

**SAN DIEGO  
WORKFORCE  
PARTNERSHIP®**

**MEETING OF THE ADULT PROGRAMS COMMITTEE**

*date* Thursday, June 25, 2015

*time* 8:00 am – 10:00 am

*place* National Veterans Transition Services, Inc (NVTSI)  
4007 Camino Del Rio South, Ste 203, Room 201  
San Diego, CA 92108

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**AGENDA**

**CALL TO ORDER AND NOTE OF ATTENDANCE**

**PUBLIC COMMENT:** members of the public shall have the opportunity to address the Adult Programs Committee only on issues on this agenda. Time allotted to each speaker is determined by the Chairman; however, comments are generally limited to no more than three (3) minutes total per subject regardless of the number of those wishing to speak. Anyone desiring to address the Board under “Public Comment” must submit a “Request to Speak” form prior to the meeting.

**ACTION ITEMS**

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**INFORMATIONAL ITEMS**

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Recommendation .....17

Next Adult Programs Committee Meeting: 9/2/2015

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**Item #1: Minutes of the April 23, 2015 Adult Programs Committee Meeting**

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**Members Present**

Jose Cruz	Linda Kavanagh	Chaz Compton
Lorraine Collins	Vicki Brannock	Cathy Scavone
Shaina Gross	Judy Lawton	
Maurice Wilson	Petros Alemeselassie	
Marlene Taylor	Tom Frost	

**Members Absent**

Trevor Blair	Michael Jones	Josh Shapiro
Walter Lam	Joe Mackey	Annie Taamilo
Stormy Miller	Stephanie Murphy	Fernando Nunez
Christopher Fernandez		

All reports, memoranda and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Linda Kavanagh, at 8:10 am, at SDWP, with quorum.

Andy Hall introduced the Priority Sector boards which show the skills gap for the fastest growing jobs and wages. These Boards will be distributed to our non profit partners and school districts.

**The following items were approved on the consent agenda:**

*1-04/23/2015 - Item 1*     **Minutes of the February 26, 2015 APC meeting**  
 That the APC approve the minutes of the February 26, 2015 meeting.  
*Motion, Seconded, Carried Unanimously (Frost/Lawton)*

*2-04/23/2015 - Item 3*     **Contract Action – Modification of FY 14/15 County of San Diego Supportive Employment Technical Consulting Services**  
 That the Adult Programs Committee approve and recommend to the Workforce Investment Board an additional funding allocation to the Corporation for Supportive Housing (CSH) for Supportive Employment Technical Consultant Services for Adults with Serious Mental Illness, funded by the County of San Diego Behavioral Health Services (County BHS), for the current contract term of July 1, 2014 through June 30, 2015.

Contractor	Initial Award	Modification	Increased Award
Corp. for Supportive Housing	\$95,000	\$15,000	\$110,000
<b>Total</b>	<b>\$95,000</b>		<b>\$110,000</b>

*Motion, Seconded, Carried Unanimously (Frost/Lawton)*

Abstentions: Maurice Wilson, Petros Alemeselassie

3-04/23/2015 - Item 4

**Contract Action – FY ’15/16 County of San Diego Supportive Employment Technical Consulting Services**

That the Adult Programs Committee approve and recommend to the Workforce Investment Board a funding allocation to Corporation for Supportive Housing (CSH) for Supportive Employment Technical Consultant Services for Adults with Serious Mental Illness. This recommendation is pending the County of San Diego Behavioral Health Services’ (County BHS) notice of intent to exercise their option to extend the term of agreement with the San Diego Workforce Partnership (SDWP), for an additional one year term, effective July 1, 2015, for an annual contract amount of \$200,000.

Period of Performance	Contractor Funding Amount
7/01/2015 – 6/30/2016	\$95,000
<b>Total Award</b>	<b>\$95,000</b>

*Motion, Seconded, Carried Unanimously (Frost/Lawton)*

Abstention: Petros Alemeselassie

**The following items were approved with comments noted:**

4-04/23/2015 - Item 2

**Approval of Providers/Programs for Eligible Training Provider List**

That the APC recommend to the WIB the approval of eight new programs that meet the requirements of the Workforce Investment Directive #WSD13-10 for inclusion on the Eligible Training Provider List (ETPL).

**DISCUSSION**

Staff provided a break down of costs for the apprenticeship training programs. This explanation clarified that WIA funding only covered \$5000 - \$7000 and the rest of the costs are off-set by the trust, union dues and the wages that the participants are being paid during the training. This additional information will be added to the WIB agenda item for clarification.

*Motion, Seconded, Carried Unanimously (Lawton/Compton)*

Abstention: Maurice Wilson

**Contract Action - America’s Job Center of California for Program Year 2015-2016**

That the Adult Programs Committee recommend to the Workforce Investment Board (WIB) to approve the following allocations to the America’s Job Center of California (AJCC) for Program Year 2015-2016:

**Recommendation 1:** Allocate estimated WIA/WIOA formula funds in an amount *not to exceed* \$7,700,000. This represents level funding to operate the AJCC system.

**Recommendation 2:** Allocate estimated County of San Diego Expanded Subsidized Employment Program (ESE) funds in an amount not to exceed \$658,125. This funding is pursuant to County award of funds to SDWP.

The period of performance for funding is July 1, 2015 to June 30, 2016\*. Funding is allocated to each region based on the approved geographic distribution of funds. Not to exceed funding amounts for AJCC contracts for each contractor are shown in the table below:

<b>Contractor</b>	<b>Region</b>	<b>WIA/WIOA Funding</b>	<b>ESE Funding</b>	<b>Total Funding Allocation</b>
<b>KRA</b>	Metro	\$ 3,397,933	\$ 242,166	\$ 3,640,099
<b>Rescare Workforce Services</b>	North	\$ 1,630,706*	\$ 143,829	\$ 1,774,535
<b>Rescare Workforce Services</b>	South	\$ 1,486,408	\$ 148,606	\$ 1,635,014
<b>Grossmont Union High School District</b>	East	\$1,200,953**	\$ 123,524	\$ 1,324,477
	<b>Total</b>	<b>\$ 7,716,000</b>	<b>\$ 658,125</b>	<b>\$ 8,374,125</b>

\*Period of performance is June 30, 2015 to June 30, 2016.

\*\*\$16,000 is set aside for supportive services for the Grossmont College Navigator Contract.

*Motion, Seconded, Carried Unanimously (Compton/Brannock)*

**The following items were discussed:**

**WIOA Workgroup Updates**

The Business Services, Partnership and Earn and Learn Workgroup leads provided updates on progress against goals/objectives for their individual workgroup.

## **WIOA Update**

Committee members provided input on the nine Core Tenets listed below. At the Retreats in September, this document will be used as part of the conversation around how we are planning on executing the strategic plan. When the document is done it will help SDWP implement WIOA across the nation.

Comments, and changes to the tenets were captured by staff for inclusion before the document is presented to the WIB. See specific comments below:

### Core Tenets

1. Punching tickets in the middle class for all San Diegans
  - Add clarification using the following statement: sustainable job with opportunity for future growth.
2. Human centered approach to service design
  - Agreed with statement, no changes
3. Single entry point for business customers
  - Agreed with statement, no changes
4. Increase service access points
  - Research how people access information, commit resources to changing the way information is provided i.e. Kiosks, smart phones, development of affiliate sites, better on-line and mobile friendly service offerings
  - Use train the trainer model for affiliate sites, with no fiduciary investment.
5. Less money on brick and mortar
  - Agreed with statement, no comment
6. The WIB is more than the programs we fund
  - This tenet should be first on the list.
7. Efficiency and measurable continuous improvement
  - Add the word transparency to the statement when talking about performance.
8. Data informed and driven
  - Agreed with statement, no changes
9. Private dollars innovates and tests new models, public dollars scale and sustain
  - Agreed with statement, no changes

## **Adjournment**

The meeting was adjourned at 9:50 am

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Rebecca Bianconi, Meeting Secretary

**Item #2:                   Approval of Providers/Programs for the Eligible Training  
Provider List**

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**MEETING DATE:** June 25, 2015

**REVISION DATE:** June 20, 2015

**TO:**                         Adult Programs Committee

**FROM:**                    Andy Hall  
                                  Vice President & Chief Programs Officer

**RECOMMENDATION(S)**

That the APC recommend to the WIB the approval of five new programs that meet the requirements for inclusion on the Eligible Training Provider List (ETPL).

**BACKGROUND**

The WIB and Policy Board approve training providers and programs for inclusion on the ETPL. The programs being submitted meet the following State Criteria:

1. Bureau of Private Post Secondary Education Approval to Operate, or Verification of Exemption by BPPE; or
2. Accreditation by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges; or
3. Postsecondary institutions eligible under Title IV of the Higher Education Act (HEA) and offering programs leading toward an associate degree, baccalaureate degree, or certificate; or
4. Programs that are jointly registered under the National Apprenticeship Act (NAA) with the Department of Labor (DOL) and the California Division of Apprenticeship Standards (CDAS); or
5. Approval by the California Department of Education; or
6. Approval by the Chancellor’s Office of the California Community Colleges (CCCCO); and
7. Meet’s the State’s minimum performance standards, when applicable; and
8. Training is for occupations in priority industry sectors based on the State plan or local area plans; and
9. Training results in completion of an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certificate requirements.

**EXISTING PROVIDERS – NEW PROGRAMS**

1. Escondido Adult School – two new programs
2. SDSU College of Extended Studies – one new program

**NEW PROVIDERS – NEW PROGRAMS**

1. Nanpor Security Academy – two new programs

**ATTACHMENTS**

Attachment A: Supporting Occupational Labor Market Data

## Supporting Occupational Labor Market Data

Training Provider	Training Program	Training Cost	Occupational Title	Average Annual Job Openings (1)	Median Hourly Earnings (2)
Escondido Adult School	Agile Software Testing	\$495.00	Software Developer, Systems Software	244	\$54.17
	Introduction to HVAC Controls	\$235.00	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	110	\$21.97
Nanpor Security Academy	Phase 1 & 2 of Security Guard Training	\$445.00	Security Guard	654	\$14.07
	Phase 3 of Security Guard Training (3)	\$774.00			
SDSU College of Extended Studies	Professional Certificate in Accounting Technician	\$449.00	Bookkeeping, Accounting, and Auditing Clerks	450	\$19.53

### Definitions

(1) Average Annual Job Openings are the sum of new jobs and replacement needs between the years 2013 to 2018, Counties: San Diego, CA

(2) Median Hourly Earnings are the estimated 50th percentile of the distribution of wages; The wages do not include self-employed or unpaid family workers.

(3) Phase 3 focuses on guard specializations past basic guard training.

Data pulled from Bureau of Labor Statistics & Economic Modeling Specialists International, (EMSI), Timeframe: 2013-2018 Class of Worker Categories: Employees in the Quarterly Census Employment Wage, Employees not listed in the Quarterly Census Employment Wage Survey, & Self-Employed Individuals

**Item #3: Expanded Subsidized Employment Information Item**

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**MEETING DATE:** June 26, 2015

**REVISION DATE:** June 19, 2015

**TO:** Adult Programs Committee

**FROM:** Andy Hall  
Vice President & Chief Programs Officer

**INFORMATIONAL ITEM - NO ACTION REQUIRED**

This informational item provides a summary of the performance for the Expanded Subsidized Employment program from March 1, 2014 through June 1, 2015.

**BACKGROUND**

Live Well San Diego (LWSD) is an initiative of the County of San Diego to improve health and wellness for all residents. The CalWORKs Welfare to Work (WTW) Expanded Subsidized Employment (ESE) Program is an example of how SDWP and the County are working together to build a better, more integrated service delivery system.

The goal of the program is to move WTW participants from subsidized employment to unsubsidized employment in occupations that will improve the household earnings and move families off public assistance. ESE funds can subsidize wages for up to 6 months for WTW participants.

County WTW participants are referred to the America's Job Center of California (AJCC) for job placement once they are deemed job ready.

**PERFORMANCE**

**Referrals:** The AJCC's have received a total of 648 referrals from the CalWORKs WTW contractors.

**Enrolled:** The AJCC's enrolled a total of 404 participants in the program, exceeding the 14/15 goal of 200 by more than 100%.

**Entered Employment:** A total of 146 participants referred and accepted into the program were placed into subsidized employment within 66 days of referral. To date there are 77 participants still within their 60 days of referral to be placed into subsidized employment.

**Retained employment:** All recipients are still within the three months of completing their subsidy, so the retained employment measure is not yet in effect.



### **SUCCESS STORY**

Chante Yuban Brookins is a client at the Metro Region Career Center who came looking for an administrative position to fit her skills and experience. After months of unsuccessful job search, she was feeling incredibly discouraged. Chante has two children and needed something “stable and permanent” to be able to support her children. The case manager sat with her to assist in revamping her resume to better showcase her excellent qualifications. Afterwards, she explained that this updated resume gave her a renewed sense of hope that she’ll be able to find a good job. She was informed about an Administrative Assistant opportunity with Farmers Insurance and was immediately interested in working for a well known and established company. After two interviews and an assessment, Chante was offered the position!

The ESE team asked Chante to come into the office to sign some paperwork. Instead, they gathered the whole team to sincerely celebrate her achievement and cheer her on in this next step of her success. She happened to bring along her husband and children, and their faces lit up when they realized the surprise that they were really calling in to celebrate their wife/mother. All Chante needed was a little bit of support and coaching to build her sense of confidence and independence.

### **ATTACHMENTS**

None

**Item #4: America's Job Centers of California Performance Summary for Period Ending March 31, 2015**

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**MEETING DATE:** June 25, 2015

**REVISION DATE:** June 19, 2015

**TO:** Adult Programs Committee

**FROM:** Andy Hall  
Vice President & Chief Programs Officer

**INFORMATIONAL ITEM - NO ACTION REQUIRED**

This informational item provides a performance summary for the third quarter period ending March 31, 2015 for the America's Job Centers of California (AJCC).

**BACKGROUND**

SDWP holds each contractor to an agreed set of performance measures that align with the goals and objectives of the local, state, and national public workforce system. The performance measures are monitored on a quarterly basis. SDWP AJCC contractors are responsible for each of the four regions:

1. Metro: KRA Corporation
2. North: ResCare Workforce Services
3. South: ResCare Workforce Services
4. East: Grossmont Union High School District

**PERFORMANCE SUMMARY**

**Enrollments:** The AJCC network collectively enrolled 2,122 new participants through the third quarter of PY '14/15. Each AJCC contractor has exceeded 100% of their enrollment goals to date.

**Entered Employment:** The entered employment rate measures the number of participants who have successfully entered into employment as a result of the services provided through the AJCC. The target entered employment measures is 75% for both adults and dislocated workers. Below are system wide results:

- 72.2% of Adults that exited got jobs
- 80.4% of Dislocated Workers that exited received jobs

Each regional AJCC completed the third quarter performance that is at or above target level for the entered employment measure with the exception of KRA, operator of the Metro Region AJCC.

**Credential Attainment:** The Credential Attainment Rate measures the number of participants who have successfully completed training by the time they exit the AJCC.

Each regional AJCC completed performance below the corrective action target level. This is due to the data conversion process from CISRS to CalJOBS. The SDWP Data Systems Department along with the AJCC operators will continue to verify performance credential attainment data accuracy.

SDWP was able to provide real-time tracking information for the number of Individual Training Accounts (ITA) and On-the-Job Trainings (OJT) that began this program year 2014-2015.

<b>ITA</b>	<b>Started training (7/1/15 - 5/26/15)</b>	<b>Still Active*</b>	<b>Training Completions (7/1/15 - 5/26/15)</b>
Metro	404	283	121
North	152	106	46
South	179	108	71
East	167	112	55
<i>Network</i>	<b>902</b>	<b>609</b>	<b>293</b>

<b>OJT</b>	<b>Started training (7/1/15 - 5/26/15)</b>	<b>Still Active*</b>	<b>Training Completions (7/1/15 - 5/26/15)</b>
Metro	13	10	3
North	77	32	45
South	36	25	11
East	22	8	14
<i>Network</i>	<b>148</b>	<b>75</b>	<b>73</b>

\*Still Active – Participants who started training after 07/01/2014 and have not yet completed.

### **ANALYSIS**

On May 5, 2014 SDWP transitioned from a local case management system, Customer Information Services Reporting System (CISRS), to the new Employment Development Department (EDD) managed case management system, CalJOBS.

Accurate reporting was unavailable for the first and second quarter due to the conversion. At the end of the third quarter new guidance from EDD allowed SDWP to run preliminary performance reports. After preliminary reports were produced AJCC managers worked closely with SDWP staff to discuss performance and receive guidance on how to monitor and update data entry that would help reflect more accurate performance outcomes.

SDWP will continue to provide further guidance and direction to the AJCC operators regarding data entry and performance monitoring.

### **ATTACHMENTS**

None

## **Item #5: Program Update - Bridge to Employment Program**

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**MEETING DATE:** June 25, 2015

**REVISION DATE:** June 5, 2015

**TO:** Adult Programs Committee

**FROM:** Andy Hall  
Vice President & Chief Programs Officer

### **INFORMATIONAL ITEM - NO ACTION REQUIRED**

This item provides information on the primary training and employment occupations for participants enrolled in the Bridge to Employment (BTE) program.

### **BACKGROUND**

The BTE program is a five-year award from federal department of Health and Human Services. The grants aim to provide access to careers in the healthcare industry for TANF recipients and other low-income individuals. Over the course of the five-year demonstration project, SDWP has committed to funding training for over 2,550 job seekers, of whom 1913 are expected to complete training and 1138 obtain employment in healthcare.

### **PROGRAM UPDATE**

Midway through the final year of operations for the BTE program, SDWP's BTE team reports a variety of best practices identified and lessons learned. This report will address occupational trends for training, employment, and earnings.

#### *Primary placement occupations:*

Nursing Assistant, Medical Assistant, and Home Health Aide were among the most common occupations for participant training and employment (see figure 1). These occupations serve as an entry point into the field of allied health, requiring fairly short trainings and offering entry-level hourly wages that are often below \$12.00.

Several occupations represent a greater share of total employment placements than they do for trainings begun or completed. These occupations appear to represent a high rate of matches between the needs of employers in the region and our participants' backgrounds and skills. Registered Nurse, Licensed Vocational Nurse, and Miscellaneous Healthcare Support are among these occupations; in figure 2, these occupations are represented with healthcare placement bars larger than their training counterparts. Together, these occupations represent over 60% of healthcare placements that BTE participants have obtained.

#### *Wages and career pathways:*

The average hourly wage for placements in healthcare has fluctuated in the \$12.00 - \$13.00 range throughout most of the grant period of performance. An analysis of average hourly wage by occupation reveals that four of the six most common employment occupations have an average wage below \$13.00 per hour (see figure 2). Those who tend to make well above the average include Phlebotomists (\$14.92), Licensed Vocational Nurses (\$19.81), and Registered Nurses (\$28.56).

*Year five activities and closeout strategy:*

These occupational trends have allowed SDWP and navigator staff, especially the Employer Outreach Team (EOT), to hone a specific strategy for our most common and most successful placement occupations. In April, the EOT held a healthcare career fair that allowed recent training graduates to meet with over 10 healthcare employers. The event attracted 187 attendees with healthcare-related backgrounds. Employers shared information about current and future openings. Some hires were made directly following the event, and many others resulted in interviews and eventual offers for participants who attended the event.

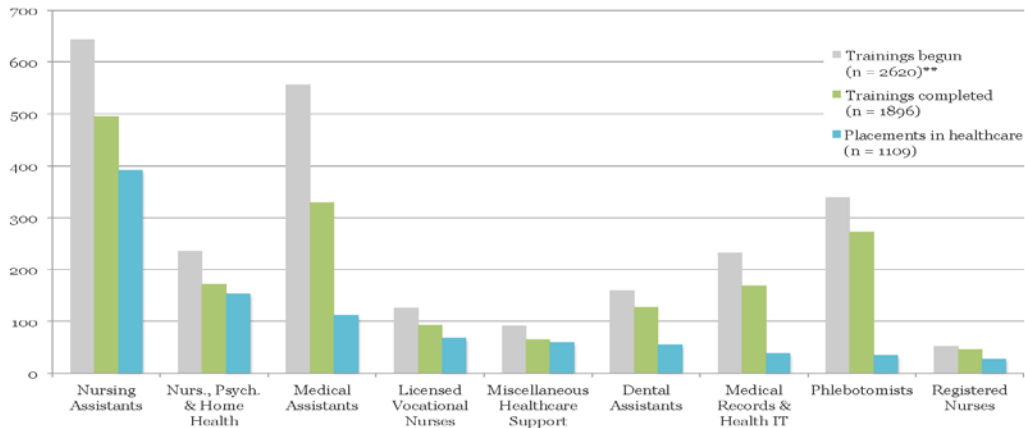
Over the final six months of the BTE program, SDWP staff and navigators will primarily focus on supporting participants in the transition from training to employment. Over 200 participants are scheduled to complete training between June and August of 2015. Many have already begun preparation for the job search phase, including meeting employers at the healthcare career fair and working with navigator staff to hone resume and interview skills. Several customized recruitments will offer opportunities for local employers to interview and hire from a pool of BTE participants. SDWP expects that this emphasis on employment will allow navigators to achieve performance outcomes in the final months of grant performance.

**ATTACHMENTS**

Attachment A: Occupation and Wage Graphs

**Figure 1. Occupational outcomes for training and placements in healthcare\***

*September 30, 2010 – March 31, 2015*

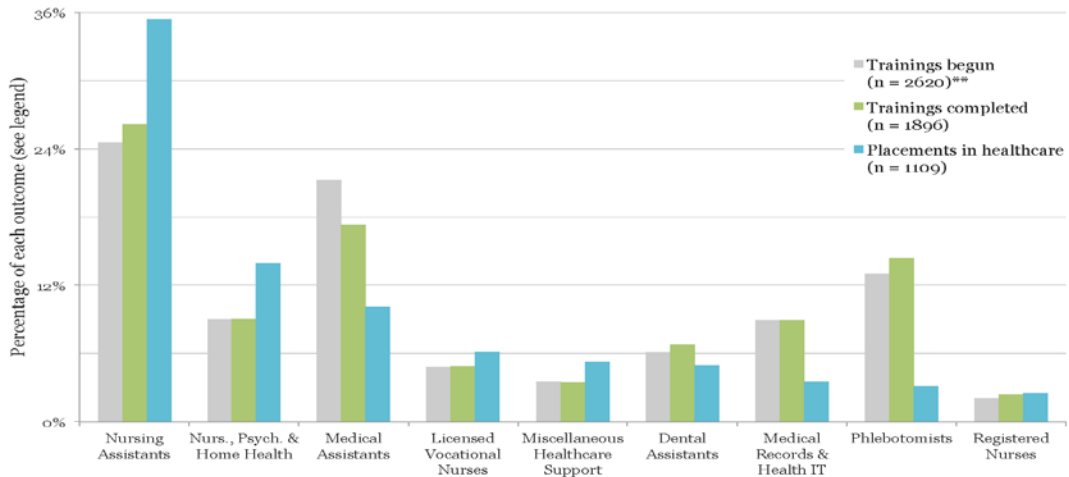


\* Not a single person count: Performance metrics include individuals who have taken multiple trainings or had multiple healthcare placements.

\*\*A number of these trainings are ongoing. The participant training completion rate is about 75%.

**Figure 2. Outcomes as a percent of total trainings and placements in healthcare\***

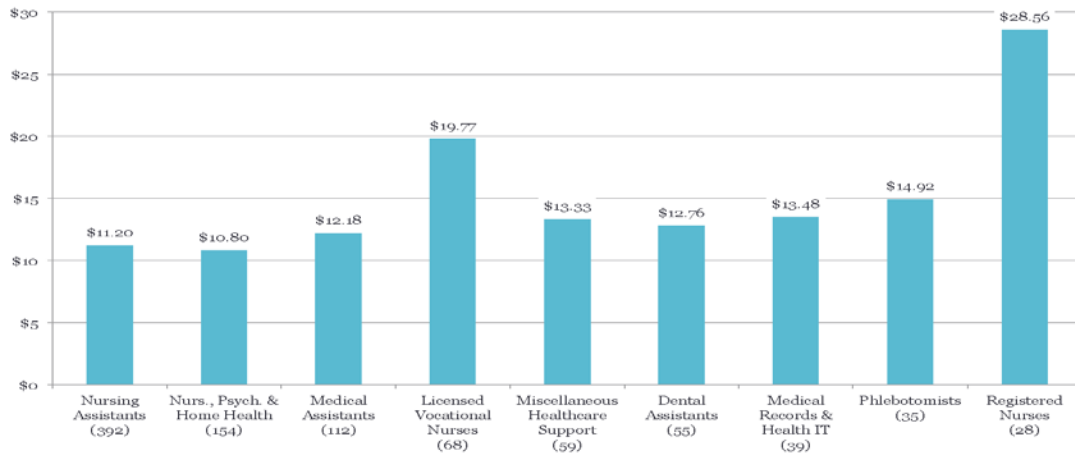
*September 30, 2010 – March 31, 2015*



\* Not a single person count: Performance metrics include individuals who have taken multiple trainings or had multiple healthcare placements.

\*\*A number of these trainings are ongoing. The participant training completion rate is about 75%.

**Figure 3. Average hourly wage, by placement occupation\***  
*September 30, 2010 – March 31, 2015*



\* Not a single person count: Performance metrics include individuals who have taken multiple trainings or had multiple healthcare placements.

**Item #6: WIOA Update**

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**MEETING DATE:** June 25, 2015

**REVISION DATE:** June 19, 2015

**TO:** Adult Programs Committee

**FROM:** Andy Hall  
Vice President & Chief Programs Officer

**INFORMATIONAL ITEM - NO ACTION REQUIRED**

Continuing SDWP's efforts to update the APC on WIOA, Andy Hall will update the APC on WIOA implementation efforts at the national and state levels.

**ATTACHMENTS**

None



**Item #7: APC Workgroup Updates**

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**MEETING DATE:** June 25, 2015

**REVISION DATE:** June 20, 2015

**TO:** Adult Programs Committee

**FROM:** Andy Hall  
Vice President & Chief Programs Officer

**INFORMATIONAL ITEM - NO ACTION REQUIRED**

During the 2013 strategic planning process, the Adult Programs Committee formed three workgroups to provide direction and guidance on three of the APC's strategic priorities: 1) Increase "Earn and Learn" opportunities for San Diego residents; 2) Improve services to business customers; and 3) Build a better, more aligned service delivery system with partners. Over the last few months, each of these workgroups has been reconvened and is working toward specific goals. The work groups include:

- Earn and Learn Workgroup
- Business Services Workgroup
- Partnerships Workgroup

Workgroup leads will provide an update on progress against goals/objectives for discussion by the entire APC. If any of the members want to engage in a work group, please contact Andy Hall.

**ATTACHMENTS**

None

**Item #8: Outplacement / Rapid Response Services Request for Proposals (RFP) Recommendation**

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**MEETING DATE:** June 25, 2015

**REVISION DATE:** June 20, 2015

**TO:** Adult Programs Committee

**FROM:** Tina Ngo Bartel, Director of Research

**INFORMATIONAL ITEM – NO ACTION REQUIRED**

This item serves to notify the committee that the San Diego Consortium Policy Board to authorized the President and CEO of the San Diego Workforce Partnership (SDWP) to negotiate and execute a contract with Manpower, Inc. to fulfill the role of Outplacement / Rapid Response Services provider for SDWP’s Workforce Innovation and Opportunity Act (WIOA)-required Rapid Response program.

The period of performance for the agreement is 12 months, beginning July 1, 2015 and ending June 30, 2016. Based on performance, need and funding availability, there will be an option to extend for two additional 12-month periods.

**BACKGROUND**

The Workforce Investment Act (WIA) and WIOA mandate that Rapid Response Services be offered to all businesses experiencing layoffs, closure and/or relocation. These services include immediate and on-site contact in response to Worker Adjustment and Retraining Notifications (WARNs), identifying opportunities to avert layoffs, scheduling Rapid Response presentations, enabling laid off workers to register with the America’s Job Center of California (AJCC) Network, providing Rapid Response materials to laid off workers, providing information in other languages if requested, and providing any other information as may be requested by the California Employment Development Department (EDD).

Additional responsibilities of the Contractor include collecting and delivering Rapid Response presentation attendee surveys and employer satisfaction surveys, as well as submitting monthly activity reports to SDWP.

**RFP OVERVIEW**

On January 6, 2015, SDWP issued a Request for Proposals (RFP) to 516 potential respondents from for-profit, nonprofit and public entities. SDWP received two responsive proposals. A third proposal was received but was deemed nonresponsive because a required section was missing.

Respondents to the RFP were asked to address their organization’s experience and qualifications, proposed program design and budget to successfully conduct Outplacement / Rapid Response Services. Proposals were scored according to the criteria and point values indicated in Table 1 below.

Table 1: RFP Scoring Criteria and Point Value

<b>Criteria</b>	<b>Possible Points</b>
Formatting Requirements	6
Business Overview	14
Program Design	40
Cost Reasonableness & Proposed Budget	20
Oral Interviews	20
<b>TOTAL</b>	<b>100</b>

## **PROPOSAL SCORING AND EVALUATION**

A panel of five external evaluators evaluated the two proposals. The evaluation panel was comprised of community leaders, board members and outside experts who scored and ranked the proposals. Panelists were provided with an orientation and vetted to ensure there were no conflicts of interest with their participation.

The panel was responsible for reviewing, scoring and ranking the proposals based on the criteria stated in the RFP (Table 1). Proposal scoring and evaluation took place in two phases: (1) review of written proposals and (2) oral interviews for Respondents whose proposals scored above 65 out of 80 points in phase 1.

Both Respondents were invited for an oral interview. Each Respondent was given 20 minutes to present their proposals to the evaluators and 20 minutes for questions and answers.

The evaluation panel recommended Manpower, Inc. for funding based on the scores and funding recommendations below (Table 2).

Table 2: Funding Recommendation

<b>Respondent</b>	<b>Funds Requested</b>	<b>Total Points</b>	<b>Average Score*</b>	<b>Ranking</b>	<b>Recommended Funds</b>
Manpower, Inc.	\$ 100,000	465	93	1	\$ 100,000
T3W Business Solutions	\$ 99,836.46	389	78	2	\$0

*\* All average scores were rounded to the nearest whole number.*

## **ATTACHMENTS**

None