

**WDB Executive Committee
ACTION ITEM
October 12, 2016**

AGENDA ITEM NUMBER: 5.1

ITEM: Approve Selection Committee's Recommendation for Vendor Selection and direct the Administrative Entity to commence contract negotiations and contract development for PY 16-17 Rapid Response Services Provider

ACTIONS REQUIRED: Authorize and direct the Administrative Entity staff to commence contract negotiations and contract development with successful proposer(s) for WIOA Rapid Response and Layoff Aversion services and to present the contract(s) to the Board of Supervisors for execution.

SUMMARY NARRATIVE:

The Administrative Entity is responsible for procuring Rapid Response Service provider(s) responsible for Workforce Innovation and Opportunity Act (WIOA) Rapid Response and Layoff Aversion services in accordance with WIOA and County purchasing regulations. A Request for Proposal (RFP) was released on September 16, 2016 with proposals accepted through October 07, 2016.

More than one proposal was received in response to the RFP. The proposals were evaluated as outlined in the RFP and found to meet technical review requirements. A Selection Committee, which included representation from the Workforce Development Board, convened on October 11, 2016 and reviewed the proposals based on the criteria detailed in the RFP. In accordance with County of San Luis Obispo, Central Services Agency County-wide Purchasing Procedures, information regarding names of proposers, members of the Selection Committee and activities of the Selection Committee will remain confidential.

The Selection Committee reached a unanimous decision in the selection of a provider. The provider recommended by the Selection Committee proposed a budget approximately \$54,000 less than the available funds. The local area's allocation of Rapid Response funds must be fully expended by June 30, 2017.

RECOMMENDATIONS

To ensure all Rapid Response funds are fully expended, the Administrative Entity recommends the WDB Executive Committee authorize the Administrative Entity to engage in contract negotiations with the Selection Committee's recommended proposer to develop a budget fully utilizing the available funds in the amount of \$125,000. Should this recommended proposer not be able to fully utilize available funds, it is the Administrative Entity's recommendation that the WDB Executive Committee authorize the Administrative Entity to engage in contract negotiations with the additional proposer to utilize any remaining funds.

Administrative Entity will present for approval a draft Scope of Work and projected budget to the Workforce Development Board at the November 03, 2016 meeting prior to submission to the Board of Supervisors.