

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



ITEM
3.30
(ID # 4156)

MEETING DATE:

Tuesday, July 11, 2017

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA) / WORKFORCE DEVELOPMENT
DEPARTMENT:

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA) / WORKFORCE DEVELOPMENT
DEPARTMENT: Professional Services Coordinator for the Board of Supervisors
Young Adult Program, Adult Funds, Workforce Innovation and Opportunity Act
(WIOA) Title I, PY 2017/2018, All Districts, [\$75,000], 100% Federal Funds

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Program Year 2017/2018 Workforce Innovation and Opportunity Act (WIOA) Title I Funding recommendation for the Professional Services Coordinator for the Board of Supervisors Legislative Intern Program for Young Adults for the period of July 1, 2017, through June 30, 2018 in the amount of \$75,000;
2. Authorize the Assistant County Executive Office/EDA or designee, to negotiate and execute all contracts with California Family Life Center from July 1, 2017, through June 30, 2018, and any subsequent amendments, provided the contract amounts are not increased above the respective amounts set forth herein, and further provided that all contracts and amendments are approved as to from by County Counsel.

ACTION: Policy

Robert Field, Assistant County Executive Officer/EDA

6/26/2017

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: July 11, 2017
xc: EDA

Kecia Harper-Ihem
Clerk of the Board

By:
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 75,000	\$ 0	\$ 75,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Workforce Development Funds 100% Federal Funds			Budget Adjustment:	No
			For Fiscal Year:	
			2017/2018	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Economic Development Agency (EDA)/ Workforce Development Division (WDD) issued a Request for Qualifications (RFQ) on March 15, 2017 for a qualified professional to oversee the Board of Supervisor’s Legislative Intern Program and the Riverside County Youth Advisory Council otherwise known as the “Board of Supervisor’s Young Adult Program.” The RFQ closed on April 13, 2017 and resulted in one response from CFLC. Staff reviewed the proposal and determined it met all RFQ requirements and thresholds. Staff recommends proceeding with a single source contract with CFLC as a highly qualified respondent. CFLC's proposal demonstrated: extensive experience working with youth; knowledge of the local area and the unique needs of Riverside County youth; familiarity with evidenced-based youth development and engagement strategies; a willingness to embrace the concept of “youth driven spaces”, expertise in leadership development; skill in supervising young adults in internship environments; and flexibility in service delivery and schedule.

Key contract services will include:

- Serving as a liaison between the Young Adult Program and the Riverside County Board of Supervisors;
- Coordinating, convening and supporting the Youth Commission;
- Responsible for Supervisorial District Specific recruitments for Legislative Interns, meetings events, assignments, schedules, and timesheets;
- Facilitate the Board of Supervisors support of the Young Adult Intern Programs, Youth Advisory Council and Youth Commissions meetings, Youth in Government Day, Youth Summit, and Youth Commission Retreat;

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- Support and facilitate youth driven work, ideas, and civic engagement;
- Serve as an advocate and as a liaison to other program staff, directors and local schools;
- Network with local youth programs;

Impact on Residents and Businesses

This project supports and addresses the education and employment needs of the community by developing the legislative intern and young adult leadership program that will help support and inspire today's youth to become tomorrow's leaders. These services ensure that adolescents and young adults have the support needed to realize their education and career goals.

SUPPLEMENTAL

Additional Fiscal Information

No county cost will be incurred and no budget adjustment is required at this time.

Contract History and Price Reasonableness

California Family Life Center was the only proposal received in the competitive procurement process. They have a 17 year Contractual relationship with the Economic Development Agency/Workforce Development Center which includes operation of the County of Riverside's Year Round Youth Programs at the Perris, Moreno Valley, and Indio YOC's for Program Years 2000 through 2017 also previously funded and operated under the Workforce Innovation and Opportunity Act (WIOA). The State as funder has monitored and audited the prior Youth Opportunity Contracts and have been deemed the costs to be reasonable.

RF:JWW:HM:CH:GP MT 4156


Nehini Basika, Principal Management Analyst 6/29/2017