

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: July 18, 2023

CAO File No. 0150-11397-0002

Council File No.

Council District: 11

To: The Mayor

From: Matthew W. Szabo, City Administrative Officer

Reference: Correspondence from Los Angeles World Airports Board of Airport Commissioners (Board) dated June 15, 2023 and July 10, 2023; referred by the Mayor for a report on June 15, 2023

Subject: **RESOLUTION NO. 27754 AND PROPOSED CONTRACT WITH ACT-1 GROUP, INC. DBA AGILEONE FOR THE MANAGEMENT AND OPERATIONS OF LOS ANGELES WORLD AIRPORTS' FIRST SOURCE HIRING PROGRAM**

RECOMMENDATION

That the Mayor:

1. Approve Los Angeles World Airports (LAWA) Resolution No. 27754 authorizing a proposed one-year replacement contract with ACT-1 Group, Inc. dba AgileOne for the management and operation of Los Angeles World Airports' First Source Hiring Program for an amount not-to-exceed \$250,000;
2. Adopt the California Environmental Quality Act (CEQA) determinations of the July 10, 2023 Board of Airport Commissioners (Board) Resolution 27754, that this action is exempt from CEQA pursuant to Article II, Section 2(f) of the Los Angeles City CEQA Guidelines; and
3. Authorize the LAWA Chief Executive Officer, or designee, to execute the proposed agreement and return the Resolution to LAWA for further processing, including Council consideration.

SUMMARY

The Los Angeles World Airports (LAWA) Board of Airport Commissioners (Board) requested approval of its July 10, 2023 Resolution 27754 authorizing a proposed one-year replacement contract with ACT-1 Group, Inc. dba AgileOne (Agile 1) for the management and operation of Los Angeles World Airports' First Source Hiring Program (FSHP). The total not-to-exceed compensation limit over the term period is \$250,000.

The proposed contract has been approved as to form by the City Attorney. Pursuant to Charter Section 373 and Los Angeles Administrative Code Section 10.5, Council approval is required because the combined duration of the previous agreements and the proposed agreement have a cumulative contract term exceeding three years. Our Office has reviewed the request and recommends approval.

BACKGROUND

On July 10, 2023 and June 15, 2023, the Board approved Resolution 27754 and a LAWA staff report requesting approval to execute a proposed one-year contract for the management and operation of the FSHP with ACT-1 Group, Inc. dba AgileOne (Agile 1). Approval of the proposed contract will enable the Department's Business, Jobs and Social Responsibility Division (BJSR) and Information Management and Technology (IMT) Division sufficient lead time to conduct an in-depth analysis into whether LAWA has sufficient capacity to effectively manage and operate a portion or the entirety of the essential services of the FSHP through its existing enterprise software, without compromising the quality and integrity of the program. Upon concluding the investigation, LAWA will determine whether the program shall be managed by the IMT Division and its on-call information technology consulting contracts or if a Request for Proposals shall be initiated to secure a new contract by the third quarter of Fiscal Year 2023-24.

FSHP Objective - The BJSR reports that the FSHP serves as a communication hub designed with the aim of offering employment opportunities at the airport to local applicants from South Los Angeles, El Segundo, Hawthorne, Inglewood, Lennox, and other communities that have been impacted by airport operations. The goal of the program is to establish social equity in and around the airport by leveraging community resources partners to facilitate the connection of eligible workforce candidates with employers, without imposing any financial burden on the applicant.

On August 2, 2010, the Board awarded a three-year contract (DA-4509) to Agile 1 for the management of LAWA's FSHP. This action was followed by a series of successive contract awards to Agile 1, with the latest being an eight-month contract (Service No. 4700002190) from August 16, 2022 to May 15, 2023. Currently, the contractor is responsible for the administration and maintenance of the existing licensed web-based system, as well as technology support. Their core services also include:

- Maintenance of the FSHP job referral website;
- Job scraping (identifying LAWA employers' job postings elsewhere on the internet and reposting them to the FSHP job referral website);
- Monthly and quarterly reports summarizing the progress of the FSHP, identifying trends, and providing recommendations for improvements and advancements of the program; and
- American with Disabilities Act compliance monitoring and support.

LAWA's Employment Website Usage - In October 2015, as a component of the FSHP, Agile 1 developed and launched a robust job referral website under the domain name JobsAtLAX.org. Digitizing the FSHP allows online access to 1) job postings from LAX employers; 2) personalized

job alerts; and 3) airport-related hiring events. The online platform also enables LAWA to interface directly with registered employers and job seekers. Currently, there are 258 LAX employers registered on the website. As of December 2022, LAWA reported that the JobsAtLAX.org website attracted more than 1.6 million visits. Among these visits, a total of 104,300 were registered job seekers who have submitted 205,355 applications for 29,607 job postings.

FSHP Compliance - Based on JobsAtLAX.org statistics, there has been a significant surge in the volume of individuals actively pursuing employment opportunities at the airport, as evidenced by the rise in the number of job applications submitted on the website. As a result, LAWA adopted a policy in February 2020 requiring all LAX contractors, lessees, licensees, and construction contractors with non-trade jobs to participate in the FSHP. LAX employers with open non-construction positions must contact FSHP, register their company, and post vacant positions on the Applicant Tracking System prior to posting the job opportunities to the general public. LAWA's approach to ensuring that all contractors comply with the FSHP provision is by informing each proposer before, during, and after the bidding process of their obligation to participate in the program. Failure to comply with the FSHP provision may result in a breach of contract and liquidated damages of \$1 million.

Connection to Additional Job Resources - In response to the COVID-19 pandemic, LAWA leveraged its online platform to provide accessible employment support services to dislocated workers. The application helped connect job seekers with income support, workforce training opportunities, and job referrals. Upon registering on LAWA's employment portal, users' contact information was shared with the City of Los Angeles - Economic and Workforce Development Department and the County of Los Angeles - Workforce Development Department, as well as partner WorkSource centers, with the objective of enhancing the chances of job seekers finding employment opportunities during this challenging period.

CITY COMPLIANCE

The proposed Agreement includes provisions to ensure compliance with applicable City Ordinances, contracting, and insurance requirements. In accordance with Charter Section 373 and Administrative Code Section 10.5(a) and 10.5(b)(2), the Contract requires Council approval because the total term of the agreement exceeds three years. As reported by LAWA staff, this action is not subject to the provisions of the Business Enterprise Programs, subsequently, no mandatory business inclusion goals were established. The City Attorney has reviewed and approved the proposed contract as to form and legality.

California Environmental Quality Act (CEQA) – On June 15, 2023, the Board determined that the proposed contract with ACT-1 Group, Inc. dba AgileOne for the management and operation of the Los Angeles World Airports' First Source Hiring Program at Los Angeles World Airports will not directly impact the environment and is exempt from CEQA pursuant to Article II, Section 2(f) of the Los Angeles City CEQA Guidelines.

FISCAL IMPACT STATEMENT

Approval of the proposed one-year contract for the management and operation of the Los Angeles World Airports' First Source Hiring Program with ACT-1 Group, Inc. dba AgileOne will have no impact on the City's General Fund. Costs associated with the proposed contract are included in Los Angeles World Airports' Fiscal Year 2022-23 Operating Budget in LAX Cost Center 1230019 – Business, Jobs and Social Responsibility, Commitment Item 520 – Contractual Services. Funding for subsequent years, if necessary, will be requested as part of the Department's annual budget process. The actions of the proposed agreement comply with the Los Angeles World Airports' adopted Financial Policies.

Attachment 1 – June 15, 2023 BOAC Report and July 10, 2023 Resolution No. 27754

MWS/PJH/JVW:DG:10240009

 LOS ANGELES WORLD AIRPORTS		 Item Number 7																									
Report to the BOARD OF AIRPORT COMMISSIONERS		Meeting Date 6/15/2023																									
Approver: <u>Louis Gutierrez</u> <small>Louis Gutierrez (Jun 9, 2023 13:57 PDT)</small> Louis Gutierrez, Chief Human Capital and Equity Officer		Needs Council Approval: <input checked="" type="checkbox"/> Y																									
Reviewer: <u>Brian C. Ostler</u> Brian C. Ostler, City Attorney		<table border="1"> <thead> <tr> <th>Reviewed for/by</th> <th>Date</th> <th>Approval Status</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Finance</td> <td>6/1/2023</td> <td><input checked="" type="checkbox"/> Y <input type="checkbox"/> NA</td> <td>JS</td> </tr> <tr> <td>CEQA</td> <td>6/1/2023</td> <td><input checked="" type="checkbox"/> Y</td> <td>MD</td> </tr> <tr> <td>Procurement</td> <td>6/5/2023</td> <td><input checked="" type="checkbox"/> Y <input type="checkbox"/> Cond</td> <td>SGL</td> </tr> <tr> <td>Guest Experience</td> <td>5/31/2023</td> <td><input checked="" type="checkbox"/> Y</td> <td>TB</td> </tr> <tr> <td>Strategic Planning</td> <td>5/23/2023</td> <td><input checked="" type="checkbox"/> Y</td> <td>BNZ</td> </tr> </tbody> </table>		Reviewed for/by	Date	Approval Status	By	Finance	6/1/2023	<input checked="" type="checkbox"/> Y <input type="checkbox"/> NA	JS	CEQA	6/1/2023	<input checked="" type="checkbox"/> Y	MD	Procurement	6/5/2023	<input checked="" type="checkbox"/> Y <input type="checkbox"/> Cond	SGL	Guest Experience	5/31/2023	<input checked="" type="checkbox"/> Y	TB	Strategic Planning	5/23/2023	<input checked="" type="checkbox"/> Y	BNZ
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<u>Justin Erbacci</u> <small>Justin Erbacci (Jun 9, 2023 14:34 PDT)</small> Justin Erbacci, Chief Executive Officer																											

SUBJECT

Request to authorize Los Angeles World Airports to award a one-year contract with the ACT-1 Group, Inc. dba AgileOne, for a total amount not to exceed \$250,000, for the management and operation of the Los Angeles World Airports' First Source Hiring Program.

RECOMMENDATIONS

Management RECOMMENDS that the Board of Airport Commissioners:

1. ADOPT the Staff Report.
2. DETERMINE that this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Article II, Section 2.f of the Los Angeles City CEQA Guidelines.
3. FIND that the work can be performed more economically or feasibly by an independent contractor than by City employees.
4. FURTHER FIND that, pursuant to Charter Section 371 (e) (10), competitive bidding for this work would be undesirable, impractical or impossible at this time.
5. APPROVE a one-year contract with the ACT-1 Group, Inc. dba AgileOne, for the management and operation of the Los Angeles World Airports' First Source Hiring Program, for a total amount not to exceed \$250,000.

6. AUTHORIZE the Chief Executive Officer, or designee, to execute the contract after approval as to form by the City Attorney and approval by the Los Angeles City Council.

DISCUSSION

1. Purpose

The Business, Jobs, and Social Responsibility Division (BJSR) requests authority to enter into a one-year contract with the Act 1 Group, Inc. dba AgileOne (Agile 1) to ensure continuous management and operation of the Los Angeles World Airports (LAWA, Department) First Source Hiring Program (FSHP).

Los Angeles World Airports is requesting this new service agreement to continue operating the FSHP without gaps in service while LAWA completes its organizational analysis. The contract is for one year for a not-to-exceed amount of \$250,000.

2. Prior Related Actions/History of Board Actions

- **August 2, 2010 – Resolution No. 24195 (DA-4509)**
The Board of Airport Commissioners (Board) awarded a three-year contract, from August 1, 2010 to July 31, 2013, to Agile 1 for the administration of the LAWA FSHP for a total contract amount not to exceed \$750,000.
- **March 18, 2013 – Resolution No. 25058 (DA-4801)**
The Board awarded a three-year contract, from August 1, 2013 to July 31, 2016, to Agile 1 for the administration of the LAWA FSHP for a total contract amount not to exceed \$900,000.
- **July 20, 2016 – Resolution No. 26024 (DA-5105A)**
The Board awarded a three-year contract, from August 10, 2016 to August 9, 2019, to Agile 1 for the administration of the LAWA FSHP for a total contract amount not to exceed \$975,000.
- **August 21, 2019 – Resolution No. 26788 (DA-5105)**
The Board authorized LAWA to amend Contract DA-5105 with Agile 1 for management and operation of the LAWA FSHP, to add an additional year for a total contract amount not to exceed \$1,325,000.
- **June 4, 2020 – Resolution No. 27031 (DA-5105B)**
The Board approved the Second Amendment to Contract DA-5105 with Agile 1, to extend the term by two years and increase the contract authority by \$434,808, for total amount not to exceed \$1,734,808, covering management and operation of the LAWA FSHP. The amendment also reduced the scope of services and level of contractor support for LAWA workforce services as a COVID-19 budget austerity measure.
- **August 16, 2022 – Service No. 4700002190**
The Los Angeles World Airports CEO approved an eight-month contract, from August 16, 2022 to May 15, 2023, with AgileOne for continuous management and operation of the LAWA FSHP for a total contract amount not to exceed \$150,000.

3. Background

Los Angeles International Airport (LAX) established the FSHP as a provision of LAWA's 2004 Community Benefits Agreement (CBA) to improve local communities' access to livable wage airport jobs by providing access to airport employment and providing contractors with referrals to qualified local workers.

Prior to the CBA's expiration in 2020, LAWA adopted a policy establishing the FSHP as a permanent program requiring that all LAX contractors participate by first advertising their non-construction employment opportunities on LAWA's job referral platform, www.jobsatlax.org.

Since 2009, Agile 1 has provided management and operations support for the FSHP. In October 2015, Agile 1 developed the JobsAtLAX.org website that allows:

- LAX employers to post their employment opportunities online
- Job seekers to apply for airport jobs online
- Job seekers to receive personalized job alerts
- Advertisement of airport-related hiring events
- LAWA to correspond directly with registered employers and job seekers

While BJSR has prepared and released two Requests for Proposals (RFPs) to re-procure FSHP services, one was canceled due to the COVID-19 crisis, and the second was halted by LAWA executive management as they take a comprehensive review of strategies to deliver services in support of workforce and business inclusion.

In all new and renewed contracts at LAX, LAWA includes the requirement for LAX-contracted employers to participate in the FSHP.

Agile 1 provides monthly and quarterly reports that summarize the utilization of the website, as indicated below:

	2015 Total	2016 Total	2017 Total	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total
LAX Employers Registered	137	162	183	189	239	255	257	258
Job Seekers Registered	6,546	33,355	60,770	82,132	95,394	99,486	102,472	104,300
Job Seekers Submitting Applications	12,016	67,674	126,675	160,036	186,723	197,935	201,527	205,355
Jobs Posted	741	5,562	13,714	19,222	5,104	26,034	27,489	29,607
Website Visits	48,430	357,815	697,595	1,257,024	1,435,348	1,530,065	1,617,748	1,680,923

The nearly two million visits to www.jobsatlax.org demonstrate that the FSHP platform is a valuable connection point between LAWA, LAX employers, and local workforce pools.

The FSHP has over 200,000 registered job seekers and has been of particular benefit for LAWA's concessionaires hiring food, beverage, and retail service employees. During the COVID-19 crisis, LAWA used the platform to connect dislocated workers to job opportunities and employment-supportive services, as well as to support LAWA employers to comply with the State of California requirement to notify local officials of layoffs of 50 or more employees.

As the FSHP is also the registration portal for LAWA hiring events, the FSHP has been critical to concessionaires' ability to ramp up hiring to return to more normalized operations. Partnering with the City's and Los Angeles County's workforce systems, and using its FSHP platform as a communications hub, LAWA has hosted several successful hiring events, including LAWA's largest ever hiring event in 2021. The event, hosted at the So-Fi stadium, drew more than 1,500 attendees and resulted in hundreds of job offers extended to new airport employees.

4. Current Action/Rationale

Los Angeles World Airports is requesting this new, one-year contract, for an amount not to exceed \$250,000, to continue operating the FSHP, without gaps in service, while LAWA completes its comprehensive program review and organizational analysis.

As part of this organizational analysis, management is considering whether LAWA already has suitable capacity through its existing Information Management and Technology Division and their enterprise software and consulting contracts to perform some, or all, of the essential services of the FSHP.

The First Source Hiring Program is not only a critical resource to BJSR as it carries out LAWA workforce inclusion efforts and to local residents seeking living wage jobs, but it is also a contractually-mandated program for all LAX contractors. Therefore, any lapse in FSHP services would result in LAWA not maintaining a program in which its contractors are required to participate. Additionally, as the current contractor manages the FSHP platform using proprietary source code, LAWA risks losing or degrading key legacy data—including the information from 200,000 site registrants—should the Department be unable to plan and implement a smooth technology transfer from the current vendor to a future vendor or to LAWA internal servers.

How This Action Advances a Specific Strategic Plan Goal and Objective

This action advances this strategic goal and objective: Foster equitable economic growth and sustainability in our region by ensuring access to jobs at LAWA for local residents, ensuring LAWA business practices support recruitment of diverse, qualified employees, as well as ensuring transparency of business and job results to workers, business, elected officials, and the community at-large. As mandated by its own policy, it is critical that LAWA leverage an efficient technological platform to connect the workforce with available opportunities and resources and assist LAWA employers to mobilize workforce. The nearly two million visits to the www.jobsatlax.org platform demonstrate that it is a visible LAWA brand and valuable connection point between LAWA, LAWA employers, and local workforce pools.

5. Selection Process

As noted above, BJSR previously prepared and released two RFPs to re-procure FSHP services. The first was canceled due to the COVID-19 crisis, and the second was halted by LAWA executive management as they undertake organizational analysis. Until the analysis is completed, and LAWA determines whether to release another RFP or develop this functionality in-house, continued use of the current service provider is the only way to avoid a gap in FSHP services.

6. Fiscal Impact

The cost to LAWA for completion of these tasks will be recovered through landing fees, terminal rates and charges, and non-aeronautical revenues.

7. Alternatives Considered

- ***Take No Action***

If no action is taken, the FSHP would be suspended until such time as LAWA selects a new vendor and/or develops and implements a new program delivery approach. In the short term, the program's suspension eliminates this platform as a recruitment tool for LAWA employers at a time when many LAWA vendors are ramping up employment for the summer travel season. The program's suspension would also mean that LAWA would fail to implement the program in which LAWA requires all LAX vendors to participate as a condition of contract execution.

The program's suspension may also jeopardize LAWA's ability to safely and effectively transition the valuable job seeker and employer data into a system under LAWA's control. Over time, the program's absence decreases LAWA's presence and goodwill in the surrounding communities and undermines LAWA's and the City of Los Angeles' strategy to use contracting as a tool to promote local employment and increase positive economic impact in the local economy.

- ***Allow Contract to Expire and Use LAWA Staff to Perform the Work (If a New Contractor is Not Procured)***

Although LAWA management is considering whether internal staff and their existing contractors have the capacity to perform this work, ideally, the current contractor would continue providing services until such a determination can be made and a responsible transitional plan implemented. Previous analysis revealed lack of internal staff capacity to perform this work, but recent IMTG contract executions have brought on new capacity, and thereby warrant LAWA revisiting whether current resources are sufficient to manage the technology platform. While LAWA reviews the viability of this option, challenges remain, and this review cannot be completed prior to May 15. Challenges to resolve include: (1) no LAWA staff access to or familiarity with the current vendor's proprietary coding platform, (2) the need for LAWA to implement a plan to bridge the program's technology, including safeguarding current data and protecting job seekers' and employers' confidential information. While LAWA evaluates which technology functions may be moved in-house, preferably without compromising the quality and

integrity of the program, LAWA must also identify non-technology resources to carry out the administrative and system user support functions currently performed by the vendor.

- ***Eliminate the Program Altogether***

The program's elimination would demonstrate not only LAWA's challenges to follow its own executive policies but also its inability to maintain a critical resource for the surrounding community. As previously stated, it is vital that LAWA establish good will by leveraging an efficient technological platform to connect the workforce with available opportunities and resources and assist LAWA employers to identify and recruit needed employees.

APPROPRIATIONS

Funds for this contract are available in the Fiscal Year 2022-2023 Los Angeles World Airports Operating Budget in LAX Cost Center 1230019 – Business, Jobs and Social Responsibility, Commitment Item 520 – Contractual Services. Funding for subsequent years will be requested as part of the annual budget process.

STANDARD PROVISIONS

1. Continuing administrative, maintenance and personnel-related activities are exempt from California Environmental Quality Act (CEQA) requirements pursuant to Article II, Section 2. f of the Los Angeles City CEQA Guidelines.
2. This contract is subject to approval as to form by City Attorney.
3. Actions taken on this item by the Board of Airport Commissioners will become final pursuant to the provisions of Los Angeles City Charter Section 373.
4. AgileOne will comply with the provisions of the Living Wage Ordinance.
5. This action is not subject to the provisions of the Business Enterprise (BE) Programs.
6. AgileOne will comply with the provisions of the Affirmative Action Program.
7. AgileOne has been assigned Business Tax Registration Certificate number 0000863872-1.
8. AgileOne will comply with the provisions of the Child Support Obligations Ordinance.
9. AgileOne has approved insurance documents, in the terms and amounts required, on file with Los Angeles World Airports.
10. Pursuant to Charter Section 1022, staff determined the work specified on the proposed contract can be performed more feasibly or economically by an Independent Contractor than by City employees.
11. AgileOne has submitted the Contractor Responsibility Program Questionnaire and Pledge of Compliance and will comply with the provisions of the Contractor Responsibility Program.

12. AgileOne has been determined by Public Works, Office of Contract Compliance, to be in full compliance with the provisions of the Equal Benefits Ordinance.
13. AgileOne will be required to comply with the provisions of the First Source Hiring Program for all non-trade Airport jobs.
14. AgileOne has submitted the Bidder Contributions CEC Form 55 and will comply with its provisions.
15. AgileOne has submitted the Municipal Lobbying Ordinance CEC Form 50 and will comply with its provisions.
16. This action is not subject to the provisions of the Iran Contracting Act.

July 10, 2023

The Honorable City Council
of the City of Los Angeles
(via email)

Subject: One (1)-year Contract with The ACT 1 Group, Inc. dba AgileOne

Pursuant to Section 373 of the City Charter, enclosed for your approval is a one (1)-year Contract with The ACT 1 Group, Inc. dba AgileOne that was approved by the Board of Airport Commissioners at its June 15, 2023 meeting. There is no impact to the General Fund.

LAX

Van Nuys

City of Los Angeles

Karen Bass
Mayor

Board of Airport
Commissioners

Valeria C. Velasco
Vice President

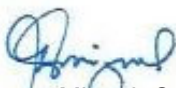
Vanessa Aramayo
Matthew M. Johnson
Courtney La Bau
Victor Narro
Nicholas P. Roxborough
Karim Webb

Justin Erbacci
Chief Executive Officer

RECOMMENDATIONS FOR CITY COUNCIL:

1. Adopt the determination by said Board that this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Article II, Section 2.f of the Los Angeles City CEQA Guidelines; and
2. Approve a one (1)-year Contract with The ACT 1 Group, Inc. dba AgileOne, covering management and operation of the Los Angeles World Airports First Source Hiring Program, for cost not to exceed \$250,000; and
3. Concur with said Board's action on June 15, 2023, by Resolution 27754, authorizing the Chief Executive Officer, or designee, of Los Angeles World Airports to execute said Contract with The ACT 1 Group, Inc. dba AgileOne.

Very truly yours,



Grace Miguel, Commission Executive Assistant II
BOARD OF AIRPORT COMMISSIONERS

Enclosures

cc: Trade, Travel and Tourism Committee
Councilmember Park, e-file
Councilmember McOsker, e-file
Councilmember Soto-Martinez, e-file
CAO (Airport Analyst), e-file
CLA (Airport Analyst), e-file
City Clerk's Office, e-file



RESOLUTION NO. 27754

WHEREAS, on recommendation of Management, there was presented for approval, one (1)-year Contract with The ACT 1 Group, Inc. dba AgileOne covering management and operation of the Los Angeles World Airports First Source Hiring Program, for cost not to exceed \$250,000; and

WHEREAS, Los Angeles World Airports (LAWA) established the First Source Hiring Program (FSHP) as a provision of its 2004 Community Benefits Agreement (CBA) to improve local communities' access to livable wage airport jobs by providing access to airport employment and providing contractors with referrals to qualified local workers; and

LAX

Van Nuys

City of Los Angeles

Karen Bass
Mayor

Board of Airport
Commissioners

Beatrice C. Hsu
President

Valeria C. Velasco
Vice President

Vanessa Aramayo
Matthew M. Johnson
Nicholas P. Roxborough
Karim Webb

Justin Erbacci
Chief Executive Officer

WHEREAS, prior to the CBA's expiration in 2020, LAWA adopted a policy establishing the FSHP as a permanent program requiring that all Los Angeles International Airport (LAX) contractors participate by first advertising their non-construction employment opportunities on LAWA's job referral platform, www.JobsAtLAX.org; and

WHEREAS, since 2009, AgileOne has provided management and operations support for the FSHP. In October 2015, AgileOne developed the JobsAtLAX website that allows:

- LAX employers to post their employment opportunities online
- Job seekers to apply for airport jobs online
- Job seekers to receive personalized job alerts
- Advertisement of airport-related hiring events
- LAWA to correspond directly with registered employers and job seekers; and

WHEREAS, while the LAWA Business, Jobs, and Social Responsibility Division (BJSR) had prepared and released two Requests for Proposals (RFPs) to re-procure FSHP services, one was canceled due to the COVID-19 crisis, and the second was halted by LAWA executive management as it takes a comprehensive review of strategies to deliver services in support of workforce and business inclusion; and

WHEREAS, in all new and renewed contracts at LAX, LAWA includes the requirement for LAX-contracted employers to participate in the FSHP; and

WHEREAS, AgileOne provides monthly and quarterly reports that summarize the utilization of the website, as indicated below:

Year Totals	LAX Employers Registered	Job Seekers Registered	Job Seekers Submitting Applications	Jobs Posted	Website Visits
2015 Totals	137	6,546	12,016	741	48,430
2016 Totals	162	33,355	67,674	5,562	357,815
2017 Totals	183	60,770	126,675	13,714	697,595
2018 Totals	189	82,132	160,036	19,222	1,257,024
2019 Totals	239	95,394	186,723	5,104	1,435,348
2020 Totals	255	99,486	197,935	26,034	1,530,065
2021 Totals	257	102,472	201,527	27,489	1,617,748
2022 Totals	258	104,300	205,355	29,607	1,680,923; and



WHEREAS, the nearly two million visits to the website demonstrate that the FSHP platform is a valuable connection point between LAWA, LAX employers, and local workforce pools. The FSHP has over 200,000 registered job seekers and has been of particular benefit for LAWA's concessionaires hiring food, beverage, and retail service employees; and

WHEREAS, during the COVID-19 crisis, LAWA used the platform to connect dislocated workers to job opportunities and employment-supportive services, as well as to support LAWA employers to comply with the State of California requirement to notify local officials of layoffs of 50 or more employees; and

WHEREAS, as the FSHP is also the registration portal for LAWA hiring events, the FSHP has been critical to concessionaires' ability to ramp up hiring to return to more normalized operations. Partnering with the workforce systems of the City of Los Angeles and Los Angeles County, and using its FSHP platform as a communications hub, LAWA has hosted several successful hiring events, including LAWA's largest ever hiring event in 2021. The event, hosted at the So-Fi stadium, drew more than 1,500 attendees and resulted in hundreds of job offers extended to new airport employees; and

WHEREAS, the new contract will allow AgileOne to continue operating the FSHP, without gaps in service, while LAWA completes its comprehensive program review and organizational analysis. As part of the organizational analysis, LAWA management is considering whether LAWA already has suitable capacity through its existing Information Management and Technology Division and its enterprise software and consulting contracts to perform some, or all, of the essential services of the FSHP; and

WHEREAS, the FSHP is not only a critical resource to BJSR as it carries out LAWA workforce inclusion efforts and to local residents seeking living wage jobs, but it is also a contractually-mandated program for all LAX contractors. Therefore, any lapse in FSHP services would result in LAWA not maintaining a program in which its contractors are required to participate. Additionally, as the current contractor manages the FSHP platform using proprietary source code, LAWA risks losing or degrading key legacy data—including the information from 200,000 site registrants—should LAWA be unable to plan and implement a smooth technology transfer from the current vendor to a future vendor or to LAWA internal servers; and

WHEREAS, funds for the contract are available in the Fiscal Year 2022-2023 LAWA Operating Budget in LAX Cost Center 1230019 – Business, Jobs and Social Responsibility, Commitment Item 520 – Contractual Services. Funding for subsequent years will be requested as part of the annual budget process; and

WHEREAS, continuing administrative, maintenance and personnel-related activities are exempt from California Environmental Quality Act (CEQA) requirements pursuant to Article II, Section 2.f of the Los Angeles City CEQA Guidelines; and

WHEREAS, AgileOne will comply with the provisions of the Living Wage Ordinance and Affirmative Action Program, and Child Support Obligations Ordinance; and

WHEREAS, AgileOne is assigned Business Tax Registration Certificate 0000863872-1; and

WHEREAS, AgileOne has approved insurance documents, in the terms and amounts required, on file with LAWA; and

WHEREAS, pursuant to Charter Section 1022, staff determined that the work specified on the contract can be performed more feasibly or economically by an Independent Contractor than by City employees; and

WHEREAS, AgileOne has submitted the Contractor Responsibility Program Questionnaire and Pledge of Compliance, and will comply with the provisions of said program; and

WHEREAS, AgileOne has been determined by Public Works, Office of Contract Compliance, to be in full compliance with the provisions of the Equal Benefits Ordinance; and

WHEREAS, AgileOne will be required to comply with the provisions of the FSHP for all non-trade LAX jobs; and

WHEREAS, AgileOne has submitted the Bidder Contributions CEC Form 55, and will comply with its provisions; and

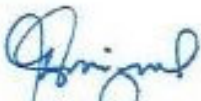
WHEREAS, AgileOne has submitted the Municipal Lobbying Ordinance CEC Form 50, and will comply with its provisions; and

WHEREAS, actions taken on this item by the Board of Airport Commissioners will become final pursuant to the provisions of Los Angeles City Charter Section 373;

NOW, THEREFORE, BE IT RESOLVED that the Board of Airport Commissioners adopted the Staff Report; determined that this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Article II, Section 2.f of the Los Angeles City CEQA Guidelines; found that the work can be performed more economically or feasibly by an independent contractor than by City employees; further found that, pursuant to Charter Section 371 (e)(10), competitive bidding for the work would be undesirable, impractical or impossible at this time; approved the one (1)-year Contract with The ACT 1 Group, Inc. dba AgileOne covering management and operation of the Los Angeles World Airports First Source Hiring Program, for cost not to exceed \$250,000; and authorized the Chief Executive Officer, or designee, to execute said Contract with The ACT 1 Group, Inc. dba AgileOne after approval as to form by the City Attorney and approval by the Los Angeles City Council.

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I hereby certify that this Resolution No. 27754 is true and correct, as adopted by the Board of Airport Commissioners at its Regular Meeting held on Thursday, June 15, 2023.



Grace Miguel – Secretary
BOARD OF AIRPORT COMMISSIONERS