

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

456



FROM: Economic Development Agency – Workforce Development Division

SUBMITTAL DATE:
July 16, 2013

SUBJECT: Pre-qualified Vendor List and Voucher System for the Workforce Investment Act (WIA) Adult and Dislocated Worker Training Programs

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the utilization of the California Employment Development Department's (EDD) Eligible Training Provider List (ETPL) as a Vendor List and all public post-secondary institutions for Workforce Investment Act's (WIA) adult and dislocated worker training programs for Riverside County's Economic Development Agency Workforce Development Division (EDA WDD);
2. Authorize the Assistant County Executive Officer/EDA, or designee, to take all necessary steps to implement the utilization of the ETPL and voucher system, including, but not limited to, signing subsequent, necessary, and relevant documents, provided they are approved as to form by County Counsel; and

(Continued)

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: Lisette Rose 8/7/13

[Signature]
Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 2,017,183	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2013/14

COMPANION ITEM ON BOARD AGENDA: No

SOURCE OF FUNDS: Federal Workforce Investment Act

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: Jennifer J. Sargent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: August 20, 2013

Kecia Harper-Ihem
Clerk of the Board
By: [Signature]
Deputy

3019 V01X9:3 bW S: SEDA, Purchasing, Auditor

Prev. Agn. Ref.: N/A

District: All

Agenda Number

3-26

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

FORM APPROVED COUNTY COUNSEL
BY: Annie T. Sahhar 7/2/13
DATE: 7/2/13
Departmental Concurrence: [Signature]
Mark Seiler, Assistant Director

Dept't Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy

RECOMMENDED MOTION: (Continued)

3. Authorize the Purchasing Agent or designee in accordance with Ordinance 459.4 to take all necessary steps to establish the ETPL Vendor List and public post-secondary institutions as county awarded vendors, execute Purchase Orders, sign amendments, and exercise the option to renew annually for up to one additional one-year period.

BACKGROUND:

Effective July 1, 2013, EDA WDD will implement a voucher system as a method to provide employment training and educational programs to the WIA adult and dislocated workers of Riverside County.

The ITA voucher system will directly contract with the training providers listed on the ETPL and public post-secondary institutions through the use of a voucher. Utilizing the approved vendor list will maximize customer choice and streamline the contracting process while minimizing duplication of efforts by staff. The voucher system will allow participants to choose their training program and provider from the ETPL, as well as, from any public institution. The Pre-qualified Vendor List is maintained by the State of California, Employment Development Department; the list is a fluid, living document accessed online through the internet.

EDA WDD's award allocation for Adult and Dislocated Worker programs in Program Year 2013/14 is \$13,447,887. Expenditures for training are calculated at 15% of the Adult and Dislocated Worker allocation for training, totaling \$2,017,183.

The voucher will be predicated on the tuition rates that are most currently published. EDA WDD is seeking authorization to issue Sole Source Purchase Orders up to \$8,000 per training program.

Staff recommends that the Board of Supervisors approve the utilization of the ETPL as a Pre-qualified Vendor List for WIA adult and dislocated training programs on an "as-needed basis" for Riverside County's EDA WDD's WIA adult and dislocated worker training programs; and approve the Sole Source request attached as Exhibit 1.

Attachment: Exhibit 1 Sole Source Procurement

EXHIBIT 1 SOLE SOURCE PROCUREMENT

Request for (Pre-qualified Vendor List and Voucher System for the Workforce Investment Act (WIA) Adult and Dislocated Worker Training Programs)

Date: June 3, 2013

From: Robert Field, Assistant County Executive Officer/EDA

Department/Agency: Economic Development Agency/Workforce Development Division

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for (Pre-qualified Vendor List and Voucher System for the Workforce Investment Act (WIA) Adult and Dislocated Worker Training Programs)

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** Pre-qualified Vendor List and Voucher System for the Workforce Investment Act (WIA) Adult and Dislocated Worker Training Programs Use of vouchers to purchase training services listed on the State of California, Employment Development Department's Eligible Training Provider List and from public non-profit postsecondary institutions.
2. **Supplier being requested:** Approve the utilization of the California Employment Development Department's (EDD) Eligible Training Provider List (ETPL) as a Vendor List and all public post-secondary institutions for Workforce Investment Act's (WIA) adult and dislocated worker training programs for Riverside County's Economic Development Agency Workforce Development Division (EDA WDD).
3. **Alternative suppliers that can or might be able to provide supply/service:** N/A
4. **Extent of market search conducted:** The Bureau for Private Postsecondary Education (BPPE) provides oversight for private-for-profit and non-degree granting institutions. Training providers listed on ETPL must meet the regulatory requirements and provide institution and course approvals from the BPPE in order for their information to be submitted to ETPL. Public post-secondary institutions may include universities, colleges, and university extension programs, Career Technical Education, Regional Occupational Programs, Adult Education or any institution providing similar services. Oversight for public post-secondary institutions is provided by the California Department of Education and California Community Colleges Chancellors Office.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The ETPL was established in compliance with the WIA of 1998. The WIA emphasizes informed customer choice, performance accountability, and continuous improvement. The State is required to develop and operate the ETPL in partnership with Local Workforce Investment Boards (LWIBs) and is designed to gather and display useful information on training providers, their services, and the quality of their programs. All training programs and providers listed on the ETPL are eligible to receive WIA Title I-B funds.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The ITA voucher system will directly contract with the training providers listed on the ETPL and public post-secondary institutions through the use of a voucher. Utilizing the approved Vendor

List will maximize customer choice and streamline the contracting process while minimizing duplication of efforts by staff. The voucher system will allow participants to choose their training program and provider from the ETPL, as well as, from any public institution.

7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The voucher will be predicated on the tuition rates that are most currently published. EDA WDD is seeking authorization to issue Sole Source Purchase Orders up to \$8,000 per training program.
8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).** None.
9. **Period of Performance:** Program Year 2013/14 (July 1, 2013 to June 30, 2014).



Robert Field
Assistant County Executive Officer/EDA

Date

Date

Purchasing Department Comments:

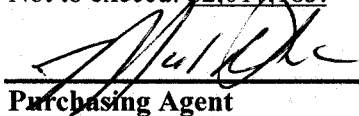
Approve

Approve with Condition/s

Disapprove

Not to exceed: \$2,017,183.

One time Annual Amount through July 1, 2013 to June 30, 2014



Purchasing Agent

7-22-13
Date

14-066
Approval Number
(Reference on Purchasing Documents)