

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER


Date: September 12, 2023

CAO File No. 0220-05620-0008

Council File No. 23-0915

Council District: All

To: The Mayor
The Council

From:  Matthew W. Szabo, City Administrative Officer

Reference: Economic and Workforce Development Department Transmittal dated August 25, 2023; Supplemental information received through September 11, 2023

Subject: **REQUEST FOR QUOTES FUNDING RECOMMENDATIONS – FIVE-YEAR STRATEGIC PLAN FOR WORKFORCE DEVELOPMENT**

RECOMMENDATIONS

1. Approve the results of the 2023 Request for Quotes for the Five-Year Strategic Plan for Workforce Development as detailed in the joint Transmittal from the Workforce Development Board and the Economic and Workforce Development Department dated August 25, 2023;
2. Authorize the General Manager of the Economic and Workforce Development Department (EWDD), or designee, to:
 - a. Negotiate and execute an agreement with the recommended consultant for a nine-month term from September 1, 2023 through May 31, 2024, in the amount of \$300,000, to develop a Five-Year Strategic Plan for Workforce Development, subject to the review and approval by the City Attorney as to form, funding availability, compliance with City contracting requirements, including Charter Section 1022 requirements, and federal grant guidelines, available grant funding, and applicable provisions of the Workforce Development Board/Local Elected Officials (WDB-LEO) agreement;
 - b. Make technical corrections as necessary to transactions included in this report to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer.

SUMMARY

In a joint Transmittal dated August 25, 2023 (C.F. 23-0915) (Transmittal), the Economic and Workforce Development Department (EWDD) and the Los Angeles Workforce Development Board (WDB) request Mayor and Council approval of the contractor selection from a Request for Quotes

(RFQ) issued on June 26, 2023 to develop a Five-Year Strategic Plan for Workforce Development. This Office recommends approval of the results of the RFQ as detailed in the Transmittal, and authority for EWDD to negotiate and execute a contractual agreement with the selected contractor, Civic Makers (Contractor).

Funding for this contract comes from Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker funds, allocated through the EWDD's Year 24 Annual Plan adopted by Council and the Mayor on June 28, 2023 (C.F. 23-0602).

BACKGROUND

As the City's administrative and fiscal entity for federal, state, and local workforce development grant funds, the EWDD manages the Workforce Development System (WDS) and promotes public and private investments in workforce development activities. The WDS consists of a network of service providers managed by EWDD and comprised of 15 Adult WorkSource Centers (WSC) providing services for adults and 14 YouthSource Centers (YSC) providing services for youth from the ages of 14 through 24. The Five-Year Strategic Plan is intended to better align WDS resources and strategies to connect City residents to living-wage and high-paying jobs in growing industries in the City of Los Angeles.

The proposed agreement is for a nine-month term from September 1, 2023 through May 31, 2024, with no option to renew, in the amount of \$300,000, for Contractor to develop a Five-Year Strategic Plan for Workforce Development, which includes the following deliverables:

1. Develop a concrete five-year strategy that supports the Mayor's goal to connect every Angeleno with a living-wage job and career pathways;
2. Facilitate meetings with community stakeholders and business leaders to assess the critical need for highly-trained employees in today's workforce and address barriers to employment;
3. Conduct an in-depth analysis of government policies that may be hindering labor growth and wage increases; identify solutions and best practices for increasing employment and reducing labor shortages; and
4. Hire a sub-consultant to perform graphic design services and prepare the five-year strategic plan to be a visually aesthetic publication upon completion.

Procurement Process

The Council and Mayor authorized the EWDD to release an RFQ for consulting services as part of the recommendations included in the Year 24 Annual Plan. The EWDD submitted a Notice of Intent to Contract to the Employee Relations Division and a request for a Contract Review to the Personnel Department. The recommendations in this Report are subject to a completed Contract Review Report from the Personnel Department and, if applicable, a completed Charter Section 1022 Determination by the CAO.

The EWDD released the Five-Year Strategic Plan RFQ on June 26, 2023. A total of 15 proposals were submitted by the stated deadline of July 21, 2023. They were evaluated by internal City staff and scored based on: (1) Demonstrated Ability and Program Design (80 points), and (2) Program Budget (20 points). Civic Makers received the highest score and was selected as the proposed Contractor. No appeals were received. The Workforce Development Board approved the recommended Contractor. Council and Mayor approval of the proposed contract is required as the contract amount exceeds the \$250,000 threshold established by the Workforce Development Board – Local Elected Officials (WDB-LEO) agreement (C.F. 16-0475 and 12-0602-S6).

FISCAL IMPACT STATEMENT

The recommendations in this report will have no additional impact to the General Fund. The recommendations are consistent with those adopted as part of the Economic and Workforce Development Department (EWDD) and Workforce Development Board (WDB) Year 24 Annual Plan (C.F. 23-0602). The Fiscal Year 2023-24 contract authority proposed in this report totals \$300,000 in Workforce Innovation Opportunity Act (WIOA) Formula funds allocated in the Annual Plan, as submitted by the EWDD and approved by the Workforce Development Board, the Council, and the Mayor.

FINANCIAL POLICIES STATEMENT

The City's Financial Policies require that the City pursue federal, state and private grants but strictly limit financial support of these programs to avoid commitments that continue beyond available funding. The recommendations provided in this report are in compliance with the City's Financial Policies in that all grant funds will be utilized for grant-eligible activities. All funding is subject to the availability of grant funds and funding determinations by the Mayor and City Council. The recommendations in this Report are consistent with previous actions by the Council and the Mayor as it relates to the Economic and Workforce Development Department (EWDD) and Workforce Development Board (WDB) Year 24 Annual Plan (C.F. 23-0602).