



AGENDA REPORT

Library and Community Service

DATE:	March 1, 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:	Amend Contract with Oakland Private Industry Council for RichmondWORKS Program Vendor Pay Agent Services				
FINANCIAL IMPACT:	There will be no fiscal impact upon the City’s General Fund.				
	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:				
	Org Code	Obj Code	Project #	Program	Totals
	12572541	400813	22901	Adult ITA	\$52,082.64
	12573241	400843	22901	Adult Admin	\$5,786.96
	12572541	400813	22902	Dislocated Worker ITA	\$41,806.80
	12573241	400843	22902	Dislocated Worker Admin	\$4,645.20
	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				\$236,611.60	
PREVIOUS COUNCIL ACTION:	N/A				

STATEMENT OF THE ISSUE:	The Employment and Training Division of the Community Services Department is seeking to amend its contract with the Oakland Private Industry Council to serve as the Contracting & Vendor Pay Agent for the RichmondWORKS, Workforce Innovation and Opportunity Act (WIOA) program participants.
RECOMMENDED ACTION:	APPROVE an amendment to the contract with the Oakland Private Industry Council to provide additional services as the Contracting & Vendor Pay Agent for Individual Training Accounts and On-the-Job Training activities for the Workforce Innovation and Opportunity Act (WIOA) program participants. The amended contract term shall run from December 3, 2019 through June 30, 2022. The contract amount will be increased by \$236,611.60, for a total contract amount not to exceed \$714,459.60 – Library and Community Services Department (Tamara Walker 510-307-8006).

DISCUSSION:

The Individual Training Account (ITA) 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. The coordination and consolidation of the processing of ITAs for the WDB East Bay regional consortium serves as a state-wide model for efficiency.

A Request for Proposal (RFP) was released on September 6, 2019, seeking a Contracting/Vendor Pay Agent for RichmondWORKS to provide workforce development and employment training services. The specific services being procured are:

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

These activities are part of the administration and program operations implemented by RichmondWORKS within the approved annual budget for department operations, ITAs, OJTs, Customized Training, and Systems Support. The proposed amendment does not affect the services being performed.

Per WIOA guidelines, each local workforce development area within the state is required to use 30 percent of their annual grant allocation to provide individual training and work-based learning opportunities for the WIOA program participants. The current OPIC contract has been amended annually for the past three (3) years to add these training funds; thus, causing the amended contract balance to reach the current payment limit of \$714,459.60. A new RFP will be released in 2022 in accordance with WIOA and City of Richmond procurement policies. The contract shows a history of previous amendments.

The Oakland Private Industry Council will be compensated \$23,661.16 which is 10 percent (a rate approved by the Department of Labor) of the total contract amount for their administrative, contracting, and vendor pay agent services.

The amended contract amount will be allocated as follows:

- OPIC Administrative Cost at 10.00% – \$23,661.16
- WIOA Adult Program - \$52,082.64
- WIOA Dislocated Worker - \$41,806.80
- WIOA Youth Dislocated Worker - \$45,000
- Department of Labor, National Dislocated Worker - \$74,061

DOCUMENTS ATTACHED:

Attachment 1 – Original Contract

Attachment 2 – Amendment to the Contract #3