



EXECUTIVE COMMITTEE SPECIAL MEETING

Friday, September 10, 2021, 11:30 am

www.work2future.org

COVID-19 NOTICE

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José, and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the meeting will not be physically open to the public. Committee members will participate from remote locations.

Members of the public can observe the meeting by computer, smartphone and tablet at <https://zoom.us/j/96380471178?pwd=V1JBM050MkY4bTZWRlh2UIRuc1dhdz09>

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 9:30 am the day of the meeting. The e-mails will be posted with the agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to Kathryn.Azevedo@sanjoseca.gov, identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 900-9128, Meeting ID 963 8047 1178, Passcode 813432. **Press *9** to Raise a Hand to let the Chair know that you'd like to speak. **Press *6** to Mute and Unmute yourself.

b) **Online** using the [Zoom link](#) above: 1) Use an up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the Agenda Item to which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.

Please limit remarks to the time limit allotted by the meeting chair, usually two minutes.

EXECUTIVE COMMITTEE

MEMBERS | 2021

Joe Flynn, *Board Chair*
Business Development Consultant

Susan Koepp-Baker, *Board Vice Chair*
Principal
Enviro-Tech Services

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Chad Bojorquez
Chief Program Officer
Destination: Home

George Chao, *Business Services Committee Chair*
Manager, Advanced & Clean Tech Manufacturing
Manex

Maria Lucero
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of California

Rafaela Perez
Employment Services Director
Santa Clara County Social Services Agency

EXECUTIVE COMMITTEE

**Special Meeting
September 10, 2021
11:30 am**

MEETING AGENDA

- I. CALL TO ORDER & ROLL CALL** *5 min
11:35 am end*
- II. OPEN FORUM** *5 min
11:40 am end*
Members of the public have the opportunity to address the committee on matters not on the agenda.
- III. BUSINESS ITEMS**
- A. Selection of Online Training Provider {Action}** *20 min
12:00 pm end*
Colleen Brennan, Contracts Manager
Approval of recommendation to Board for staff to negotiate and execute an agreement with the selected provider to provide online training to WIOA Adults, Dislocated Workers, and Youth through June 30, 2022, with an option for up to four one-year extensions at the discretion of City and dependent on various parameters.
- IV. ADJOURNMENT**

Please note: *Times to the right of agenda items are estimates only of the duration of the item and its approximate ending time. Actual times may vary, and items may be taken out of order at the discretion of the chair.*

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, its Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

Novel Coronavirus (COVID-19) Precautions

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the meeting will not be physically open to the public. Instead, the meeting will be conducted via video teleconference open to the public. The Code of Conduct will apply to the extent possible in a video teleconference setting.

1. Public Meeting Decorum:
 - a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
 - b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
 - c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
 - d. Appropriate attire, including shoes and shirts are always required in the meeting room.
 - e. Persons in the audience will not place their feet on the seats in front of them.
 - f. No food, drink (other than bottled water with a cap) or chewing gum will be allowed in the meeting room, except as otherwise pre-approved by City staff.
 - g. All persons entering the meeting room, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.
2. Signs, Objects or Symbolic Material:
 - a. Objects and symbolic materials, such as signs or banners, will be allowed in the meeting room, with the following restrictions:
 - i. No objects will be larger than 2 feet by 3 feet.
 - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - iii. The items cannot create a building maintenance problem or a fire or safety hazard.
 - b. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
 - c. Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the meeting room if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools;

letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Board or Committee:

- a. Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
- c. Speakers should discuss topics related to work2future business on the agenda, unless they are speaking during open forum.
- d. Speakers' comments should be addressed to the full body. Requests to engage Board or Committee Members or Staff in conversation will not be honored. Abusive language is inappropriate.
- e. Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f. If an individual wishes to submit written information, he or she may give it to the administrative staff at the meeting.
- g. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at work2future's Business and Administrative Services Center at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

I.

**Call to Order &
Roll Call**

II.

Open Forum

III.

Business Items

III.A

Selection of Online Training Provider

[Action]



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Colleen Brennan

SUBJECT: Selection of Online Training Provider

DATE: September 8, 2021

Approved

Date:

RECOMMENDATION

Recommend Board approval for staff to negotiate and execute an agreement with NY Wired for Education to provide online training to WIOA Adults, Dislocated Workers, and Youth through June 30, 2022, with four one-year options to renew immediately following the initial contract term and each subsequent one-year term.

Exercise of a renewal option is solely at the discretion of the City and may be dependent upon Workforce Development Board (WDB) approval, compliance with contractual obligations, satisfactory performance, funding availability, ongoing legislative mandate for these federally funded workforce development services, and other factors as determined by the WDB.

If approved, the Executive Committee recommendation for Board approval will be reported to the Board prior to its discussion and action on the corresponding agenda item at the Board's September 16, 2021, meeting.

BACKGROUND

The online training model will increase the number and types of training available to WIOA clients. work2future has provided online training as one of the services available to clients since 2016. This type of training augments the in-person trainings available to clients.

RFP Process

The Online Training RFP was released on August 13, 2021, on the City's WebGrants online grants management system. In addition to posting the RFP on WebGrants, an announcement regarding the release of the Online Training RFP was distributed to a variety of online training stakeholders who were requested to forward to others as applicable. The RFP was announced on the WebGrants platform and posted on the work2future website.

A pre-proposal technical assistance conference call was held on August 17, 2021, via Zoom. The conference was attended by one participant. The questions asked sought clarification of the ability to propose a hybrid training model, and whether clients would have the minimum skills necessary to access online training. Responses to questions were posted on WebGrants the same day. The deadline for submission of proposals was 2:00 p.m. on September 3, 2021.

The evaluation criteria for the RFP were:

Criterion	Up To
Organization, Structure, Experience and Past Performance	20 Points
Online Training List and Narrative	40 Points
Course Content and Outcomes	25 Points
Cost Proposal	15 Points
TOTAL AVAILABLE	100 Points

Subject to Board approval, a contract will be negotiated with the successful proposer and clients will be able to select from among the approved online courses available.

ANALYSIS

Three organizations submitted proposals:

- Carahsoft Technology Corporation, a government IT Solutions provider associated with LinkedIn Learning
- Coursera, an open-source online course provider
- NY Wired for Education, creator of Metrix Learning web-based online learning management portal

The WebGrants platform averaged the scores of the review panel for each proposal, and the results were as follows:

Proposing Organizations	Points Awarded
Carahsoft	74.00
Coursera	82.67
NY Wired for Education	94.67

Based upon the scoring, it is recommended that work2future should enter into negotiations with NY Wired for Education to provide the services detailed in the Online Training RFP.

The recommended organization demonstrated strong capacity to meet the WDB's needs. The application indicated deep experience in this arena and showcased a customized training plan that included the metrics identified in the RFP.

The offerings from the recommended provider will ensure that work2future clients have a wide variety of online training from which to choose programs relevant to work2future's priority industry sectors. The selection of online training will also meet the needs of the employers in the area for a well-trained, qualified workforce.

/s/
COLLEEN BRENNAN
Contracts Manager

cc: Monique Melchor

IV.

Adjournment