

**TO: Workforce Investment Board**

**DATE: 01/14/10**

**FROM: Executive Committee**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Request for Proposal (RFP) for Basic Education Services for the Worknet Employment Resource Center Labs to begin July 1, 2010.**

**PROPOSED MOTION(S): Ratify the Executive Committee’s January 4, 2010 decision to approve a Request For Proposal (RFP) for Basic Education Services at the Worknet Employment Resource Centers in Merced and/or Los Baños and forward request to the Board of Supervisors.**

**DISCUSSION: The Worknet Employment Resource Centers in Merced and Los Banos have PLATO Laboratories to provide basic education services to Workforce Investment Act participants. Presently, and since 1994, the Merced Adult School provides these services in the Merced One-Stop. In Los Banos, since 1997, Merced College has been the program provider. Both contracts are due to expire June 30, 2010. The last RFP process for these services was in 2005 and have had the maximum allowed 4 annual extensions.**

**The Workforce Investment Act and Merced County’s Procurement Procedures dictate that all contracts should be competitively bid. The current PLATO contracts were negotiated under an RFP Process in 2005 and continued as sole source agreements as allowed by County Procedures.**

**Bidders will be asked to bid on services at either or both Labs. Currently, the Merced Lab requires an instructor 35 hours per week. The Los Banos Lab currently requires an instructor(s) 47.5 hours per week (includes additional evening hours).**

**It is anticipated that the RFP will be let in March 2010 and close April 2010. The WIB may approve the contract May 13<sup>th</sup> with the Board of Supervisors signing during June 2010. The new contracts will begin July 1, 2010.**

**ATTACHMENT(S): Draft “Scope of Work” for Basic Educational Labs at Worknet Employment Resource Centers**

**SECTION 2  
(DRAFT)  
SCOPE OF WORK**

**2.1. PROGRAM OVERVIEW**

1.1.1 Program Goals

The Workforce Investment Act of 1998 (WIA) authorizes intensive employment and education services to adults and dislocated workers who are unemployed and are unable to obtain employment by themselves, or who have been properly assessed and deemed to be in need of basic education services, or, who are employed, but need basic education services to obtain or retain employment that allows for self-sufficiency. It is the goal of the program that basic education services will lead to employment that will lead to self-sufficiency.

1.1.2 Program Objectives

The Merced County Workforce Investment Board is seeking programs that demonstrate consistency with the requirements of WIA that will provide at a minimum, the following basic education services through the One-Stop PLATO Labs:

- Mathematics: Basic Math, Algebra, Geometry, Trigonometry.
- Science: Chemistry, Biology, Earth Science.
- Communications: Language Arts, Writing, Reading.
- Social Studies: Geography, Economics, Behavioral Science, Political Science, History.
- Quality Control Measures: Data Collection, Charting & Graphing, Control Charts.
- Life & Job Skills
- Pre-employment Competencies
- The Employment Partnership
- Assessment

1.1.3 Geographic Area

PLATO basic education services and /or other basic educational services will be provided from the Worknet Employment Resource Centers in Merced and Los Banos. Services may be provided at either or both of the Labs.

2.1.4. Target Groups

Eligibility for services funded under this RFP are limited to enrolled and referred WIA participants at both the Merced and Los Banos locations.

2.1.5 Program Design

The program should be designed to provide the following for the Merced PLATO Lab location:

- To provide a qualified certificated instructor(s), proficient in the most current

Version of PLATO Pathways and/or other software as appropriate, who will be stationed in the Merced PLATO Lab for up to 35 hours per week, 7 hours per day between 8:00 a.m. – 5:00 p.m., for a total of 52 weeks.

- To provide training materials and supplies to students utilizing the PLATO Basic Education Laboratory.
- To maintain records of time and attendance of students.
- To keep track of Average Daily Attendance (ADA) or its equivalent, and apply it to all applicable invoices submitted for payment.

The program should be designed to provide the following for the Los Banos PLATO Lab location:

- To provide a qualified certificated instructor(s), proficient in the most current Version of PLATO Pathways and other software as appropriate, who will be stationed in the Los Banos PLATO Lab to work for a period of up to 52 weeks, up to 47.5 hours per week. The Los Baños PLATO Lab will be open from 8:00am to include evening hours of operation.
- To provide training materials and supplies to students utilizing the PLATO Basic Education Laboratory.
- To maintain records of time and attendance, preparing time cards according to schedules required by the Department of Workforce Investment.
- Keep track of Average Daily Attendance (ADA) or its equivalent and apply it to all applicable invoices submitted for payment.

#### 2.1.6 Periodic Reporting

A monthly report on program status will developed by the Provider and furnished to the County. This report will include total number of clients served each day.

#### 2.1.7 Requirements of Proposal Content

Every Bidder will be required to submit a written proposal that describes the costs and basic education services to be provided by their instructor (s) in the PLATO Basic Education Labs.

At a minimum, each proposal will describe the following:

- A detailed budget
- A description of your Project Management Plan
  - Fiscal management: Describe fiscal management systems you have in place.
  - Project Administrator: Who will administer the contract? What are the qualifications of the Project Administrator?
  - Staffing Plan: Provide an organizational chart and biographical information of instructor(s).

## 2.2. **SPECIFIC COMPLIANCE**

- The Workforce Investment Act of 1998 (WIA)
- The Family Economics Security Act (FESA), California Unemployment Insurance Code, Section 15000
- Title 20 CFR Section 667.630
- Executive Order No.11246 “Equal Employment Opportunity” as amended by

E.O. 11375

- Nontraditional Employment for Women Act of 1992
- The Age Discrimination Act of 1975 (as amended)
- The Americans with Disabilities Act of 1990
- The Byrd Anti-Lobbying Amendment
- Executive Order 12549, Debarment and Suspension, as amended by E.O. 12689
- California Energy Policy and Conservation Act (PL 96-163, 89 Stat 871)
- California Drug-Free Workplace Act of 1990
- The American Recovery and Reinvestment Act of 2009 (ARRA).