

WIA SERVICE PROVIDER CONTRACT
MODIFICATION

GOLDEN SIERRA JOB TRAINING AGENCY

This Contract, No. K178658-03 , Modification No. 1 , dated this 1st day of October , 2010 , is by and between the Golden Sierra Job Training Agency, a Joint Powers Agency hereinafter referred to as GSJTA, and El Dorado County Office of Economic Development hereinafter referred to as CONTRACTOR.

As provided for in the standard GSJTA WIA Service Provider Contractor agreement section 5 (page 3) and 54 (page 35), this contract may be modified unilaterally or jointly depending on certain circumstances. GSJTA has determined this contract modification is:

- Unilateral
- Jointly with Contractor

This contract modification is for the purpose of:

- Term of the contract

As of the date of this modified contract the term of this contract is now

- Scope of contract/request for proposal services:

- Program deliverables:

-

- Work Plan Implementation Schedule:

- Quantitative Outcomes: Exhibit B

Outcomes increased proportionately with additional funds

Original contract was based on 25% of annual award

Budget Summary Plan: Contract amount increased to \$160,938; 2nd year award
\$40,235 – 25% of 2010/2011 2nd year award – Original Contract
\$120,703 – 75% of 2010/2011 2nd year award – held pending approval of State budget
\$160,9380
(Requires submittal of updated Exhibit C)

Other: _____

Time is of the essence in the performance of this Contract. Therefore, the parties have executed this Contract, No. K178658-03, Modification No. 1,

Dated: _____

GOLDEN SIERRA JOB TRAINING AGENCY (GSJTA)

By _____
(Signature of Authorized Officer)

Jason Buckingham, Executive Director
(Name and Title of Authorized Officer)

1919 Grass Valley Hwy, Suite 100
Address

Auburn, CA 95603
City, State, Zip Code

Dated: _____

El Dorado County
Economic Development Department
(Legal Name of CONTRACTOR)

By _____
(Signature of Authorized Officer)

Norma Santiago, Chairman
El Dorado County Board of Supervisors
(Name and Title of Authorized Officer)

330 Fair Lane
Address

Placerville, CA 95667
City, State, Zip Code

If Unilateral
(GSJTA signature only)

If Jointly
(both signatures required)

EXHIBIT B

CONTRACT NO.: K178658-03

Number of Exhibit Pages: 1 through 5 Including Index

STATEMENT OF WORK

INDEX

The following terms and conditions are contained in this Exhibit.

1. Counties
2. Programs
3. Program Design
4. Performance Expectations

1. COUNTIES

Services will be delivered within the following counties.

- El Dorado
- Alpine
- Placer
- Nevada

2. PROGRAMS

CONTRACTOR is subject to State, Federal and GSJTA rules, policies and procedures for the following program(s). Multiple boxes may be checked.

- WIA Title I-B Adult
- WIA Title I-B Youth
- WIA Title I-B Dislocated Workers
- WIA Title I-B Rapid Response
- Business Services

3. PROGRAM DESIGN

Extracted from RFP – Scope of Service

The Office of Economic Development, in cooperation with our local and regional partners, agrees to provide:

- A. Business Walks – The Office of Economic Development will work with partners to organize two business walks during the term of the agreement. Prior to June 2011, a total of five business walks will be conducted. Four of the walks will be held on the Western Slope, average 120 businesses per event or 480 businesses. One of the five will be conducted in the Tahoe Basin and will be a hybrid walk, targeting an average of 100 businesses related to information technology, green construction/technology, and location neutral.

In addition, the Office of Economic Development will assist local communities with organizing and conducting hybrid, micro-business walks.

During each visit, the “walkers” will assess the potential for layoffs and/or permanent closure. Following each business walk, the information gathered will be uploaded to Metro Pulse and a report of the key findings will be prepared. What we learn from these visits will help the County and its partners identify systemic challenges that could lead to layoffs and/or closures across large clusters of businesses. Conditions unique to the Lake Tahoe business community could limit the effectiveness of the traditional business walk model. Therefore, a hybrid version of a traditional business walk will be implemented utilizing the communication function of the Metro Pulse platform, in conjunction with our community partners, to illicit initial feedback.

- B. Business Visitations – A minimum of 100 business visitations will be conducted during the term of the agreement. Visitations will be made to targeted businesses, providing technical assistance, employee workforce transitional assistance, and referrals to appropriate resources. Innovative strategies for averting layoffs will be discussed with appropriate businesses. Visits will be documented in a central business data base.
- C. Central Business Data Base – The Office of Economic Development will utilize and consolidate County Business License data, existing Metro Pulse business data, Buxton – Customer Analytics tool, Sacramento Regional Research Institute industry sector analysis, and other reports to formulate the appropriate mix of outreach strategies, geographic focus, and partnership organizations to enlist when conducting outreach and assessment, training efforts.

Utilizing data gathered during ongoing collaboration between County departments (Transportation, Development Services, Human Services, and Economic Development), the partnership will target outreach efforts in the following key economic centers.

- El Dorado Hills and Bass Lake Grade
- Lake Tahoe and Meyers and Alpine County
- Camino, Apple Hill, and Pollock Pines
- Divide North County (Georgetown, Greenwood, Pilot Hill, Cool, Kelsey, Swansboro, Coloma/Lotus)
- Fair Play South County (Mt. Aukum, Pleasant Valley, Somerset, Grizzly Flats)
- Shingle Springs and Cameron Park
- Placerville - Missouri Flat (Diamond Springs, El Dorado, Pleasant Valley)

Outreach activities shall not be limited to the above listed key economic and geographic areas, and will spread throughout the County via direct and indirect marketing and communication channels as previously mentioned. In other words, we will socialize the materials to connect with local employers and industry sectors in collaboration with the Sierra Economic Development Corporation (SEDCorp).

- D. Events – The Office of Economic Development will work with local and regional partners to create community and/or industry specific events that help identify challenges and seek to create alternatives to layoffs and/or business closures in geographically specific areas and/or within industry clusters.

The following industrial sectors have been collectively identified as vulnerable and prioritized for initial outreach:

- Health, Wellness, Medical Services, and Senior Services Community
- Leisure, Recreation, and Hospitality Services
- Accommodation and Food Services
- Professional, Scientific, Technical Services
- Business and Real Estate Services
- Construction and Green Technologies
- Retail and Wholesale Trades

- E. Project Coordination – The Office of Economic Development will organize and coordinate this initiative internally with the Economic Development Coordinator while working with partner organizations to eliminate duplicative efforts and segment outreach activities via geographic and/or industry sectors as deemed appropriate by the group. We will establish regularly scheduled meetings among the partnership, completing all required Workforce Investment Act (WIA) mandated documents.
- F. In-kind Support - The Office of Economic Development and the Department of Human Services, WIA program, will provide office space, computers, telephones, fax machine, materials, and supplies to support the hiring, training, and program staffing of Vital Assets with two Business Services Representatives.

The Sacramento Metropolitan Chamber of Commerce (Metro Chamber) will provide an annual in-kind contribution of at least \$16,546. For each business walk, the Metro Chamber leverages its vast resources of volunteer ambassador business leaders (ambassadors) to assist in fielding the teams of walkers. Conservatively, the value of ambassador time committed to each business walk is approximately \$2,000. Over four business walks, this equates to at least an \$8,000 in-kind contribution.

Additionally, the Metro Chamber annually provides support, at no charge, to the Metro Pulse program’s investors, of which El Dorado County is one. This support ensures that the WIA partners and local agencies/organizations can focus their energies on averting layoffs and business closures, while the Metro Chamber manages the administrative duties of the program. User training with the Metro Pulse software platform is included in this support. The value of El Dorado County’s share of these services is approximately \$2,273 per year

4. PERFORMANCE EXPECTATIONS

Extracted from RFP – Scope of Service

Deliverables - The Office of Economic Development, in cooperation with our local and regional partners, agrees to meet the following goals:

- Provide information on WIA Business Services/Rapid Response (RR) activities and Connections-One Stop services to approximately 100 employers via on-site or in-person visits.
- Conduct approximately 244 Business/Labor Market surveys to determine employer hiring and business retention needs.
- Out of the employers mentioned above, layoff aversions strategies will be devised for approximately 35 of those employers.
- Enhance WIA outreach materials/products to the business community.
- Provide RR information to approximately 4,574 employers via community showcases, business networking, mailings, or electronic means.
- Retain or create approximately 456 jobs as a result of services provided.
(reportable only; outcome does not affect contract performance)

- Provide or maintain online or web-based venues to assist local businesses by connecting them to business services referrals.
- Enhance collaborations between workforce, education, economic development and business/commerce groups.
- Attend periodic RR Layoff Aversions Roundtable meetings to share best practices (dates and times to be established by the Golden Sierra Job Training Agency).
- Provide verbal or written reports to the Golden Sierra Workforce Investment Board, its subcommittees and the Governing Body regarding the award deliverables at regularly scheduled meetings.

EXHIBIT C

CONTRACT NO.: K178658-03

Number of Exhibit Pages: 1 through 1

1. **PROGRAM COST LIMITS**

Budget limits on program costs may not be exceeded. The budget page that follows establishes definitive limits on program expenditures.

BUDGET

<i>Line Item</i>	<i>Budget</i>
A. Staff Salaries	<u>\$100,912.00</u>
B. Staff Benefits	<u>0.00</u>
C. WEX Wages	0.00
D. WEX Benefits	0.00
E. Communications - Telephone	0.00
F. Maintenance Bldgs & Improvements	0.00
G. Maintenance - Janitorial	0.00
H. Membership/Publications	\$4,500.00
I. Office Supplies	\$300.00
J. Indirect Costs – A-87 costs	0.00
K. Subcontracted Services	\$39,100.00
L. Advertising (Brochures, etc)	\$2,500.00
M. Rents/Leases	\$4,000.00
N. Equipment - Computers	0.00
O. Equipment – non computer	0.00
P. Client Supportive Services	0.00
Q. Direct Training Contracts	0.00
R. Employee Training	\$5,666.00
S. Travel/Mileage	\$3,960.00
T. Utilities	0.00
TOTAL VITAL ASSETS BUDGET:	\$160,938.00

FUNDING SOURCE: K178658 – 540/541

CFDA: 17.260

	Budget Category	Fiscal Year 2010-2011
Salaries		
Vital Assets Program Manager Full time staff 2,080 hours at \$30.00/hour	A	\$62,400.00
Business Services Representative 1/2 time extra help with 900 hours at \$26.11/hour	A	\$23,499.00
Business Services Representative 1/2 time extra help with 575 hours at \$26.11/hour	A	\$15,013.00
Mileage		
Reimburse mileage for Vital Assets Program Manager and Business Services Representative at the current County rate 660 miles/month x \$.50	S	\$3,960.00
Other Expenses		
Sacramento Metropolitan Chamber of Commerce (25B) \$8,500 x 2 = \$17,000 \$5,000 Executive Pulse Software	K	\$22,000.00
Assist local communities with hybrid, Micro-business walks – 4 @ \$3,775 each	K	\$15,100.00
Office space rented from other County department for Vital Assets staff	M	\$4,000.00
Staff conferences, seminars, workshops, etc. and related travel expenses, as needed	R	\$5,666.00
Chamber lunches, showcases, and other business networking events	H	\$1,500.00
Web page design, subscription to business networking Websites	H	\$3,000.00
Postage, advertising, and marketing materials	L	\$2,500.00
Speaker sponsorships	K	\$2,000.00
General office supplies	I	\$300.00
Total amount of Vital Assets Budget - 2010 to June 30, 2011		\$160,938.00