

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



**ITEM: 3.13
(ID # 19270)**

MEETING DATE:
Tuesday, June 21, 2022

FROM : HOUSING AND WORKFORCE SOLUTIONS:

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/ WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Approve the form of the Memorandum of Understanding (MOU) with the Riverside Community College District (RCCD) for Public Safety Pathways Training; Authorize the Director of HWS to execute the MOU with RCCD without seeking competitive bids for one year in the annual amount of \$500,000, with the option to renew for two additional one-year periods; and approve the corresponding funding allocation; All Districts. [\$1,500,000 – 100% Federal WIOA Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find that the Program is exempt from California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b)(3);
2. Approve the allocation of Title I Workforce Innovation and Opportunity Act (WIOA) Funds in the amount of \$500,000 to deliver Public Safety Career Pathways training to WIOA participants;
3. Approve the form of the attached MOU with the Riverside Community College District (RCCD) for Public Safety Career Pathways training;

Continued on page 2

ACTION:Policy



Heidi Marshall, Director 6/2/2022

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: June 21, 2022
xc: HWS/WDD

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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

RECOMMENDED MOTION: That the Board of Supervisors:

4. Authorize the Director of Housing and Workforce Solutions (HWS), or designee, to execute an MOU with RCCD, substantially conforming in form and substance to the attached MOU, as approved as to form by County Counsel, without seeking competitive bids, in the amount of \$500,000 for one year with the option to renew for two additional one-year periods for a total of \$1,500,000 through June 30, 2025; and
5. Authorize the Director of HWS, or designee, to take all necessary steps to implement the MOU, including but not limited to, negotiating, approving and executing amendments that conform to the intent of the MOU, exhibits and subsequent essential and relevant documents; and to exercise the options of the MOU, subject to availability of fiscal funds and as approved as to form by County Counsel.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$500,000	\$1,500,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal Workforce Innovation and Opportunity Act (WIOA) Title I funds.			Budget Adjustment: No	
			For Fiscal Year: 22/23-24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Workforce Development Board (WDB) is comprised of a majority of private sector members who serve as the conveners for business, labor, education and economic development partners to focus on workforce issues. The WDB is governed by the Workforce Innovation and Opportunity Act (WIOA) of 2014. The Riverside County Department of Housing and Workforce Solutions (HWS), Workforce Development Division (WDD), administrates the implementation of WIOA-funded programs and services. WIOA funding is allocated to employment-related services that benefit County residents and employers.

The COVID-19 pandemic exacerbated staffing shortages in the public safety industry. Both public and private sector employers are grappling with vacancies in critically needed occupations, including law enforcement officers, firefighters, paramedics, and emergency medical technicians, among others.

WDD partners with public safety sector employers to fill vacant positions as well as build a pipeline of future candidates. Examples include recruitments and vocational training for Emergency Medical Technician positions at American Medical Response and Riverside County Fire. For vocational training, WDD provides eligible Riverside County residents with vouchers for up to \$8,000 per person in WIOA funds towards the cost of training delivered by an eligible provider. WDD provides participants with additional assistance for related supportive services

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

(e.g., costs for uniforms, training-related equipment, books, exams, etc.). WDD Career Coaches work one on one with each participant as they make their journey from career planning, through training, and to job placement.

Vocational training for public safety pathways primarily takes place at the Ben Clark Training Center (BCTC), a County-owned facility that is one of the largest public safety training centers in the region. BCTC has a long-term partnership with Moreno Valley College (MVC), part of the Riverside Community College District (RCCD). MVC has historically created training curriculums and taught courses at BCTC related to public safety careers, including law enforcement officer, firefighter, paramedic, emergency medical technician, correctional officer, dispatcher, probation officer and juvenile correctional counselor. This unique partnership capitalizes on educational expertise from MVC and BCTC's uniquely suited facility to provide high quality training that is very much sought after by employers in the public safety sector.

HWS/WDD is requesting to obtain vocational training from MVC via a memorandum of understanding with RCCD to teach courses and create curriculum as needed related to public safety careers (Program). The proposed Program would also include supportive services for participants and marketing/outreach to recruit participants. Contracting with RCCD to provide high quality, industry recognized public safety training at the BCTC will help job-seeking residents seeking employment in the public safety sector. Moreover, this training will expedite the filling of vacant public safety positions, which is urgently needed.

WDD requested a Single Source requisition for MVC via RCCD from the Riverside County Purchasing Department and the request was approved. The approved Single Source justification is attached hereto.

Staff recommends that the Board of Supervisors allocates WIOA funding in the amount of \$500,000 for the provision of public safety career pathways training under the Program. Staff further recommends that the Board of Supervisors approves the form of the attached Memorandum of Understanding (MOU) with RCCD for Public Safety Pathways Training, which has been approved as to form by County Counsel, memorializing the terms of the Program training.

California Environmental Quality Act (CEQA)

The proposed MOU and allocation of WIOA funds was reviewed and determined to be exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), Common Sense, General Rule Exemption. The Program relates to the provision of vocational training, and it can be seen with certainty that there is no possibility that the aforementioned services may have a significant effect on the environment and will not lead to any direct or reasonable indirect physical environmental impacts, as they will have purely financial and administrative impacts.

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

Impact on Residents and Businesses

The proposed services will provide Riverside County residents with vocational skills training and supportive services for public safety career pathways. Educational and career guidance support a skilled and prepared workforce, ensuring a pipeline of candidates to fill critically needed public safety positions.

Contract History and Price Reasonableness

BCTC has long-term partnership with MVC in the development and delivery of vocational training for public safety careers. Contracting with RCCD for MVC training at the BCTC will reduce costs by utilizing an existing County-owned facility and curriculum delivered by a contractor that is already affiliated with and providing services for the County.

ATTACHMENTS:

- Attachment 1 – FORM MOU with RCCD for Public Safety Pathways Training
- Attachment 2 – Single Source Justification



Suzanna Hockley, Assistant Director of Purchasing and Fleet Service

6/13/2022



Erianra Lontajo, Principal Management Analyst

6/14/2022



Cynthia M. Gurzel, Chief Deputy County Counsel

6/13/2022

MEMORANDUM OF UNDERSTANDING

between

County of Riverside Department of Housing and Workforce Solutions

Workforce Development Division

and

Riverside Community College District

This Memorandum of Understanding (“MOU”) is made and entered into the 21st day of June 2022, by and between the County of Riverside, a political subdivision of the State of California, by and through its Housing and Workforce Solutions Department, Workforce Development Division (WDD) (“County”), and Riverside Community College District (RCCD), a public post-secondary institution under the California Community Colleges Chancellors Office, duly organized under the laws of the State of California, (“Partner”). The County and Partner are collectively referred to herein as the “Parties.”

1. Purpose

This MOU outlines the agreement between the Parties to contract, via a single source requisition, for Moreno Valley College, part of RCCD, to teach courses and create curriculum as needed related to public safety careers (Program). Eligible participants include Riverside County residents who qualify under Title I of the Workforce Innovation and Opportunity Act (WIOA), as determined by the County (Participants). The Program also includes WIOA-eligible supportive services for Participants and outreach to recruit prospective Participants.

2. Background

The COVID-19 pandemic exacerbated staffing shortages in the public safety industry. Both public and private sector employers are grappling with vacancies in critically needed occupations, including law enforcement officers, firefighters, paramedics, and emergency medical technicians, among others.

Vocational training for public safety pathways in Riverside County primarily takes place at the Ben Clark Training Center (BCTC), a County-owned facility that is one of the largest public safety training centers in the region. BCTC has a long-term partnership with RCCD through MVC. MVC has historically created training curriculums and taught courses at BCTC related to public safety careers, including law enforcement officer, firefighter, paramedic, emergency medical technician, correctional officer, dispatcher, probation officer and juvenile correctional counselor. This unique partnership capitalizes on educational expertise from MVC and BCTC’s uniquely suited facility to provide high quality training that is very much sought after by Riverside County employers in the public safety sector.

3. Party Obligations

Through the partnership set forth in this MOU, the Parties will cooperate to implement the Program, providing high quality, industry recognized public safety training to Participants at the BCTC. In partnership under this MOU, the Parties will help Participants prepare for employment in the public safety sector.

The Parties shall work together and perform as follows:

A. County Obligations

The County agrees as follows:

- a. The County shall provide Participants with WIOA-funded assistance for costs related to public safety training provided under this MOU, related WIOA-eligible supportive services, career coaching, and other WIOA services as necessary and appropriate for each Participant (WIOA Assistance).
- b. The County shall assist RCCD by working with public safety sector employers including but not limited to CalFire/Riverside County Fire, Riverside County Sheriff and American Medical Response, to identify vacant positions as well as to build a pipeline for future candidates.
- c. The County shall assist in holding recruitments targeted towards Riverside County residents interested in pursuing a career in public safety.
- d. The County shall assist in preparing outreach material as collectively approved by the Parties and disseminating such material to prospective Participants.

B. Partner Obligations

The Partner agrees as follows:

- a. The Partner shall create curriculum as needed for high quality, industry recognized public safety training.
- b. The Partner shall provide high quality, industry recognized public safety training to Participants at the BCTC.
- c. The Partner shall notify the County if the Partner becomes aware of any Participants or prospective Participants who require or may benefit from WIOA Assistance.
- d. The Partner shall assist Participants who complete training to obtain employment in the public safety sector.

4. Compensation

The County shall pay the Partner the cost per each training as outlined on the CalJobs Eligible Training Provider List and for necessary WIOA-eligible supportive services of each Participant,

as determined by the Parties and approved in advance by the County. Supportive services may include but are not limited to Participants' uniforms, testing, pre-requisite items and mileage reimbursement. Maximum payment by the County to Partner under this MOU shall not exceed five-hundred thousand dollars (\$500,000) annually, including all expenses. The County is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products, unless agreed upon by the County in writing.

Partner shall be paid in accordance with an invoice submitted to County by Partner within fifteen (15) days from the last day of each calendar month, and County shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to Partner only after services have been rendered or delivery of materials or products, and acceptance has been made by County.

5. General Terms

It is further mutually agreed by the Parties as follows:

A. Insurance

Without limiting or diminishing the Partner's obligation to indemnify or hold the County harmless, the Partner shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this MOU. As respects to the Insurance section only, the County herein refers to the County of Riverside, its Agencies, Districts, Special Districts, Workforce Development Board (WDB) and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

a. Workers' Compensation:

If the Partner has employees as defined by the State of California, the Partner shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the County of Riverside.

b. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of the Partner's performance of its obligations hereunder. Policy shall name the County as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this MOU or be no less than two (2) times the

occurrence limit.

c. Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this MOU, then the Partner shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this MOU or be no less than two (2) times the occurrence limit. Policy shall name the County as Additional Insureds.

d. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County's Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The Partner must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this MOU. Upon notification of self-insured retention unacceptable to the County, and at the election of the County's Risk Manager, the Partner's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this MOU with the County, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) The Partner shall cause the Partner's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance.

In the event of a material modification, cancellation, expiration, or reduction in coverage, this MOU shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. The Partner shall

not commence operations until the County has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the Partner's insurance shall be construed as primary insurance, and the County's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) If, during the term of this MOU or any extension thereof, there is a material change in the obligations of the Parties; or, there is a material change in the equipment to be used in the performance of the obligation of the Parties; or, the term of this MOU, including any extensions thereof, exceeds five (5) years; the County reserves the right to adjust the types of insurance and the monetary limits of liability required under this MOU, if in the County's Risk Manager's reasonable judgment, the amount or type of insurance carried by the Partner has become inadequate.

6) The Partner shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this MOU.

7) The insurance requirements contained in this MOU may be met with a program(s) of self-insurance acceptable to the County.

8) The Partner agrees to notify the County of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this MOU.

B. Hold Harmless/Indemnification

Partner agrees to indemnify and hold harmless the County, its departments, agencies and districts, including their officers, employees and agents (collectively "County Indemnitees"), from any liability, damage, claim or action based upon or related to any services or work of the Partner (including its officers, employees, agents, subcontractors or suppliers) arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury or death. Partner shall, at its sole expense and cost (including but not limited to attorney fees, cost of investigation, defense and settlements or awards), defend County Indemnitees in any such claim or action. Partner shall, at its sole cost, have the right to use counsel of their choice, subject to the approval of County which shall not be unreasonably withheld; and shall have the right to adjust, settle, or compromise any such claim or action so long as that does not compromise Partner's indemnification obligation. The insurance requirements stated in this Agreement shall in no way limit or circumscribe Partner's obligations to indemnify and hold harmless County.

C. Alternative Dispute

The Parties agree that before either Party commences any legal or equitable action, action for declaratory relief, suit, proceeding, or arbitration, the Parties shall first submit the dispute to mediation through a mutually acceptable professional mediator in Riverside County. Each Party shall bear its own expenses and costs associated with the mediation. The cost of mediation shall be shared equally by the Parties.

D. Notices

Any and all notices sent or required to be sent under this MOU shall be mailed to the following addresses, or any other address provided by the Parties in writing; and are deemed delivered one (1) day after their deposit in the United States Mail, postage prepaid:

County: County of Riverside/HWS Workforce Development Division
1325 Spruce Street, Suite 400
Riverside, CA 92507
Attn: Carrie Harmon, Director of Workforce Development

Partner: Riverside Community College District
Address
City/State/Zip
Attn: Dr. Robin Steinback

E. Termination

Either Party may terminate this MOU for any reason upon thirty (30) days written notice to the designated representative of the other Party. Except as otherwise provided herein, neither Party shall have any obligation to other upon termination of this MOU.

F. Legal Authority

Nothing in this MOU binds the County or Partner to perform any action that is beyond its legal authority.

G. Conflict of Interest

No member, official or employee of the County or Partner shall have any personal interest, direct or indirect, in this MOU nor shall any such member, official or employee participate in any decision relating to this MOU which affects his or her personal interest or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested.

H. Confidentiality

- a. The Partner shall not use for personal gain or make other improper use of privileged

or confidential information which is acquired in connection with this MOU. The term “privileged or confidential information” includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; County information or data which is not subject to public disclosure; County operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

- b. The Partner shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this MOU, except for general statistical information not identifying any person. The Partner shall not use such information for any purpose other than carrying out the Partner’s obligations under this MOU. The Partner shall promptly transmit in writing to the County all third party requests for disclosure of such information. The Partner shall not disclose, except as otherwise specifically permitted by this MOU or authorized in advance in writing by the County, any such information to anyone other than to the County. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.

I. Interpretation and Governing Law; Severability

This MOU and any dispute arising hereunder shall be governed and interpreted in accordance with the laws of the State of California. This MOU shall be construed as a whole according to its fair language and common meaning to achieve the objectives and purposes of the Parties hereto, and the rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in interpreting this MOU, all Parties having been represented by counsel in the negotiation and preparation hereof.

Any legal action related to the performance or interpretation of this MOU shall be filed only in the Superior Court of the State of California located in Riverside, California, and the Parties waive any provision of law providing for a change of venue to another location. In the event any provision in this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

J. No Third-Party Beneficiaries

This MOU is made and entered into for the sole protection and benefit of the Parties hereto and shall not create any rights in any third Parties, including, but not limited to any businesses or individuals participating in the collaboration between education and workforce development as a way to end poverty, or any affiliates. No other person or entity shall have any right of action based upon the provisions of this MOU.

K. Section Headings

The Section headings herein are for the convenience of the Parties only and shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions or language of this MOU.

L. Compliance with Laws and Regulations

By executing this MOU, the Parties agree to comply with all applicable federal, state and local laws, regulations and ordinances.

M. Waiver

Any waiver by the County of any breach of any one or more of the terms of this MOU shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this MOU. Failure on the part of the County to require exact, full and complete compliance with any terms of this MOU shall not be construed as in any manner changing the terms or preventing the County from enforcement of the terms of this MOU.

N. Authority to Execute

The persons executing this MOU or exhibits attached hereto on behalf of the Parties to this MOU hereby warrant and represent that they have the authority to execute this MOU and warrant and represent that they have the authority to bind the respective Parties to this MOU to the performance of its obligations hereunder.

O. Amendments and Modifications

It is agreed that the rights, interests, understandings, agreements and obligations of the respective Parties pertaining to the subject matter of this MOU may not be amended, modified or supplemented in any respect except by a subsequent written instrument evidencing the express written consent of each of the Parties hereto and duly executed by the Parties.

P. Administration/MOU Liaison

The Director of Housing and Workforce Solutions, or designee, shall administer this MOU on behalf of the County.

Q. Assignment

The Partner shall not delegate or assign any interest in this MOU, and shall not transfer any interest in the same, whether by operation of law or otherwise, without the prior written consent of the County.

R. Effective Date; Term

The term of this MOU shall commence on the date of the last signature below (“Effective Date”) and terminate on June 30, 2023 (“Term”), with two one-year options to extend this MOU, subject to availability of funds.

S. Entire MOU

This MOU is intended by the Parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith. Any amounts to or clarification necessary to this MOU shall be in writing and acknowledged by all Parties to the MOU.

[Signatures on Following Page]

[Remainder of Page Intentionally Blank]

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this MOU as of the dates written below.

“COUNTY”

COUNTY OF RIVERSIDE, a political subdivision of the State of California, by and through its Housing and Workforce Solutions Department, Workforce Development Division

By: _____
Carrie Harmon
Director of Workforce Development

Date: _____

“PARTNER”

Riverside Community College District, a public post-secondary institution under the California Community Colleges Chancellors Office

By: _____
Dr. Robin Steinback
President

Date: _____

APPROVED AS TO FORM
COUNTY COUNSEL

By: _____
Lisa Sanchez
Deputy County Counsel

22-105



HWS HOUSING AND WORKFORCE SOLUTIONS

ENGAGE. ENCOURAGE. EQUIP.

Date: May 25, 2022
From: Heidi Marshall, Director
To: Board of Supervisors/Purchasing Agent
Via: Leslie Trainor, Deputy Director, Workforce Development Division, 951-955-6615
Subject: Sole or Single Source Procurement; Request for Agreement with Moreno Valley College for Public Safety Trainings

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

1. **Supplier being requested: Moreno Valley College**

2. **Vendor ID:** _____

3. **Single Source** **Sole Source**
(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)
(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** *(If yes, please provide the approved sole or single source number).*

Yes No
SSJ# _____

4a. **Was the request approved for a different project?**

Yes No

5. **Supply/Service being requested:**
(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)



HWS is requesting to contract with Moreno Valley College (MVC) to create curriculum as needed and teach courses related to public safety careers (e.g., law enforcement officers, firefighters, paramedics, emergency medical technicians, correctional officers, dispatchers, probation officers and juvenile correctional counselors). The proposed contract would also include supportive services for participants and program marketing/outreach.

6. **Unique features of the supply/service being requested from this supplier.** (If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)

MVC has long-term historic partnership with the Ben Clark Training Center (BCTC) – a County-owned facility and one of the largest public safety training centers in the region. MVC has historically created training curriculums and taught courses related to public safety careers at BCTC. This unique partnership capitalizes on educational expertise from MVC and BCTC's uniquely suited facility to provide high quality training that is very much sought after by employers in the public safety sector.

7. **Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

Contracting with MVC to provide high quality, industry recognized public safety training at the BCTC will drastically increase the success of our job seeking customers in getting employed in the public safety sector. Moreover, this training will expedite the filling of vacant public safety positions, which is urgently needed. Training costs are reduced by utilizing an existing County-owned facility and building on its existing partnership with MVC, a Riverside County training provider.

8. **Period of Performance:** From: June, 2022 to June 30, 2023 + **RENEW OPTIONS 6/30/25**
(total number of years)

Is this an annually renewable contract? No Yes
Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

9. **Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

The estimated cost for the period June 21, 2022 – June 30, 2023 is \$500,000 with an option to renew for two, one-year extensions for an amount of \$500,000 per year.

OK
SW

10. Price Reasonableness: (Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)

Contracting with MVC for training at the BCTC will save money by utilizing existing County-owned facility with curriculum that has already been developed and implemented by a contractor that is already affiliated with and providing services for the County.

11. Projected Board of Supervisor Date (if applicable): June 21, 2022
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)

	Heidi Marshall	6/2/2022
Department Head Signature (or designee)	Print Name	Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

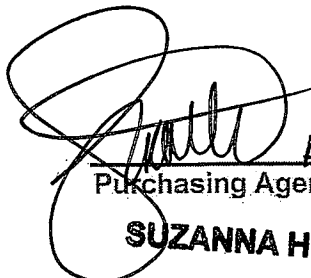
APPROVED THROUGH 2025 TO INCLUDE RENEWAL OPTIONS SO
DEPT DOES NOT HAVE TO RE-SUBMIT SSJ
ENACTMENT OF RENEWAL PERIODS @ DISCRETION OF
DEPARTMENT

Not to exceed:

One-time \$ _____

Annual Amount \$ 500K / per fiscal year through 6/30/25 (date)
(If Annual Amount Varies each FY)

FY _____	: \$ _____
FY _____	: \$ _____
FY _____	: \$ _____
FY _____	: \$ _____
FY _____	: \$ _____


Asst Dir
Purchasing Agent
SUZANNA HINCKLEY

6/10
Date

28-105
Approval Number
(Reference on Purchasing Documents)