



Date: April 18, 2012
To: Lake Standing Committee
From: Julia Smith, Napa-Lake WIB Staff
RE: Recommendations for Award of RFP for the Lake County WIA Youth Employment and Training Program

Background and Introduction:

In July of 2011, the Governor of California designated the Counties of Napa and Lake as a single Local Workforce Investment Area. Pursuant to a Joint Powers Agreement, the Counties, through their respective Board of Supervisors, agreed to the establishment of the Napa-Lake Workforce Investment Board (hereinafter "NLWIB"), consisting of representatives from both of their geographical areas. The Joint Powers Agreement specifies the roles and responsibilities of each party. Additionally, the Napa WIB by-laws were amended to reflect the establishment of the NLWIB and to institute the Napa County and Lake County Advisory Committees, which are standing committees composed of NLWIB members from the respective County. Each standing committee is tasked with making recommendations to the full NLWIB that specifically pertain to their County. Such recommendations may include, but are not limited to, those on membership, request for proposals, contracting and grant applications.

Procurement Process:

At its October 13, 2011 meeting, the Lake County Advisory Committee (hereinafter "Lake Standing Committee") accepted a NLWIB staff recommendation to embark on the Request for Proposals (RFP) process to identify and procure the services of the following: a One-Stop Manager, a Direct Service Provider and a Youth Program Operator. The RFP process is intended to be a transparent and fair process that allows any agency an opportunity to submit a proposal describing their approach to service delivery and their qualifications.

At the February 9, 2012 Lake Standing Committee meeting, staff provided an overview of the proposed Youth Program RFP. Staff noted that the purpose of the RFP is to identify programs that assist at-risk youth to become lifelong learners with necessary skills to support long-term success. Youth between the ages of 14 through 21 are eligible to participate in the WIA Youth Program. The successful proposer will focus on an intensive year round program effort with emphasis on long-term outcomes for the youth, and delivery of ten specific elements. They are tutoring and study skills training, training and instruction leading to completion of secondary school, leadership



development, adult mentoring, comprehensive guidance and counseling, supportive services and follow-up services. At the March 1, 2012 Youth Council meeting, staff presented the proposed Youth RFP with a staff request that the Youth Council review and recommend the release of the RFP to solicit youth employment and training operations to establish and run a youth WIA employment program in Lake County. The motion was made to release the RFP as described and written. The Youth RFP was released on March 7, 2012.

On March 12, 2012, a Respondent's Conference for the Youth RFP was held to review the RFP requirements and to provide respondents the opportunity to ask for clarifications. Five individuals attended the Youth Conference. The questions & answers were published as an addendum to the RFP on March 16, 2012.

On April 12, 2012, three separate proposers submitted proposals for the Youth RFP.

The Evaluation Process and Makeup of the Evaluation Panel for the Youth Employment & Training RFP.

The evaluation committee members were selected for their knowledge of the One-Stop delivery system and specifically the WIA Program, its mission and purpose, rules and regulations. The panel make up was as follows:

1. Evaluator #1 is a labor representative and is involved in the workforce needs as they relate to the electrical industry. He is on the local apprenticeship committee and has been involved with high school career technical education programs.
2. Evaluator #2 is a long-time Lake County resident with knowledge of the workforce needs and issues in Lake County. This evaluator is a Lake County business person with a background working in the WIA Program.
3. Evaluator #3 serves as a WIA Project Manager in a California County Human Services Department – Employment & Training Division. This evaluator has over ten years of in depth experience with planning and overseeing WIA program grants and contracts.

On April 13, 2012 the evaluation team met for an orientation to the evaluation process. Proposal binders were created with the original RFP, including the addendum, submitted proposals and the rating sheet tool to be used by each evaluator. The rating sheet and instructions were reviewed with the evaluation team. The team left with the task of reviewing all 3 proposals over a 6 day period. The team met again on April 18, 2012 to compile the results of the evaluation.



The evaluation results were scored and ranked based on the following criteria as described in the RFP Section E: Proposal Format and Content for the Youth Employment and Training Program. (See attached Evaluation Sheets)

- 1) Executive Summary (5 points)
- 2) Program Design (40 points)
- 3) Budget Detail (25 points)
- 4) Organization Capability & Experience (20 points)
- 5) Outcome Measures (10 points)

NLWIB staff determined the bonus points for leveraged resources, demonstrated knowledge of local businesses & residents, and for direct services to youth:

- Leveraged Resources (5 or 7 points):
 - Budgets with 51% to 65% leveraged match eligible for 5 bonus points
 - Budgets with over 65% leveraged match eligible for 7 bonus points
- Demonstrated Knowledge of Local Businesses & Residents (5 points)
 - Based on supporting narrative.
- Direct Services to Youth (4, 7 or 10 points)
 - 25% to 35% of the budget = 4 points
 - Over 35% of the budget = 7 points
 - Over 45% of the budget = 10 points

The bonus point calculations were presented to the evaluation panel.

Ultimately, each evaluator awarded their highest scoring proposal a numerical value of 3, the second highest scoring proposal a numerical value of 2 and their lowest scoring proposal a numerical value of 1.



The table below illustrates the results of evaluation and clearly shows that Mendocino Private Industry Council (hereinafter “MPIC”) submitted the highest rated proposals for the Youth Employment and Training Program.

Ranking Score Methodology

Based on the total points of each evaluator, a ranking was assigned to each proposal based on highest total score to lowest total score, indicating the proposal was rated first, second or third by each evaluator.

Highest Overall Score = 3 point ranking

Lowest Overall Score = 1 point ranking

YOUTH PROVIDER									
Organization	Redwood Children's Services			CHD			MPIC		
Ranking:	1	1	1	2	2	2	3	3	3
Total Score:	3			6			9		

Evaluation Team Recommendation:

Based on a fair and comprehensive evaluation of the proposals, it is the unanimous recommendation of the evaluation team that the NLWIB engage in contract negotiations with the MPIC to serve as the WIA Employment and Training Program Provider for Workforce Investment Act youth programs in Lake County.

Next Steps:

Assuming the recommended provider MPIC is approved by the Lake Standing Committee, the next step following the Lake Standing Committee review and recommendation on the selection of the provider is to have the Napa-Lake WIB Executive Committee approve the recommendation at its next meeting scheduled for April 27, 2012. The NLWIB Bylaws provide that the Executive Committee is authorized to act on behalf of the WIB when timelines are such that actions must be taken before the next regularly scheduled meeting of the full WIB subject to reporting of the action to the full WIB and its ratification of any action (Bylaws-Article VII, Section 5). Therefore, contract negotiations will commence, following the Executive Committee approval of staff recommendation on award of the RFP and the issuance of a letter of intent to all proposers. The full NLWIB will consider ratification and approval of the Executive



Committee's actions at the next WIB meeting scheduled for May 10, 2012. After this action has taken place, the County will issue a letter of recommendation to award the provider selected to provide Youth Employment and Training services in Lake County and then seek Napa County Board of Supervisors approval to award the contract to the selected provider.

Note:

NLWIB retains the right to terminate negotiations with the highest ranked Respondent and open negotiations with the next highest ranked Respondent, and reserves the right to reject or to seek modification of any offer if, at the NLWIB's sole discretion, the offer does not assist in meeting overall NLWIB service and performance objectives. No award is final until a contract is approved by the Napa County Board of Supervisors and NLWIB and has been signed by the parties.

Because this proposal is negotiable, all proposals as well as pricing data shall remain confidential until after an award recommendation is made to the Napa County Board of Supervisors, and there shall be no public opening and reading of proposals.