



WORKFORCESOLUTIONS GREATER DALLAS

*President's Briefing—Item B
Authorization of Contracts, Partnerships, and Agreements*

Child Care ARRA

	Original Budget Amount	Recommended Contract Amounts
Total ARRA ChildCare Budget	\$18,521,270.00	\$18,521,270.00
Administration/Operation Costs	\$1,343,052.00 (7.25%)	\$1,343,052.00(7.25%)
<i>Board/Monitoring/Audit</i>		
Board Administration Costs		\$724,552.00
Christine Nguyen		\$2,500.00
<i>Contractor/Service Providers</i>		
ChildCareGroup		\$580,000.00
Juanita Forbes		\$16,000.00
Facilities		\$20,000.00
Direct Program Costs	\$17,178,218.00 (92.75%)	\$17,178,218.00 (92.75%)
ARRA Direct Child Care	\$13,917,997.00	ChildCareGroup \$13,917,997.00
ARRA Direct Child Care Target: 1,709		<i>(direct childcare services)</i>
Infant & Toddler	\$634,482.00	Easter Seals \$263,095.00*
Other Quality Expansion	\$1,792,699.00	ChildCareGroup \$1,356,832.00*
Quality	\$833,039.00	Eastfield College \$1,011,375.00*
		Special Care & Career Services \$183,461.00*
		Automation/Continuous Improvement \$445,458.00
ARRA Quality Child Care Target: TBD		<i>*All Proposed Amounts - Pending Successful Board Negotiations and Contract from TWC</i>

I. ARRA Child Care Quality

Procurement was conducted to select qualified organizations to deliver Activities and Initiatives to Enhance the Quality of Available Child Care within the American Recovery and Reinvestment Act (ARRA). Eight (8) proposals were received on August 5th and evaluated by staff. Staff recommends considerable negotiation with selected proposers (score of 70 or above) to provide suitable activities and initiatives to enhance the quality of available childcare for the Dallas area. Proposal information is indicated below by score:

- **Easter Seals North Texas, Fort Worth (Score: 80.8)** – A multi-faceted program that will equip child care providers and directors with the knowledge, skills and abilities to better meet the growing need for quality child care services for children with disabilities and other special needs. Easter Seals anticipates that 50 regulated childcare providers will complete the inclusion-training project, which will increase their capacity to meet the childcare needs of families who have children with all types of disabilities. The proposed cost for services is approximately **\$263,095.00**
 - **ChildCareGroup, Dallas (Score: 77.0)** – ChildCareGroup will collaborate with Eastfield College, Brookhaven College, and Cedar Valley College, to provide quality skill development activities for entry level and minimally trained child care workers in the early years of their employment within the childcare industry. With a sound training basis for job success, childcare workers will receive coaching/guidance towards enrolling in college credit courses and continuing education classes leading towards the Associate of Applied Science (AAS) degree in Child Development, certifications such as Child Development Associate (CDA), college skills achievement awards and certificates, as well as continuing education units. The number of workers to be served is approximately 2,570. The proposed cost for services is approximately **\$1,356,832.00, including approximately \$157,950.00 for Infant & Toddler activities.**
 - **Eastfield College of DCCCD, Mesquite (Score: 75.4)** – A collaborative childcare quality initiative involving DCCCD campuses (Brookhaven College, Cedar Valley College and Eastfield College), to enhance the qualifications and skills of childcare providers throughout Dallas County. The focus of this request is to provide college credit courses and continuing education classes leading towards an Associate of Applied Science (AAS) degree in Child Development, which will result in certifications such as Child Development Associate (CDA) Credential, college skills achievement awards as well as continuing education units. Eastfield College will offer Infant Toddler Care training to childcare teachers focused on quality care and early education for infants and toddlers. This model project will create and expand infant toddler classrooms to serve 26 additional infants and toddlers within the next two years. The proposed cost for services is approximately **\$1,011,375.00, including approximately \$65,000.00 for Infant Toddler activities.**
 - **Special Care & Career Services, Farmers Branch (Score: 75.0)** – This Child Care Champions project will improve the quality of childcare received by babies, toddlers, and preschool children. The Project will deliver education, support, and professional development to childcare directors and staff. Additionally, the project will train childcare providers on all aspects of child development including identifying those with developmental delays and disabilities, such as autism, spectrum disorder, cerebral palsy, Down syndrome, spina bifida, and sensory improvements. The proposed cost for services is approximately **\$183,461.00.**
-
- **Empowered Training Centre, LLC (Score: 67.0)** – This project will support Child Care Center infant, toddler, and preschool training program titled Center Quality Management (CQM) for child development professionals. CQM is an innovative program that fuses best practices, processes, assessments, and technology to help center directors bridge individual knowledge deficiencies to build and sustain high quality at their centers through a series of industry specific online and live training opportunities. CQM provides the opportunity for customized workshops, and online courses. This program will develop 260 employees at 7 centers in Dallas County over a span of 12 months under a consortium lead by ETC. Upon completion of CQM, individual staff members receive certification, which is an important retention strategy. The proposed cost for services is approximately **\$420,081.00.**

- **Aisha's Learning Center, Inc. (Score: 59.2)** – This project will provide mentoring of new providers, Infant Toddler and CDA classes through a partnership with Eastfield College and Infant Toddler Expansion Initiative to improve and expand the existing program. Additionally, mentors will receive an increase in their salaries. All activities are designed to meet CDA Competency Standards and National Accreditation guidelines. The proposed cost for services is approximately **\$84,139.03**.
- **Missionary COGIC, dba B&J's Day Care (Score: 45.0)** – This project would recruit owners of Licensed Day Care Centers, Registered Family Homes and Family Care Provide to provide them with information and the advantages/benefits of becoming a Texas Rising Star Provider. Special emphasis will be directed toward equipping facilities, staff, clients, and children with state of the art training, equipment, and professional assistance. Overall strategy is to target needs of childcare delivery system by addressing CDA credentials and requirements toward Texas Rising Star certification. The proposed cost for services is approximately **\$786,600.00**.
- **Betty Lin Early Childhood Learning Center (Score: 22.0)** – This project would hire a Child Development Specialist to establish professional learning and improvements plans for individual employees. All trainings will align with TRS standards and will support the improvement of Center's rating within the TRS system, employee retention, enhance staff skills and improve child and family experiences. The CDS will also be responsible for identifying research-based trainings for professional development of the staff as a whole. All individual training will be targeted towards employees completing a CCP or CDA. The proposed cost for services is approximately **\$233,585.00**.

RECOMMENDATION: Board authorization to negotiate contracts and costs approximating each bid pending release of the Child Care Quality grant from TWC. All final contract amounts will be returned to the Board in September for ratification.

II. Facilities

Cubicles and Facility Furnishings. At the April Board of Directors meeting, Board approved staff to procure cubicles and facility furnishings for an early estimated amount of \$200,000.00. On August 4, 2009, staff conducted procurement for cubicle workstations and office furnishings, with six bids received on Thursday, August 13, 2009. Staff conducted an evaluation of the bids placing heavy emphasis on quality of proposed bids and cost reasonableness. See below score ranking for the six bidders:

1. Intelligent Interiors Inc., Addison *Cost: \$288,205*
2. G.L. Seaman & Company *Cost: \$330,368*
3. Workplace Resource of Dallas, Carrollton *Cost: \$347,447*
4. Office Boy *Cost: \$292,336*
5. Business Interiors by Staples *Cost: \$345,437*
6. Wright Line LLC, Plano *Cost: \$128,768 (incomplete response)*

Staff has explored all cost saving options by utilizing salvageable office furnishings/computers from the Southwest Workforce Center and donated furniture resources. We consulted two companies for donated furniture, **BAE Systems and Carrier Corporation**. We selected a few items, which included eight chairs, file cabinets, and bookcases for use. No other items fit our needs for the new workforce center.

RECOMMENDATION: Board authorization for the approval of an additional \$88,205 to negotiate with Intelligent Interiors Inc. for project design, cubicle workstations, and office furnishings not to exceed \$288,205.

Computer Equipment. Q-Net has requested an additional \$94,000 to their existing contract of \$226,667, which ends in September 30, 2009 to install new systems at Southwest Center. Actual expenditures as of July 31, 2009 indicate the need for only \$40,000 to honor their request.

RECOMMENDATION: Board authorization to amend Q-Net's contract to add \$40,000 to complete the project for the Southwest Center.

III. Workforce Investment Act Program Year 2008

The Arbor Education & Training, LLC contract for WIA Adult and Dislocated Worker services officially ended June 30, 2009. In the month of June, Arbor apprised us that they would exceed their contract in both staffing and scholarship costs for the year. We attempted to meet their expectations by importing all remaining grant funds into an emergency budget amendment on June 30, 2009. That amendment (# 5) was a unilateral amendment signed by the board President and not approved by the board.

In the weeks that followed, all other costs were processed for the program year, and it became apparent that the amount needed is in excess of the funds available through our grants. The final and corrected amendment #5 is stated below and presented for board authorization. It provides the "maximum" amount of funds still available within each grant for the year ending June 30, 2009. It does not include increases to Arbor's profit.

In addition, staff did a thorough review of all expenditures by each budget line item. This proposed closeout amendment for WIA Adult and Dislocated Worker funds through June 30, 2009 included revisions to the existing contract to provide journal entries to pay for costs from other available fund streams, reductions in unnecessary costs and de-obligations of any unspent funds by line item. Rapid Response although, a part of Dislocated Worker is a separate contract budget, Arbor under spent that contract by \$56,125. The final WIA Adult and Dislocated Worker contract amendment consists of \$1,808,017 as follows:

	<u>WIA Adult</u>	<u>WIA Dislocated Worker</u>	<u>Rapid Response</u>
▪ Operations and management without profit	\$222,615	\$449,018	\$(56,125)
▪ Pass-through (ITA's, supportive services & transportation)	\$627,076	\$565,433	

Recommendation: Board authorization to authorize a final closeout amendment to the Arbor Education & Training contract for the dollar amounts indicated above.

IV. American Recovery and Reinvestments Act 2009 Rapid Response/Early Intervention Services Supplemental Funds Action Plan

In June, the Board of Directors authorized staff to procure a Transition Center Management Contractor, to negotiate contract expansion with Business Access not to exceed 12,0000 customers, and to procure a facility, furniture and equipment as necessary. Since that meeting, the Texas Workforce Commission has added an additional \$400,000 to the original grant of \$1.8 million for a total award of \$2.2 million to service recently displaced workers in Dallas County.

Rapid Response Transition Center Procurement

On July 7, 2009, a Request for Proposals for Rapid Reemployment Services and Other Demonstration Projects was released with a submission deadline of July 29, 2009. Seven (7) proposals were received:

The Innis Company (80 pts.) - will offer career transition programs focused on two processes critical for job search success for this target group in today's market: a well-prepared, competitive job seeker and creating an adequate job lead flow. The proposed approach utilizes a CareerMasters® Boot Camp to prepare the clients and a Career Council® to focus on lead development management and ongoing motivation. **(\$955,474)**

Business Access (79 pts.) - proposes to combine transition center operation with the Great Job! virtual community. The center will be based around collaboration, not individual service delivery with the main mechanism of service delivery being group activities such as seminars and collaborative industry work groups. Services will include: industry seminars, resource seminars, self-help seminars, job search skill seminars, entrepreneur seminars, office and meeting space and career/crisis referral and counseling. Business Access will collaborate with many local community organizations, particularly those with connections to small and medium-sized businesses. **(\$487,463)**

Maximus (70 pts) – will use employment coaches for individuals and groups; supersector consultants from growth industries to conduct seminars, lead roundtable discussions, provide insights into job search within their industry sector; and will partner with Jobing.com and Outplacing.com to provide access to a full range of employment search services including assessments, career exploration programs, the CEO video series, as well as a searchable database. **(\$1,082,307.78)**

Executive Focus (59 pts.) – will provide outreach, engagement, skill development, career preparedness and placement services for displaced workers. **(\$756,583)**

ACCESS! Seminars (44 pts.) – will provide workshops, job clubs, networking events, career assessments, coaching/career consulting and job fairs for laid-off workers. **(\$967,577)**

andre david & associates (43 pts.) – will provide a comprehensive set of workshops, personal assessments, and other job/career transition services that facilitate adjustments necessary due to a reduction-in-force. **(\$997,968)**

Urban League (28 pts.) – will provide assessments, on-the-job training, employer partnerships, workforce readiness skills training, and professional development. **(\$300,000)**

The three highest scoring proposers participated in telephone panel interviews that included Pat Aulson, from the procurement committee, and staff reviewers. Based upon the results of the proposal evaluation and interviews, the evaluators recommend contracting with The Innis Company for operation of the Transition Center. The evaluators also recognized Business Access for innovative use of industry work groups to gather and analyze economic and labor market data. We recommend negotiation with Business Access to participate in the Transition Center for these additional services.

Recommendation: Board authorization to contract with **The Innis Company** to provide Transition Center Management services for 3,500 displaced workers between September 1, 2009 and August 30, 2010 for approximately **\$822,440** with the option to extend the contract based upon assessed need and the availability of funds. Additionally, Board authorization to negotiate with Business Access to provide industry work groups to analyze economic and labor market data. Both contracts will be returned to the Board in September for ratification.

Business Access Contract Amendment

Staff negotiated with Business Access to expand the services offered in GreatJobUS.com to serve 10,000 customers at a cost of \$500,000 effective July 1, 2009. The contract was amended to replace services previously approved.

Recommendation: Board ratification of contract amendment with **Business Access** to serve 10,000 customers at a cost not to exceed **\$500,000** effective August 1, 2009 through August 30, 2010 with the option to extend the contract based upon assessed need and the availability of funds.

Workforce Solutions Express Transition Center Lease, Furniture and Equipment

In June, the Board of Directors recommended seeking collaborative opportunities that would allow for service delivery from existing facilities using a co-branding model. None of the proposals received included the offer of co-location in a current facility. Staff are working with Jones Lang LaSalle - Southwest, Inc. to procure appropriate space prior to September 1, 2009 as well as the necessary furniture and equipment.

Recommendation: Board authorization to enter a lease, not to exceed 12 months for space to operate the **Transition Center** at a cost not to exceed **\$140,000** and furniture/equipment at a cost not to exceed **\$100,000**. All actions will be presented to the Board for ratification at the September Board meeting.

Budget Description	Original Amount Approved 6/09	Recommended Contract & Revised Budget Amounts	Recommended Contract & Revised Budget Amounts
Current Contract Award	\$1,800,000		
Additional Funds Requested	\$ 400,000		
TOTAL	\$2,200,000	\$2,200,000	Award Amount
Administration: Not available with Rapid Response)	\$0	-0-	
Transition Center Operations: ➤ Center Management Services -& Business Access	\$1,500,000	\$822,440 TBD \$500,000	➤ The Innis Company ➤ Business Access – GreatjobUS.com expansion
➤ Facility Lease – 7,500 sq. ft. for 16 months@8,750/mo.	\$140,000	\$140,000	
➤ Furniture and Equipment	\$100,000	\$100,000	
Other Rapid Response Services: ➤ Lay-off Aversion tools	\$ 50,000	\$ 50,000	
➤ Lay-off Aversion Pre-feasibility studies	\$100,000	\$100,000	
Contingency	\$ 90,000	\$487,560	

V. Employer-Specific Rapid Reemployment Services in an On-Site Transition Center Request for Proposal

The City of Dallas has publicly announced that it will begin a reduction in force that ultimately will affect 1,400 jobs. The process will begin with a two-day layoff process for 850 workers. It is estimated that as many as 500 of the employees will be eligible for rehire in grant-funded and enterprise-funded positions within the City. All employees will be able to stay in their current positions until October 1, 2009

In anticipation of the City Council's final decision, City staff have requested a partnership with Workforce Solutions to assist impacted workers. Based upon the potential number of affected workers, we applied for and received a **\$500,000 Rapid Response grant** from the Texas Workforce Commission to provide rapid reemployment services through an on-site Transition Center. An RFP for services was released on August 4, 2009 with a deadline of August 17, 2009. The proposal requested transition center services from August 20, 2009 through November 30, 2009 for up to 1000 displaced workers for approximately \$500,000. The goal of the procurement was to engage a firm or firms to address the needs of the displaced workers: to provide orientation, training seminars, job coaching, and other initial services that will expedite the re-employment of the effected workforce. The procurement sought proven outplacement service models that provide effective and efficient rapid reemployment services to recently dislocated and/or soon to be displaced workers in the Dallas community.

Six (6) proposals were received and evaluated:

andre david & associates (73 pts.) – will provide a comprehensive set of workshops, personal assessments, and other job/career transition services that facilitate adjustments necessary due to a reduction-in-force. **(\$499,175)**

Executive Focus (73 pts.) – will provide outreach, engagement, one-on-one counseling, skill development, career preparedness, and placement services for displaced workers. **(\$420,935)**

ACCESS! Seminars (66 pts.) – will provide workshops, job clubs, networking events, career assessments, coaching/career consulting and job fairs for laid-off workers. **(\$301,137)**

IB Communications (36 pts.) – will provide training and development workshops to teach workplace skills necessary to achieve gainful employment. **(\$129,745)**

Whitmire Executive solutions (21 pts.) – will provide networking; all day job-search; resume writing; interview skills and other workshop services. **(\$108,250)**

The Innis Company (non-responsive) - will offer individual referral option.

Recommendation: Board authorization to contract with **andre david & associates** and/or **Executive Focus** to provide City of Dallas Transition Center Management services from August 20 through November 30, 2009 for an amount not to exceed **\$500,000** with the option to extend the contract based upon assessed need and the availability of funds.