



Date: May 6, 2013

To: Thomas J. Bonfield, City Manager
Through: Keith Chadwell, Deputy City Manager
From: Kevin Dick, Director, Office of Economic and Workforce Development
Subject: Contract Amendment with Community Partnerships, Inc. to provide Workforce Investment Act youth framework services from July 1, 2013 – December 31, 2013.

Executive Summary

This memorandum outlines a recommendation to extend the current contract with Community Partnerships Inc. (CPI) from July 1, 2013 to December 31, 2013 and increase the amount of the contract in an amount not to exceed \$175,000.00 to provide Workforce Investment Act (WIA) Youth program framework services for up to 75 to 85 WIA eligible youth in the Youth Employed and Succeeding (YES) program. Approval of this contract amendment will allow uninterrupted services to be provided to WIA youth beyond the existing contractual completion date (set to expire on July 1, 2013). The total contract amount will not exceed \$1,050,000.00 with this amendment (this is a cumulative amount dating back to the beginning of the contract).

Recommendation

The Office of Economic and Workforce Development (OEWD) recommends that City Council authorize the City Manager to execute a contract amendment with Community Partnerships, Inc. to provide uninterrupted youth framework services from July 1, 2013 through December 31, 2013 and increase the amount of the contract by an amount not to exceed \$175,000.00 for a total contract amount not to exceed \$1,050,000.00.

Background

As a result of the Request for Proposals (RFP) that closed on May 20, 2010, the Durham Workforce Development Board (DWDB) at their July 29, 2010 board meeting, unanimously approved the WIA Youth RFP Review Panel and DWDB Executive Committee's recommendation that CPI be awarded a (new) contract to operate the YES program from October 1, 2010 to June 30, 2011, in an amount not to exceed \$225,000.00.

Service Delivery and Performance

CPI was awarded the contract to provide employment and training services for WIA eligible youth that included:

- . Case Management
- . Intake
- . Referral
- . Recruitment

- . Preparation of an objective *Needs Assessment* document that outlines all of the necessary services for an individual to be employable and/or enter post-secondary education
- . Provision of Support Services
- . Connecting youth to services in the community that address barriers to employment, diploma equivalency or skill attainment
- . Tutoring
- . Occupational Skills Training

At their May 26, 2011 meeting, the DWDB approved the Executive Committee's recommendation to renew a contract with CPI for 7/1/2011 to 6/30/2012, in an amount not to exceed \$300,000 based on negotiated contract and availability of funds, to provide Youth Framework Services. The Durham City Council approved this contract renewal at their June 20, 2011 meeting.

At their May 24, 2012 meeting, the DWDB approved the Executive Committee's recommendation to again renew a contract with CPI for 7/1/2012 to 6/30/2013, in an amount not to exceed \$350,000 based on negotiated contract and availability of funds, to provide Youth Framework Services. The Durham City Council approved this contract renewal at their June 18, 2012 meeting.

After getting information from the state about the new data management system implementation schedule, staff has determined the need to extend the contract of CPI for up to 6 months. On July 1, the state will change the current data management system. We are not sure just how it will work and if all the problems of the new system will be worked out. Staff would like the current contractor to continue serving participants in order to allow time for any unanticipated problems to be addressed with the new system before the new contract would take effect. We would use the additional time to release a new RFP and receive proposals.

Participants served under the existing contract and services received through March 31, 2013 have included:

July 1, 2012 –March 31, 2013	
Completed GED / Diploma and/or Certificate*	17
Entered College	3
Entered Employment	13
Number receiving services that do not yet have outcomes	93
TOTAL SERVED	126

**Some youth reflected in both GED and Employment Outcomes*

Issues and Analysis

CPI has contributed to the YES Program in being on pace to meet and/or exceed state performance goals for the previous year and helped the DWDB earn an additional \$50,000 in performance incentive funds (by meeting/exceeding all of the state youth goals) for the period from July 1, 2011 – June 30, 2012. CPI's work in recruiting participants; providing sound and rational individual service strategies; and providing comprehensive guidance and counseling, supportive services, pre-GED instruction, occupational skills training and

referrals; has helped the region achieve the following performance outcomes (based upon the Workforce Investment Act Common Measures):

Measure	Performance for July 1, 2011 – June 30, 2012	Goal	Meeting Goal
Placement in Education or Employment	61.5%	61.2%	Exceeded Goal
Attainment of a Degree or Certificate	53.8%	41.5%	Exceeded Goal
Literacy and Numeracy Gain	48.1%	37.5%	Yes

Funding Considerations

- . The current contract with Community Partnerships, Inc. is for \$350,000.00 and expires June 30, 2013.
- . OEWD determined that CPI met the performance under the existing contract, and made a recommendation to the DWDB to extend the contract with CPI for six months to December 31, 2013 based on past performance;
- . The DWDB Executive Committee approved this recommendation at their May 9, 2013 Executive Committee meeting;
- . The DWDB recommended to increase the amount of the contract with CPI in an amount not to exceed \$175,000.00 (for a total contract amount not to exceed \$1,050,000.00) to provide up to 75 to 85 WIA eligible youth with employment and training services in the YES program;
- . A contract extension with CPI will provide uninterrupted services to WIA eligible youth currently enrolled in the YES program.

Alternatives

The City Council could elect not to extend a contract with Community Partnerships, Inc., leaving the City without a provider of the services outlined in the background section for the YES program, and forcing the City to advertise for proposals or directly manage the program until a new provider is identified. If another provider is not identified through the RFP process, this would require the Office of Economic and Workforce Development to directly manage the program which is inconsistent with the language in the federal Workforce Investment Act that states that Workforce Investment Act services should be provided under contract or voucher.

The City Council could also elect to reduce the amount of the proposed contract extension with CPI, which could result in fewer services provided to WIA eligible youth and/or less youth being served under this contract from July 1, 2013 – December 31, 2013.

Financial Impact

Community Partnerships, Inc. would be approved for payments of up to \$1,050,000.00. Funds for this contract will have no impact on the City of Durham General Fund. Funds for this contract are paid with WIA Youth dollars that are received by OEWD from the United States Department of Labor through the North Carolina Department of Commerce Division of Workforce Solutions to the City and the Durham Workforce Development Board.

SDBE Summary

An SDBE summary is inapplicable because no project-specific goals have been set and no SDBE's are involved in this item.

Attachments

Contract Amendment with Community Partnerships Inc. to Provide WIA Youth Services, 7 pages.