY AND SENIOR SERVICES (CSS)
SOLE SOURCE CHECKLIST JUSTIFICATION

This documentation is provided as justification for the CSS request to the Board for authorization to execute a sole source contract with the South Bay Workforce Investment Board (SBWIB) for the provision of the Intrastate Training Resource and Information Network (I-TRAIN), an online training provider database. CSS anticipates contracting with SBWIB via a Noncompetitive Award under Title 22, Section 7360 of the California Code of Regulations (CCR) as a result of an inadequate competition.

The applicable justification for this Sole Source request is as follows:

- Only one bona fide source for the services exists; performance and price competition are not available.

On April 13, 2009, CSS released a Request for Information (RFI) with the intent to identify potential agencies qualified to provide the evaluation and initial eligibility of training providers for the I-TRAIN database. CSS advertised and posted the RFI according to federal, State and County requirements.

CSS received one Statement of Interest in response to the RFI from the SBWIB. The SBWIB established the I-TRAIN database in 1995 as required by Section 122 of the WIA Regulations. The I-TRAIN database is an online resource directory of training providers authorized to accept Workforce Investment Act (WIA) funds as tuition. The I-TRAIN enables participants and other jobseekers to search by training providers, training category, location or other pertinent information about the training. The purpose of the I-TRAIN is to have a common, reliable source for locating qualified training vendors.

The SBWIB has conducted the procurement of all training providers who request to be listed on the I-TRAIN and the State Eligible Training Provider List (ETPL). SBWIB has also been responsible for annual monitoring visits for WIA compliance; maintenance of the I-TRAIN database with revisions and additions; handling and resolving complaints; and quarterly evaluations of training providers.

- It is in the best interest of the County e.g., administrative cost savings, excessive learning curve for a new service provider, etc.

SBWIB alleviates the duplication of procurement, monitoring and evaluation of training providers. This agency has a long-standing record of experience and the demonstrated staff capacity to provide the continued need to evaluate potential training providers and maintain the I-TRAIN database for local jobseekers. Additionally, the State Employment Training Panel (ETP) has recognized the SBWIB as their procurement agency since the authority for training certificates issued by the former Bureau of Private Postsecondary Vocational Education has lapsed.

The intent of the RFI is to potentially save the County the administrative cost and time associated with an RFP solicitation. The RFI warrants that only one provider, SBWIB, has the experience and knowledge to operate the I-TRAIN database.