



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 06/20/17

Title: Recommendations for Contract Awards for Work Readiness Assessments for Program Year 2017-2018

Introduction/Background:

On Wednesday, March 1, 2017, the Pima County Community Services, Employment and Training Department (CSET) released the Request for Proposal (RFP) RFP-CSET-WRA-2017-06 "Work Readiness Assessments" for Program Year 2017-2018. The RFP solicitation was for CSET to identify and select, through a competitive procurement process, one or more vendor(s) who are qualified to provide work readiness assessments and work readiness instructional content. CSET issued formal notice on May 5, 2017 to the proposers to notify for them of the contract award recommendations that are contingent on federal funding and the Pima County Board of Supervisors' approval.

Discussion:

Pima County CSET has a need for one or more vendors to provide work readiness assessments and work readiness instructional content and would like to purchase the following types of work readiness assessments as well as work readiness instructional content:

- A. Overcoming barriers to employment ("Barriers to Employment Assessment")
- B. Setting employment and career goals ("Career Exploration Assessment")
- C. Job search knowledge ("Job Search Knowledge Assessment")
- D. Job retention/soft skills ("Soft Skills Assessment")
- E. Work readiness instructional content, which could include any of the following:

- 1. Plan of action
- 2. Instructional texts/articles
- 3. Instructional exercises/worksheets
- 4. Instructional videos
- 5. Resume template
- 6. Job application template

Vendors were offered the opportunity to propose software and/or hard copy materials in any or all of the five categories listed above. Selected content in each category were used as part of a comprehensive work readiness assessment and instruction program for use in comprehensive ARIZONA@WORK Job Centers in Pima County and at affiliate Job Centers that serve young adults, jail inmates, homeless job seekers and dislocated workers. Materials assumed a Grade 6 reading level.

Conclusion:

The RFP Review Committee assigned points to each Proposal submitted on the basis of the following evaluation criteria that included:

Costs per Category Proposed - annual, user, renewal/upgrade, up front training, maintenance, and technical support costs.

Oral Presentation - demonstrated the functionality for each category proposed and materials were attractive

Factors Assessed and Instructional Content - to what extent does the assessment or instructional program address the elements listed in the Proposer Self-Assessment Worksheet for each Assessment category proposed. If instructional content was proposed, was the content easy to understand, persuasive, appropriate and conducive to increasing work readiness.

Instrument - how well does the instrument proposed in each category address the elements in the Proposer Self-Assessment Worksheet.

Recommendation:

Pima County Community Services, Employment and Training staff recommends that the Pima County Board of Supervisors approve the Award Recommendations as follows:

1. Award

Award of Contracts for the Work Readiness Assessments, in the total award amount of \$21,198.
Funding Sources: Linking to Employment Activities Pre-Release-2 (LEAP-2); Workforce Innovation and Opportunity Act (WIOA) Adults, Dislocated Workers, and Youth; U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Funds.

Work Readiness Assessments RFP Organization Name/Recommendation

- 1. JIST Career Solutions/\$12,529
- 2. Monster Government Solutions, LLC/\$2,170
- 3. Vocational Research Institute/\$3,599
- 4. Pairin, Inc./\$2,900

Fiscal Impact:

No General Funds will be used. The following federal funding sources will be used:

\$4,712.80 Linking to Employment Activities Pre-Release-2 (LEAP-2)

\$14,837.45 Workforce Innovation and Opportunity Act (WIOA)
Adults, Dislocated Workers, and Youth

\$1,647.75 U.S. Department of Housing and Urban Development (HUD)
Continuum of Care (CoC)

Board of Supervisor District:

- 1 2 3 4 5 All

Department: Community Services, Employment & Training Telephone: 520-724-6766

Department Director Signature/Date:  6/7/17

Deputy County Administrator Signature/Date:  6/8/17

County Administrator Signature/Date:  6/8/17