

FIRST AMENDMENT
TO AGREEMENT NUMBER C-124397 OF CITY OF LOS ANGELES CONTRACT
BETWEEN
THE CITY OF LOS ANGELES
AND
CITY OF LONG BEACH
(ADMINISTERING ENTITY FOR PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK)

THIS FIRST AMENDMENT to Agreement Number C-124397 of City of Los Angeles Contract is made and entered into by and between the City of Los Angeles ("City") and City of Long Beach (Administering Entity for Pacific Gateway Workforce Investment Network) ("Contractor").

RECITALS

WHEREAS, the City and Contractor have entered into an Agreement wherein Contractor shall provide certain services. Said Agreement was effective July 1, 2014, which together with all amendment(s) thereto shall hereinafter be referred to as the Agreement; and

WHEREAS, PSC-6, Exhibit A, Standard Provisions for City Contracts, provides for amendments to the Agreement; and

WHEREAS, the Agreement contemplates that modifications and closeout activities may be required after the time set forth in Section 201 of the Agreement; and

WHEREAS, the City and Contractor are desirous of amending the Agreement as authorized by the City Council and the Mayor (refer to Council File Number 14-0805 dated June 26, 2014), and Section 14.8 of the Los Angeles Administrative Code which authorizes the General Manager of the Economic and Workforce Development Department to prepare and execute an amendment to the Agreement for the purpose of:

- (a) changing name of the WorkSource Center in compliance with Workforce Development System (WDS) Directive 15-07 regarding instructions for branding requirements;
- (b) adding training expenditures and leverage resource requirements to the Agreement;
- (c) adjusting performance table and adding additional performance goals to the Agreement;
- (d) updating procurement procedures for small purchases; and
- (e) making such other changes as are required in connection with the foregoing, all as detailed elsewhere in this Amendment; and

WHEREAS, this Amendment is necessary and proper to continue and/or complete certain activities authorized under the Agreement.

NOW, THEREFORE, the City and Contractor agree that the Agreement be amended effective July 1, 2014, as follows:

AMENDMENT

- §1. Amend operating WorkSource Center name from "Harbor WorkSource Center" to "Harbor Gateway WorkSource Center" in compliance with the given official center name listed in WDS Directive 15-07, dated December 23, 2014, and attached hereto as Attachment 1 and incorporated herein by reference, regarding WorkSource center branding requirements.
- §2. Amend Section 14, Performance Measures and Service Levels, of Exhibit I of the original Agreement, Scope of Work and Contractor Responsibility, by adding a new subsection D of requirements for training expenditures and leveraged resources as follows:
- D. Training Expenditures and Leveraged Resources
1. Training Expenditures
Contractor shall expend an amount equal to or greater than 32% of their total allocation on training services. A portion of the minimum training expenditure requirement (an amount of up to 10% of the adult and dislocated worker allocation) may be met by applying designated leveraged resources (as defined by SB 734, link to http://totalcapitol.com/?bill_id=201120120SB734) used for training services only. At a minimum, expenditures applied to the minimum requirement must comply with the definition of training contained in WIA Section 134(d)(4)(D) and Section 663.508 of Title 20 of the Code of Federal Regulations. The portion of leveraged resources applied toward the minimum training expenditure requirement must meet the definition contained in Economic Development Department (EDD) Workforce Services Directive No. WSD 12-10.
 2. Leveraged Resources
Contractors shall actively seek non-WIA funds to leverage WIA funds in an amount of Five Hundred Eighty-Eight Thousand Two Hundred Forty-Five Dollars (\$588,245). Contractor shall submit to the City a monthly report of leveraged resources on the leveraged resource form provided by the City. This form shall be included with the expense reports which must be submitted by the fifteenth (15th) day of every month. The value assigned to the leveraged resource is subject to review and audit, and therefore must be documented appropriately in individual client files or in a general file maintained by Contractor's main facility.
- §3. Amend Section 14, Performance Measures and Service Levels, of Exhibit I of the original Agreement, Scope of Work and Contractor Responsibility, by deleting the Performance Measures and Service Levels table in its entirety and replacing with the following:

Performance Measures and Service Levels		WORKSOURCE CENTER	
DOL Measure		Adult	Dislocated Worker
1	Entered Employment Rate	60%	67.5%
2	Employment Retention Rate (2 nd & 3 rd Quarters)	78%	80.2%
3	Average Earnings (2 nd & 3 rd Quarters)	\$12,850	\$15,150
4	Minimum number of participants trained (including sector training)	265	
5	Minimum number of participants in sector training	174	
6	Training Related Placements (of those trained and placed)	80%	
7	Amount to be expended on training as a percentage of formula dollars (an amount equal to 10% of formula dollars may be in approved leveraged training resources)	32%	
8	Job Seeker Satisfaction Level (customers surveyed/contacted at center locations)	9.0	

9	Enrolled Customer Satisfaction Level				8.6	
10	Total New Enrollments	2,650	Minimum WIA Enrollments	1,740	982	758
			Maximum Wagner-Peyser Enrollments Counted	910		
11	Minimum number of new WIA enrollments required by December 31, 2014 (50% of Enrollment Goal)				491	379
12	Minimum Number of Intensive/Case Managed Enrollees				530	
13	Minimum number of WIA enrollments for persons with disabilities comprising the total number of new WIA enrollments				10%	
14	Minimum number of new WIA veteran enrollments comprising the total number of new WIA enrollments				10%	
15	Number of Employer Customers Served (including 10 referrals to BusinessSource Centers)				70	
16	Number of Hard to Serve Customers				786	

- §4. Amend, according to EDD Directive No. WSD 12-10 dated November 30, 2012, Section 2, Procurement Procedures, of Exhibit K of the original agreement, Subcontract and Procurement, by deleting the Part 1.a of Subsection I, Methods of Procurement, in its entirety and replacing with the following:
- a. Small Purchase Procedures: Small purchases are made from vendors for goods or services under \$50,000. The following procedures for small purchase will constitute justification of the procurement method chosen. The requirements are:

<u>Dollar Range of Purchase</u>	<u>Contacts and Method</u>
\$1 to \$9,999	2 documented quotes ¹
\$10,000 - \$49,999	3 or more written quotes. A request for qualification (RFQ) must be used [†]
- §5. Except as herein amended, all terms and conditions of the Agreement shall remain in full force and effect.
- §6. This Amendment is executed in two (2) duplicate originals, each of which is deemed to be an original. This Amendment includes Four (4) pages and One (1) Attachment, WorkSource Center Branding Requirements, which constitute the entire understanding and agreement of the parties.

¹ This purchase is defined as a small purchase under \$10,000 and not as noncompetitive or sole source procurement.

[†] Unless sole source justification exists

IN WITNESS WHEREOF, the City of Los Angeles and Contractor have caused this Agreement to be executed by their duly authorized representatives.

APPROVED AS TO FORM AND LEGALITY:
MICHAEL N. FEUER, City Attorney

Executed this 20th day of February, 2015

For: THE CITY OF LOS ANGELES

JAN PERRY
General Manager
Economic and Workforce Development Department

By [Signature]
Deputy/Assistant City Attorney

Date 2/24/2015

ATTEST:

HOLLY L. WOLCOTT, City Clerk

By [Signature]

Executed this 18th day of February, 2015

For: CITY OF LONG BEACH
(ADMINISTERING ENTITY FOR PACIFIC GATEWAY
WORKFORCE INVESTMENT NETWORK)

By [Signature]
Deputy City Clerk

Date 2/24/15



(Contractor's Corporate Seal)

By [Signature] EXECUTED PURSUANT
TO SECTION 30.1 OF
THE CITY CHARTER.
PATRICK H. WEST, City Manager

APPROVED AS TO FORM AND LEGALITY
Assistant City Manager

By [Signature] 1/27/15
CHARLES PARKIN, City Attorney Deputy

ATTEST

By [Signature]
LARRY HERRERA, City Clerk

D-U-N-S® Number: 55-739-8141

City Business License Number: 999999999

Internal Revenue Service Number: 95-6000733

Council File Number: 14-0805; Date of Approval: June 26, 2014

Said Agreement is Number C-124397 of City Contracts, Amendment Number One

ATTACHMENT 1 – WDS DIRECTIVE NO. 15-07

JAN PERRY
GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA



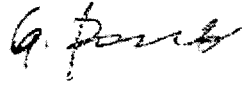
ERIC GARCELLI
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1230 W. 7th Street
Los Angeles, CA 90017

DATE: December 23, 2014

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco Orozco, Director 
Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 15-07
(Supersedes WDS Directive No. 15-05)
WORKSOURCE CENTER BRANDING REQUIREMENTS

EFFECTIVE DATE

This directive is effective on the date of issuance.

PURPOSE

This directive, rescinding and replacing WDS Directive 15-05, provides guidance regarding branding materials issued by WorkSource Center operators and an updated table of official WorkSource Center names.

BACKGROUND

On September 23, 2013, the City's Economic and Workforce Development Department (EWDD) issued WDS Directive No. 14-04, regarding co-branding the WorkSource system with The America's Job Center of CaliforniaSM network name. In addition, Job Training Agreements (contracts) impose specific requirements regarding all communications with the press, television, radio or any other means of communicating with the general community [§614].

POLICIES AND PROCEDURES

Marketing materials such as press releases, flyers, posters, and any other means of communicating with the general public must include at minimum:

- Taglines stating both:
 - Equal opportunity employer/program.
 - Auxiliary aids and services available upon request.

If an announcement of a specific event such as a job fair, orientation, grand opening, etc., the tagline must include additional language indicating how a person with a disability requests reasonable accommodation. This should include a phone number and a time frame for the request.

- Specific reference to the City as the sponsoring agency.
- The WIB approved WorkSource California brand.

AN EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

- The official WorkSource Center name as stated in the table below, e.g., Canoga Park/South Valley WorkSource Center.

Official WorkSource Center Name	WorkSource Center Operator
Boyle Heights/East	Chicana Service Action Center, Inc.
Canoga Park/South Valley	Arbor E&T, LLC dba ResCare Workforce Services
Crenshaw	Los Angeles Urban League
Downtown/Pico Union	Pacific Asian Consortium in Employment
Harbor Gateway	Pacific Gateway Workforce Investment Network
Hollywood	Managed Career Solutions, Inc.
Northeast Los Angeles	Goodwill Industries of Southern California
Pacoima/North Valley	Youth Policy Institute
South Los Angeles	UAW-Labor Employment & Training Corporation
Southeast Los Angeles	Watts Labor Community Action Committee
Sun Valley	El Proyecto del Barrio, Inc.
Vernon Central/LATTC	Coalition for Responsible Community Development
Watts/Los Angeles	Housing Authority of the City of Los Angeles
West Adams	Asian American Drug Abuse Program, Inc.
West Los Angeles	Jewish Vocational Service
West Valley	Build Rehabilitation Industries
Wilshire Metro	Community Career Development, Inc.

REQUIRED ACTION

Please attach a copy of this directive to your contract and provide the additional information to your staff.

EWDD CONTACT

Please contact your assigned program monitor if you have any questions about this directive.

JHP:GR:TJ

EWDD CONTRACT SUMMARY SHEET

To: The Office of the City Attorney, Room 920, CHE
The Office of the City Clerk, Index Section, Room 395, CH
The Office of Contract Compliance (OCC), Mail Stop #138, 1149 S. Broadway, 3rd fl.

From: Economic and Workforce Development Department
Workforce Development System
Contract Unit (213) 744-9001
CU Analyst/Phone: Sucy Yu (213) 744-7212

ORIGINAL

Contract No: C-124397 /

Unit: ☐ POD-FS ☒ **POD-WF** ☐ POD-Youth ☐ PRE
☐ EDD ☐ NDD ☐ FAS ☐ Other:

Amendment No: One

Amendment Amount: \$0

Amendment Authority: ☒ Administrative Code 14.8

☒ Council Amendment

Contractor Name: City of Long Beach (Administering Entity for
Pacific Gateway Workforce Investment Network)
Term of Contract: July 1, 2014 to June 30, 2015

Council File No: 14-0805

Date of Approval: June 26, 2014

Funding Source: WIA Adult: \$606,541
WIA Dislocated Worker: \$468,459

Total Amount: \$1,075,000

Project Title: WorkSource Centers-
Harbor Gateway WorkSource Center

Line Item of Authority:
☐ Consolidated Plan, Year 40, ID:
☒ WIA Annual Plan, Year 15, line: 1
☐ Other:

Operating Division Analyst-Phone: Kim Brown (213) 744-9371, M/S# 854

**PURPOSE OF AGREEMENT/AMENDMENT: TO CHANGE THE NAME OF WORKSOURCE CENTER AND TO ADJUST
CENTER PERFORMANCE MEASURES AND SERVICE LEVELS; AND TO UPDATE PROCUREMENT PROCEDURES
FOR SMALL PURCHASES**

Contractor Address:	3447 Atlantic Ave., Long Beach, CA 90807		
Contact/Title/Phone:	Nick Schultz, Executive Director, (562) 570-3678, nick.schultz@pacific-gateway.org		
Contract/Amendment Number	Authority	Description	Dollar Amount
Original	14-0805		\$1,075,000
1	14-0805	a) change WorkSource Center name; b) adjust performance measures and service goals; and c) update procurement procedures for small purchases	\$0
		TOTAL AMOUNT (requires Council Amend if over \$25,000 cumulative)	\$1,075,000