



Date: May 12, 2014

To: Thomas J. Bonfield, City Manager
Through: Keith Chadwell, Deputy City Manager
From: Kevin Dick, Director, Office of Economic and Workforce Development
Office of Economic and Workforce Development

Subject: Contract Amendment with Community Partnerships, Inc. to provide Workforce Investment Act youth framework services from July 1, 2014 – June 30, 2015.

Executive Summary

This memorandum outlines a recommendation to extend the current contract with Community Partnerships Inc. (CPI) from July 1, 2014 to June 30, 2015 and increase the amount of the contract by \$350,000.00 to provide Workforce Investment Act (WIA) Youth program framework services for up to 150 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 June 30, 2014). The total contract amount will not exceed \$525,000.00 with this amendment.

Recommendation

The Office of Economic and Workforce Development (OEWD) recommends that City Council authorize the City Manager to execute a contract amendment with CPI to provide uninterrupted youth framework services from July 1, 2014 through June 30, 2015 and increase the amount of the contract by \$350,000.00 for a total contract amount not to exceed \$525,000.00. OEWD further recommends that City Council authorize the City Manager to modify the contract provided that the modifications do not increase the dollar amount and the modifications are consistent with the general intent of the contract.

Background

As a result of the Request for Proposals (RFP) that closed on October 14, 2013, the Durham Workforce Development Board (DWDB) at their November 11, 2013 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 January 1, 2013 to June 30, 2014, in an amount not to exceed \$175,000.00.

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

Participants served under the existing contract and services received through April 30, 2014 have included:

July 1, 2013 –April 30, 2014	
Completed GED / Diploma and/or Certificate*	25
Entered College	7
Entered Employment	36
Number receiving services that do not yet have outcomes	92
TOTAL SERVED	142

*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. 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 PY 2012	Goal	Meeting Goal
Placement in Education or Employment	81.25%	69%	Exceeded Goal
Attainment of a Degree or Certificate	60%	56.40%	Exceeded Goal
Literacy and Numeracy Gain	45.95%	39.20%	Exceeded Goal

Funding Considerations

- . The current contract with Community Partnerships, Inc. is for \$175,000.00 and expires June 30, 2014.
- . OEWD determined that CPI met the performance under the FY13 contract, and made a recommendation to the DWDB to extend the contract with CPI for twelve months to June 30, 2015 based on past performance;
- . The DWDB Executive Committee approved this recommendation at their May 2014 Executive Committee meeting;

- . The DWDB recommended to increase the amount of the contract with CPI by \$350,000.00 (for a total contract amount not to exceed \$525,000.00) to provide up to 150 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 to not enter into and/or renew 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, 2014 – June 30, 2015.

Financial Impact

Community Partnerships, Inc. would be approved for payments of up to \$525,000.00. 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, 20 pages