



county of santacruz 0453

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 4544045

FAX: (408) 454-4642

May 3, 2000

Agenda: May 23, 2000

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

APPROVAL OF LABOR MARKET INFORMATION CONTRACT

Dear Members of the Board:

As you may recall, on January 11, 2000, your Board authorized the Human Resources Agency Administrator to execute an agreement with the California Employment Development Department (EDD) to participate in the California Cooperative Occupational Information System (CCOIS). The purpose of the CCOIS project is to produce the Occupational Outlook Report (OOR) which provides local labor market information to local public employment and training providers, educators, economic developers, planners and employers. A copy of the OOR for the 1999/2000 fiscal year is on file with the Clerk of the Board. The purpose of this letter is to request your Board's approval of a contract to complete the Occupational Outlook Report for the 2000/2001 fiscal year.

The Human Resources Agency is proposing to pilot a contract for Program Year 2000/01 with the Workforce Information Group (WIG). The WIG specializes in career and labor market information, and has also produced Occupational Outlook Reports for Napa, Solano, Sonoma and Sacramento counties. Contracting with the WIG provides many advantages in meeting the needs of local customers for labor market information and the State's increasing CCOIS contract requirements. Additionally, this year effective implementation of the Workforce Investment Act requires the dedication of staff resources previously allocated to preparation of the OOR. A contract will allow access to the professional services necessary to successfully complete this project at the standards expected by EDD and our local community.

A scope of work for the contract is included as Attachment 1. The amount of the contract will not exceed \$59,998. Funds for this contract are available in the 392100 budget unit. Since the WIG is unique in providing the services needed to successfully complete the OOR, this will be a sole source award. Costs associated with this project are fully State and federally funded and represent no cost to the County.

BOARD OF SUPERVISORS

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Agenda Date: May 23, 2000

Approval of Labor Market Information Contract

Your Board's approval of the recommendations in this report will provide for completion of the Occupational Outlook Report which is an essential tool for local employers, job seekers, educators and other training providers.

IT IS THEREFORE RECOMMENDED that your Board take the following actions:

- 1) Approve the selection of the Workforce Information Group (WIG) to complete the Occupational Outlook Report (OOR) for the 2000/2001 fiscal year; and
- 2) Authorize the Human Resource Agency Administrator to execute the contract with the Workforce Investment Group for the 2000/2001 Occupational Outlook Report consistent with the scope of work included in Attachment 1.

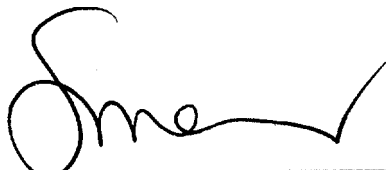
Very truly yours,



Cecilia Espinola
Administrator
CE:KZ:SAM

Attachment 1: Scope of Work

Recommended



Susan A. Mauriello
County Administrative Officer

Scope of Work

The contractor shall provide the following deliverables:

- A.** Prepare a list of occupations to be surveyed, including definitions, procedures and methods for surveying non-OES occupations.
- B.** Develop preliminary sample of occupations to be surveyed.
- C.** Update California Training and Education Providers (CTEP) information using software specified by EDD/LMID.
- D.** Conduct data collection and sample refinement complete, response goals met.
- E.** Complete final Occupational Outlook Report according to the Technical Guide specifications.
- F.** Distribute the final Occupational Outlook Report according to contract specifications. Dissemination workshops(s) for Local Partners new to CCOIS.
- G.** Participate in EDD/LMID sponsored training on employer contacts, survey data collection, program costs, and other information as needed.