



TO: Board of Contracts and Awards
FROM: Jeff Robinson, Community & Economic Development Director
Carol Wolfe, Division Manager, Community & Economic Development/Business Services and Workforce Development
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Richelle Krienke, Finance/Purchasing
SUBJECT: Summer Jobs 253 Program – April 2, 2019
DATE: March 18, 2019

RECOMMENDATION SUMMARY:

The Community & Economic Development Department requests a waiver of competitive procurement procedures and recommends a contract be awarded to Tacoma Community House/REACH, Tacoma WA for case management, supportive services, employer management and payroll services for the Summer Jobs 253 program in the amount of \$400,000.00 plus applicable taxes.

STRATEGIC POLICY PRIORITY:

- Foster a vibrant and diverse economy with good jobs for all Tacoma residents.
- Encourage thriving residents with abundant opportunities for life-long learning.

BACKGROUND:

Summer Jobs 253 is a City of Tacoma-led summer youth employment program that has been in operation since 2013 offering high school students paid work experience and high school credit retrieval. The City contracts with Tacoma Community House/REACH Center for payroll and case management for youth, and engagement of employers hosting student participants. Summer Jobs 253 was recognized at the White House Champions of Change event in 2016, and as a participant in the National Governor’s Association Learning Laboratory to develop a policy and best practices structure for career connected learning in 2017.

Outside funding sources, e.g., employer contributions (currently estimated at \$105,000 for both years), foundation grants, and private donations, will be received by TCH/REACH to assist in covering program costs. As program costs are expected to grow with minimum wage increases, additional funding sources are being sought that are expected to result in additional revenue. Tacoma Community House/REACH Center will lead fundraising efforts to cover remaining costs of the program.

ISSUE:

The City of Tacoma’s Workforce Development strategies include workforce readiness training with supportive services, funded partnerships with certification programs in the trades, training for disconnected and underemployed/unemployed adults and preparing our youth to be successful in their education and preparation to enter the workforce post high school. Summer Jobs 253 is designed to address the employment rate of youth and young adults, and high school completion rates in the city of Tacoma. The target population for the program is underserved youth considered at-risk of dropping out of school and/or in need of career skills training or high school credit retrieval. Interns entering this program have a range of skills,



interests and experience. Some are exploring career options; others may have limited experience in the workplace. With encouragement, guidance and thorough instruction, interns have the opportunity to practice and perform complex tasks.

ALTERNATIVES: An alternative course of action would be to competitively solicit for the services. This option is not ideal because of the investments, expertise and trust required to successfully work within the TPS system and to stay abreast of youth employment rules and best practices. Another option is to cease providing the services.

COMPETITIVE ANALYSIS:

TCH/REACH Center has been a partner in the City-funded and City-led Summer Jobs 253 program since 2013. TCH/REACH Center has well-established relationships within the community to assist with barrier reduction and builds a trusting relationship with the participants. Additionally, over the years, TCH/REACH has developed internal systems to effectively operate a program of this magnitude and duration. This program is a collaborative effort with the Tacoma Public School District, who supports the continued contracting relationship with TCH/REACH to deliver services to their students. The REACH Center specializes in delivering employment and training related programs to youth.

CONTRACT HISTORY: New contract. However, a previous contract was awarded to Tacoma Community House/REACH as a result of direct negotiation in January 2013. The Workforce Development eco-system is constantly evolving and staff is not prepared at this time to include ongoing renewal options and prefers to negotiate scope of work, deliverables, and contract amount and payment points on a single, biennial basis.

SUSTAINABILITY: Not Applicable

SBE/LEAP COMPLIANCE: Not Applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1185 – WKFOR Workforce Dev	858600 - Workforce Development	5330100 – Ext Contracts	\$400,000.00
TOTAL			\$400,000.00

* General Fund: Include Department



REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1185-WKFOR Workforce Dev	858600 - Workforce Development	6311010 – Transfer from General Fund	\$400,000.00
TOTAL			\$400,000.00

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ \$400,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A