

**WORKFORCE DEVELOPMENT
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Ramos Oil Company, Inc.

LARRY BOOTH
Frank M. Booth, Inc.

BRIAN BROADWAY
Sacramento Job Corps

LARRY BURKHARDT
City of Sacramento.

DENNIS CANEVARI
Sheet Metal Workers Local #104

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Blood Source, Inc.

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MICHAEL DOURGARIAN
Asher College

ANN EDWARDS
Department of Human Assistance

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Employment Development Department

DAVID W. GORDON
Sacramento County Office of Education

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SMUD

KATHY KOSSICK
Sacramento Employment & Training Agency

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SEIU – United Healthcare Workers

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Xerox Corporation

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The Safety Center, Inc.

CHARLOTTE MITCHELL
Sacramento County Farm Bureau

DENNIS MORIN
Sacramento Area Electrical Training Center

DR. JAMEY NYE
Los Rios Community College District

JAY ONASCH
California Department of Rehabilitation

KIM PARKER
California Employers Association

FABRIZIO SASSO
Sacramento Central Labor Council

ANETTE SMITH-DOHRING
Sutter Health – Sacramento Sierra Region

PETER TATEISHI
Sacramento Metro Chamber of Commerce

RICK WYLIE – Secretary/Treasurer
Villara Building Systems



SACRAMENTOWORKS

**SACRAMENTO WORKS, INC.
Executive Committee**

Date: Monday, November 14, 2016

Time: 4:00 p.m.

Place: Sacramento Employment & Training Agency
Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

AGENDA

1. Call to Order/Roll Call
2. Approval of Minutes of the September 26, 2016 Meeting
3. Review of Agenda Packet for November 16, 2016 Board Meeting
4. Approval to release "Small Purchase Request for Quotations for Local One-Stop Operator"
5. Adjournment

COMMITTEE MEMBERS: Larry Booth, Lynn Conner, Diane Ferrari, Gary King, Kathy Kossick, Elizabeth McClatchy, Anette Smith-Dohring, Rick Wylie

DISTRIBUTION DATE: TUESDAY, NOVEMBER 8, 2016

**REVISED AGENDA DISTRIBUTION DATE: WEDNESDAY,
NOVEMBER 9, 2016**

SACRAMENTO WORKS, INC.

Executive Committee

Minutes

(The minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Monday, September 26, 2016
4:00 p.m.

1. Call to Order/Roll Call

Ms. Lynn Conner called the meeting to order at 4:01 p.m. The roll was called and a quorum established.

Members Present: Larry Booth, Lynn Conner, Diane Ferrari, Gary King, Kathy Kossick, Elizabeth McClatchy, Anette Smith-Dohring, Rick Wylie

Others Present: William Walker, Roy Kim, Julie Davis-Jaffe, Michelle O'Camb, Phillip M Cunningham, Esq.

2. Approval of Minutes of the August 22, 2016 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Booth, second/Ferrari, to approve the August 22, 2016 minutes.

Roll call vote:

Aye: 7

Nay: 0

Abstention: 1 (Smith-Dohring)

3. Review of Agenda Packet for September 28 Board Meeting

Mr. Kim reviewed this item. Performance goals are negotiated with the State based upon what the state deems to be an appropriate goal. They think this is what our numbers will look like. They did use our actual data to calculate the expected performance goal.

Ms. Kossick stated that it has been really difficult to get more than 12 people commit to a date for a strategic planning meeting. She suggested that perhaps the committees could review the strategic plan and refresh their particular part of the strategic plan. Mr. Booth agreed that it makes sense to break it down into smaller bites. It was decided that staff will send out a Doodle poll for January

4. Receive Report from Legal Counsel Regarding Response to Survey of Interest Regarding One Stop Operator Contract Bidding and Recommend Process for Selecting One Stop Operator under WIOA

Kathy Kossick and staff all left the room at 4:34 p.m.

Mr. Cunningham stated that the one stop operator survey letter went out to 28 organizations that have provided services or might be willing to provide services. In addition, the two page letter was published in the Sacramento Bee requesting interest in applying to be a one stop operator. There were no specifics other than we expect to spend \$50,000 or less. He received eight responses; four said SETA should do it and four expressed interest in submitting a proposal.

The four interested parties include: SETA, Lao Family, Meristem, and LaFamilia. Mr. Cunningham reported that Meristem has bid on projects with Sac Works before and was awarded a contract but turned it down because they wanted a minimum of \$100,000.

Mr. Cunningham reported he sent out a follow up letter to the four interested parties that gave them references to the regulations. Two called and requested that he send them a copy of the regulations, which he did.

Mr. Cunningham reported he also advised the four interested parties that if they were a service provider and one stop operator, there would have to be a significant firewall setup because the one stop operator cannot supervise the providers or partners. When that letter went out LaFamilia withdrew its expression of interest; that leaves Lao Family, Meristem, and SETA.

So the question posed is do we sole source or RFP? If we sole source this to SETA, there are risks. We would have to go to the Governor to justify the selection. SETA has done it for years and there are firewalls in place. The fiscal department is not even under Ms. Kossick's supervision; it reports to the county.

There is a possibility that Lao Family would raise an objection. There were complaints years ago that SETA was the 'big dog' and taking everything.

Mr. Cunningham was thinking that we could go to a formal RFP but he was talking to SETA legal counsel. There is a small purchase procurement that would be less formal than an RFP; all we have to do is ask for quotes. He is now leaning toward doing it that way; it makes the process transparent and we can outline what we want. When the responses are received, they can be evaluated and if someone comes in with a really great bid, that could be considered. He would make the Executive Committee to be the evaluators. This all has to be done without any input from SETA. It must be transparent according to the law. He thinks the small purchase bid is the way to go.

The RFP could potentially be very brief. The quote will be two lines in the regs regarding what a one stop operator does and the bidder has the ability to submit a quote for whatever they think will do the job.

Mr. Cunningham stated that the RFP would go to the three entities that expressed interest: Lao Family, Meristem, and SETA. Lao Family had the most detailed response and they are definitely interested.

Mr. Wylie asked if there were models from other regions to see what other areas had done. Mr. Cunningham stated that we are ahead of most other regions and there are no models to review.

Ms. Conner asked what exactly do the firewalls need to be. Mr. Cunningham replied that there are some criteria but you have to dig through the regs to find it. There has to be separate monitoring and performance evaluation from the part of the agency that actually does the operations.

Moved/Booth, second/McClatchy, to approve resolution B with a modification to allow the process be done through a small purchase procurement.

Mr. Cunningham will draft a proposed form for review by the committee.

Roll call vote:

Aye: 7

Nay: 0

Abstention: 0

Absent: 1 (Kossick)

- 5. Adjournment:** The meeting was adjourned at 4:56 p.m.

NOVEMBER 14, 2016

SACRAMENTO WORKS, INC.

SMALL PURCHASE REQUEST FOR QUOTATION

FOR LOCAL ONE STOP OPERATOR

1. This request for quotation is issued by Sacramento Works, Inc. (“SWI”) the designated Workforce Development Board of the Sacramento Workforce Development Area. For purposes of this request SWI may be reached at, and all communication regarding this request must be directed to, the office of its general counsel, Phillip M. Cunningham, Phillip M. Cunningham A Law Corporation, 712 12th Street, Sacramento, CA 95814; telephone (916) 446-7941 x4101; fax (916) 446-1350; e-mail: pmclaw@pacbell.net.

2. Please furnish a written quotation to Sacramento Works, Inc. on or before 5:00 PM Monday, December 14, 2016 at the office of Phillip M Cunningham A Law Corporation, 712 12th Street, Sacramento, CA 95814.

3. Please understand this is a request for quotation pursuant to the Small Purchase provisions of the procurement rules. Any quotation furnished by you will not be considered an offer. If you are unable or unwilling to quote please so indicate by delivering a written statement to that effect to Phillip M Cunningham A Law Corporation by personal delivery, fax or e-mail. **This request does not obligate Sacramento Works, Inc. or the Local Workforce Development Board to pay any costs incurred in the preparation and/or the submission of this quotation or to enter into a contract for the services requested.** All representations and/or certifications attached to your quotation must be completed by an authorized agent or representative of the quoting entity.

4. This is a request for a quotation to provide the services of a “*One Stop Operator*” as that role is specified in the federal regulations adopted to implement the Workforce Innovation and Opportunity Act. That role is described in Title 20, Code of Federal Regulations, Section 678.620, as follows:

“(a) At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of one-stop operator, including but not limited to: coordinating service providers across the

one-stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites. The competition for a one-stop operator must clearly articulate the role of the one-stop operator.

(b) (1) subject to paragraph (b) (2) of this section, a one-stop operator may not perform the following functions: convene system stakeholders to assist development of the local plan; prepare and submit local plans (as required under sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, youth providers; negotiate local performance accountability measures; or develop and submit budget for activities of the Local WDB in the local area.

(2) An entity serving as a one-stop operator, that also serves a different role within the one-stop delivery system, may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. The policies and procedures must conform to the specifications in Section 679.430 of this chapter for demonstrating internal controls and preventing conflict of interest.

5. Sacramento Works, Inc. is requesting a quote only for the minimum role of **coordinating the service delivery of required one-stop partners and service providers.**

6. Sacramento Works, Inc. expects to pay less than \$50,001 annually for these services.

7. Sacramento Works, Inc. is prepared to award a contract for a period of up to four (4) years, subject to written early termination provisions to be negotiated by the parties.

8. In order to be considered your quotation must include all of the following information:

- a. Full legal name of the entity submitting the quotation.
- b. Type of entity submitting the quotation, i.e. corporation; partnership; limited liability company; sole proprietorship.
- c. Federal and state tax identification numbers
- d. Tax status, i.e. for profit, not for profit, (if not for profit what exemption applies).
- e. Name and title of contact person for quoting entity.

f. Description of services to be provided:

1. Hours of operation;
2. Number of employees providing services;
3. Location where services will be provided;
4. History of experience providing services under federal workforce programs;
5. Conflict of interest policy
6. Description of firewalls established to demonstrate internal controls and prevent conflicts of interest if you also intend to serve a different role within the one-stop delivery system at the same time you provide one-stop operator services.
7. Amount of quotation for delivery of services as the One-Stop Operator on an annual basis. **Must be \$50,000 or less.**
8. Your quote must be for a single entity proposing to serve as the one-stop-operator.
9. Contact information for at least two (2) references who may attest to your experience and qualifications.
10. Description of how you intend to coordinate services among the one-stop partner programs and service providers.

9. All quotations must be in writing, signed by an officer or owner of the quoting entity, and received by the Law Offices of Phillip M Cunningham a Law Corporation located at 712 12th Street, Sacramento, CA 95814 no later than 5 PM Monday, December 14, 2016. Submitting a quote does not guarantee a contract will be awarded.

10. All quotations received in a timely manner will be reviewed by the Executive Committee of the Board of Directors of Sacramento Works, Inc. at a publicly noticed meeting. A final recommendation to accept or reject any or all quotes received will be sent to the full WDB Board for a final decision, to be made at a publicly noticed meeting where any member of the public may be heard. Anyone who submits a quotation will be provided notice of both the meeting of the Executive Committee and the full WDB Board.

11. Should the WDB Board accept a quote the successful bidder will be invited to negotiate a final contract for services in accord with the contracting standards currently in use by Sacramento Works, Inc. The contract terms and conditions will include, but will not be limited to, standard insurance requirements, standard equal rights and non-discrimination clauses, early termination clauses and performance standards.

Phillip M Cunningham A Law Corporation

Phillip M Cunningham, Attorney for
Sacramento Works, Inc.