



AGENDA REPORT

Library and Community Services

DATE:	December 6, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	LaShonda White, Interim Director of Community Services Tamara Walker, Deputy Director of Community Services – Employment & Training
Subject:	Approve a Contract with Oakland Private Industry Council for RichmondWORKS Program Contracting Services
FINANCIAL IMPACT:	There is no fiscal impact to the General Fund. Please refer to account allocation chart located in the discussion section of this report.
PREVIOUS COUNCIL ACTION:	November 1, 2020; May 18, 2021; March 1, 2022
STATEMENT OF THE ISSUE:	The Employment and Training Division of Community Services is seeking to contract with the Oakland Private Industry Council to be the Contracting/Vendor Pay Agent for the RichmondWORKS Workforce Innovation and Opportunity Act (WIOA), and other grant-funded programs.
RECOMMENDED ACTION:	APPROVE a contract with the Oakland Private Industry Council to provide additional services as the Contracting and Vendor Pay Agent for RichmondWORKS, Employment and Training participants, in the form of Individual Training for Individual Training Accounts (ITAs) and On-the-Job Training (OJT) contracts, in an amount not to exceed \$371,473.80, and for a term ending June 30, 2023 – Library and Community Services Department – (LaShonda White/Tamara Walker 510-307-8006).

DISCUSSION:

The Individual Training Account (ITA) and On-the-Job Training (OJT) process developed by the Oakland Private Industry Council (OPIC) allows the Employment & Training Division to cover the cost of classroom and skills training for Richmond residents in an effective manner with minimal delays. OPIC, a non-profit 501(c)(3) organization, has served as the fiscal agent for the four Workforce Development Boards (WDB) in the East Bay region since 1998 (Richmond, Alameda, Contra Costa, and San Francisco). The coordination and consolidation of the processing of ITAs for the WDB East Bay regional consortium serve as a state-wide model for efficiency.

A Request for Proposal was released on December 12, 2021, by the Alameda County Workforce Development Board (ACWDB) seeking a Contracting/Vendor Pay Agent to provide workforce development and employment training services (Attachment 1). The specific services being procured were:

1. Management of the Employment Training Provider List (ETPL).
2. Contracting and paying for ITA vendors who provide training to program participants.
3. Contracting and Pay Agent for OJT activities with the employers who provide OJT positions for Workforce Innovation and Opportunity Act (WIOA) participants.
4. Contracting for other goods and services as directed by and on behalf of ACWDB.

The ACWDB selected and entered into a contract with OPIC for services (Attachment 2). The activities listed above are part of the administration and program operations implemented by RichmondWORKS within the approved Annual Budget for Department Operations, to provide WIOA clients with ITAs, OJTs, and customized training, including systems support.

Per WIOA guidelines, each local workforce development area, within the state, is required to use thirty percent of its annual grant allocation to provide individual training and work-based learning opportunities for the WIOA program participants. In addition, special grants awarded to RichmondWORKS require the use of ITAs and OJTs to support participants.

OPIC has had a long-standing contract with RichmondWORKS to provide the aforementioned services. Employment and Training would like to piggyback off of ACWDB's 2021 procurement and the contract between ACWDB and OPIC, and enter into a contract with OPIC in an amount not to exceed \$371,473.80, and for a term ending June 30, 2023 (Attachment 3). The City's Finance Department approved the piggyback justification (Attachment 4). The Oakland Private Industry Council will be compensated \$34,972.88 which is ten percent (a rate approved by the Department of Labor) of the total contract amount for their administrative, contracting, and vendor pay agent services.

The Employment and Training Division has budgeted for the training funds in its Operating Expenses Budget to be allocated for Individual Training Accounts (ITAs). All

expenditures associated with this program are grant funded from the following account allocations and will be reimbursed to the City:

Org Code	Obj Code	Project #	Program	Totals
12572541	400813	22901	Adult ITA	\$118,219.84
12573241	400843	22901	Adult Admin	\$11,821.80
12572541	400813	22902	Dislocated Worker ITA	\$99,220.08
12573241	400843	22902	Dislocated Worker Admin	\$9,922.08
12572541	400813	22035	Dislocated Youth	\$45,000.00
12573241	400843	22035	DY Admin	\$5,000.00
12572341	400813	22903	CAREERS	\$74,061.00
12573241	400843	22903	CAREERS Admin	\$8,229.00
Total Contract Amount				\$371,473.80

DOCUMENTS ATTACHED:

Attachment 1 – Alameda County Workforce Development Request for Proposal
Attachment 2 – Alameda County Workforce Development Contract with Oakland PIC
Attachment 3 – City of Richmond and Oakland Private Industry Council Contract
Attachment 4 – Piggyback Justification – Finance Department