



county of Santa Cruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

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May 10, 2000

Agenda: May 23, 2000

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

WORKFORCE INVESTMENT ACT (WIA) PROCUREMENT FOR YOUTH SERVICES

Dear Members of the Board:

As you may recall, on March 7, 2000, your Board approved the issuance of a Request for Proposal (RFP) to provide specific youth services required in the Workforce Investment Act (WIA), including basic skills instruction, leadership development, tutoring, drop out prevention, and referrals to alternative schools. The procurement process has been completed and CareerWorks is now requesting authorization to execute the recommended contract in order to implement services on July 1, 2000, as mandated by WIA. The contract is 100% federally funded and there is no cost to the County.

The procurement for the WIA Youth Services was conducted according to Department of Labor regulations for free and open competition including public notification of the Request for Qualifications (RFQ)/RFP; mailing the RFP to interested parties; and holding a bidder's conference.

Arbor, Inc., the Pajaro Valley Unified School District New School and the Santa Cruz County Office of Education submitted proposals. A Review Team which included members of the Interim Workforce Investment Board Youth Task Force, a community agency and staff evaluated the proposals using criteria developed specific to the services. The Santa Cruz County Office of Education (COE) proposal received the highest cumulative score and was recommended by the Review Team for funding. The COE proposed service design provides all the services requested in the RFP to the 400 youth projected to be served. In conjunction with CareerWorks youth services, the contract will effectively implement the youth service strategy outlined in the Workforce Investment Act Local Five-Year Strategic Plan as approved by your Board on March 21, 2000.

The Interim Workforce Investment Board (IWIB) Youth Task Force approved the Review Team recommendation to fund the COE proposal on May 8, 2000. The IWIB Executive Committee approved the Youth Task Force's recommendation at its May 10, 2000 meeting.

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The Youth Task Force and Executive Committee recommend that staff negotiate a contract not to exceed \$700,000 with the COE for the term July 1, 2000 through June 30, 2002. Program Year 2000-2001 WIA funds (\$350,000) for this service are included the proposed Human Resources Agency budget (budget unit 3921). The balance of funds for Program Year 2001-2002 will be appropriated during the 2001-2002 County budget process. A scope of services outline for the contract to be executed is attached.

Your Board's action on this contract will allow implementation of comprehensive workforce development services to local youth as envisioned in the WIA.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the Santa Cruz County Office of Education as the contractor for WIA Youth Services with reimbursement not to exceed \$700,000 for the period of July 1, 2000 through June 30, 2002;
2. Approve the scope of services outline for the contract (attached); and
3. Authorize the Human Resources Agency Administrator to execute a contract for WIA Youth Services with the Santa Cruz County Office of Education, subject to the approval of the Human Resources Agency 2000-2001 budget, and make modifications as needed to the contract that do not change the dollar amount or overall purpose of the contract.

Very truly yours,

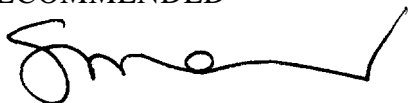


Cecilia Espinola
Administrator

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RECOMMENDED



Susan A. Mauriello
County Administrative Officer

cc: Santa Cruz County Office of Education

Santa Cruz County Office of Education Youth Services Contract Scope of Services Outline

Total Funding Not to Exceed: \$700,000

Minimum Number of Youth to be Served: 400

Service Period: July 1, 2000 through June 30, 2002

Service Description:

The Santa Cruz County Office of Education will provide the following services to any individual youth enrolled in WIA services who needs the service as defined by individual assessments and the individual's Individual Service Strategy:

- Outreach and recruitment of youth with an emphasis on out of school youth
- Development of "home rooms" for youth with a minimum of one in South County and one in North County
- Provide tutoring, study skills and life skills enhancement in concert with basic skills instruction at the home room centers
- Basic skills instruction through a variety of means structured to provide choices to and engage youth, including:
 - ▶ classroom work which will be integrated with two school based enterprises through which youth can earn credits
 - ▶ preparation for high school competencies and the GED, as appropriate
 - ▶ enrollment in the Retail Readiness program whereby youth learn retail skills
 - ▶ participation in the Youth Garden Project whereby students learn to build, grow and market their products
 - ▶ hands-on learning in VISTA Ceramics whereby youth produce greenware and learn marketing and public relations.
- ▶ Alternative secondary school offerings including referrals to alternative schools
- ▶ Leadership development opportunities including participation in a wide variety of activities meant to help youth build their leadership skills

- ▶ Adult mentoring including building and supporting the maintenance of relationships between the students and adults who can support the youth in their academic, career and personal endeavors
- ▶ Comprehensive guidance and counseling including providing bilingual drug and alcohol counseling services at the home centers
- ▶ Provide the connection to School-to-Career services including arranging for guest speakers, job site visits, field trips to post secondary programs, and linkages to Regional Occupational Programs
- ↗ Case management coordinated with CareerWorks including building seamless services which complement work experience
- ↗ Preparation for post secondary educational activities including training in Eureka on-line virtual college previews, tours of post secondary schools and assisting youth in pursuing and enrolling in post secondary opportunities

Activities will lead to specific outcomes for youth including basic skills proficiency. These outcomes and performance levels are subject to state guidelines and negotiated rates.