



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board
December 4, 2019 @ 4:00 p.m.
Council of Fresno County Governments
2035 Tulare Street – 2nd Floor
Sequoia Room
Fresno, CA 93721

Mission Statement: The Fresno Regional Workforce Development Board exists to oversee the optimal administration of Workforce Innovation and Opportunity Act funds in the Fresno region. In serving both the business community and the individual job seeker with the provision of human capital development services, we hope to foster the economic vitality of the Fresno region.

REMINDER: PLEASE TURN OFF CELL PHONES OR PUT ON VIBRATE

1. ROLL CALL
2. COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF
3. AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS
4. ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST
5. PUBLIC COMMENT

Item #	Description	Presenter	Enclosure	Action	Page #
6.	Serving Underemployed Workers	Konczal	No	Information	--
7.	Committee Reports Adult Council – Jeff Hensley Executive Committee – Paul Bauer Youth Council – Dennis Montalbano		No	Information	--
8.	Approval of the June 5, 2019, Meeting Minutes	Konczal	Yes	Approve	6
9.	October 2019 Financial Report	Konczal	Yes	Accept	11

CONSENT ITEMS

10. Approve Consent Items (A1 through B8). *Items pulled from consent will be handled with the other regular items at the end of the agenda, including any information items that are pulled.* Approve

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals and individuals who are limited English proficient who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Development Board, at 2125 Kern Street, Suite 208, Fresno, California, or by calling (559) 490-7100. Every effort will be made to reasonably accommodate individuals with disabilities or who are limited English proficient by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance of the meeting.

Item #	Description	Presenter	Enclosure	Action	Page #
<u>CONSENT ITEMS SUBMITTED BY ADULT COUNCIL</u>					
A1	Ratification of New Adult Council Member	Konczal	Yes	Ratify	17
A2	Updated Procurement Policy	DeWitt	Yes	Accept	18
A3	Photocopy Machines Request for Proposals Award	DeWitt	Yes	Accept	49
A4	Workforce Innovation and Opportunity Act Adult and Dislocated Worker Carryover Funding Recommendations for Program Year 2019-2020	Stogbauer	Yes	Approve	51
A5	Transfer of Dislocated Worker Program Funds to the Adult Program	Stogbauer	Yes	Approve	52
A6	First Quarter Workforce Innovation and Opportunity Act Adult Participant Training Report for Program Year 2019-2020	Stogbauer	Yes	Accept	53
A7	Fourth Quarter Local Performance Results Reports for Program Year 2018-2019	Stogbauer	Yes	Accept	54
A8	First Quarter Local Performance Results Reports for Program Year 2019-2020	Stogbauer	Yes	Accept	60
A9	Fourth Quarter Providers of Services' Monitoring Report for Program Year 2018-2019	DeWitt	Yes	Accept	66
A10	First Quarter Providers of Services' Monitoring Report for Program Year 2019-2020	DeWitt	Yes	Accept	68
A11	Fourth Quarter Providers of Services' Customer Complaint Report for Program Year 2018-2019	DeWitt	Yes	Accept	70
A12	First Quarter Providers of Services' Customer Complaint Report for Program Year 2019-2020	DeWitt	Yes	Accept	72
A13	Fourth Quarter Job Seeker Customer Satisfaction Report for Program Year 2018-2019	DeWitt	Yes	Accept	73
A14	First Quarter Job Seeker Customer Satisfaction Report for Program Year 2019-2020	DeWitt	Yes	Accept	76
<u>CONSENT ITEMS SUBMITTED BY YOUTH COUNCIL</u>					
B1	Fourth Quarter Local Performance Results Report for Program Year 2018-2019	Stogbauer	Yes	Accept	80
B2	First Quarter Local Performance Results Report for Program Year 2019-2020	Stogbauer	Yes	Accept	85
B3	Fourth Quarter Youth Satisfaction Report for Program Year 2018-2019	DeWitt	Yes	Accept	90
B4	First Quarter Youth Satisfaction Report for Program Year 2019-2020	DeWitt	Yes	Accept	92

Item #	Description	Presenter	Enclosure	Action	Page #
B5	Fourth Quarter Providers of Services' Monitoring Report for Program Year 2018-2019	DeWitt	Yes	Accept	94
B6	First Quarter Providers of Services' Monitoring Report for Program Year 2019-2020	DeWitt	Yes	Accept	96
B7	Fourth Quarter Providers of Services' Customer Complaint Report for Program Year 2018-2019	DeWitt	Yes	Accept	98
B8	First Quarter Providers of Services' Customer Complaint Report for Program Year 2019-2020	DeWitt	Yes	Accept	99

NON-CONSENT ITEMS

11.	Third Quarter Community Events	Konczal	Yes	Information	101
12.	Information Sharing	WDB Members	No	Discussion	--
13.	Agenda Items for March 4, 2020, Meeting	Konczal	No	Discussion	--
14.	Meeting Feedback	Konczal	No	Discussion	--

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2020 MEETING SCHEDULE

	Executive Committee 3:00 p.m.	FAWIC Board 3:00 p.m.	Adult Council 4:00 p.m.	Business & Industry Committee 4:00 p.m.	Workforce Development Board 4:00 p.m.	Youth Council 4:00 p.m.
JAN	1/15	1/15	1/23			
FEB				2/05		2/20
MAR					3/04	
APR	4/15	4/15	4/23			
MAY			Special 5/19	5/06		5/21
JUN					6/03	
JUL	7/15	7/15	7/23			
AUG				8/05		8/20
SEP					9/02	
OCT	10/21	10/21	10/22			
NOV				11/04		11/19
DEC					12/02	

The FAWIC Board meets immediately after the Executive Committee.

Meetings will be held at the following Fresno locations:

Adult Council, Youth Council – Manchester Workforce Connection, 3302 N. Blackstone Avenue
 Business & Industry Committee – FRWDB Business Services Center, 7475 N. Palm, #105
 Workforce Development Board – 2035 Tulare Street, 2nd Floor Sequoia Room
 FAWIC, Executive Committee – FRWDB Administrative Office, 2125 Kern Street, #208

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2019 ATTENDANCE RECORD**

Directors	3/6/2019	6/5/2019	Meeting Canceled 9/4/2019	12/4/2019
Lenora Lacy Barnes	A	P	XX	
Paul Bauer	P	P	XX	
Edgar Blunt	--	--	XX	
Raine Bumatay	P	P	XX	
Tony Canales	P	A	XX	
Brian Chambers	--	P	XX	
Lee Ann Eager	P	P	XX	--
Fely Guzman	A	A	XX	
Jeffrey Hensley	P	P	XX	
Ron Hicks	A	P	XX	
Araceli Holland	A	--	XX	--
Richard Keyes	P	A	XX	
David Mercer	P	P	XX	
Scott Miller	P	P	XX	
Dennis Montalbano	P	P	XX	
Delfino Neira	P	P	XX	
Tommie Nellon	P	P	XX	
Joe Olivares	P	P	XX	
Sal Quintero	A	A	XX	
Chuck Riojas	A	A	XX	
Elizabeth Rivinius	--	P	XX	
Michael Silveira	P	P	XX	
Esmeralda Soria	P	A	XX	--
Vasili Sotiropulos	A	P	XX	
Shelly Tarver	A	P	XX	
Stuart VanHorn	A	A	XX	
Lydia Zabrycki	P	P	XX	
Ken Price (Counsel)	P		XX	
Doug Jensen (Counsel)	--	P	XX	

P = Present
A = Absent
-- = Not a Member at Time of Meeting
* = Special Meeting

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	8
MEETING DATE:	December 4, 2019
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Approval of the June 5, 2019, Meeting Minutes

RECOMMENDATION:

Approve the minutes of the June 5, 2019, meeting of the Fresno Regional Workforce Development Board.

ATTACHMENT:

June 5, 2019, Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board
June 5, 2019 @ 4:00 p.m.

SUMMARY MINUTES

The meeting was called to order at 4:07 p.m.

ROLL CALL: PRESENT – Lacy Barnes, Paul Bauer, Raine Bumatay, Brian Chambers, Lee Ann Eager, Jeff Hensley, Ron Hicks, David Mercer, Scott Miller, Dennis Montalbano, Delfino Neira (arrived at 4:09 p.m.), Tommie Nellon, Joe Olivares, Elizabeth Rivinius (arrived at 4:20 p.m.), Michael Silveira, Vasili Sotiropoulos (arrived at 4:21 p.m.), Shelly Tarver (arrived at 4:36 p.m.), Lydia Zabrycki, and Legal Counsel Doug Jensen.

ABSENT – Tony Canales, Fely Guzman, Richard Keyes, Sal Quintero, Chuck Riojas, Esmeralda Soria, and Stuart VanHorn.

COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: Chair Bauer welcomed two (2) new Directors to the Board: Brian Chambers from the State of California Department of Rehabilitation and Elizabeth Rivinius from the United Food and Commercial Workers Local 8.

Chair Bauer presented Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), with a certificate recognizing his 17 years with the FRWDB.

AGENDA CHANGES:
REMOVAL OF ITEMS OR
EMERGENCY ADDITIONS: None.

ABSTENTIONS/
DISCLOSURES OF
POTENTIAL CONFLICTS
OF INTEREST/RECUSALS: None.

Director Neira arrived (4:09 p.m.)

PUBLIC COMMENTS: None.

Item Description/Action Taken

6. California Economic Summit in Fresno

Mr. Konczal stated that this November, for the first time, the California Economic Summit will be held in Fresno. The Summit's bipartisan network identifies challenges they see for the state and discuss possible solutions. Mr. Konczal noted that the Governor will be attending this year. As more information about the Summit becomes available, Mr. Konczal will pass that on to the FRWDB Directors.

Mr. Konczal also noted that concurrent with the Summit, the Governor's office is looking for a list of asks from the Fresno community, as the Governor sees Fresno as one (1) of the two (2) areas of the state needing extra help. As the list is drafted, Mr. Konczal will also share that with the Directors.

7. Committee Reports

Adult Council: Director Hensley reported that the Adult Council (Council) met on May 21st, at which time they recommended that the FRWDB approve the Adult and Dislocated Worker funding recommendations for Program Year (PY) 2019-2020, which totaled \$14,078,837. These funds would be allocated to the FRWDB operational budget, sub-contracts and participant pools, and would allocate \$307,478 to PY 2020-2021 carryover. Mr. Konczal noted that even though the overall amount of Department of Labor Workforce Innovation and Opportunity Act funds allocated to the State of California decreased from last year, Fresno County received slightly more money due to its Unemployment rate going down at a rate slower than the rest of the state.

The Council received a video report on the Fourth Quarter Outstanding Achievement Award winner, Marco Silva, who obtained full-time employment with the Malaga Water District. The Council recommended that Mr. David Daniel, Program Manager at West Care, be ratified as an Adult Council member. Other items recommended for approval were the America's Job Centers of California (AJCC) Hallmarks of Excellence Certification Application/Matrix, and the Local Board Recertification for PYs 2019-2021.

The Council reviewed a number of quarterly performance reports and recommended that the FRWDB accept those reports.

Director Rivinius arrived (4:20 p.m.)

Mr. Hensley indicated that in an effort to have more direct communication with its contractors, the One-Stop contractors are now presenting their own performance measures reports at the Council meetings.

Director Sotiropulos arrived (4:21 p.m.)

Business and Industry Committee: Director Zabrycki stated that the Business and Industry Committee (B&I) met on May 1st at which time they received a report on the FRWDB's first governmental job fair, Govaganza, which was held on April 25th. The event's focus was to provide information about jobs that various government agencies have available and how to apply for them. The event was a huge success and will be held again next year.

Erik Cherkaski, Business Services Center Manager, FRWDB, presented the Fresno Area Labor Analysis Report to the B&I, which was a report that focused on a comparison between the Unemployment rate in Fresno County versus the State. He also reported that Fresno4Biz (F4B) held a workshop at the City of Firebaugh in March with the purpose to educate businesses about the resources available through F4B. Mr. Cherkaski provided an overview of the Workforce Training Forum that was held in February. He shared information with the B&I that was obtained directly from the employers who attended the Forum about the skills gap in Fresno County. FRWDB staff will be constructing a process recommendation for soft skills training and will bring it before the FRWDB for approval. Director Hicks noted that Mr. Cherkaski provided him a copy of the data obtained from the Forum, along with a national survey, and indicated that the information was very useful. Director Hensley asked if that information could be provided to all the FRWDB Directors.

The B&I recommended the ratification of Michael Silveira as a member of the B&I. The B&I were presented two (2) videos showcasing the Outstanding Business Achievement Award winners: Malaga Water District as the Adult quarterly winner, and AU Auto Repair as the Youth quarterly winner.

Martha Espinosa, Business Services/Rapid Response Coordinator, FRWDB, reported that in the third quarter, the Rapid Response team contacted 12 companies that were either closing or downsizing and provided information to six (6) of the 183 employees affected. Ms. Espinosa stated that the focus during the third quarter was to lay the groundwork for Rapid Response services for large chain companies that were facing bankruptcy.

Executive Committee: Chair Bauer reported that the Executive Committee (Committee) met on April 17th, at which time they also received a report on the Workforce Training Forum. The Committee approved the AJCC Memorandum of Understanding (MOU) template. Chair Bauer reminded Directors that at their March 6th FRWDB meeting, they authorized the Committee to review and approve the AJCC MOU template, as the timeframe for obtaining all required signatures was tight. The Committee reviewed and accepted the February 2019 Financial Report. Chair Bauer noted that there was one (1) unusual item on the report, and that was that the FRWDB returned approximately \$50,000 to the state on the Proposition 39 grant.

Director Tarver arrived (4:36 p.m.)

Mr. Konczal explained that the state Workforce Development Board asked the FRWDB to act as fiscal agent on a \$100,000 Proposition 39 grant for a local Community Based Organization (CBO) to provide construction worker training. By the time the CBO had submitted invoices for about half of the grant amount, the FRWDB felt the money had not been spent correctly. FRWDB staff submitted data to the state supporting their concerns and returned the unspent portion of the grant. Mr. Konczal noted that this was the first time the FRWDB felt it was necessary to return money on a grant.

Chair Bauer continued his report on the Executive Committee meeting, stating that Mr. Konczal provided an overview of the major projects he had worked on for the previous quarter, which included the SB1 application and the Family Centered Employment project.

Youth Council: Director Montalbano reported that the Youth Council met on May 21st, at which time they were shown a video showcasing Maria Sanchez, the Youth Outstanding Achievement Award winner for the fourth quarter. The Youth Council recommended that the FRWDB approve the PY 2019-2020 formula funding recommendations, which would allocate \$8,230,929 to the Youth operational budget, subcontracts and participant pools. Mr. Montalbano indicated that the Youth Council reviewed and recommended that the FRWDB accept the quarterly reports.

This was an information item.

8. Approval of March 6, 2019, Meeting Minutes

EAGER/BARNES – APPROVED THE MARCH 6, 2019, MEETING MINUTES (UNANIMOUS, WITH RECUSAL NOTED ABOVE).

9. April 2019 Financial Report

Mr. Konczal presented the April 2019, Financial Report for acceptance. He noted that expenditures were running lower than anticipated due to unexpended training funds. He reminded the FRWDB of the 30% mandated training requirement and stated that staff has been working to meet this requirement and continues to look at innovative ways to use these funds, such as the new training

cohorts taking place in partnership with its Community College partners. He noted that the intent of the 30% requirement was to train more individuals and stated that the FRWDB will continue to keep with the spirit of this requirement to train more individuals, while other WDBs have, unfortunately, tried to meet this requirement by spending more *per individual* rather than train a greater number of individuals. He stated that Rapid Response funds were slightly underspent, but that FRWDB requested a two (2) month extension, and with the coming closure of the Fresno IRS office, anticipates being able to fully expend the funds within the extended timeframe. The Slingshot grant was also slightly under-expended, but FRWDB has until the end of the calendar year to fully expend. The CESELL (Collaborate for Effective Services for English Language Learners) grant ended December 31, 2018, and was 94.58% expended.

NEIRA/OLIVARES – ACCEPTED THE APRIL 2019 FINANCIAL REPORT (UNANIMOUS).

10. Approval of Consent Item (A1 – C5)

EAGER/NEIRA – APPROVED CONSENT ITEMS A1 – C5 (UNANIMOUS, WITH THE RECUSALS NOTED ABOVE).

11. First Quarter Community Events

Mr. Konczal stated that there are no events in the first quarter of PY 2019-2020 for which the FRWDB has tickets as part of a membership.

This was an information item.

12. Information Sharing

Director Barnes shared that her husband will be showing his wood artwork at the Fig Tree Gallery during the June 6th Art Hop event and invited the Directors to stop by.

Director Tarver shared that the Employment Development Department (EDD) is undergoing the process of being reorganized and that the Workforce Services Division will be transitioned to a new department and will no longer be under EDD. She stated that it will be a long process, and that she will keep the FRWDB posted.

13. Agenda Items for September 4, 2019, Meeting

There were no items to be added to the September 4, 2019, meeting agenda.

14. Meeting Feedback

Director Tarver asked about the feasibility of moving the FRWDB meeting time from 4:00 p.m. to earlier in the day.

The meeting was adjourned at 5:00 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: October 2019 Financial Report

RECOMMENDATION:

Accept the attached Fresno Regional Workforce Development Board (FRWDB) October 2019 Financial Report.

REASON FOR RECOMMENDATION:

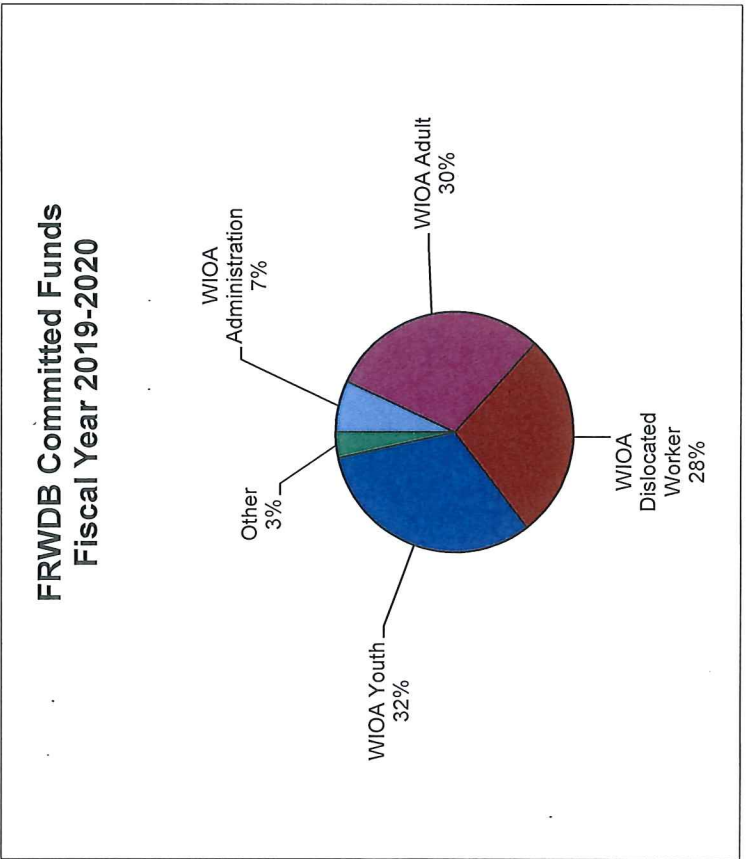
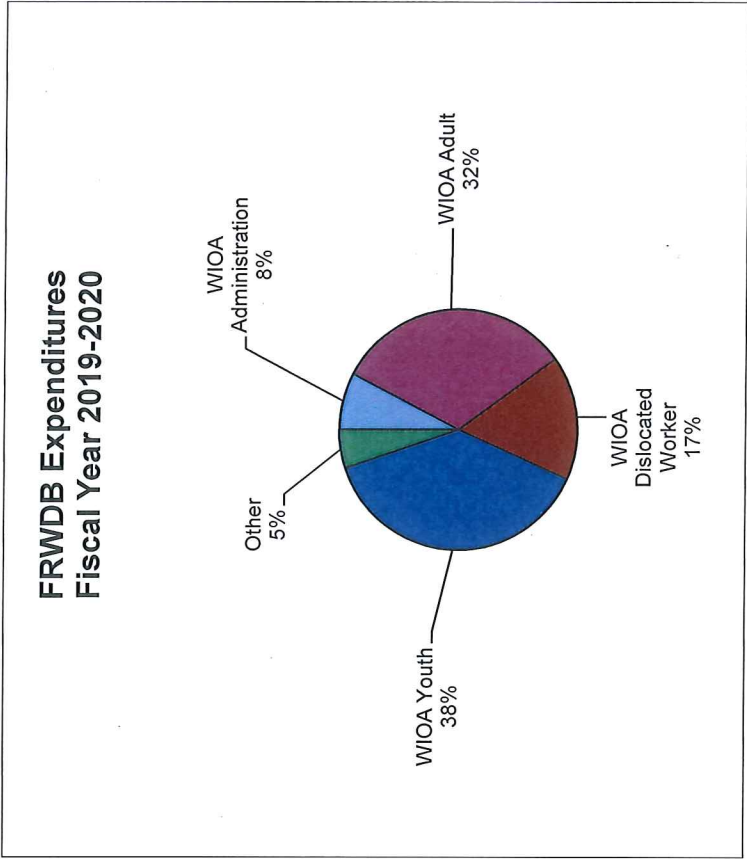
The attached charts display year-to-date financial information through October 31, 2019.

- Slingshot – Construction Pre-Apprenticeship Pipeline: This is an 18-month grant that ends on December 31, 2019. As of October 2019, it is 68.50% expended at \$171,257 of the \$250,000.
- WAF (Workforce Accelerator Fund) 7.0: The grant period is May 1, 2019 – September 30, 2020. It is currently 23.56% expended at \$35,335 of the \$150,000.
- STEPS (Summer Training and Employment Program for Students) – Foundation for California Community Colleges: Grant period is May 10, 2019 - February 28, 2020. It is 70.75% expended at \$127,911 of the \$180,800.
- Regional Career Ladders/ETPL (Eligible Training Provider List) Projects: This grant began February 1, 2019, and ends December 31, 2019. Currently it is 90% expended at \$99,000 of the \$110,000.
- Staff has no concerns with grant expenditures at this time.

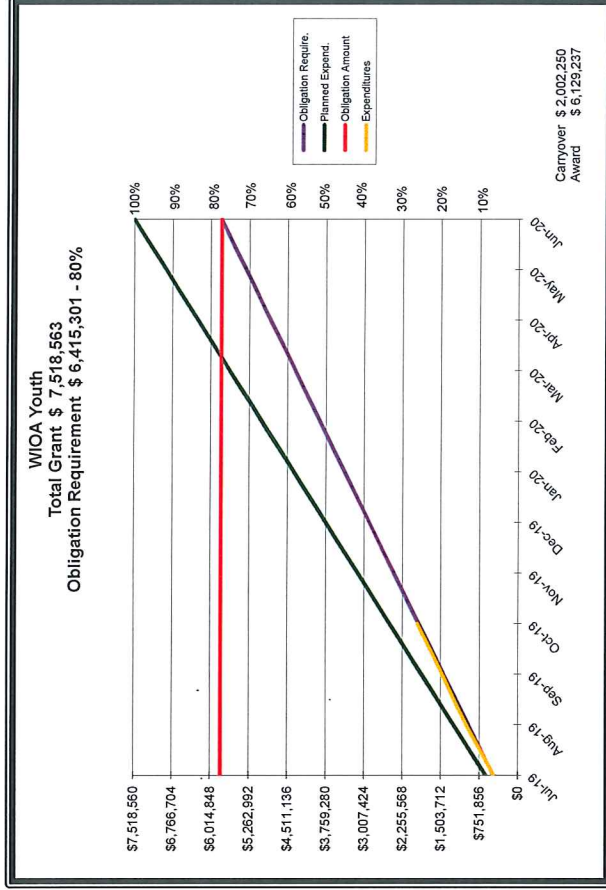
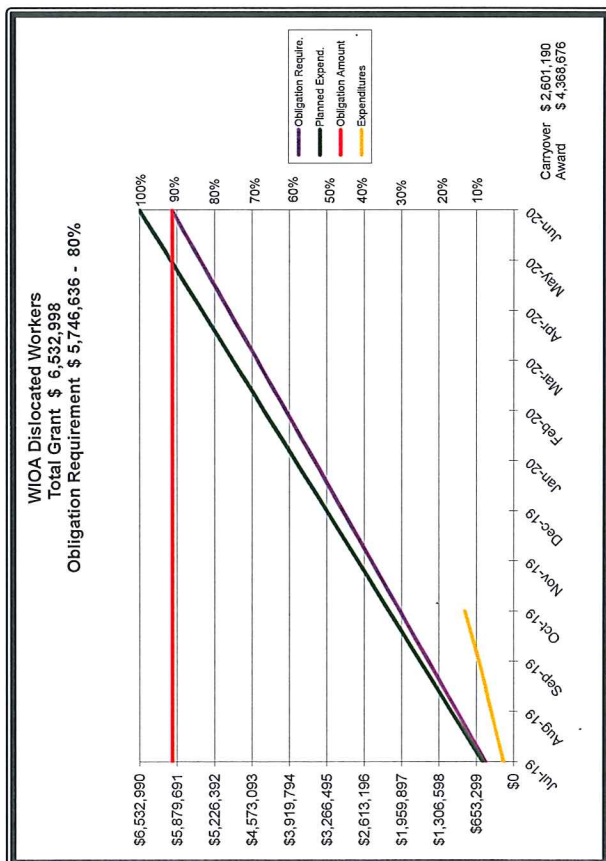
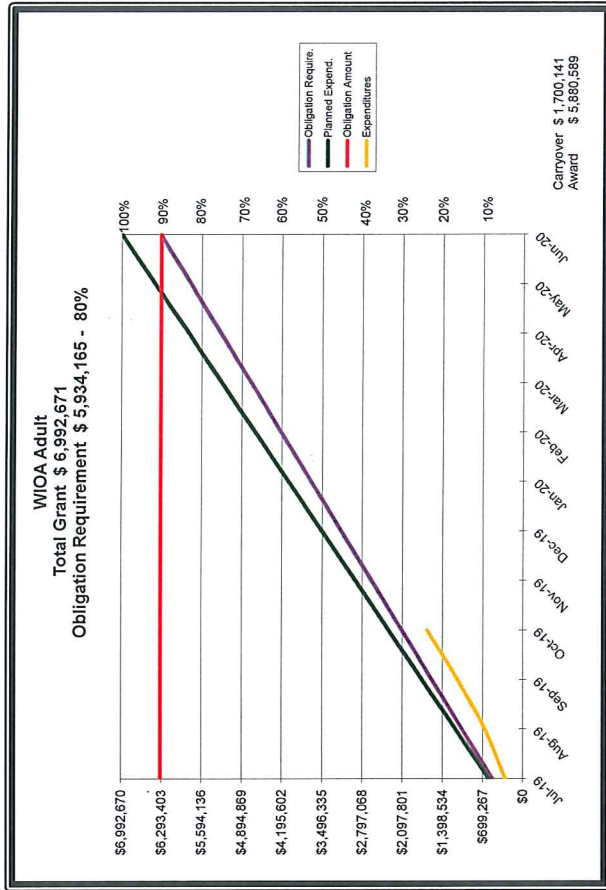
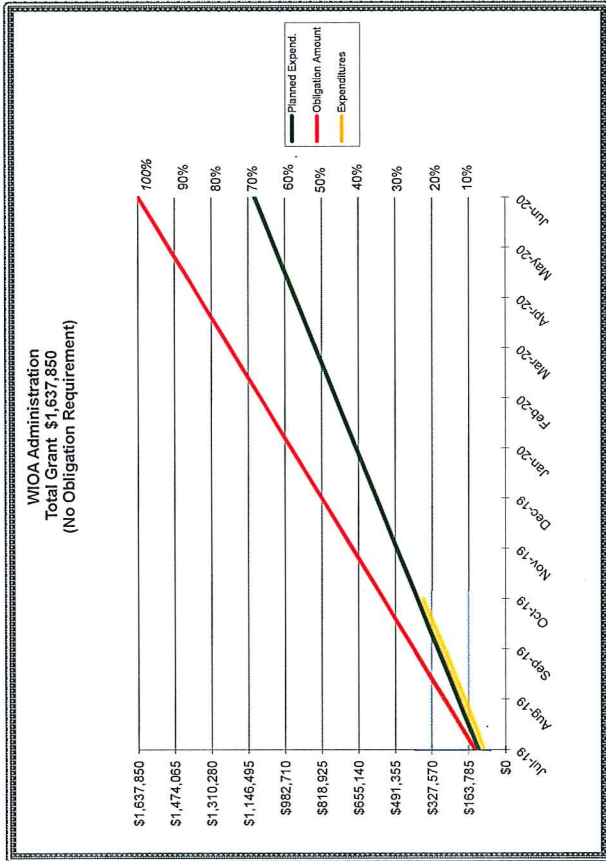
ATTACHMENT:

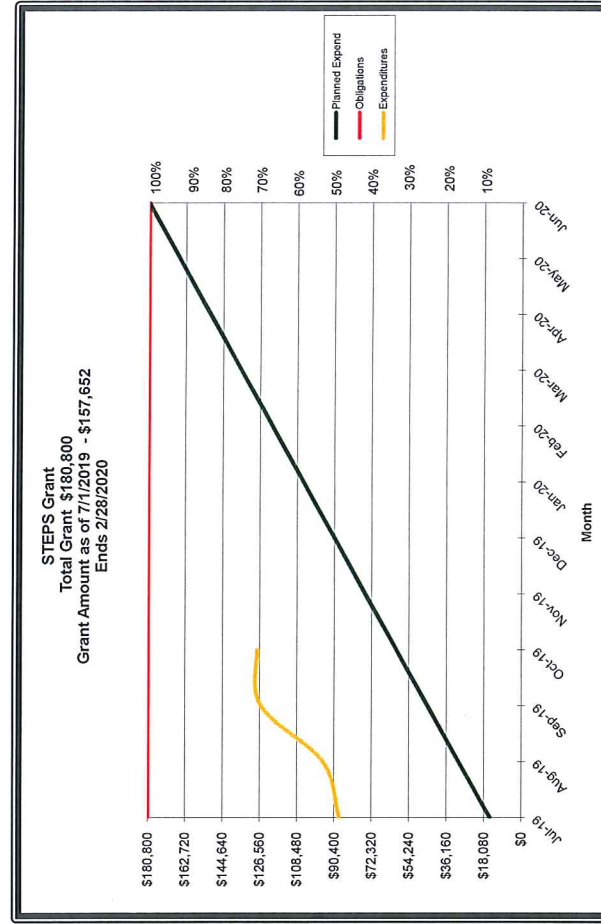
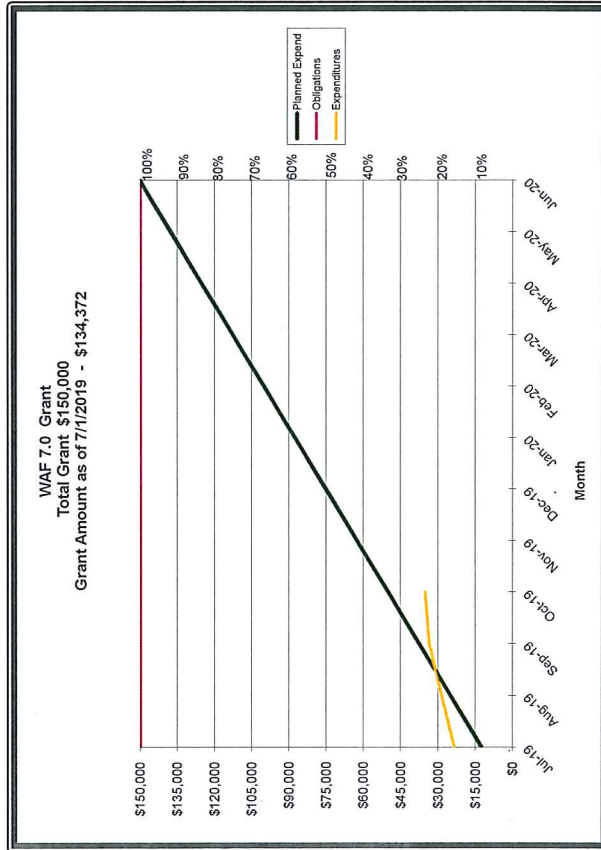
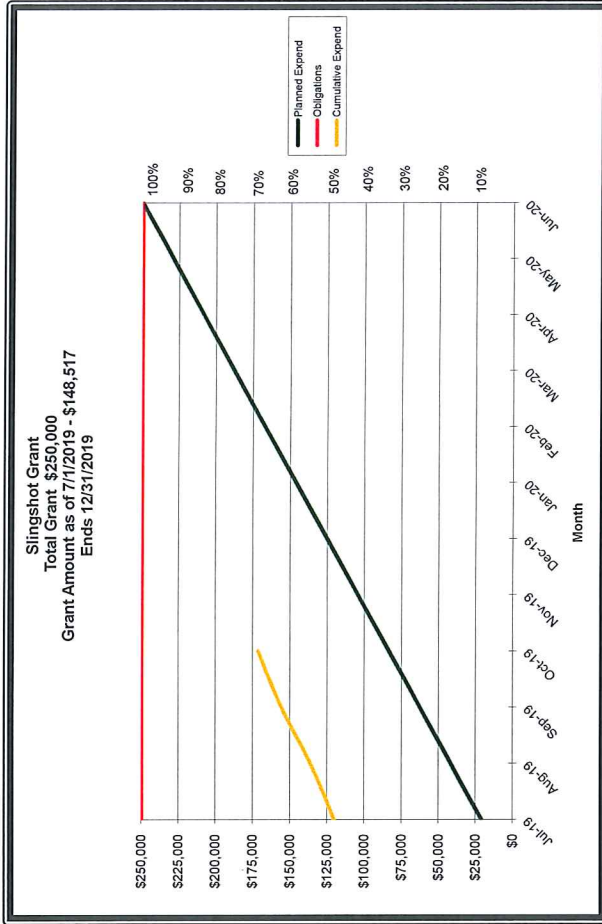
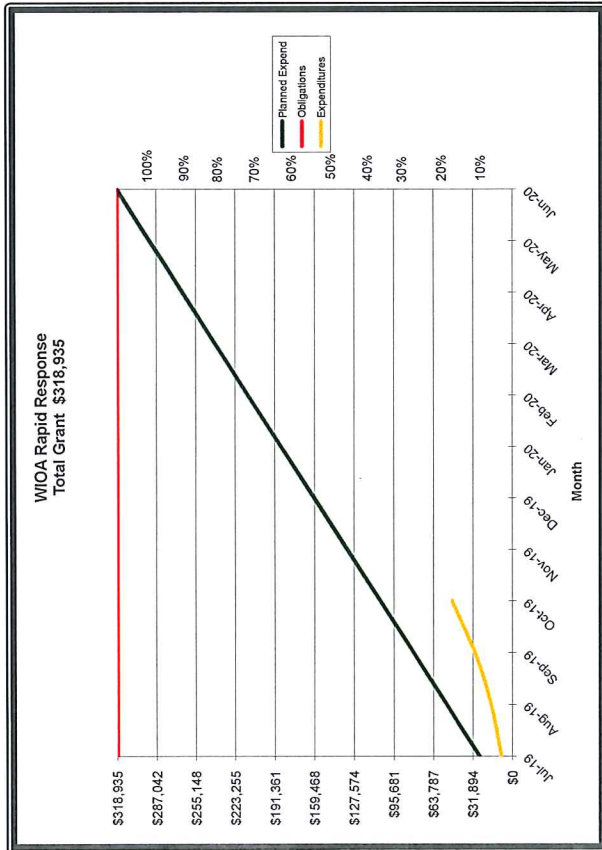
October 2019 Financial Report

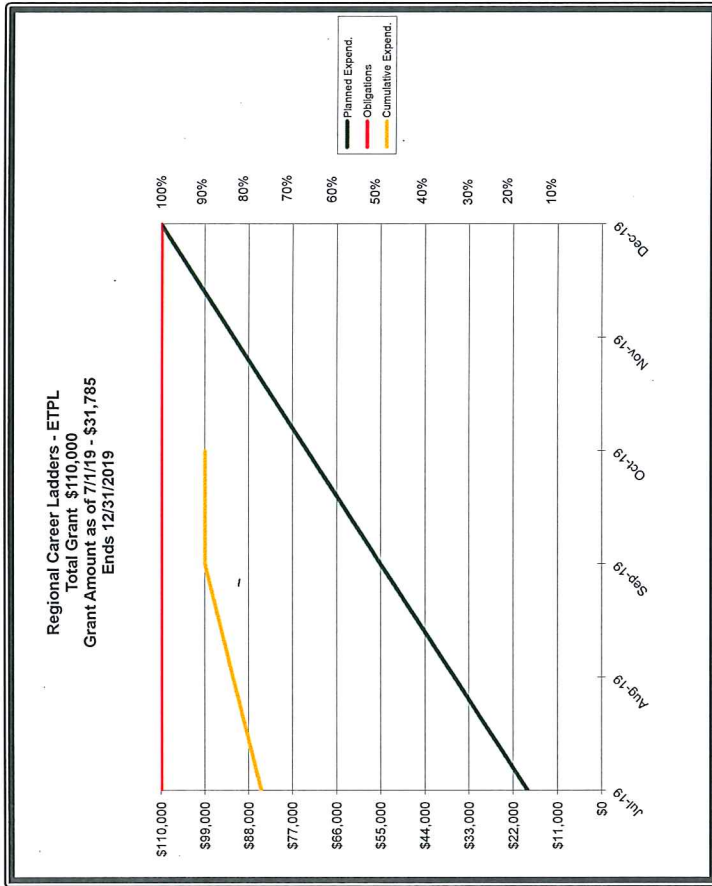
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
 FINANCIAL REPORTS
 October 2019



October 2019







Consent Items Submitted by the Adult Council

MISSION:

To procure, oversee, evaluate, and continuously improve a One-Stop system that provides employers with qualified job seekers and a means by which job seekers are able to achieve self-sufficiency.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A1
MEETING DATE:	December 4, 2019
ACTION:	RATIFY

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Ratification of New Adult Council Member

RECOMMENDATION:

Ratify the appointment of Fresno Regional Workforce Development Board (FRWDB) Director Elizabeth Rivinius to the Adult Council.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

Director Rivinius is the District Union Representative of the United Food and Commercial Workers Local 8 and has expressed interest in joining the Adult Council.

Article VI "Committees" of the FRWDB Bylaws indicates that committee chairs shall designate their committee members and present them to the Local Board for ratification.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A2
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

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TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Updated Procurement Policy

RECOMMENDATION:

Accept the updated Local Procurement Policy.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

The California Employment Development Department (EDD) released an update to State Directive WSD 17-08, Procurement of Equipment and Related Services, on July 23, 2019. The update consisted of updating references and opening cost thresholds for each procurement methodology.

Fresno Regional Workforce Development Board (FRWDB) staff drafted an update to the local policy to reflect these changes. There have also been other minor updates as we continue to refine the process.

All changes in the attached document are red-lined and have been reviewed by Legal Counsel.

ATTACHMENT:

Draft Updated FRWDB/FAWIC Procurement Policy



Fresno Regional
**Workforce
Development Board**

A proud partner of America's Job Center of CaliforniaSM network.



Fresno Area
Workforce
Investment Corporation

DRAFT

Local Procurement Policy

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SECTION I - INTRODUCTION

The purpose of these guidelines is to provide direction to employees and agents of the Fresno Regional Workforce Development Board (FRWDB) in conducting procurement and purchasing activities in compliance with federal and state procurement standards.

The FRWDB shall conduct all procurements in compliance with federal and state regulations governing the Final Rule of the Workforce Innovation and Opportunity Act (WIOA, or the Act). All provisions of the WIOA Final Rule became effective July 22, 2014. All WIOA-funded programs and activities must comply with applicable provisions in the Final Rule.

A. Controlling Legislation

1. WIOA (Public Law 113-128)
2. Title 2 *Code of Federal Regulations* (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
3. Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor [DOL] Exceptions)
4. Title 20 CFR WIOA, "DOL; Final Rule"
5. Title 34 CFR WIOA, "Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"
6. California State Contracting Manual, Subject: Chapter 5: "Competitive Bidding Methods" (April 2015)
7. **Workforce Services Directive WSD17-08, Subject: Procurement of Equipment and Related Services**
8. Workforce Services Directive WSD16-10, Subject: Property - Purchasing, Inventory, and Disposal (November 10, 2016)
9. WSD16-05, Subject: *WIOA Closeout Requirements* (July 29, 2016)
10. WSD16-14, Subject: Selection of America's Job Center of California (AJCC) Operators and Career Services Providers (December 19, 2016)
11. WSD16-16, Subject: Allowable Costs and Prior Written Approval (February 21, 2017)
12. **Memorandum dated June 20, 2018: Executive Office of the President, Office of Management and Budget, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance"**

SECTION II - GENERAL GUIDELINES AND PROVISIONS

All procurement actions are to be conducted in a manner that provides for “full and open competition”. Within the context of open competition, the following ~~four (4)~~ **five (5)** methods may be used to procure goods or services: **micro-purchase**; small purchase; sealed bids; competitive proposals (Request for Proposals (RFP)); and non-competitive proposals (sole source). The type of purchase is generally determined by the “per transaction” value of the procurement and the type of goods or services being purchased. “Per transaction” is a single solicitation for a single item (e.g., copying machine), group of related items (e.g., office furniture), or a specified service (e.g., staff training). Purchases are not to be **piecemealed**, i.e. broken down into smaller components to avoid more stringent procurement requirements. **When acquiring equipment with a unit price greater than \$5,000, the agency shall conduct a comparison between leasing and purchasing is to be completed. See Section V, Prior Approval for additional requirements.**

A. Responsibility

The Procurement Manager shall be responsible for developing and maintaining the actual processes and tools to be used to implement this Policy. The Executive Director is responsible for approving all procurement processes and updates. The FRWDB Board of Directors is responsible for approving this Policy.

The FRWDB, through the Procurement Manager, is responsible for drafting and distributing procurement documents, publishing the procurement notices, receiving the proposal documents, and coordinating with the **respective requesting** department manager for the evaluation of the proposal documents. Depending on the goods or services being procured, the Procurement Manager may request information and/or assistance from, or delegate the procurement to, other FRWDB departments.

The department managers are responsible for providing to the Procurement **Unit Manager** all information related to program design and/or bid specifications (including independent estimates), background, statement of work, evaluation factors, etc., in order to assist the Procurement **Unit Manager** in preparing and drafting the procurement instrument and other related documents. The department managers are responsible for completing **a** cost price analysis as required.

In those circumstances where the General Services and Information Technology departments have a need to procure services or products that fall under ~~the small purchases limits of \$0 to \$149,999~~, **\$50,000**, as defined in Section III, Item B, Small Purchases (see page 8), those departments will be responsible for performing and documenting the procurement as outlined in this policy, subject to the review of the Procurement Manager.

B. Applicability

This Policy applies to all procurements of the FRWDB, the Fresno Area Workforce Investment Corporation (FAWIC), and its sub-contractors who are sub-recipients of federal funds. See Section VIII - Procurements Activities by Sub-Recipients for additional guidance, requirements and limits.

The provisions in this Policy do not apply to the selection of training services paid through Individual Training Accounts (ITA) or On-the-Job Training (OJT) contracts. Procurement for these services ~~is~~ are outlined in separate FRWDB procedures

C. Approval

The following table provides approval levels for the purchases of goods and services for amounts that are included in a budget approved by the FAWIC or FRWDB, e.g., FAWIC agency budget, or AJCC budget:

Amount of Purchase	Staff Approval Levels
\$.01 to \$ 1,000	Department Manager Unit Head
\$.01 to \$ 5,000 10,000 (IT or General Services Budgets only)	General Services/ IT Support Manager or Deputy Director of Information Systems
\$ 1,001 to \$ 49,999	FRWDB Executive Director for FAWIC and FRWDB budgets (except as noted above)
\$ 50,000 and over	FAWIC (for agency budget) or FRWDB (for all other budgets) Boards of Directors

All other purchases for goods and services over \$50,000 that are not included in an approved budget must be approved by the FRWDB Board of Directors (Board), subject to the veto authority of each Chief Local Elected Official ~~servicing on the Board~~, if the matter is opposed by a majority of their respective governing board (Fresno County Board of Supervisors) or council (Fresno City Council).

D. Standard of Conduct and Conflict of Interest

All procurement activities are subject to the rules and regulations pertaining to the code of conduct and conflict of interest policies, including sanctions as prescribed by law, described in the FRWDB's policies and Operational Directives

All FRWDB staff, FRWDB Board members, and outside rating staff must not divulge, in advance, purchasing or specific proposal information. Procurement activities must be conducted in a confidential manner.

Confidentiality must be maintained for all procurements. All proposals and/or quotes submitted are securely handled and stored. FRWDB staff involved in any aspect of a procurement must not reveal or disclose information to anyone outside of the identified group involved in conducting the procurement, rating bids, and making contract award

decisions. All information will remain confidential until the FRWDB has awarded and signed a contract with the awardee(s).

During the procurement process, unauthorized FRWDB staff or FRWDB Board members shall not communicate with bidders **or proposer, as the case may be**, regarding the procurement. Authorized staff will be identified in each procurement and will be the primary point of contact for discussion or information pertaining to the procurement. **In the event a bidder attempts to communicate with unauthorized FRWDB staff or FRWDB Board members, the staff or Board member shall immediately notify the FRWDB Executive Director of such attempt(s).** Violation of this clause may constitute grounds for rejection by the FRWDB of the bidder's proposal.

Individuals in a decision-making capacity, including FRWDB Board members, are prohibited from engaging in any activity, including the award or administration of a contract, if they have a conflict of interest, as defined by **Federal and State laws, including, but not limited to, the California Political Reform Act and California Government Code section 1090 et seq.** Conflict of interest and nondisclosure policies and procedures are provided to all FAWIC employees, outside agency raters, and FRWDB Board members participating on procurement review teams. These individuals agree to abide by these policies and procedures by signing a "Conflict of Interest/Nondisclosure Statement". The original signed statements shall be maintained in the procurement file. Documentation for conflict of interest compliance for FRWDB Board members on any given procurement or contract award will be noted in the minutes of the FRWDB Board meeting.

E. Documentation

The original procurement file for Requests for Small Purchases, RFPs, Requests for Quotes (RFQs), Invitations for Bids (IFBs) and Non-Competitive Procurements will be maintained by the Procurement Manager, except as noted below.

Procurement records for small purchases (\$.01 to \$49,999) will be retained for a minimum of three (3) years following the submission of the final expenditure report for each procurement by the Fiscal department. Procurement Files for procurement activities over \$50,000 will be retained for the same period by the Procurement Manager.

F. Sub-recipient and ~~Vendor~~ Contractor Distinctions

A sub-recipient is a legal entity to which a sub-award of federal funds is made and that is accountable to another subrecipient or recipient for the use of the funds provided.

~~A vendor contractor is a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a federal program.~~ an entity that receives a contract, as defined in Uniform Guidance Section 200.23.

G. Request for Concept Papers

The FRWDB may request, at any time, concept papers to help identify innovative, custom, or unique employment and training activities, services, and programs, subject to the interest of the FRWDB and the availability of funds. If the FRWDB is interested in a further review, then the proposer will submit a full proposal and be subject to the conditions of the standard procurement process as described herein.

H. Right to Reject Proposals, Finalize and Establish Agreement Deadlines

The FRWDB will not pay for any costs incurred by the responding entities in the preparation of proposals, quotes, or bids.

The RFQ, RFP, or IFB does not commit FRWDB staff or FRWDB Committees/Councils to recommend approval of an agreement based solely on the highest score of the applicants or the lowest price, with reasonable justification.

The FRWDB reserves the right to:

1. Accept or reject any or all proposals received in response to the procurement;
2. Cancel, in part or in its entirety, the procurement;
3. Conduct a cost and/or price analysis of the proposed budget;
4. Add, delete, or amend the cost/price analysis as a part of the finalization process with the successful responsive entity. Items that may be included, **include**, but are not limited to:
 - a. Budget line items
 - b. Staffing patterns/cost of salaries
 - c. Overhead cost, to determine necessary and reasonable costs

The **period of** procurement for the RFQ, RFP, or IFB, shall include the time, dates and activities, starting with the issuance of the procurement document to the time that an agreement is awarded, as indicated in the timetable. If an agreement has not been finalized by the deadline, the FRWDB staff reserves the right to recommend appropriate action to be taken. Action may include reissuing of the RFP, IFB or RFQ, recommending the next qualifying proposal or any other actions deemed reasonable or necessary as decided by FRWDB staff or FRWDB Board, as applicable.

Funds may not be spent until execution of a formal contract, agreement or formal purchase order (P.O.), where appropriate, **and State approval, when required**.

SECTION III: PROCUREMENT METHODS

For a transaction of less than ~~\$150,000~~, ~~\$250,000~~, the small purchase method may be used. However, the sealed bid (IFB) and RFP may also be selected if appropriate. For transactions of ~~\$150,000~~ ~~250,000~~ or more, the ~~competitive procurement process (either sealed bid (IFB) or competitive (RFP) proposal)~~ must be used. Sole source, only where justifiable, can be used for a transaction of any amount.

A. Micro-Purchase

Micro-purchases (purchases of \$1 - ~~\$3,499~~ ~~9,999.99~~): The fiscal threshold set by Federal Acquisition Regulation Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, FRWDB staff will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if FRWDB staff considers the price to be reasonable. Micro-purchases are required to be documented to include justification for the purchase and the selection of the vendor. This justification is to be included with the purchasing documents.

B. Small Purchase

The State of California defines a Small Purchase as being less than ~~\$150,000~~ ~~250,000~~ in the aggregate. The following defines the documentation required for the specified dollar range:

Purchase Amount	Required Documentation
\$3,500 10,000.00 to \$49,999.99	Two (2) documented quotes
\$50,000.00 to \$149,999.99 249,999	Three (3) written quotes in response to an RFQ

For Small Purchases between ~~\$3,500~~ ~~10,000.00~~ and \$49,999: Two (2) or more documented quotes must be obtained. The documentation can include product or service catalogs, current price lists. Catalogs and price lists should be no more than one (1) year old. The justification and quotes received are to be included with the purchasing documents.

For Small Purchases between \$50,000 and ~~\$149,999~~ ~~249,999.99~~: Three (3) written quotes and a RFQ are required. The RFQ should specify the quantity, time frames, and all the requirements of the product or service. Proposals must be solicited from vendors that can reasonably be expected to provide the goods or services needed. The identification of sources and solicitation of proposals must be supported by documentation. The RFQ must be provided in writing in one (1) of the following methods: mail services; fax; email; or available for download and printing from the FRWDB website. The written response must be signed and dated by the ~~vendor proposer. For electronic-generated or emailed quotes may be considered signed and dated by an authorized vendor representative. The RFQ will state if electronic or emails proposals are acceptable.~~

Small Purchase Selection Basis: FRWDB staff will review the quotes according to the specifications of the requests or of the RFQ. For commodity goods or services, the general basis for selection is the lowest total price (excluding sales tax) if all other specifications are

met; however, the selection of the lowest quote is not always required, with reasonable justification. Qualifications of the vendor, availability of the goods or services, service, quality, and location are additional factors that could influence the procurement. The documentation must contain the basis for vendor selection. If the basis is something other than price, the documentation in the procurement file must describe the additional criteria for selection, the relevance of the criteria to the need and benefit, and the relative advantage of the offering from the selected vendor.

Proper documentation for a small purchase includes:

1. A description of the goods or services being purchased, including the quantity and any additional criteria used to determine the procurement decision, such as a copy of the RFQ, **if required (as outlined in the table on page 8)**.
2. All providers contacted/considered and the prices offered or formal quotes for purchases between **\$3,500 10,000** and **\$150,000 250,000**.
3. Why the provider was selected, including how the provider met any additional criteria, and the price analysis. (FRWDB/FAWIC agenda item or Method of Procurement Form, as applicable).
4. Copy of the purchase document (sales receipt, contract, purchase order or agreement).
- ~~5. Small Purchases over \$50,000 100,000:
a. Method of Procurement form (Exhibit A)
b. Cost and Price Analysis form (Exhibit B)~~

If less than three (3) responsive quotes are received (for procurements between \$50,000 and **\$150,000 250,000** (RFQ)), the solicitation will be considered a failed competition. The FRWDB then has the option to re-compete the procurement or to enter into a sole source procurement.

C. Competitive Proposals

~~1. Invitation for Bids (Sealed Bids)~~ 1. Sealed Bid (Invitation for Bid)

Sealed bids are publicly solicited procurements for which a firm fixed-price award (lump sum or unit price), or other fixed-price arrangement, is awarded to the responding entities whose bid has conformed to all the requirements, terms, and conditions of the IFB, and is lowest in price. This method is appropriate when the desired goods and services to be provided can be specified and described with a high level of precision and completeness. The best examples are commodity-type goods or services that are widely available in the marketplace. Sealed bids ~~will~~ **may** be used for purchases over **\$150,000 250,000** that meet these criteria.

Once the sealed bid method has been determined as appropriate, an IFB will be developed, which shall include the following:

- a. Statement/Scope of Work;
- b. Service area, if applicable;
- c. Deadline for receipt of the IFB;

- d. Proposal submission checklist;
- e. Requirements for time, place, and methods or performance of service;
- f. Appeal process;
- g. Agreement clauses that outline what the proposers will be required to comply with and perform, in addition to the basic Statement of Work;
- h. Certifications, assurances, and representations (forms that the proposer will have to complete to affirm that it will comply with the regulatory requirements set by the United States Department of Labor (DOL), the State of California, the local governing bodies, and the FRWDB);
- i. Instructions on how to prepare and submit, at a minimum, the technical and cost/price analysis sections of the proposal. Other submissions may include proposal summary, statement of financial capability, and certification of the adequacy of the proposer's accounting system;
- j. Evaluation factors for the award including qualifying criteria;
- k. Solicitation provisions and the IFB calendar;
- l. The right of the FRWDB to reject any or all proposals when the proposal(s) is/are not responsive in providing the services as stated in the IFB. The specific reasons must be fully described and documented in the procurement file;
- m. The requirement of the signature of an appropriate official who is authorized to submit the proposal for the responding agency/entity, and their Board Resolution providing the name and title of the official with this authorization.

IFBs must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured, identify all requirements that responding entities must fulfill, and all other factors to be used in evaluating bids.

The IFB will be publicly noticed for a minimum of two (2) consecutive days through local newspapers, local advertising, and trade papers that covers the entire service area, and sent to those listed on the FRWDB's prospective bidders' list and, upon request, all interested parties.

At the FRWDB's discretion, there may be a mandated Bidders' Conference, for bidders to ask questions of FRWDB staff pertaining to the IFB process and/or the Statement of Work. If a bidder does not attend the Bidders' Conference, any bid submitted will not be accepted.

Clarification of the IFB will be made by written addendum only. Only duly authorized FRWDB staff may discuss and/or prepare the addendum to the IFBs. Each entity that received an IFB and attended any mandatory Pre-Bid Conference may make a written request for an addendum. The FRWDB will not be responsible for any other explanation or interpretation. Written addendums will be emailed to all persons who have received an IFB.

Sealed Bid Selection Basis: All bids received at the time and place stated in the IFB will be publicly opened and reviewed for qualification or disqualification. Generally, circumstances under which bids will be rejected or disqualified are:

- a. The bid is not submitted on time,
- b. The bid does not meet all qualifying criteria, or
- c. The bidder does not meet all of the requirements/specifications of the IFB.

The bidder with the lowest price, and who has met the technical requirements of the solicitation, will receive the award. Notice of the award will be emailed to the successful bidder. Those bidders who were not accepted will also receive email notification of the award.

FRWDB staff shall negotiate and execute contracts with those entities whose ~~proposals bids~~ were ~~approved for funding awarded~~. These discussions will take place after final funding approval by the FRWDB Board. ~~Discussions Negotiations~~ may center on ~~such items as cost, program design, service levels, service by geographic locations and/or target populations, and~~ miscellaneous clarifications and ~~execution/performance timelines~~.

If less than three (3) responsive bids are received, the solicitation will be considered a failed competition. The FRWDB then has the option to re-compete the procurement or to enter into a sole source procurement.

Proper documentation for sealed bids includes:

- a. The reason for selecting the sealed bid method (Method of Procurement Form).
- b. The estimate of the potential purchase price.
- c. A copy of the Public Notice.
- d. A copy of the IFB.
- e. Copies of all bids received.
- f. Determination of the responsibility of the bidder.
- g. Why the bidder was selected (FRWDB/FAWIC agenda item and minutes).
- h. Copy of the award document (FRWDB/FAWIC agenda item and minutes).
- i. Method of Procurement form (Exhibit A).
- j. Cost and Price Analysis form (Exhibit B).

2. Requests for Proposals – RFPs

RFPs are used when the purchase is in excess of the small purchase amount of \$~~150,000~~ ~~250,000~~. This method is typically used when the nature of the goods or services to be acquired cannot be defined ~~at the level of completeness and precision as precisely~~ required by the sealed bid method, ~~and RFPs are specifically used~~ when factors other than price are important in the selection decision ~~and or if the technical requirements or specifications are of a functional nature or unclear. either a fixed price or cost-reimbursement agreement will be awarded.~~

Once the RFP method has been determined to be appropriate, an RFP will be developed. The RFP will include the following information, as applicable:

- a. Statement/Scope of Work.

- b. Service area, if applicable.
- c. Deadline for receipt of the RFP.
- d. Proposal submission checklist.
- e. Requirements for time, place, and methods or performance of service;
- f. Appeal process.
- g. Agreement clauses that outline what the proposers will be required to comply with and perform, in addition to the basic Statement of Work.
- h. Certifications, assurances, and representations (forms that the proposer will have to complete to affirm that it will comply with the regulatory requirements set by the United States DOL, the State of California, the local governing bodies, and the FRWDB).
- i. Instructions on how to prepare and submit, at a minimum, the technical and cost/price analysis sections of the proposal. Other submissions may include proposal summary, statement of financial capability, and certification of the adequacy of the proposer's accounting system.
- j. Evaluation factors for the award and method for scoring the proposals, including qualifying criteria.
- k. Solicitation provisions and the RFP calendar.
- l. The right of the FRWDB to reject any or all proposals when the proposal(s) is/are not responsive in providing the services as stated in the RFP. The specific reasons must be fully described and documented in the procurement file.
- m. The requirement of the signature of an appropriate official who is authorized to submit the proposal for the responding agency/entity, and their Board Resolution providing the name and title of the official with this authorization.

At the discretion of the FRWDB, a draft Statement of Work for the services may be released for public comment. The public comment period will be defined by the FRWDB and may be extended as deemed necessary. The following process will be used for draft RFPs:

- a. Public meetings will be scheduled at appropriate locations to record the public comment.
- b. Once the public comment period has ended, the FRWDB will review the comments and make any changes to the RFP that the FRWDB deems necessary.
- c. A summary of the comments will be made, which will include the actual comment, whether or not the RFP was changed as a result of the comment and, if the RFP was not changed, the reason why.
- d. The RFP, with the summary of the comments, will be submitted to the appropriate FRWDB Committee/Council for recommendation to the FRWDB Board.
- e. Once the FRWDB Board approves the RFP, the RFP will be released and the process will continue as outlined further in these procedures and in the RFP.

The RFP will be publicly noticed for a minimum of two (2) consecutive days through local newspaper(s), local advertising, and/or trade papers that covers the entire service area, and sent to those listed on the FRWDB's prospective bidders' list and to all interested

parties upon request. The RFP and all addendums will also be available on the FRWDB website. A minimum of one (1) Pre-Bid Conference (Bidders' Conference) will be held for all interested parties. These conferences are mandatory for those parties interested in submitting a proposal for consideration.

At the FRWDB's discretion, there may be a mandated Bidders' Conference, for bidders to ask questions of FRWDB staff pertaining to the RFP process and/or the Statement of Work. If a proposer does not attend the **mandatory** Bidders' Conference, any proposal submitted will not be accepted.

If any person planning to submit a proposal finds discrepancies in or omissions from the RFP or has any doubt to the true meaning or interpretation of any item, clarification may be requested in writing or email, from the contact person(s) listed in the RFP, by the deadline established in the RFP timeline. The person submitting the request will be responsible for its prompt delivery.

Clarification of the RFP will be made by written addendum only. Only duly authorized FRWDB staff may discuss and/or prepare the addendum to the RFPs. Each entity that received an RFP and attended a mandatory Pre-Bid Conference may make a written request for an addendum. The FRWDB will not be responsible for any other explanation or interpretation. Written addendums will be emailed to all persons who have received an RFP.

Proposals will be submitted to the FRWDB by the specified time and date listed in the RFP. The proposals will be time and date stamped upon receipt by FRWDB staff. Late proposals will be rejected and will not be considered for funding.

If less than three (3) responsive proposals are received, the applicable RFP will be considered a failed competition. The FRWDB then has the option to re-compete the procurement or to enter into sole source procurement.

All submitted proposals become the property and the official files of the FRWDB. The proposals will not be made public until after the agreement is signed by the FRWDB Board Chair. The FRWDB reserves the right to reject any and all proposals in response to the RFP.

RFP Selection Process: The proposal review process will include the following activities to ensure that the FRWDB procurement system meets required standards:

- a. All proposals will be screened for compliance with the WIOA, federal regulations, state policy, the Local FRWDB Five-Year Plan, and compliance with the specifications of the RFP.
- b. Awards will be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the proposed sub-grant or contract.
- c. Proposers may be invited to answer specific questions, at the discretion of the FRWDB. General presentations will not be permitted.

- d. All proposals will be reviewed, scored, and ranked. The selection of a proposal for contract award will be made through a two-phase process:
 - i. Phase I: FRWDB staff will initially evaluate each proposal for acceptability, with emphasis placed on responsiveness to the RFP specifications; and
 - ii. Phase II: A specialized rating team will evaluate for acceptability all proposals forwarded from FRWDB staff for consideration, with emphasis placed on the proposal's ability to meet the requested performance and costs that are reasonable, allowable, necessary, and competitive, as measured by the review of the line item budget, the program design, and comparison to all other proposals. Proposals will be scored on a 100-point scale and must receive a minimum rating of 70 points to be considered for funding.

At the discretion of the FRWDB, the Phase II point scale may be increased based on the complexity of the Scope of Services of any particular RFP. In these cases, the required minimum rating will be 70 percent.

The FRWDB may also conduct interviews and site visits of the proposer's site(s) as a result of the ranking of written applications.

Only those proposals that have met the minimum score threshold of 70 ~~points percent~~ will be considered for recommendation to the appropriate FRWDB Committee/Council or the FRWDB Board. Recommendations made to a FRWDB Committee/Council must be forwarded to the FRWDB Board. The FRWDB Board must approve all final awards, subject to the veto authority of each Chief Local Elected Official serving on the FRWDB Board, if the matter is opposed by a majority of their respective governing board (Fresno County Board of Supervisors) and council (Fresno City Council). ~~In the situation where the timing of the FRWDB Board meeting is not conducive to the need to award a contract(s) in a timely manner, the FRWDB Board may ~~can~~ authorize the FRWDB Executive Committee to receive the recommendation and make the appropriate decision on behalf of the FRWDB Board. The actions of the Executive Committee will be reported at the next full Board meeting.~~

The bidder with the ~~lowest-price highest points~~, and who has met the technical requirements of the solicitation, will receive the award. Notice of the award will be emailed to the successful proposer. Those proposers who were not accepted will also receive emailed notification of the award.

FRWDB staff shall negotiate and execute contracts with those entities whose proposals were approved for funding. These ~~discussions negotiations~~ will take place after final funding approval by the FRWDB Board. Discussions may center on such items as cost, program design, service levels, service by geographic locations and/or target populations, and miscellaneous clarifications.

Proper documentation for RFPs includes:

1. The reason for selecting the competitive proposal method.
2. The estimate of the potential purchase price.
3. A copy of the Public Notice.
4. A copy of the RFP.
5. Bidders' Conference questions and answers.
6. Copies of all bids received.
7. The scoring criteria and the evaluation/scoring sheets for each proposal, including determination of the responsibility of the bidder and the cost analysis.
8. The public notice of intent to award (Evaluation Summary).
9. Why the bidder was selected (FRWDB/FAWIC agenda item and minutes).
10. Copy of the award document (FRWDB/FAWIC agenda item and minutes).
11. Method of Procurement form (Exhibit A).
12. Cost and Price Analysis form (Exhibit B).

D. Non-competitive Procurements (Sole Source)

The FRWDB shall not allow the use of Sole Source procurement except under one of the following conditions (must be documented in the procurement file):

1. The item or service is available only from a single source;
2. A public emergency precludes delay;
3. The awarding agency (State of California Employment Development Department (EDD)) authorizes the specific noncompetitive procurement; or
4. After solicitation of a number of sources, competition is determined inadequate. This condition is only allowable after a competitive process has been used and there are insufficient bidders (fewer than three (3)).

Use of the Non-competitive Procurement for public emergency reasons should be for goods, supplies, or services that will provide for the agency's immediate need to enable correction or to resolve the emergency. For long-term or on-going needs, one of the competitive procurement methods must be used.

A cost **or price** analysis is required for all Non-competitive Procurements. The reason for selecting the method along with the justification for the provider selection must be carefully documented and maintained in the contract **vendor and/or procurement files, as appropriate.**

Proper documentation for Non-competitive Procurements includes:

1. Completion of the "Method of Procurement" form (Exhibit A), Non-competitive Proposal section, detailing the reason for selecting the sole source method, including why the procurement was infeasible under one of the other procurement methods and which of the additional sole source conditions the procurement met.
2. The estimate of the potential purchase price.
3. A copy of the RFQ/IFB/RFP for noncompetitive procurement.
4. A determination of the responsibility of the bidder.

5. A copy of the Price and Cost analysis form (Exhibit B).
5. Why the bidder was selected.
6. Copy of the award document.

No Sole Source contract will be signed and finalized until all procurement activities have been verified, documented and filed.

If the decision to Sole Source a procurement is the result of inadequate competition, the following areas of the RFQ, IFB, or RFP will be reviewed to ensure that the process was as competitive as possible and documented in the procurement file:

- The specifications to ensure they were not unduly restrictive or would favor the selection of one (1) supplier or service provider;
- The price or cost estimates to ensure that they are fair and reasonable; and
- The timetable to ensure that there was ample time in the planning process to publicize solicitations in newspapers and other sources.

If the Sole Source method was chosen due to a public emergency, a complete description of the emergency and the rationale for the Sole Source procurement must be documented in the procurement file.

FRWDB staff will document in the procurement file the conditions that required the Sole Source procurement. In all cases, FRWDB staff will determine that the costs for the program are necessary and reasonable as required by federal regulations and document the determination in the procurement file.

The Sole Source contract award must be approved by the FRWDB Executive Director, if under \$50,000. A Sole Source procurement in excess of \$50,000 must be approved by the FRWDB Board or the FRWDB Executive Committee.

SECTION IV – COST OR PRICE ANALYSIS

A Cost or Price Analysis must be performed for all ~~RFQ, IFB and RFP awards procurement activities that exceed the Simplified Acquisition Threshold~~ over ~~\$50,000~~ \$250,000 and all non-competitive procurements. Additionally, the analysis will be performed at contract modifications of monetary contract terms and contract renewals. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, and an estimate may be required before receiving bids or proposals. The analysis will be documented in the procurement file.

Exhibit B is used to document this decision process.

An analysis of ~~vendor~~ contractor prices shall be performed by comparing proposed prices to catalog or market prices of comparable products sold to the public or based on prices set by law or regulation.

- A. Cost Analysis is the review and evaluation, element by element, of the cost estimate supporting a proposal for the purpose of pricing a contract. ~~Unlike price analysis, which is required for all procurement,~~ Cost Analysis is required when price analysis alone is not sufficient to determine that a price is fair and reasonable for a product or service. ~~It is required when price competition is weak or where there is only one offeror.~~ A Cost Analysis is required for all Provider of Services RFPs and for all Non-competitive procurement actions. Cost Analysis must be conducted when:

1. The bidder is required to submit the elements of the estimated cost.
2. Adequate price competition is lacking.
3. For sole source procurement, including contract modification or change orders unless price reasonableness can be established on the basis of market price.

The Cost Analysis Worksheet must be completed and a copy must be maintained in the procurement file.

When acquiring equipment, a cost comparison between leasing and purchasing is to be completed. See Section V, Prior Approval, for additional requirements.

- B. Price Analysis is the process of examining and evaluating a price without looking at the estimated cost elements and proposed profit of the offeror whose price is being evaluated. The sole purpose of Price Analysis is to determine if the final price is fair and reasonable. Recommended process for comparisons is:

1. Comparison of prices of competing offers and selecting best price.
2. Comparison of prior quotes and contracts for the same or similar requirements, taking inflation into account.
3. Comparison of offers to parametric estimates or benchmarks, e.g., dollars per square foot or cost per instructional hour.
4. Comparison of offers to an independent agency estimate.
5. Comparison of material contractual terms and conditions associated with the quotes.

The Price Analysis Worksheet must be completed and a copy must be maintained in the contract file.

SECTION V – PRIOR APPROVAL

Written prior approval from EDD is required for equipment and related services under the following criteria:

- A. Procurements with a per-unit cost that exceeds \$5,000.
- B. Related procurements with cumulative costs that exceed \$5,000 within the same state fiscal year.
- C. Procurements resulting in improvements to land, buildings or equipment which exceed \$5,000.

See State Directive WSD 16-16, Allowable Costs and Prior Written Approval, for further details and procedures.

SECTION VI – PROTESTS, APPEALS and GRIEVANCES

A. Protest/Appeals Process

If an entity has submitted a proposal and is not recommended for funding during the review process, the entity may appeal the recommendation to the FRWDB. Protests/Appeals may not dispute the particular score received by the petitioning entity, or the scores assigned to a competing entity. The scores given by the rating panel are final and not subject to question by an appealing entity. An appealing entity may protest/appeal the recommendation of the evaluators if it can show that any **material substantial** portion of the FRWDB-approved procurement process has not been followed.

Any protest/appeal must be submitted in writing to the FRWDB within five (5) working days of the posting of the preliminary award notification. All protests/appeals are to be addressed to the FRWDB Executive Director. Only protest/appeals, which cite the specific section(s) of the RFP that have been violated, will be considered. The FRWDB Executive Director will review all protests/appeals ~~and may seek clarification from the party appealing the award. for merit. If the FRWDB Executive Director determines the protest/appeal has no merit, the FRWDB Executive Director will issue a determination letter. If the FRWDB Executive Director determines the protest/appeal has merit,~~ The protest/appeal ~~may shall~~ be elevated to the appropriate FRWDB Committee/Council, and then to the FRWDB Board. Protests/appeals received after the established time frame will not be accepted.

The decision made by the full FRWDB Board as to which proposal(s) are funded will be final.

B. Grievances

Filing a formal grievance is the second step in the dispute resolution process available only after denial of a protest/appeal. The FRWDB Grievance Procedures are intended for a more formalized, comprehensive process usually involving legal representation by both parties. This process does not allow for resolution prior to contract award in accordance with the procurement timetable. In no event shall the filing of a grievance delay the procurement process in accordance with the timetable.

Grievances regarding procurement procedures may be made using the procedures outlined in the FRWDB's "WIOA Complaint and Hearing Procedures" available upon request and available on the FRWDB website. Contract awards will not be delayed pending the outcome of a formal grievance. The grounds for filing a grievance are limited to charges that the procedures specified in the procurement document, FRWDB policies, or that are required by law, have not been followed. The grievance shall set forth specific facts and evidence and specify which law, procurement procedure, or FRWDB policy has been violated. All grievance procedures must be exhausted at the FRWDB before proceeding with a grievance to the State Workforce Services Division.

SECTION VII – OTHER REQUIREMENTS

A. Services for WIOA Participants

Procurement of sub-recipients for services to WIOA participants will be performed once every five (5) years, following the appropriate procurement methodology, with the exception of the AJCC operator. Procurement for this service provider will be once every four (4) years. Renewal of the second, third, fourth, and (where applicable) fifth year of funding is contingent upon satisfactory performance in the prior years, as well as the availability of funds. If performance is not satisfactory, the service may be re-procured or awarded to the bidder with the next highest score.

B. Contracted Vendor Services

Procurement of vendor services will be procured at least once every five (5) years. At least annually, FRWDB staff will:

1. Conduct a cost/price analysis.
 - a. If that analysis determines that the services can be provided by another vendor at a lower cost, a procurement for these services will be conducted in accordance with this Procurement Policy.
 - i. In the event there is a tie between two (2) or more bidders, and at least one (1) of the bidders is a local business, the contract will be awarded to the local business, **unless such preference is legally invalid**. A local business is defined as a business that has a physical location in Fresno County.
2. Review each request for goods and services to avoid purchasing unnecessary or duplicate items.

C. Debarred Parties

The federal government prohibits awards to any party that is debarred. No recipient or sub-recipient shall make any awards, or permit any awards at any tier, to any party that is debarred or suspended, or is otherwise excluded from or ineligible for participation in federal assistance programs, in accordance with DOL regulations. All contracts and awards to vendors and/or sub recipients, in excess of the small purchase threshold as defined in the following sections, shall include debarment certifications. **Further guidance and the current Debarred Companies list can be found at <https://www.dol.gov/ofccp/regs/compliance/preaward/debarlst.htm>.**

D. Lobbying

If an award is granted in excess of \$100,000, the subrecipient shall certify that no funds shall be used for lobbying.

E. High-Risk Sub-Recipient

A sub-recipient may be considered “high-risk” if the FRWDB determines that the sub-recipient is otherwise responsible, but:

1. Has a history of unsatisfactory performance;
2. Is not financially stable;
3. Has a management system that does not meet standards set forth in 20 CFR Part 627;
4. Has not conformed to the terms and conditions of a previously awarded grant or sub-agreement; **or**
5. Is otherwise not responsible.

~~If the awarding agency determines that an award will be made to a high-risk sub-recipient, special conditions and/or restrictions shall correspond to the high-risk condition and shall be included in the award.~~

If the FRWDB determines that awards ~~should~~ **will** be made to a high-risk organization, special funding restrictions that address the high-risk status may be included in the award. Restrictions may include, but are not limited to:

1. Payment on a reimbursement basis;
2. Withholding authority to proceed to the next phase until the receipt of evidence of acceptable performance within a given funding period;
3. Requiring additional, more detailed financial reports;
4. Additional project monitoring;
5. Requiring the grantee or sub-grantee to obtain technical or management assistance; **and/or**
6. Establishing additional prior approvals.

If the FRWDB decides to impose such funding restrictions, the sub-recipient will be notified in writing, as early as possible, of the following:

1. The nature of the funding restriction(s);
2. The reason(s) for imposing the funding restriction(s);
3. The corrective actions that must be taken before the funding restriction(s) will be removed;
4. The time allowed for completing the corrective actions; **and**
5. The method of requesting reconsideration of the funding restrictions imposed.

F. Additional General Procurement Policy Requirements

1. FRWDB will have procedures that promote the use of shared resources and other agreements for common goods and services, as well as the use of federal excess and surplus property wherever possible.
2. FRWDB will have procedures to utilize small, minority, or women owned business or labor surplus area firms whenever possible.
3. FRWDB will have procedures for analysis of lease versus purchase alternative to determine the most economical and practical procurement.

G. Required Contract Clauses

Contracts entered into by FRWDB may be fixed price or cost reimbursement, depending on the method of procurement and goods or services being procured. Each agreement funded by federal funds must contain the following contract clauses referred to in Uniform Guidance Appendix II to Part 200, as appropriate:

1. All contracts in excess of the simplified acquisition threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms. The clause must also provide for sanctions or penalties, as appropriate.
2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity, including the process for exercising the clause and the basis for settlement.
3. Compliance with Equal Employment Opportunity provisions identified in 41 CFR Part 60.
4. Compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144 and 40 U.S.C. 3141-3148) for prime construction contracts in excess of \$2,000.
5. Compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) for contracts in excess of \$100,000 that involve the employment of mechanics or laborers.
6. Compliance with Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants (37 CFR Part 401) for any small business or nonprofit organization.
7. Compliance with the Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387) for any contract in excess of \$150,000.
8. A provision requiring that contracts must not be issued for any entity listed on the Excluded Parties List System in the System for Award Management.
9. Compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) for contractors bidding over \$100,000.
10. Compliance with Section 6002 of the Solid Waste Disposal Act and 40 CFR part 247 for items in excess of \$10,000.
11. It should also be included in all applicable agreements that, regardless of the procurement method, anyone who provides WIOA services must abide by the WIOA equal opportunity and nondiscrimination provisions of Section 188 and 29 CFR Part 38.
12. The Uniform Guidance applied to all federal awards made on or after December 26, 2014. Therefore, beginning with WIOA Program Year 2015-2016 funds, all sub-recipients of this funding must adhere to the Uniform Guidance, DOL Exceptions, and corresponding WIOA administrative requirements.

Section VIII – Procurement Activities by Sub-Recipients

All sub-recipients of the FRWDB are required to comply with all provisions of this Policy and current FRWDB Operational Directives and Information Bulletins pertaining to procurement activities.

All questions are to be directed to the FRWDB Procurement Manager.

For Micro-Purchases, the amount must be available in the sub-recipient's current year's contract budget. The sub-recipient is to maintain the required documentation to support the purchase as required in this Policy.

For Small Purchases, the amount must be available in the sub-recipient's current year's contract budget. The sub-recipient is to maintain the required documentation to support the purchase as required in this Policy.

If a sub-recipient needs to procure services or materials for greater than \$50,000 or it is not accounted for in their current year's contract budget, the FRWDB Procurement Manager must be contacted to confirm the process that will be followed to ensure compliance with this Policy. In addition, this requires the approval of the Deputy Director of Program Services.

All documentation must be available for inspection by the FRWDB staff, State of California and/or the Federal Government, upon request.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD METHOD OF PROCUREMENT

PROCUREMENT OF: _____

Micro Purchase \$1.00 - \$9,999.99

Rationale: See attached justification for purchase and the reason for selection of the provider.

Small Purchase
Rationale: See attached documentation.

\$10,000 to \$49,999.99 Two documented quotes

\$50,000.00 to \$249,999.99 Three written quotes & RFQ

Competitive Procurement – Invitation for Bid (IFB) \$250,000 +
Rationale: Vendor Contract with fixed, detailed specification. See attached documentation.

Competitive Procurement - Request for Proposals (RFP) \$250,000 +
Rationale: Provider of Services or Service Contracts without specific or detailed requirements. See attached documentation.

NON-COMPETITIVE PROPOSAL (Sole-Source)

- The item or service is available only from a single source (and the solicitation is not unduly restrictive).
- The public exigency or emergency need for the item or service does not allow the time necessary to complete a competitive solicitation. **Requires State Approval**
- The awarding agency authorizes noncompetitive proposals. **Requires Funding Source Approval**
- After solicitation of a number of sources, competition is determined inadequate.

Attach Rationale and Documentation

APPROVAL

Type or Print Name _____

Title _____

Signature _____

Date _____

**Fresno Regional Workforce Development Board
Cost Analysis and Price Analysis
Selection Tool**

Q1: Is the purchase greater than \$~~50,000~~ 250,000? Yes No

Q2: Was the bidder required to submit the elements of the estimated cost? Yes No

Q3: Is this analysis for sole source procurement? Yes No

Q4: Is adequate price competition lacking? Yes No

~~Is this a non-competitive procurement? Yes No~~

**If any questions 1 and 2 is are answered yes, complete the Cost Analysis Worksheet.
If all any questions are answered no, complete the Price Analysis Worksheet.**

Fresno Regional Workforce Development Board Cost Analysis Worksheet

Procurement/Contract Number:			
Name of Contractor/Vendor			
Staff Member Completing Form:		Date:	
Type of Review	Initial Contract <input type="checkbox"/> Contract Renewal <input type="checkbox"/>		

Part I – General	Yes	No
Are budget computations checked and verified? Comments:	<input type="checkbox"/>	<input type="checkbox"/>
Are all necessary cost elements included? Comments:	<input type="checkbox"/>	<input type="checkbox"/>
Has Contractor provided supporting documentation to substantiate costs? Comments:	<input type="checkbox"/>	<input type="checkbox"/>
Are costs charged to the appropriate category? Are costs correctly organized? Is more information needed? Comments:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Has contractor submitted an agreement that is commercially reasonable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Part II Specific Costs

Cost Element	Necessary/ Reasonable		Basis for Judgment	Comments
	Yes	No		
Salaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Fringe Benefits (for tax-based elements, be sure that rates and bases are current)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Office Supplies			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers	

EXHIBIT B

Cost Element	Necessary/ Reasonable		Basis for Judgment	Comments
	Yes	No		
			<input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Facilities/Utilities			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Staff Travel			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Accounting/Audits			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Legal Services			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Indirect Costs			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Admin Rate			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Subcontracts (Review subcontractor			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers	

Cost Element	Necessary/ Reasonable		Basis for Judgment	Comments
	Yes	No		
cost/price proposal)			<input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Other (specify)			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/>	

Profit/Fee (sub-recipients only)

1. Contract is: For Profit Non-Profit
 (if non-profit is checked, profit is not allowable)
2. Enter the percentage of proposed profit: _____
3. Profit is at or below the allowable amount Yes No

Signature Date

Fresno Regional Workforce Investment Board Price Analysis Worksheet

Procurement/Contract Number:			
Name of Contractor/Vendor			
Staff Member Completing Form:		Date:	
Type of Review	Initial Contract <input type="checkbox"/> Contract Renewal <input type="checkbox"/>		

General Information		
Proposed Price:		
	YES	NO
Is the price proposed an off-the-shelf price?	<input type="checkbox"/>	<input type="checkbox"/>
Was the price compared to a catalogue or other published rate?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the catalogue or published price been placed in the file?	<input type="checkbox"/>	<input type="checkbox"/>
Was a discount offered?	<input type="checkbox"/>	<input type="checkbox"/>
Has contractor submitted an agreement that is commercially reasonable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The following price per outcome or unit benchmark(s) were considered:		
The price benchmark(s) were compared to:		
<input type="checkbox"/> Other potential providers: <input type="checkbox"/> This provider's past price: (List year & price) <input type="checkbox"/> Other. Describe methodology:		
Based upon the foregoing comparison, price(s) are reasonable and justifiable because		
The price(s) are at or below the benchmark (going rate)		<input type="checkbox"/> Yes <input type="checkbox"/> No
The price(s) are otherwise justifiable for the following reasons:		
If the price proposed is too high, what actions were taken during negotiation?		

--

Profit (does not apply to vendor contracts)	
Contractor is	<input type="checkbox"/> For-Profit <input type="checkbox"/> Not-for-Profit
If not-for-profit, no profit is allowable	
If they are for-profit:	
Amount of profit proposed	\$ _____
Profit as a percentage of other costs	_____ %
Profit is	<input type="checkbox"/> Reasonable <input type="checkbox"/> Unreasonable
If profit is reasonable, the basis for this conclusion:	
If profit is deemed excessive, list the profit objective to be negotiated:	

Conclusion Provide the following information as appropriate:
Specific additional cost justification needed
Recommended adjustments to specific cost elements
Other comments about cost/ price

Signature

Date

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A3
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Photocopy Machines Request for Proposals Award

RECOMMENDATION:

Accept the rating team's recommendation to award a five (5) year lease for new photocopy machines and associated Maintenance/Service Agreement to the Ray Morgan Company. The cost of the lease and maintenance agreement is estimated to be \$261,679 for the five (5) year period

This award is subject to approval by the State of California Employment Development Department. This approval is expected by mid-November 2019.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

The photocopy machines currently leased and in use at the America's Job Centers of California (AJCC) and the Fresno Regional Workforce Development Board (FRWDB) administrative offices have exceeded their life expectancy, resulting in increased downtime and service calls. In addition, the current lease has expired and the FRWDB is now on a month-to-month term with the current contractor.

FRWDB staff released a Request for Proposals (RFP) on August 30, 2019. The RFP was public noticed in the Fresno Bee on August 28 and 29, 2019. A mandatory Bidders' Conference was held on September 10, 2019, and proposals were due on September 30, 2019.

Four (4) proposals were received, with three (3) qualified to move forward to the Evaluation Phase.

The Evaluation Phase was conducted by a three (3) member rating team and included the review of the proposals and demonstrations of the equipment being proposed. The areas evaluated were: Experience and quality of the proposing company, service and maintenance capabilities of the company, equipment ease of use and features, and cost reasonableness of both the equipment cost (for both outright purchase and leasing) and maintenance and service agreements..

The preliminary rating results were sent via e-mail to the proposers and were posted to the FRWDB website on October 11, 2019. There were no protests filed with the Executive Director by the deadline of October 18, 2019.

FRWDB staff is recommending that the lease option be used, as this allows for a reduction in equipment, and associated costs, as a result of any future funding reductions or changes in number of copiers needed.

ATTACHMENT:

Preliminary RFP Rating Results

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPOSALS - PY 2019-2020
PHOTOCOPY MACHINES
PRELIMINARY PROPOSAL RATING SUMMARY**

Name of Bidder: Ray Morgan
Quote No.: 415573

Evaluation Criteria	Possible Points	Points Awarded
Experience and Quality	15.0	15.0
Service, Maintenance and Repair	15.0	13.0
Equipment	20.0	18.3
Cost Reasonableness	50.0	50.0
Total Points	<u>100.0</u>	<u>96.3</u>

Name of Bidder: Ricoh - USA
Quote No.: 415574

Evaluation Criteria	Possible Points	Points Awarded
Experience and Quality	15.0	13.5
Service, Maintenance and Repair	15.0	11.2
Equipment	20.0	17.8
Cost Reasonableness	50.0	31.0
Total Points	<u>100.0</u>	<u>73.5</u>

Name of Bidder: Power Business Technology
Quote No.: 415575

Evaluation Criteria	Possible Points	Points Awarded
Experience and Quality	15.0	14.0
Service, Maintenance and Repair	15.0	14.7
Equipment	20.0	19.3
Cost Reasonableness	50.0	45.0
Total Points	<u>100.0</u>	<u>93.0</u>

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A4
MEETING DATE:	December 4, 2019
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Workforce Innovation and Opportunity Act Adult and Dislocated Worker Carryover Funding Recommendations for Program Year 2019-2020

RECOMMENDATION:

Approve the allocation of unobligated carryover funds in the amount of \$1,074,526 as outlined below.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

The Employment Development Department (EDD), Workforce Services Division, released estimated Workforce Innovation and Opportunity Act Adult (WIOA) formula allocations for Program Year (PY) 2019-2020 on April 24, 2019. The Fresno Regional Workforce Development Board (FRWDB) received \$10,249,265 which was allocated by the FRWDB at its June 5, 2019, meeting.

The Fiscal closeout for PY 2018-2019 has been finalized and the WIOA Adult and Dislocated Worker programs have a total of \$4,904,098 of carryover funds, a difference of \$1,074,526 from the initial estimated amount.

WIOA allows for a 20% carryover into the next program year. Historically, the FRWDB maintained a 10% carryover each year; however, due to budget cuts beginning in PY 2006-2007, the carryover set aside was reduced to five percent (5%) and remained at five percent (5%) up to PY 2010-2011, at which time it was reduced to two and a half percent (2.5%). In PY 2017-2018, the FRWDB approved an increase to the carryover pool from two and a half percent (2.5%) to three percent (3%), and has been maintained at that level through the current year. The carryover pool is an important funding management tool to buffer the programs in the event of unexpected reductions in funding or delayed funding.

FRWDB staff recommends that the Adult Council approve the proposed unobligated carryover funds in the amount of \$1,074,526 as follows:

- Increase PY 2020-2021 carryover from three percent (3%), to an 11.65%; an increased amount of \$885,722 to provide additional available funding for program operations, to cover such costs as explained in the previous paragraphs above.
- Increase Adult and Dislocated Worker sub-contractors by five percent (5%) for the following:
 - \$135,178 to CLC – Urban
 - \$ 26,781 to Proteus, Inc. - East
 - \$ 26,845 to West Hills Community College - West.

FISCAL IMPACT:

Approval of this item will allocate \$885,722 to carryover for PY 2020-2021 and \$188,804 to sub-contracts.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	A5
MEETING DATE:	December 4, 2019
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Transfer of Dislocated Worker Program Funds to the Adult Program

RECOMMENDATION:

Approve the transfer of \$1,887,000 of Dislocated Worker program funds to the Adult program.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

Section 133(b)(4) of the Workforce Innovation and Opportunity Act (WIOA) states that up to and including 100% of the funds allocated to the Title I Adult and Dislocated Worker programs may be transferred between these two (2) funding streams. The Employment Development Department (EDD), Workforce Services Division (WSD), has been given the authority to approve transfers on behalf of the Governor.

Fresno Regional Workforce Development Board (FRWDB) staff has reviewed grant amounts and obligations between the Adult and Dislocated Worker funding streams for Program Year 2019-2020. At the present time, the One-Stop system is serving a higher ratio of Adult than Dislocated Worker customers, resulting in an increased obligation in the Adult program. Therefore, FRWDB staff is recommending that \$1,887,000 (26.24%) of Dislocated Worker funds be transferred to the Adult program.

Upon approval of this item by the FRWDB, a transfer request will be sent to the California EDD-WSD.

FISCAL IMPACT

Approval of this item will increase available Adult program funds by \$1,887,000 and decrease Dislocated Worker program funds by the same amount.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A6
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: First Quarter Workforce Innovation and Opportunity Act Adult Participant Training Report for Program Year 2019-2020

RECOMMENDATION:

Accept the First Quarter WIOA Participant Training Report for Program Year (PY) 2019-2020.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

In 2012, the State of California passed Senate Bill (SB) 734, which mandated local workforce boards to a training expenditure requirement of their Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula fund allocations for workforce training services. These workforce training services include; Vocational Skills Training, Transitional Jobs (paid work experience) and On-the-Job Training activities. This initially required local boards to expend a minimum of 25% of funding beginning in PY 2012-2013 and increase the mandated expenditure requirement to 30% in PY 2016-2017.

The WIOA formula funding has a two (2) year life cycle, and local areas are mandated to fully expend the required training funding by June 30th of the last program year, e.g., training funds allocated in PY 2017-2018 were required to be fully expended by June 30, 2019. The total training allocation for PY 2017-2018 was \$2,742,578. Final total expenditures as of June 30, 2019 were \$2,656,153, 29.05% of the total allocation, which is 0.95% below the mandated 30% expenditure requirement.

The total allocations for PY 2018-2019 was \$2,934,887, and \$3,074,780 for PY 2019-2020. The following table provides training allocations and year to date expenditures by provider.

Training Expenditure Report		
Provider	Total Available Funds	YTD Expenditures
CLC	\$3,595,749.99	\$269,995.35
Proteus, Inc.	\$712,370.15	\$28,397.02
WHCCD	\$714,081.86	\$7,592.96

The following table provides year to date enrollment data for each of the workforce training services by provider:

Training Enrollment Report						
Provider	Vocational Training		Transitional Jobs		On-the Job Training	
	YTD Enrolled	Completion Rate	YTD Enrolled	Completions	YTD Enrolled	Completion Rate
CLC	353	38/44	14	5/9	4	1/2
Proteus, Inc.	93	26/28	5	2/2	0	0
WHCCD	29	3/3	2	0	0	0

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A7
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Fourth Quarter Local Performance Results Reports for Program Year 2018-2019

RECOMMENDATION:

Accept the attached Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the Fourth Quarter of Program Year 2018-2019.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets and administrative plans. Additional administrative responsibilities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports. FRWDB staff will submit both upon request, but not less often than every quarter.

Performance issues for each provider are provided below:

CLC: Provider met performance goals for Adult/Dislocated Worker (DW) number served, Adult/DW Placements, Adult/DW Credential Rate and Adult/DW Median wage. Adult/DW expenditures were below plan.

Proteus, Inc.: Provider met performance goals for Adult number served, Adult Credential Rates and Adult/DW Median wage. DW number served, Adult/DW expenditures, Adult/DW Placements and DW Credential Rates were below plan.

WHCCD: Provider met performance goals for Adult number served, Adult Placement, Adult Credential Rates and Adult/DW Median wage. DW number served, Adult/DW expenditures, and DW Credential Rates were below plan.

Each Provider will present a performance report at the meeting.

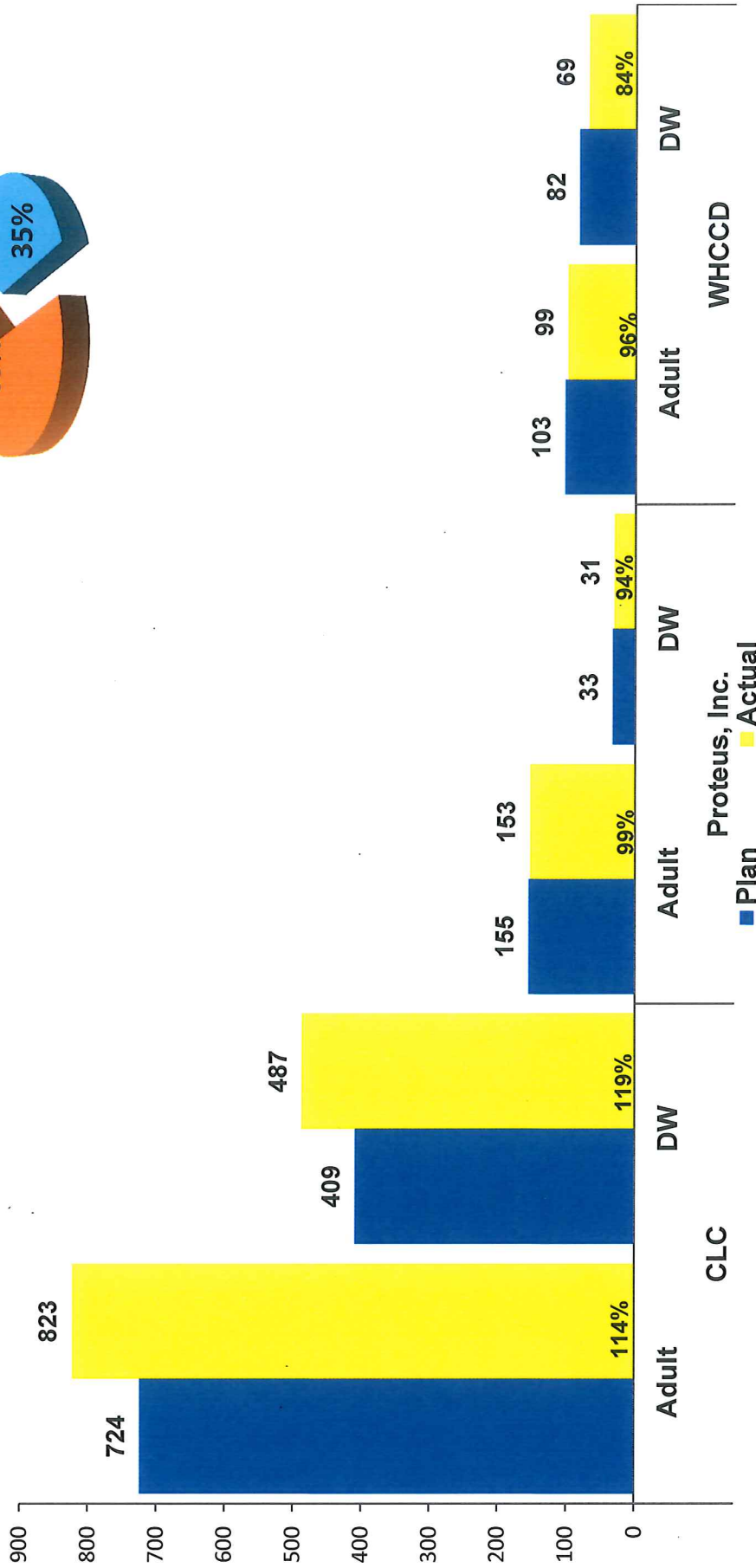
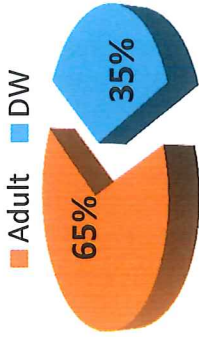
ATTACHMENT:

Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the Fourth Quarter of Program Year 2018-2019

Adult/DW Served

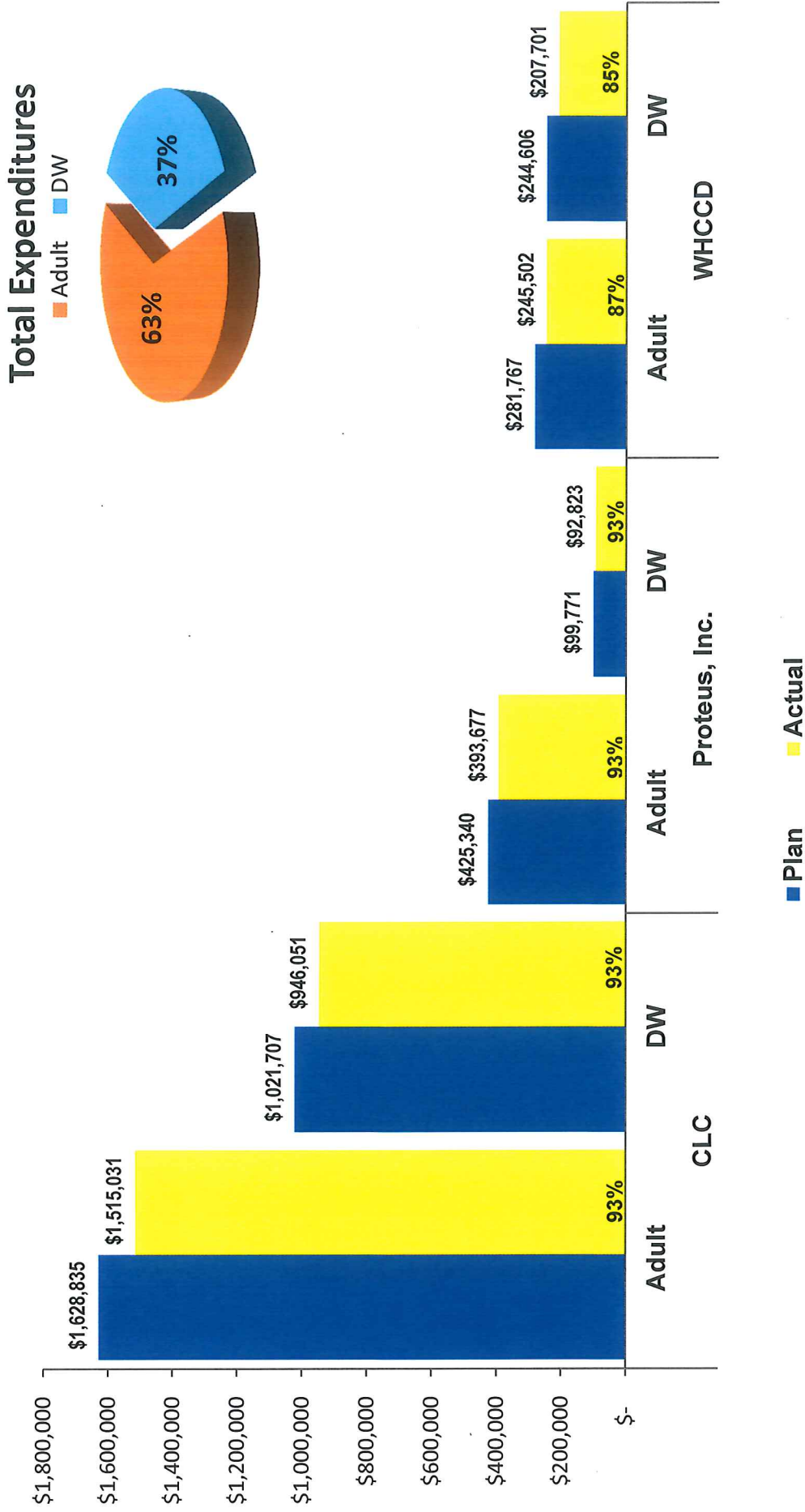
CLC - Central Labor Council Partnership
 Proteus - Proteus, Inc.
 WHCCD - West Hills Community College District

Total Served- 1662



Note: Adult/DW number served goal is 95%.

Adult/DW Expenditures

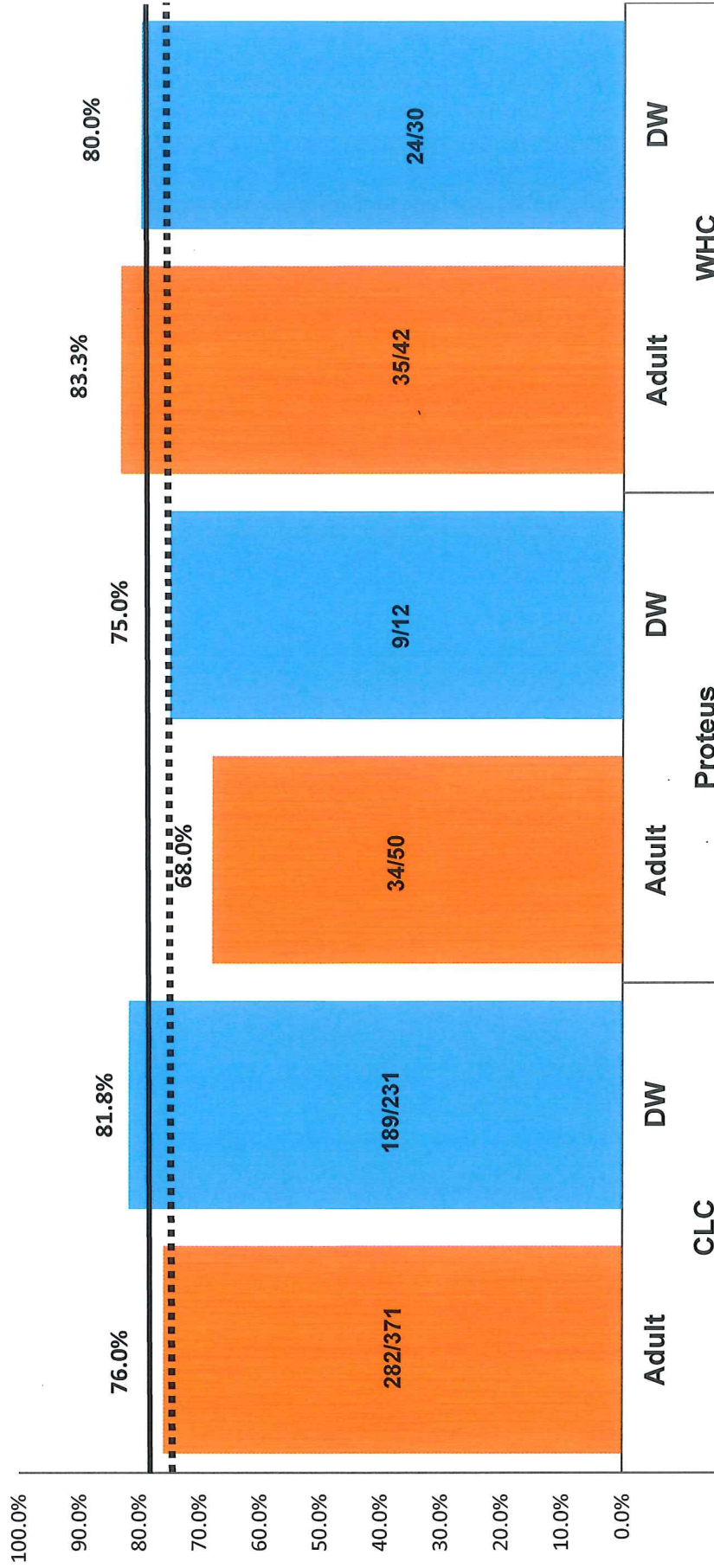


Note: Adult/DW Expenditures goal is 95% to 100%.

Adult/DW Placement

Placement Goals

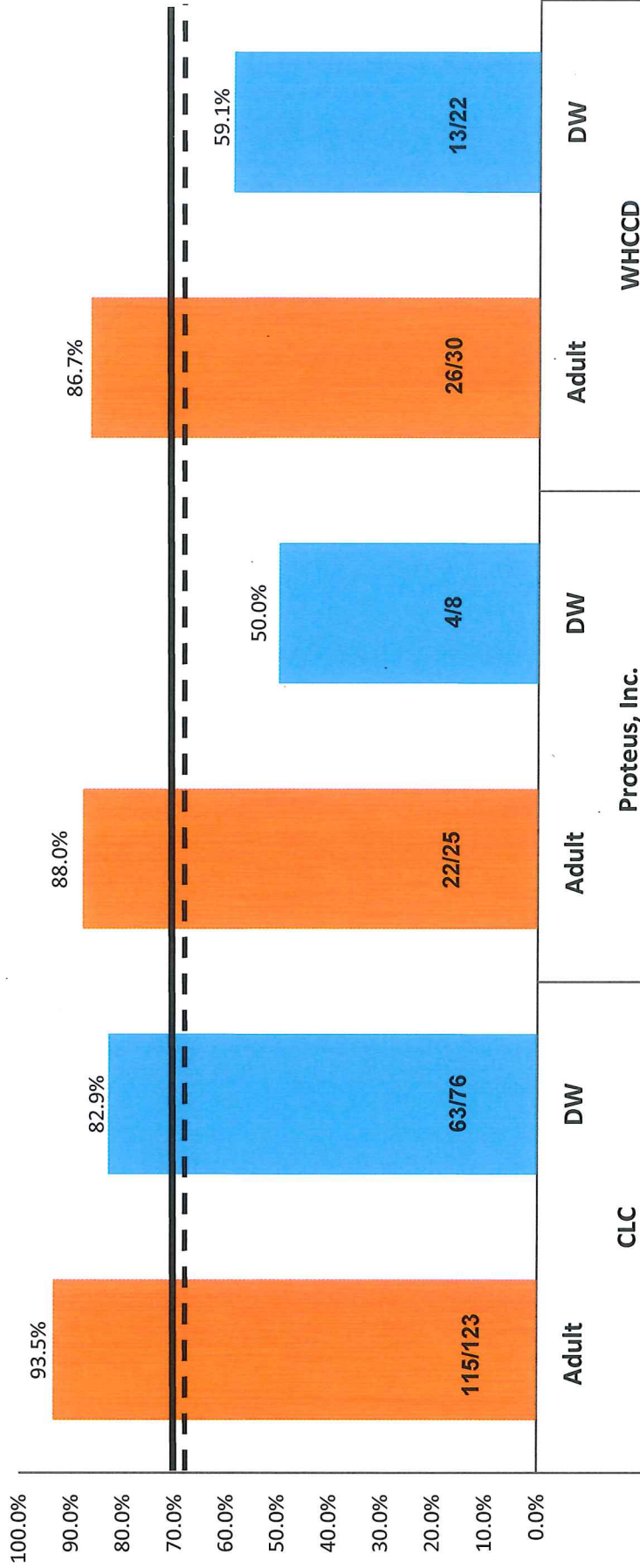
DW 78.5 %
Adult 75.1 %



■ Adult ■ DW

Adult/DW Credential Rate

Certificate of Attainment Goal
 DW 70%
 Adult 68.3%

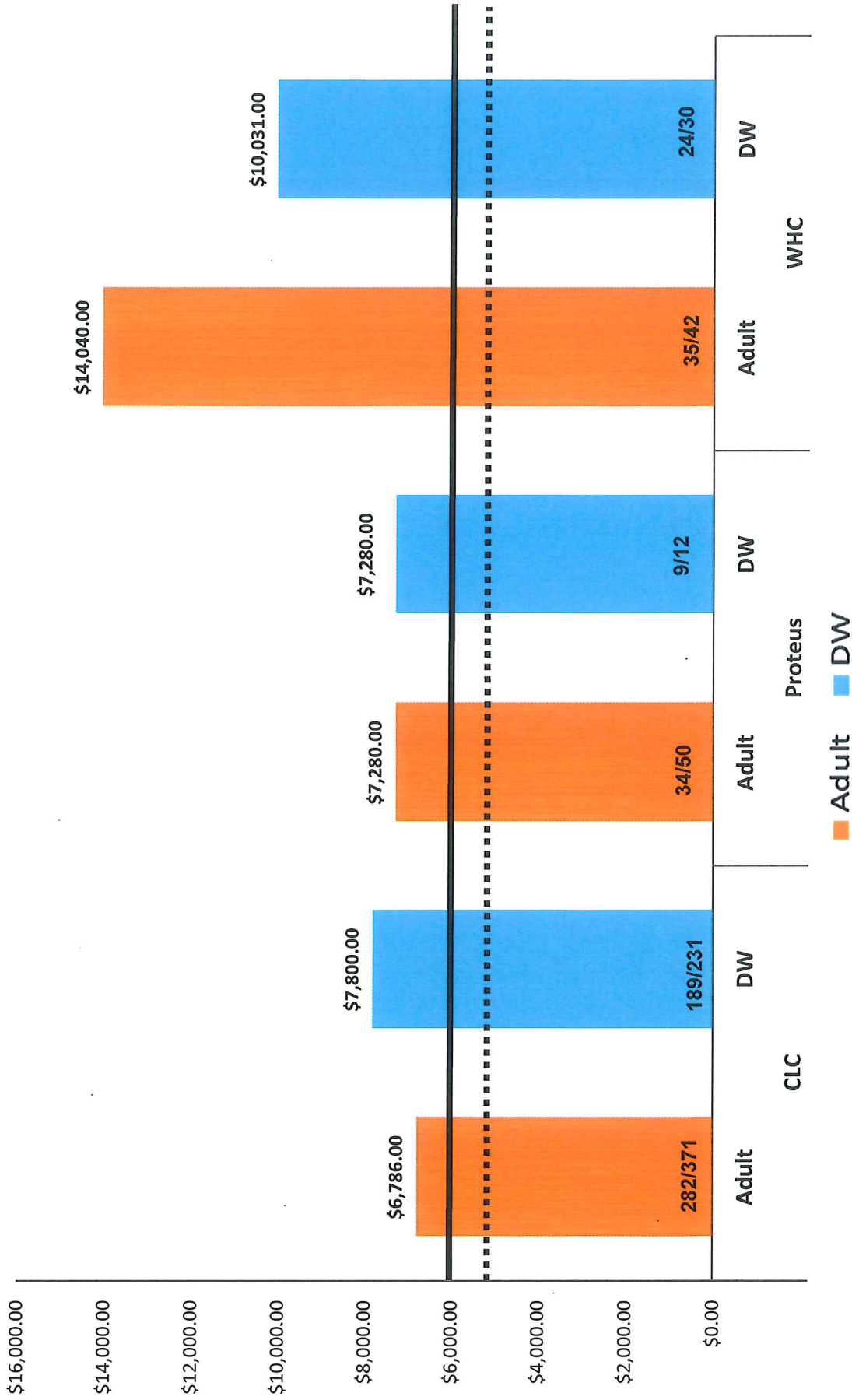


■ Adult ■ DW

Placement Median Wage Earnings

Goals

DW \$ 6,900
Adult \$5,400



**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	A8
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: First Quarter Local Performance Results Reports for Program Year 2019-2020

RECOMMENDATION:

Accept the attached Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the First Quarter of Program Year 2019-2020.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets and administrative plans. Additional administrative responsibilities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports. FRWDB staff will submit both upon request, but not less often than every quarter.

Performance issues for each provider are provided below:

CLC: Provider met performance goals for Adult/Dislocated Worker (DW) number served, Adult expenditures, Adult/DW Placements, Adult/DW Credential Rate and Adult/DW Median wage. DW expenditures are below plan.

Proteus, Inc.: Provider met performance goals for Adult/DW number served, DW Placement, DW Credential Rates and Adult/DW Median wage. Adult/DW expenditures, Adult Placements and Adult Credential Rates are below plan.

WHCCD: Provider met performance goals for Adult/DW Placement, DW Credential Rates and Adult/DW Median wage. Adult/DW number served, Adult/DW expenditures, DW Placement, and Adult Credential Rates are below plan.

Each Provider will present a performance report at the meeting.

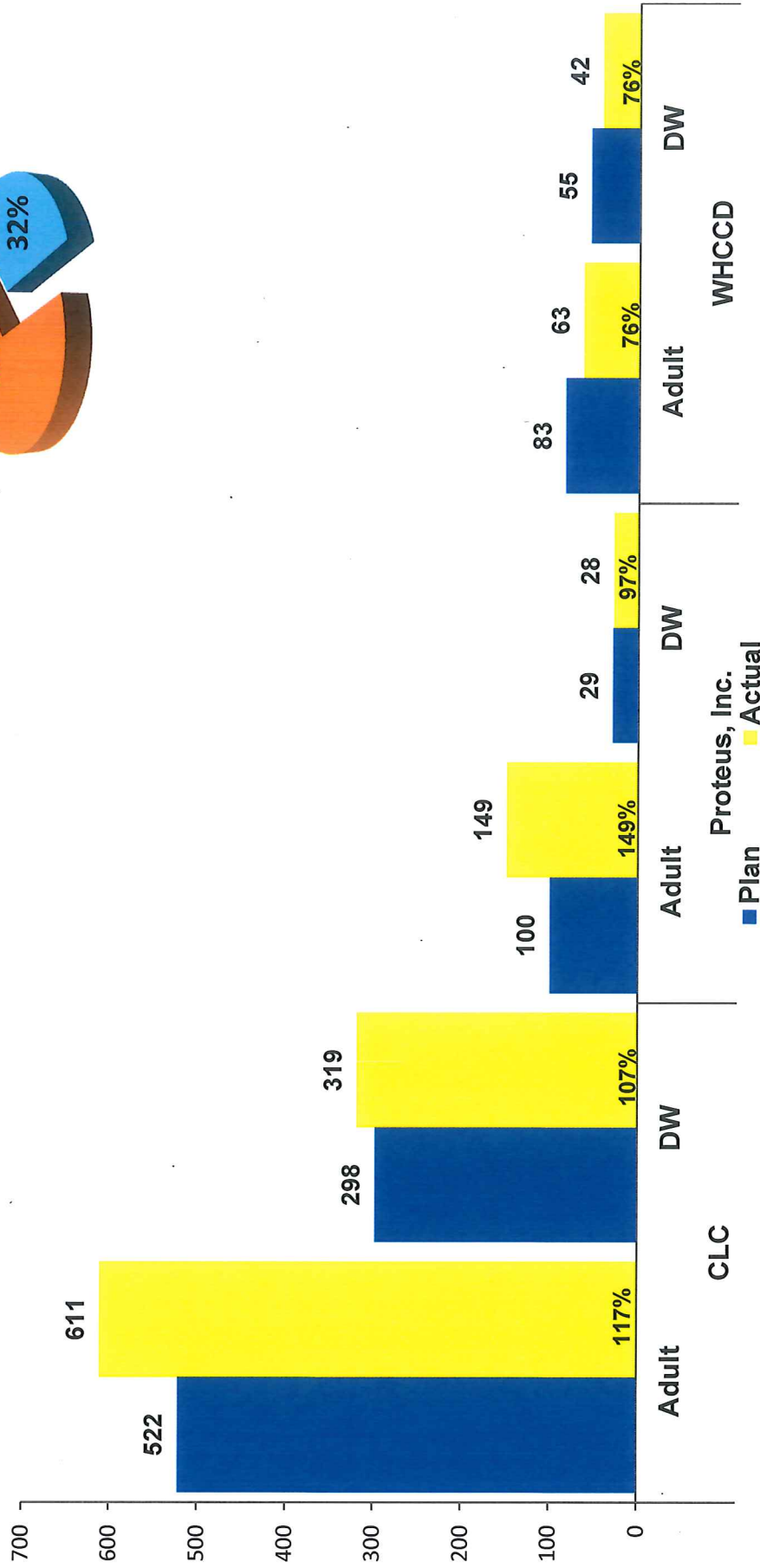
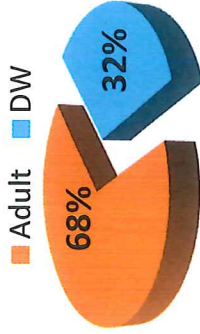
ATTACHMENT:

Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the First Quarter of Program Year 2019-2020

Adult/DW Served

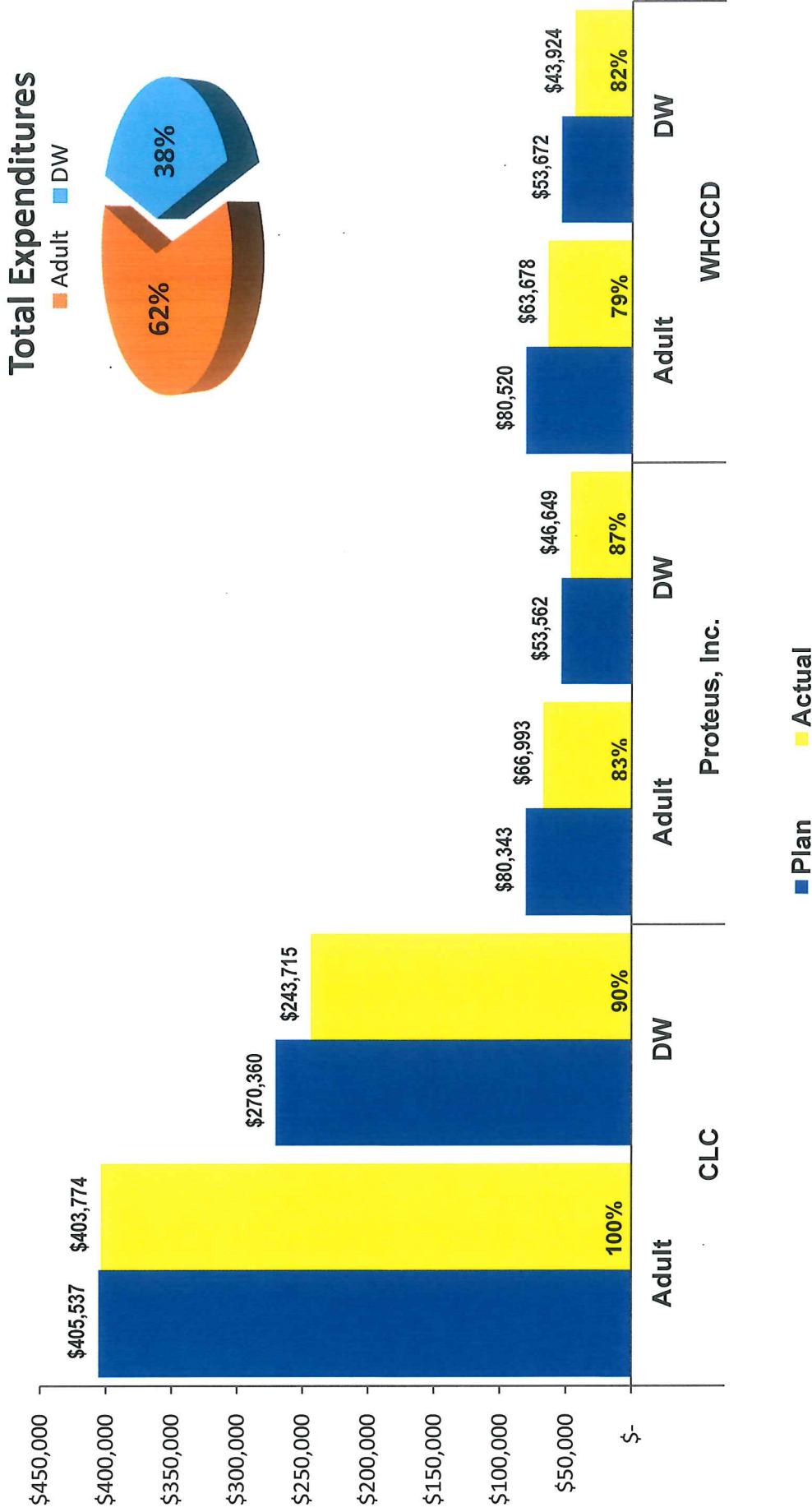
CLC - Central Labor Council Partnership
 Proteus - Proteus, Inc.
 WHCCD - West Hills Community College District

Total Served- 1212



Note: Adult/DW number served goal is 95%.

Adult/DW Expenditures



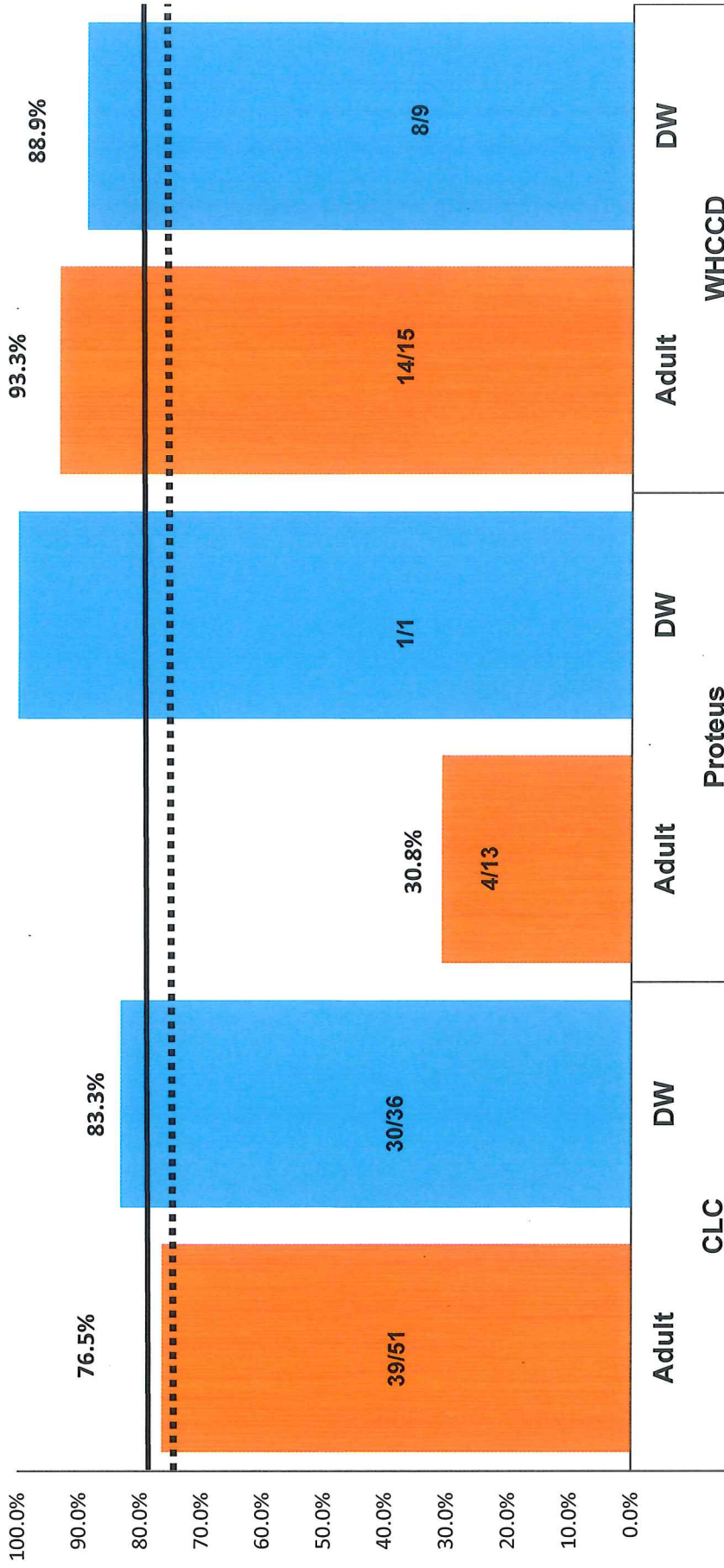
Note: Adult/DW Expenditures goal is 95% to 100%.

Adult/DW Placement

Placement Goals

DW 78.5 %
Adult 75.1%

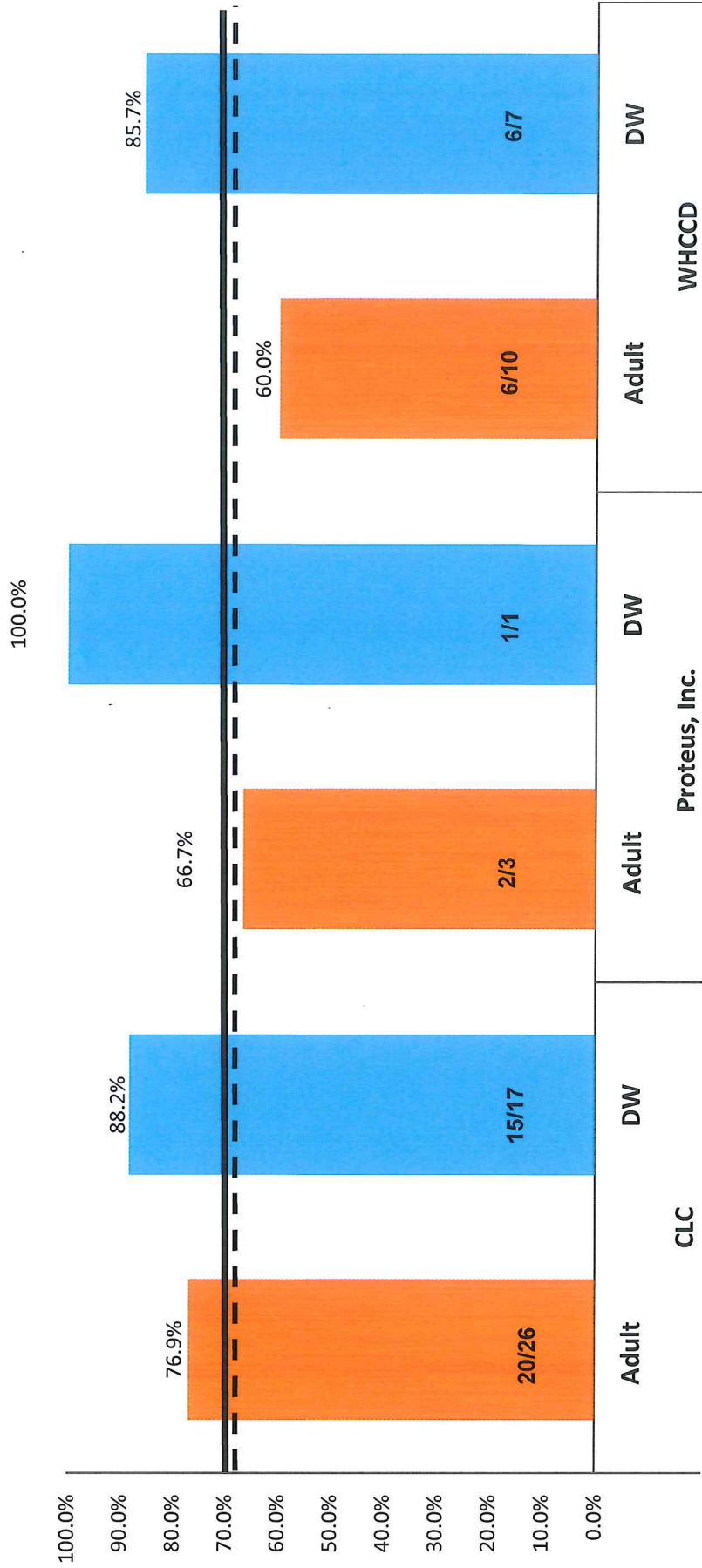
100.0%



■ Adult ■ DW

Adult/DW Credential Rate

Certificate of Attainment Goal
 DW 70%
 Adult 68.3% - - - - -



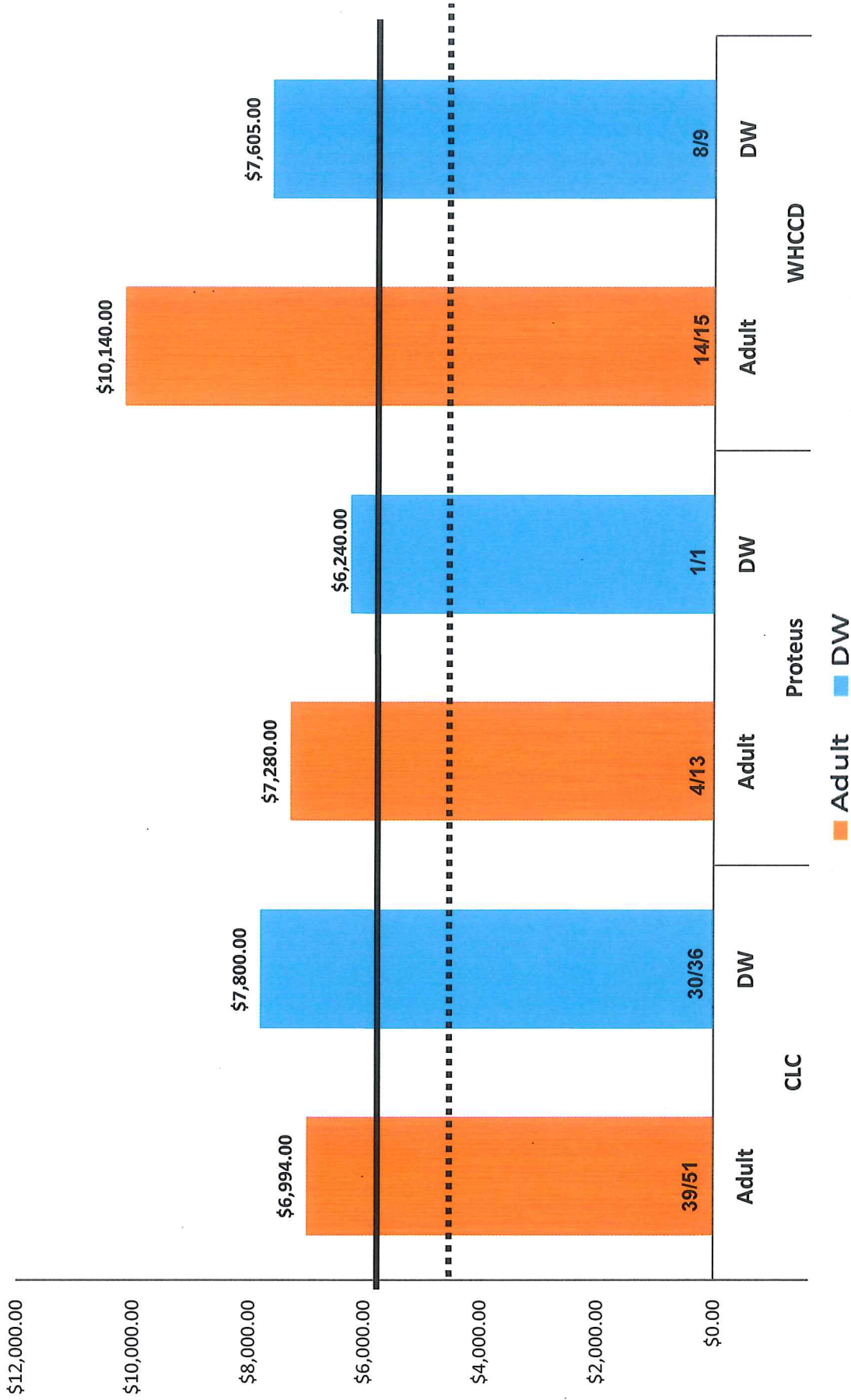
■ Adult ■ DW

Placement Median Wage Earnings

Goals

DW \$ 6,900

Adult \$5,400



**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	A9
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: Fourth Quarter Providers of Services' Monitoring Report for Program Year 2018-2019

RECOMMENDATION:

Accept the following Providers of Services' Monitoring Report for the Fourth Quarter for Program Year 2018-2019.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

Fresno Regional Workforce Development Board (FRWDB) staff conducts programmatic and fiscal monitoring of all contracts to ensure compliance with federal, state, and local regulations and/or policies.

ATTACHMENT:

Fourth Quarter Adult Monitoring Report for Program Year 2018-2019

**Adult Providers of Services Monitoring Report
Fourth Quarter, Program Year 2018-2019**

Program Monitoring:

Programmatic monitoring of the following sub-recipients was completed during the fourth quarter.

Sub-Recipient	Contract # (s)	Results
West Hills Community College District Program Year (PY) 18-19	250	1) Use of obsolete documentation; 2) Assessment data entry issues; 3) Participant Plan issues; 4) Service Codes usage issues; 5) Participant Contact issues. Two (2) findings closed; Three (3) findings conditionally closed pending monthly follow-up reviews.
Proteus, Inc. PY 18-19	243	1) Objective Assessment documentation incomplete; 2) Non-compliance with Service Codes process; 3) I-Train applications still in use after implementation of CalJOBS; 4) Ineligible supportive services expenditures. Two (2) findings closed, questioned costs recaptured; Two (2) findings conditionally closed pending the next review.

Programmatic monitoring of the following sub-recipients was in process as of the end of the fourth quarter:

Sub-Recipient	Contract # (s)
Central Labor Council Partnership - PY 18-19	213, 213-0816, 213-1115

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed during the fourth quarter:

Sub-Recipient	Contract # (s)	Results
Proteus, Inc. PY 18-19 Fiscal Review	243, 243-800	No Findings
West Hills Community College District PY 18-19 Fiscal Review	250, 250-800	No Findings
Fresno Madera Tulare Kings Building Trades Council PY 18-19 Fiscal Review	692-816A	No Findings

Fiscal monitoring of the following sub-recipients is in process as of the end of the fourth quarter: NONE

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A10
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: First Quarter Providers of Services' Monitoring Report for Program Year 2019-2020

RECOMMENDATION:

Accept the following Providers of Services' Monitoring Report for the First Quarter for Program Year 2019-2020.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

Fresno Regional Workforce Development Board (FRWDB) staff conducts programmatic and fiscal monitoring of all contracts to ensure compliance with federal, state, and local regulations and/or policies.

ATTACHMENT:

First Quarter Adult Monitoring Report for Program Year 2019-2020

**Adult Providers of Services Monitoring Report
First Quarter, Program Year 2019-2020**

Program Monitoring:

Programmatic monitoring of the following sub-recipients was completed during the first quarter.

Sub-Recipient	Contract # (s)	Results
Central Labor Council Partnership – Program Year (PY) 18-19	213, 213-800, 213-0816, 213-1115	1) Participant plans incomplete 2) Assessment results not entered into Objective Assessments in CalJOBS. 3) Insufficient documentation to justify Dislocated Worker status. Findings 1 & 2 conditionally closed pending next review. Finding 3 Closed.

*Programmatic monitoring of the following sub-recipients was in process as of the end of the first quarter: **None***

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed during the first quarter:

Sub-Recipient	Contract # (s)	Results
Central Labor Council Partnership PY 18-19 Fiscal Close-out	213, 213-0816, 213-1115,	No Findings
SER, Jobs for Progress	730	No Findings

Fiscal monitoring of the following sub-recipients is in process as of the end of the first quarter:

Sub-Recipient	Contract # (s)
Proteus, Inc. PY 18-19 Fiscal Close-out	243, 243-800

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	A11
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Fourth Quarter Providers of Services' Customer Complaint Report for Program Year 2018-2019

RECOMMENDATION:

Accept the Adult and Dislocated Worker Customer Complaint Report for the Fourth Quarter of Program Year 2018-2019.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

Under the Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement, the FRWDB develops and manages systems to hear and resolve grievances brought by participants, vendors, or other interested parties, and to provide quarterly reports to the FRWDB regarding such grievances.

ATTACHMENT:

Adult and Dislocated Worker Customer Complaint Report for the Fourth Quarter of Program Year 2018-2019.

Adult/Dislocated Worker Customer Complaint Report

Fourth Quarter, Program Year 2018-2019

Date	Sub-Recipient	Summary of Customer Complaint	Action Taken	Date of Correction
5-6-19	CLC-P, FRWDB	Appealing denial of waiver request to have full training scholarship paid.	Denial of waiver upheld. Subsequent training costs incurred after enrollment into WIOA will be paid for.	5/22/19

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A12
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: First Quarter Providers of Services' Customer Complaint Report for Program Year 2019-2020

RECOMMENDATION:

Accept the Adult and Dislocated Worker Customer Complaint Report for the First Quarter of Program Year (PY) 2019-2020.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

Under the Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement, the FRWDB develops and manages systems to hear and resolve grievances brought by participants, vendors, or other interested parties, and to provide quarterly reports to the FRWDB regarding such grievances.

No complaints were received during the First Quarter of PY 2019-2020.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A13
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: Fourth Quarter Job Seeker Customer Satisfaction Report for Program Year 2018-2019

RECOMMENDATION:

Accept the Fourth Quarter Job Seeker Customer Satisfaction Report for Program Year (PY) 2018-2019.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets plans. Additional administrative responsibilities and authorities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports.

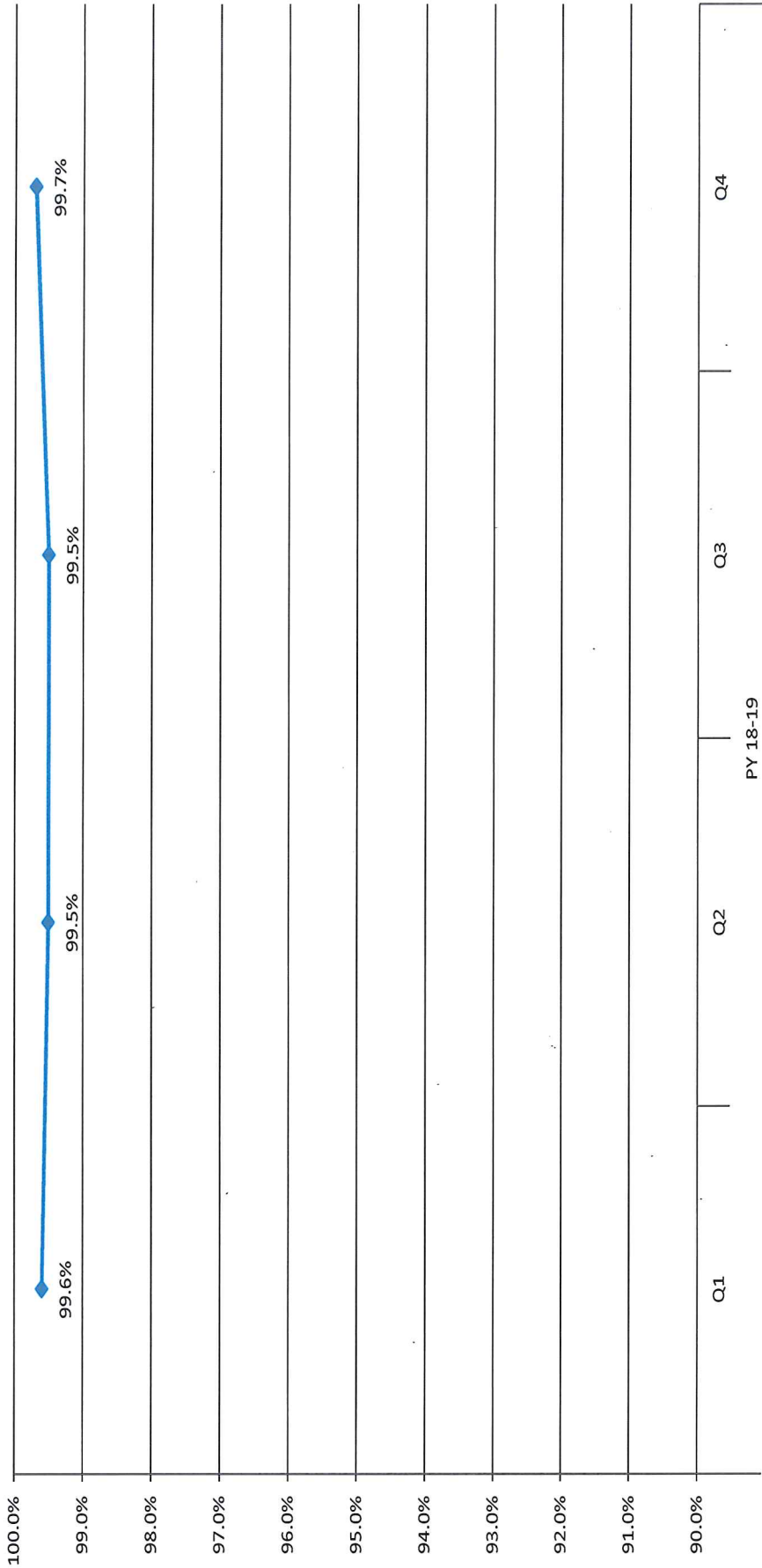
As part of this responsibility, FRWDB staff has implemented the Job Seeker Customer Satisfaction process and data collection system. The FRWDB's sub-contracted providers of services submit their data to staff on a monthly basis. The data is accumulated, analyzed and reviewed on a quarterly basis and reported to this Council.

FRWDB staff work with service providers to improve the processes used to increase the satisfaction level with our job seekers. These improvements are based on data collected through these satisfaction surveys, monitoring reviews, complaints and monthly operations meetings between provider and FRWDB staff.

ATTACHMENT:

Job Seeker Customer Satisfaction Report for the Fourth Quarter of PY 2018-2019

Basic Career Services



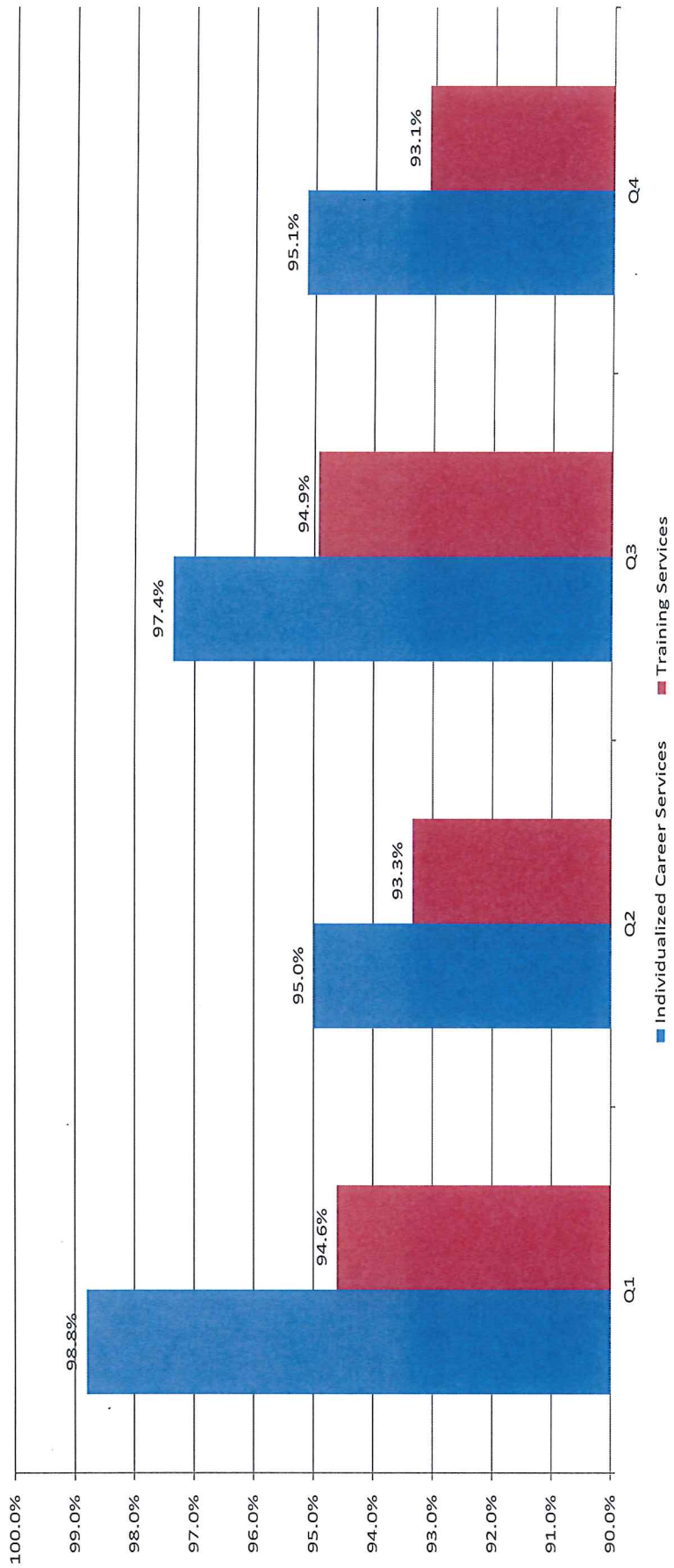
Staff Notes:

	PY 18-19			
	Q1	Q2	Q3	Q4
Surveys Received	753	624	816	698
Number of Users	8,190	7,339	8,606	5,984
Survey Response Rate	9.2%	8.5%	9.5%	11.7%

Sample of User Comments:

Staff helpful with assistance; I will recommend Workforce Connection to my friends; the orientation was helpful and easy to understand; I feel encouraged; very in-depth orientation; can you provide snacks; I was ordered by the court to seek assistance at Workforce Connection; I am grateful for the assistance to get back into the workforce; the hours the center is open is not compatible for those who work fulltime; helps you to understand your needs and where/how to get assistance.

Placement Satisfaction



Staff Notes:

PY 18-19								
	Q1		Q2		Q3		Q4	
	Non-Training	Training	Non-Training	Training	Non-Training	Training	Non-Training	Training
Surveys Received by Type	59	44	48	43	38	37	45	65
Clients Closed & Placed by Type	96	54	62	52	44	61	59	82
Survey Response Rate	61.4%	81.5%	77.4%	82.7%	86.4%	60.7%	76.3%	79.3%

Participant Feedback:

Individualized Career Services: expected more support to secure employment; expected job leads to be aligned with my skills and education; decided to stay with current employer; expected to receive job leads prior to 2 week workshop; secured employment prior completion of assessments; didn't need to do assessments; already knew what type of job I wanted, WFC did not provide assistance to meet that; leads not related to prior experience and education; great program;

Training Services: dropped training because it wasn't a good fit; already knew which career to pursue, assessments of no benefit; took job in distribution while waiting for union opportunity; not provided with training related job leads (bookkeeping) took job as administrative assistant; training provider did not assist with job leads; took job in security, completed pre-apprenticeship training; decided to stay with current employer after training (not training related);

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A14
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: First Quarter Job Seeker Customer Satisfaction Report for Program Year 2019-2020

RECOMMENDATION:

Accept the First Quarter Job Seeker Customer Satisfaction Report for Program Year (PY) 2019-2020.

The Adult Council approved this recommendation on October 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets plans. Additional administrative responsibilities and authorities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports.

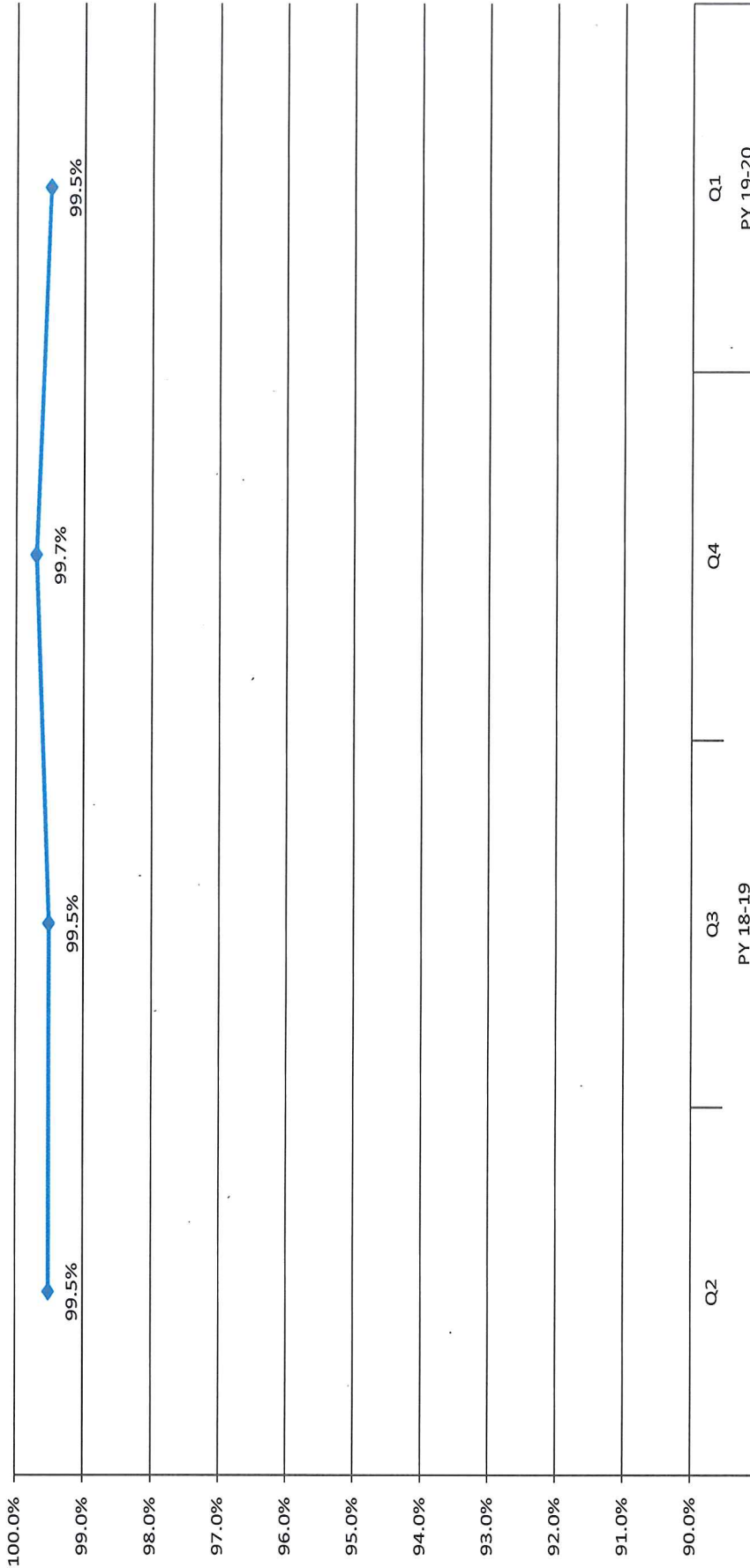
As part of this responsibility, FRWDB staff has implemented the Job Seeker Customer Satisfaction process and data collection system. The FRWDB's sub-contracted providers of services submit their data to staff on a monthly basis. The data is accumulated, analyzed and reviewed on a quarterly basis and reported to this Council.

FRWDB staff work with service providers to improve the processes used to increase the satisfaction level with our job seekers. These improvements are based on data collected through these satisfaction surveys, monitoring reviews, complaints and monthly operations meetings between provider and FRWDB staff.

ATTACHMENT:

Job Seeker Customer Satisfaction Report for the First Quarter of PY 2019-2020

Basic Career Services



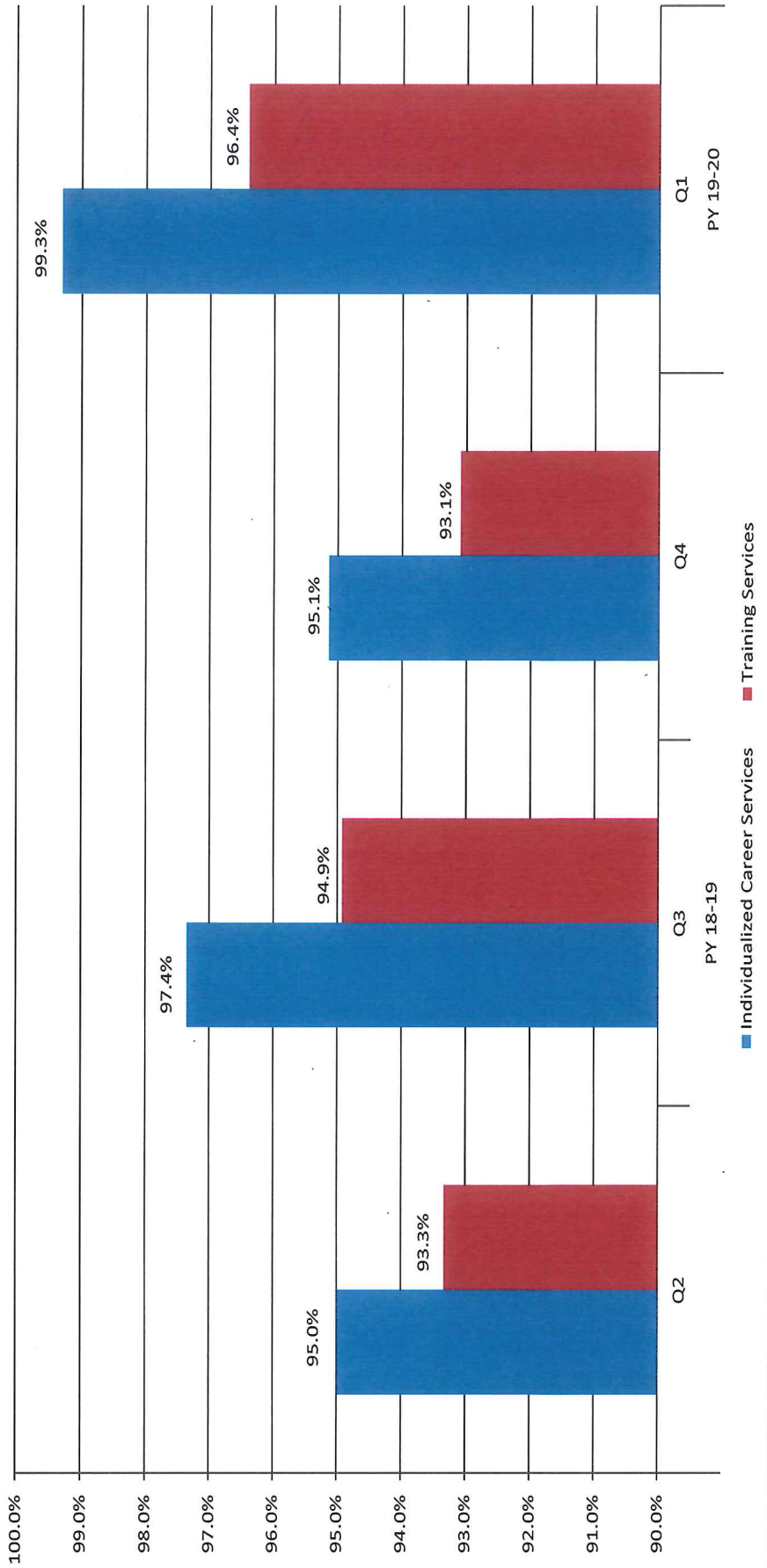
Staff Notes:

	PY 18-19			PY 19-20	
	Q2	Q3	Q4	Q1	Q1
Surveys Received	624	816	698	757	
Number of Users	7,339	8,606	5,984	5,046	
Survey Response Rate	8.5%	9.5%	11.7%	15.0%	

Sample of User Comments:

Workforce Connection has always been a great resource for job searching and resume advice; staff were patient with me; the staff help me get motivated to job search and update my skills; great energy; orientation was informational and direct; very professional staff; orientation room was crowded and hot; environment is comfortable; helpful staff; I had all my questions answered; I'm looking forward to the possibilities; looking forward to a new start; the resource room feels like my own office with all the resources available; clear, concise and good amount of information, in an allotted amount of time.

Placement Satisfaction



Staff Notes:

	PY 18-19				PY 19-20			
	Q2		Q3		Q4		Q1	
	Non-Training	Training	Non-Training	Training	Non-Training	Training	Non-Training	Training
Surveys Received by Type	48	43	38	37	45	65	28	52
Clients Closed & Placed by Type	62	52	44	61	59	82	34	66
Survey Response Rate	77.4%	82.7%	86.4%	60.7%	76.3%	79.3%	82.3%	78.8%

Participant Feedback:

Individualized Career Services: Wants more job search support, current employment (warehouse) doesn't match degree (BA, Bible Studies).

Training Services: Took pre-apprenticeship training, stayed in security; decided not to pursue trades and remain with previous occupation; training staff not organized; secured employment as an in-home care provider (pre-apprenticeship training).

Consent Items Submitted by the Youth Council

MISSION:

To design, procure, and oversee Workforce Innovation and Opportunity Act youth services to ensure all available resources serve the needs of Fresno County youth.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B1
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Fourth Quarter Local Performance Results Report for Program Year 2018-2019

RECOMMENDATION:

Accept the attached Youth Program Providers of Services Local Performance Results Report for the Fourth Quarter of Program Year (PY) 2018-2019.

The Youth Council approved this recommendation on November 21, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets and administrative plans. Additional administrative responsibilities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports. FRWDB staff will submit both upon request, but not less often than every quarter.

Performance issues for each provider are provided below:

FEOC: Provider met performance goals for In-School Youth (ISY)/Out of School Youth (OSY) numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

ResCare: Provider met performance goals for ISY/OSY numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

Proteus, Inc.: Provider met performance goals for ISY/OSY numbers served, ISY/OSY expenditures, ISY/OSY Placements, and ISY/OSY Credential Rate.

WHCCD: Provider met performance goals for OSY Credential Rates. ISY/OSY numbers served, ISY/OSY expenditures, ISY/OSY Placements, and ISY Credential Rate were below plan.

Youth Offender Services (ResCare): Provider met performance goals for ISY/OSY numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

Each Provider will present a performance report at the meeting.

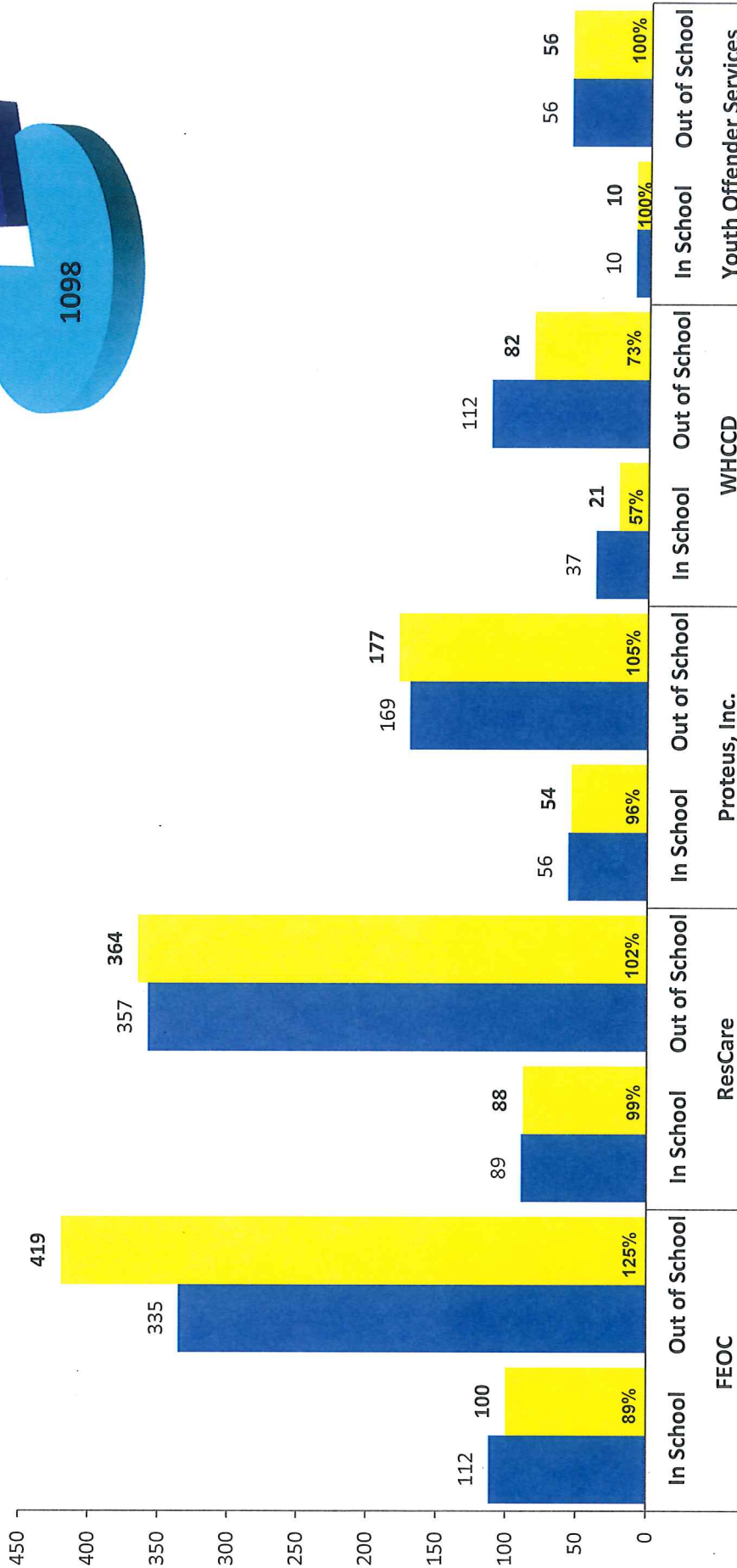
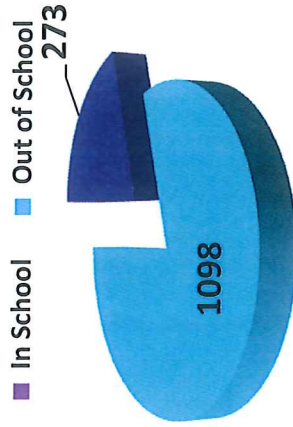
ATTACHMENT:

Young Adult Services Providers of Services Local Performance Results Report for the Fourth Quarter of Program Year 2018-2019

Youth Served

FEOC - Fresno Economic Opportunities Commission
 ResCare - ResCare Workforce Services
 Proteus - Proteus, Inc.
 WHCCD - West Hills Community College District

Total Served- 1371

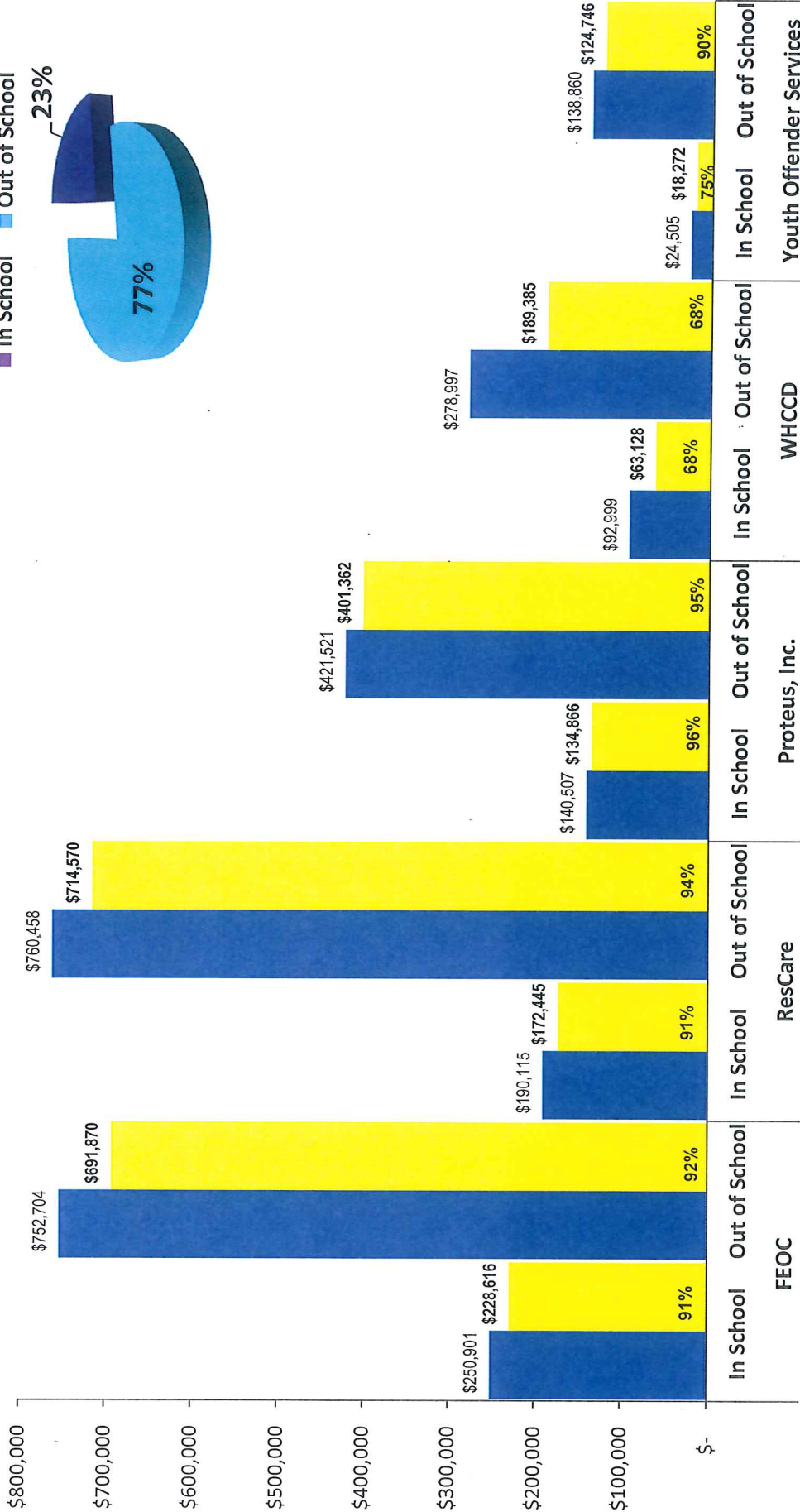
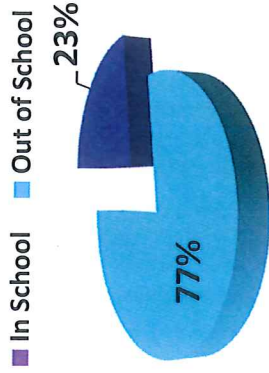


■ Plan ■ Actual

Note: Number served goal is 95%

Youth Expenditures

Total Expenditures

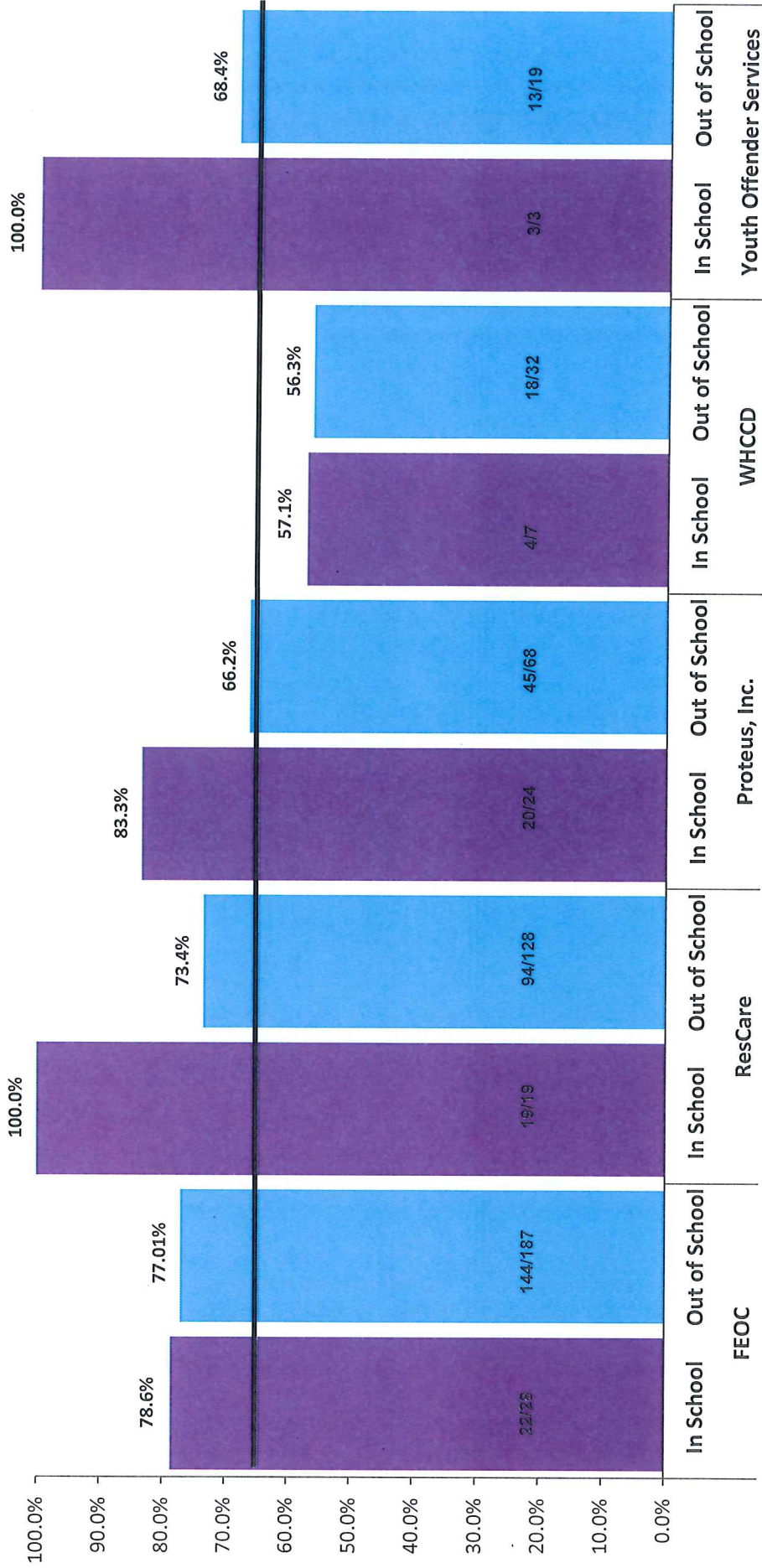


Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In-school Expenditures. The expenditures goal range is 95% to 100%.

Youth Placement in Employment or Education

Goals

Placement 65.5%

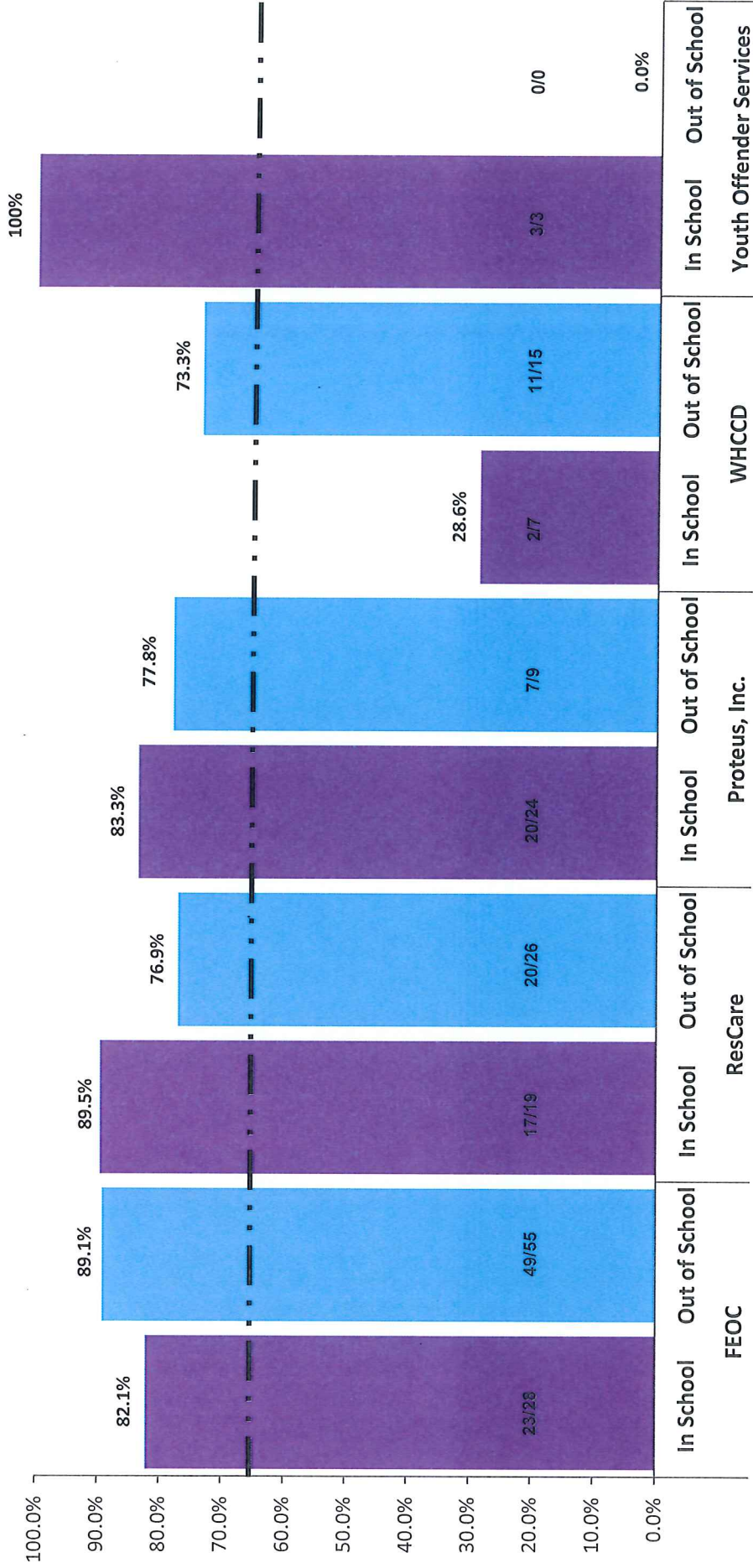


■ In School ■ Out of School

Youth Certificate of Attainment

Goals

Certificate of Attainment 65%



■ In School ■ Out of School

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B2
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: First Quarter Local Performance Results Report for Program Year 2019-2020

RECOMMENDATION:

Accept the attached Youth Program Providers of Services Local Performance Results Report for the First Quarter of Program Year (PY) 2019-2020.

The Youth Council approved this recommendation on November 21, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets and administrative plans. Additional administrative responsibilities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports. FRWDB staff will submit both upon request, but not less often than every quarter.

Performance issues for each provider are provided below:

FEOC: Provider met performance goals for In-School Youth (ISY)/Out of School Youth (OSY) numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

ResCare: Provider met performance goals for ISY/OSY numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

Proteus, Inc.: Provider met performance goals for ISY/OSY numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

WHCCD: Provider met performance goals for ISY/OSY Placements. ISY/OSY numbers served, ISY/OSY expenditures and ISY/OSY Credential Rates were below plan.

Youth Offender Services (ResCare): Provider met performance goals for ISY/OSY numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

Each Provider will present a performance report at the meeting.

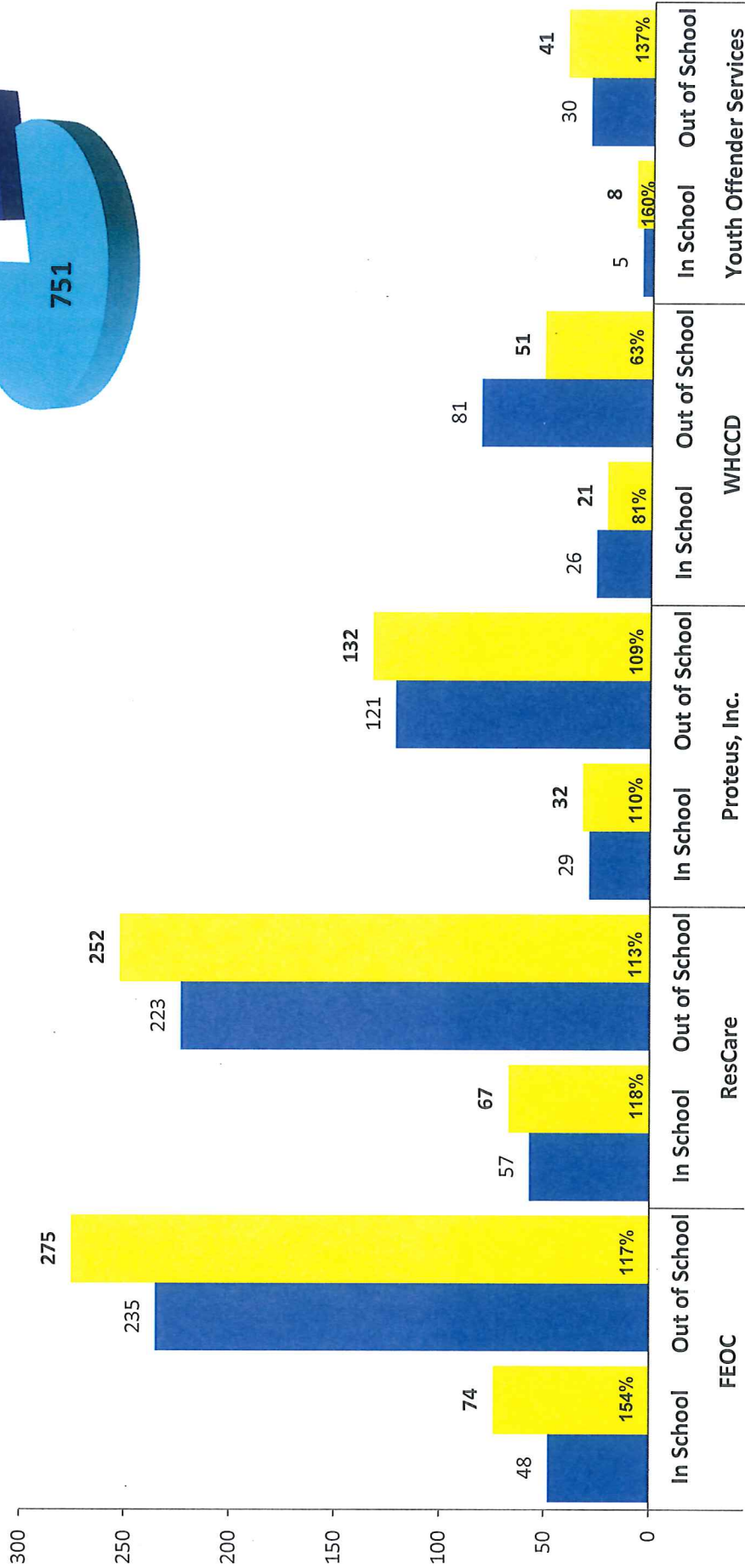
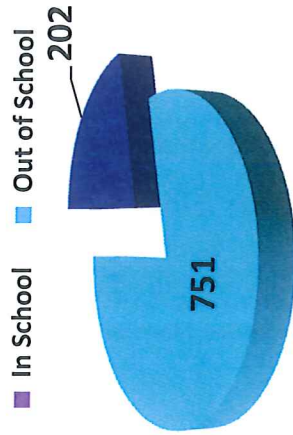
ATTACHMENT:

Young Adult Services Providers of Services Local Performance Results Report for the First Quarter of Program Year 2019-2020

Youth Served

FEOC - Fresno Economic Opportunities Commission
 ResCare - ResCare Workforce Services
 Proteus - Proteus, Inc.
 WHCCCD - West Hills Community College District

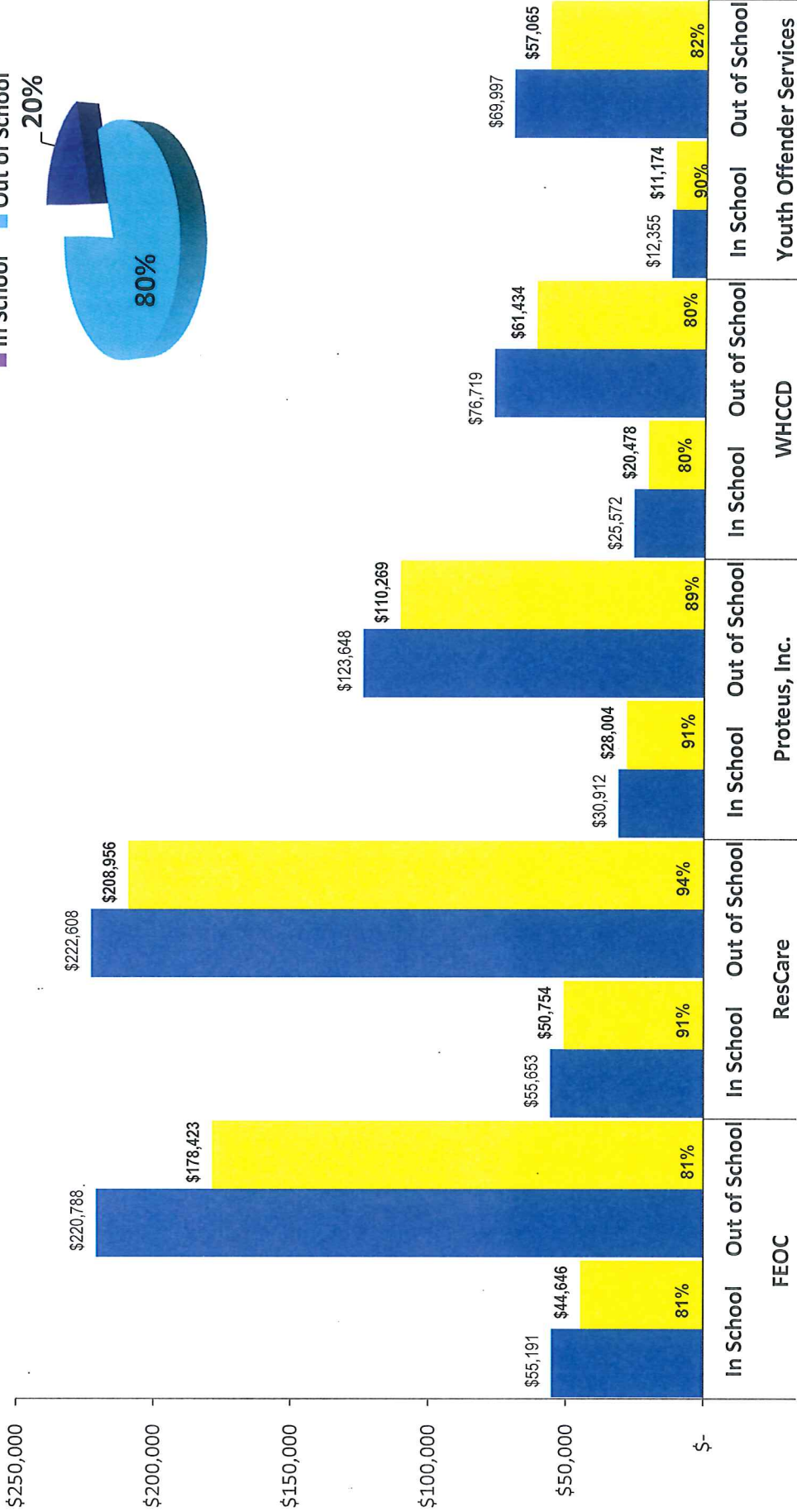
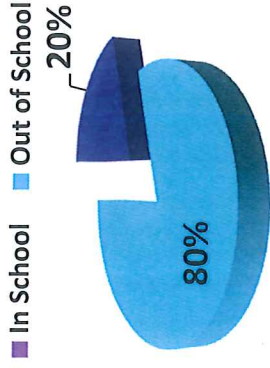
Total Served- 953



Note: Number served goal is 95%

Youth Expenditures

Total Expenditures

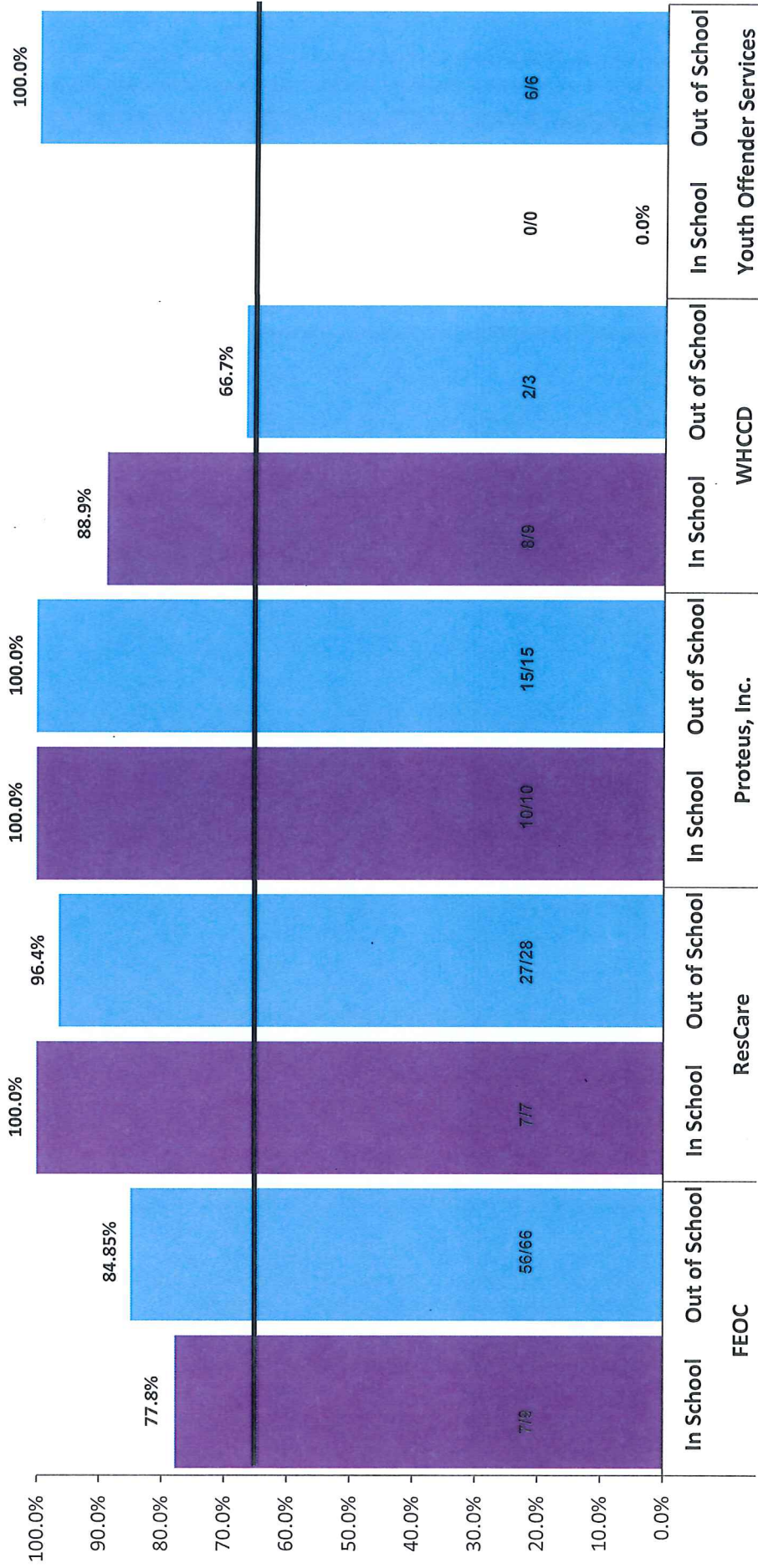


Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In-school Expenditures. The expenditures goal range is 95% to 100%.

Youth Placement in Employment or Education

Goals

Placement 65.5%

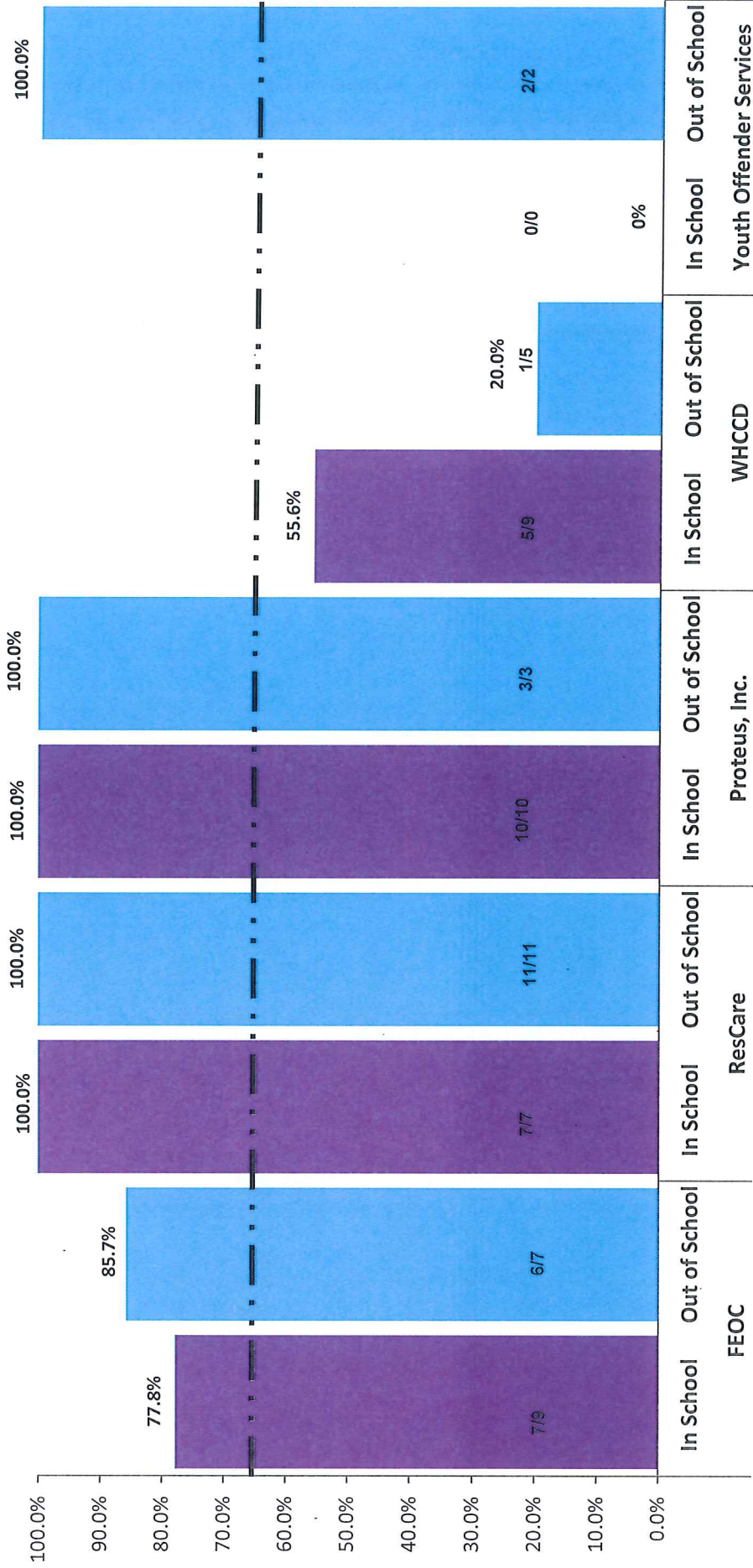


■ In School ■ Out of School

Youth Certificate of Attainment

Goals

Certificate of Attainment 65%



■ In School ■ Out of School

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B3
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Fourth Quarter Youth Satisfaction Report for Program Year 2018-2019

RECOMMENDATION:

Accept the Fourth Quarter Youth Program Satisfaction Report for Program Year (PY) 2018-2019.

The Youth Council approved this recommendation on November 21, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets plans. Additional administrative responsibilities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports.

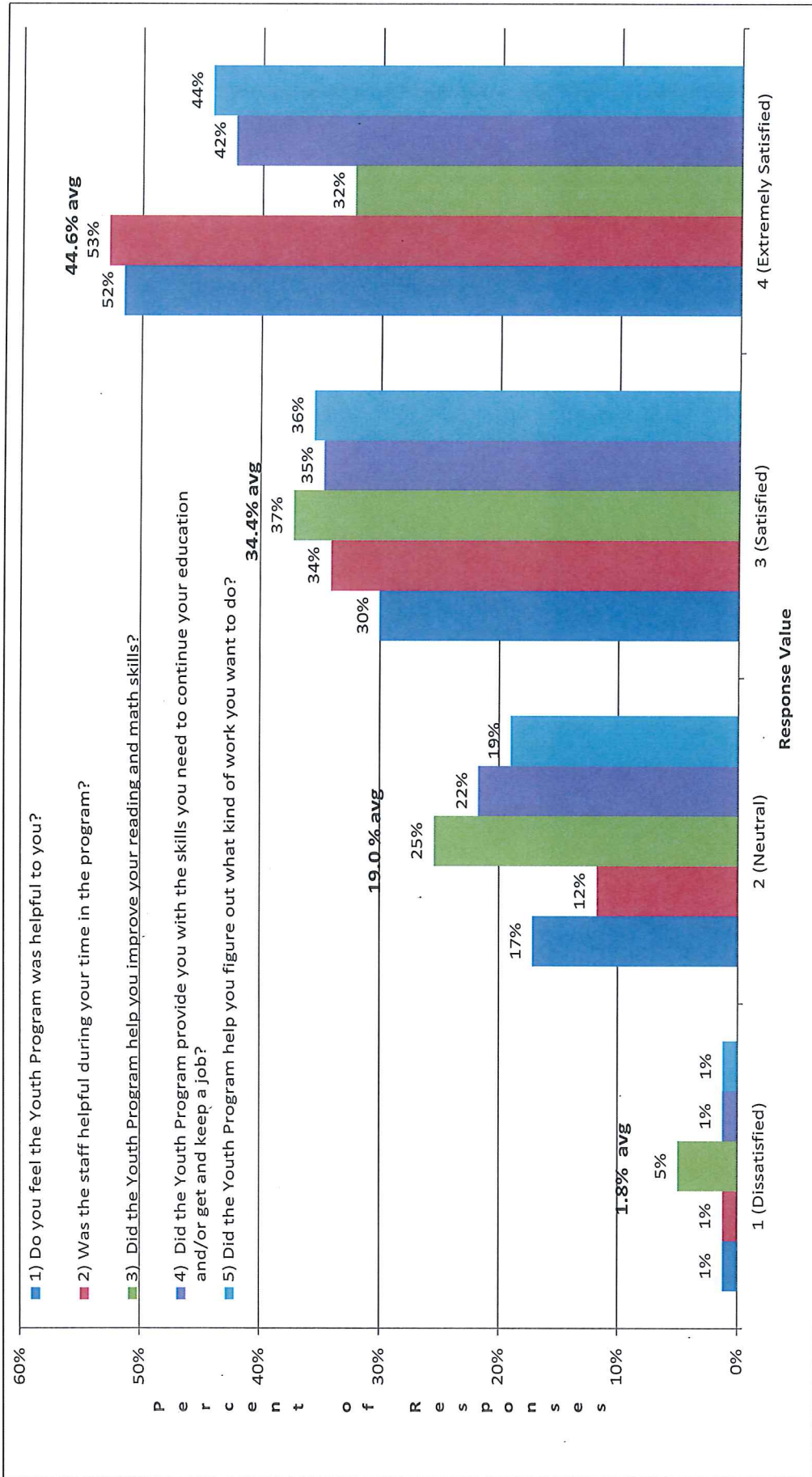
As part of this responsibility, FRWDB staff has implemented the Youth Program Satisfaction process and data collection system. The FRWDB's sub-contracted providers of services submit their data to staff on a monthly basis. The data is aggregated, analyzed and reviewed on a quarterly basis and reported to this Council.

FRWDB staff work with service providers to improve the processes used to increase the satisfaction level with our youth and young adult participants. These improvements are based on data collected through these satisfaction surveys, monitoring reviews, complaints and monthly operations meetings between providers and FRWDB staff.

ATTACHMENT:

Fourth Quarter Youth Customer Satisfaction Report for Program Year 2018-2019

Fourth Quarter Youth Customer Satisfaction Report for Program Year 2018 – 2019



Surveys Received	163
Participants Closed	167
Survey Response Rate	97.6%

Participant Comments:

I received the encouragement needed to start working; I appreciate being told that I only need to receive 1 yes; the job I started was perfect fit; I just wish there was an easier way to get a job; don't change anything, I love every aspect of the program; thank you to the staff for support for continuing school and getting employment; very thankful for the support to get my diploma and securing employment.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B4
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: First Quarter Youth Satisfaction Report for Program Year 2019-2020

RECOMMENDATION:

Accept the First Quarter Youth Program Satisfaction Report for Program Year (PY) 2019-2020.

The Youth Council approved this recommendation on November 21, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets plans. Additional administrative responsibilities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports.

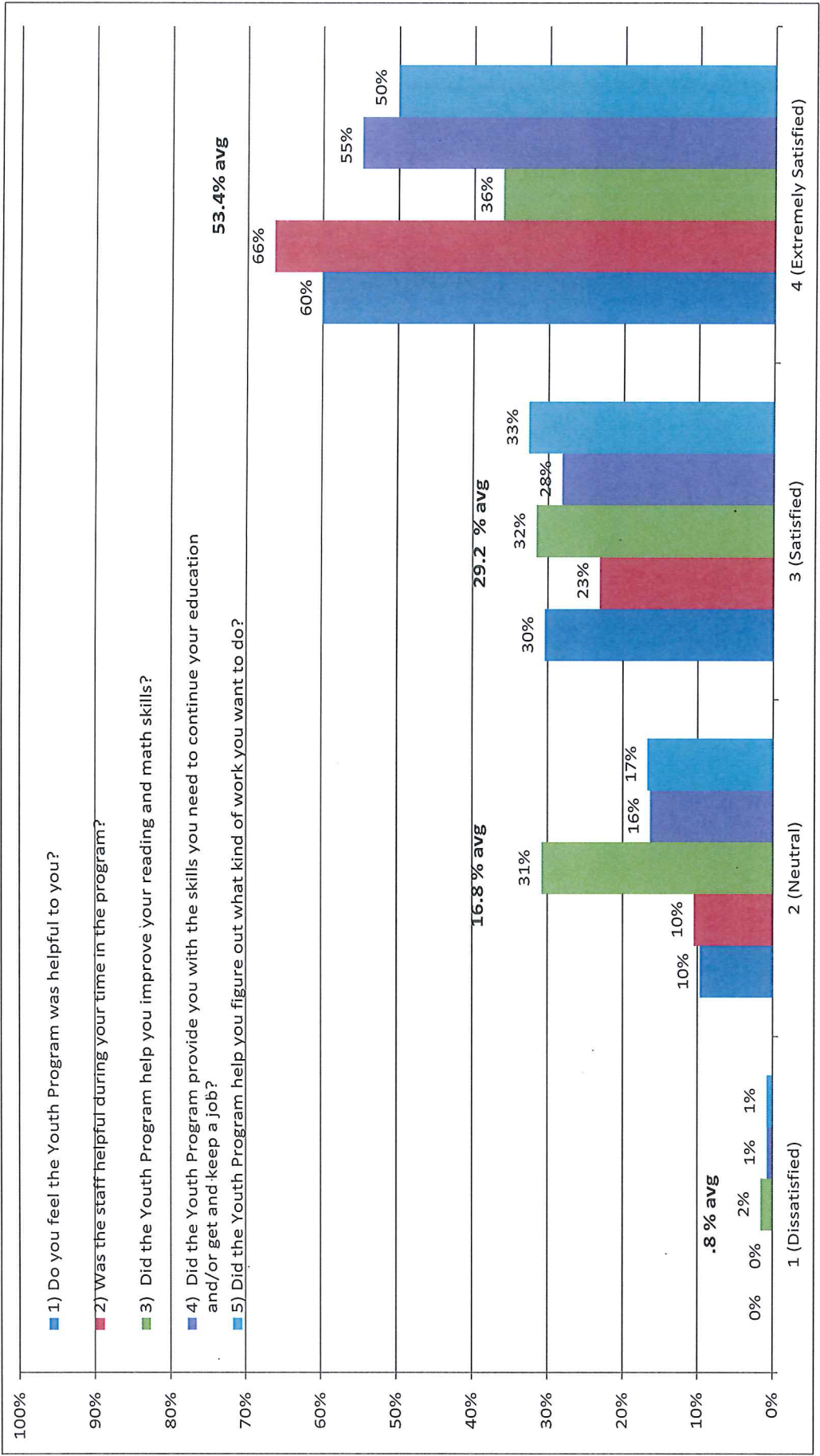
As part of this responsibility, FRWDB staff has implemented the Youth Program Satisfaction process and data collection system. The FRWDB's sub-contracted providers of services submit their data to staff on a monthly basis. The data is aggregated, analyzed and reviewed on a quarterly basis and reported to this Council.

FRWDB staff work with service providers to improve the processes used to increase the satisfaction level with our youth and young adult participants. These improvements are based on data collected through these satisfaction surveys, monitoring reviews, complaints and monthly operations meetings between providers and FRWDB staff.

ATTACHMENT:

First Quarter Youth Customer Satisfaction Report for Program Year 2019-2020

First Quarter Youth Customer Satisfaction Report for Program Year 2019 – 2020



Surveys Received	130
Participants Closed	181
Survey Response Rate	71.2%

Participant Comments:

The program was very helpful and assisted me with school and finding employment; need a coffee machine; no changes needed; I am very thankful for the guidance and support, I received my diploma, became job ready and am now employed; very thankful for the services received; don't change a thing; tutorial takes too long; I enjoyed working with my counselor and the motivation and support I received.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B5
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Fourth Quarter Providers of Services' Monitoring Report for Program Year 2018-2019

RECOMMENDATION:

Accept the following Providers of Services' Monitoring Report for the Fourth Quarter of Program Year 2018-2019.

The Youth Council approved this recommendation on November 21, 2019.

REASON FOR RECOMMENDATION:

Fresno Regional Workforce Development Board (FRWDB) staff conducts programmatic and fiscal monitoring of all contracts to ensure compliance with federal, state and local regulations and/or policies. The attached is an overview of the Youth contracts that were monitored during the period of April 1, 2019, through June 30, 2019.

ATTACHMENT:

Youth Providers of Services' Monitoring Report Fourth Quarter, Program Year 2018-2019

**Youth Providers of Services Monitoring Report
Fourth Quarter, Program Year 2018-2019**

Program Monitoring:

Program monitoring of the following sub-recipients was completed during the fourth quarter:

Sub-Recipient	Contract #(s)	Results
West Hills Community College District Program Year (PY) 18-19	390	1) Use of obsolete form. 2) Youth Assessment documentation issues. 3) Individual Service Plan issues. One (1) finding closed, two (2) findings conditionally closed pending results from monthly follow-up reviews.
Fresno Economic Opportunities Commission PY 18-19	310	1) Selective Service documentation issues. 2) Youth Work Based Learning documentation issues. 3) Service Code Use issues. 4) Use of obsolete form. Three (3) findings closed, one (1) finding conditionally closed, pending next annual review.
Proteus, Inc. PY 18-19	333	1) Use of obsolete form (two (2) different forms). 2) Youth Work Based Learning documentation issues. 3) Supportive Services documentation issues. 4) Objective Assessment issues. All Findings Closed.

*Program monitoring of the following sub-recipients was in process at the end of the fourth quarter: **None***

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed during the fourth quarter:

Sub-Recipient	Contract #(s)	Results
Proteus, Inc. PY 18-19 Fiscal Annual Review	333	1) Missing Eligibility supporting documentation. Documentation subsequently provided. Finding closed.
West Hills Community College District PY 18-19 Fiscal Annual Review	390	1) Work Experience paperwork issues. All issues closed.

*Fiscal monitoring of the following sub-recipients was in process at the end of the fourth quarter: **None***

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B6
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: First Quarter Providers of Services' Monitoring Report for Program Year 2019-2020

RECOMMENDATION:

Accept the following Providers of Services' Monitoring Report for the First Quarter of Program Year 2019-2020.

The Youth Council approved this recommendation on November 21, 2019.

REASON FOR RECOMMENDATION:

Fresno Regional Workforce Development Board (FRWDB) staff conducts programmatic and fiscal monitoring of all contracts to ensure compliance with federal, state and local regulations and/or policies. The attached is an overview of the Youth contracts that were monitored during the period of July 1, 2019, through September 30, 2019.

ATTACHMENT:

Youth Providers of Services' Monitoring Report First Quarter, Program Year 2019-2020

**Youth Providers of Services Monitoring Report
First Quarter, Program Year 2019-2020**

Program Monitoring:

*Program monitoring of the following sub-recipients was completed during the first quarter: **None***

Program monitoring of the following sub-recipients was in process at the end of the first quarter:

Sub-Recipient	Contract #(s)
ResCare Workforce Services Program Year (PY) 19-20	320

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed during the first quarter:

Sub-Recipient	Contract #(s)	Results
ResCare Workforce Services PY 18-19 Fiscal Close Out	320, 324	No Findings
Fresno Economic Opportunities Commission PY 18-19 Fiscal Close Out	310	No Findings

Fiscal monitoring of the following sub-recipients was in process at the end of the first quarter:

Sub-Recipient	Contract #(s)
Proteus, Inc. PY 18-19 Fiscal Close Out	333

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	B7
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Fourth Quarter Providers of Services' Customer Complaint Report for Program Year 2018- 2019

RECOMMENDATION:

Accept the following Youth Customer Complaint Report for the Fourth Quarter of Program Year (PY) 2018-2019.

The Youth Council approved this recommendation on November 21, 2019.

REASON FOR RECOMMENDATION:

Under the Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement, the FRWDB develops and manages systems to hear and resolve grievances brought by participants, vendors, or other interested parties, and to provide quarterly reports to the FRWDB regarding such grievances.

No Youth program complaints were received during the Fourth Quarter of PY 2018-2019.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	B8
MEETING DATE:	December 4, 2019
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: First Quarter Providers of Services' Customer Complaint Report for Program Year 2019-2020

RECOMMENDATION:

Accept the following Youth Customer Complaint Report for the First Quarter of Program Year (PY) 2019-2020.

The Youth Council approved this recommendation on November 21, 2019.

REASON FOR RECOMMENDATION:

Under the Fresno Regional Workforce Development Board (FRWDB) Joint Powers Agreement, the FRWDB develops and manages systems to hear and resolve grievances brought by participants, vendors, or other interested parties, and to provide quarterly reports to the FRWDB regarding such grievances.

No Youth program complaints were received during the First Quarter of PY 2019-2020.

Non-Consent

Agenda Items

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	11
MEETING DATE:	December 4, 2019
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Third Quarter Community Events

INFORMATION:

The following event will occur in the third quarter of Program Year 2019-2020:

Month	Event	Description	Cost
March	Fresno County Economic Development Corporation – Business Expansion and Retention (BEAR) Breakfast	Table of six (6) and recognition at the event.	Included in Membership