

**ALAMEDA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER**

The following action was taken by the Alameda County Board of Supervisors on 12/15/2015

Approved as Recommended

Other

Unanimous **Chan:** **Haggerty:** **Miley:** **Valle:** **Carson:** - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

Contract: C-900142,C-200916,C-12906,C-12907,C-12905

File No. _____

Item No. 1.1

Copies sent to:

K. Fogel

Special Notes:

Fiscal Year 2015-2016
CalWORKs Work Experience
and Community Service
Program



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:

Clerk of the Board
Board of Supervisors

By:

A handwritten signature in blue ink, appearing to read "Daniela Davis", is written over a horizontal line.

Deputy

AGENDA ___ **December 15, 2015**



Lori A. Cox
Agency Director

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Oakland, California 94612
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ssadirector@acgov.org
<http://alamedasocialservices.org>

November 10, 2015

Honorable Board Members
Administration Building
Oakland, CA 94612

Dear Board Members:

SUBJECT: APPROVAL OF AWARDS RESULTING FROM THE SOCIAL SERVICES AGENCY'S (SSA) REQUEST FOR PROPOSALS (RFP) FOR THE CALWORKS WORK EXPERIENCE AND COMMUNITY SERVICE PROGRAM, FOR FISCAL YEAR (FY) 2015-2016.

RECOMMENDATIONS:

Approve the award recommendations resulting from the FY 2015-2016 California Work Opportunity and Responsibility to Kids (CalWORKs) Work Experience and Community Service Program Request For Proposals RFP, for the three-year period beginning retroactively to 11/1/15 – 10/31/18 in the amount of \$8,151,150, with authority to renew for up to two additional fiscal years, and delegate authority to the Social Services Agency Director, or designee, to execute the related contracts under the master contracting process:

- A. Lao Family Community Development, Inc.—LFCD (Principal: Kathy Chao Rothberg; Location: Oakland), Master Contract No. 900142, Procurement No.12906, for service delivery in North Alameda County, in the amount of \$2,630,064 for the period 11/1/15 – 10/31/18;
- B. Lao Family Community Development, Inc.—LFCD (Principal: Kathy Chao Rothberg; Location: Oakland), Master Contract No. 900142, Procurement No. 12907, for service delivery in Central Alameda County, in the amount of \$2,828,064 for the period 11/1/15 – 10/31/18; and
- C. Abode Services (Principal: Louis Chicoine; Location: Fremont), Master Contract No. 200916, Procurement No. 12905, for service delivery in South and East Alameda County, in the amount of \$2,693,022 for the period 11/1/15 – 10/31/18.

SUMMARY/DISCUSSION:

This letter requests action by your Board to approve award recommendations and related service agreements with the recommended bidders to establish and manage work experience and community service (WEN/CS) programs specifically tailored to the needs of CalWORKs Welfare-to-Work (WTW) Program participants within the SSA. The WEN/CS programs will focus on engaging CalWORKs participants in a variety of work experience activities for the maximum allowable hours each month. The goal is to prepare them for transition to unsubsidized, permanent, full-time employment.

WEN/CS assignments are an integral part of the CalWORKs Program. They are designed to help participants who have limited work experience, a sporadic employment history or limited marketable skills, to learn basic job skills and/or to upgrade their existing job skills. Participants take part in an assessment process prior to referral to the WEN/CS Vocational Training and Education (VTR) Program. These assessments are primarily conducted by SSA Workforce and Benefits Administration (WBA) contracted staff. The assessments help participants provide information about their educational background, work history, skill levels and aptitudes which is used to develop their WTW plan. The plan outlines all of the necessary services a participant will be eligible to receive.

The objective of the plan is to help clients create a career path that hopefully leads them to unsubsidized employment and self-sufficiency. Work or training assignments are based on each participant's WTW occupational goal with the intent being to provide participants with opportunities for work acculturation and basic and occupational skills acquisition. The work assignments can be paid or non-paid and can range from three to twelve months.

SELECTION CRITERIA/PROCESS:

SSA released the WEN/CS RFP on July 15, 2015 (Federal Grant Funds SLEB Waiver No.F835) and conducted two (2) bidders' conferences—one in Oakland on July 29th and the other in Hayward on July 30th. Seven (7) proposals were received from four (4) bidders: two (2) for Region 1; two (2) for Region 2; and three (3) for Region 3. Bidders were permitted to submit separate proposals for each region if desired. The review and evaluation process included a two-stage approach with an initial evaluation and preliminary scoring/rating of each written proposal by a County Selection Committee (CSC). The preliminary scores/ratings were used to determine which bidders qualified to continue to the final stage of the evaluation process—in-person interviews with the CSC and reference checks. All bidders qualified for the final stage and were interviewed by the CSC. Any additional points awarded by the CSC based on bidder interviews were combined with preliminary scores/ratings to determine total points for each bidder. The totals were then averaged. The bidder with the highest average score in each respective region was awarded the contract. Lao Family Community Development, Inc., the awardee for Regions 1 and 2, is a certified SLEB and Abode Services, the awardee for Region 3, is a local Alameda County non-profit community-based organization.

All bidders, their scores, rankings by Region applied for and recommended awardees appear in the table below. No formal appeals to this RFP process were received.

CATEGORY:	BIDDER NAME	AVERAGE SCORE	RANK	RECOMMENDED FOR AWARD
CALWORKS WORK EXPERIENCE/COMMUNITY SERVICE PROGRAM				
	Region 1 (Northern Alameda County)			
	Lao Family Community Development, Inc.	431	1	✓
	Building Opportunities for Self-Sufficiency	397	2	
Region 2 (Central Alameda County)				
	Lao Family Community Development, Inc.	434	1	✓
	Building Opportunities for Self-Sufficiency	370	2	
	Henkels & McCoy Training Services	262	3	
Region 3 (Southern & Eastern Alameda County)				
	Abode Services	488	1	✓
	Building Opportunities for Self-Sufficiency	358	2	

FINANCING:

Funds for these contracts are available from the CalWORKs FY 2015-2016 Single Allocation. The FY 2015-2016 final budget includes funds for this request. Budgeted amounts for current and future fiscal years are as follows:

- Lao Family Community Development, Inc., Master Contract No. 900142, Procurement No.12906:
 - FY 15-16 \$584,459 prorated for 11/1/15 – 6/30/16.
 - FY 16-17 and FY 17-18 \$876,688 annually.
 - FY 18-19 \$292,229 prorated for 7/1/18 – 10/31/18.
- Lao Family Community Development, Inc., Master Contract No. 900142, Procurement No. 12907:
 - FY 15-16 \$628,459 prorated for 11/1/15 – 6/30/16.
 - FY 16-17 and FY 17-18 \$942,688 annually.
 - FY 18-19 \$314,229 prorated for 7/1/18 – 10/31/18.
- Abode Services, Master Contract No. 200916, Procurement No. 12905:
 - FY 15-16 \$598,449 prorated for 11/1/15 – 6/30/16.
 - FY 16-17 and FY 17-18 \$897,674 annually.
 - FY 18-19 \$299,225 prorated for 7/1/18 – 10/31/18.

There are no new net County costs.

Sincerely,

A DocuSigned signature block showing a handwritten signature in black ink over a light gray background. The signature is cursive and appears to read 'Lori A. Cox'. Above the signature, the text 'DocuSigned by:' is visible. Below the signature, a unique document ID '50C0CED1627C432' is printed.

Lori A. Cox
Agency Director