



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

December 21, 2004

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: Contract with CCT Learning Solutions to Provide Customized Training Services to Local Businesses (Citywide)

DISCUSSION

The Workforce Development Bureau (Bureau) of the Department of Community Development assists local businesses in accessing Employment Training Panel (ETP) funds. The State of California sets ETP funding aside from employer tax contributions for use by businesses, organized labor, and employment and training organizations. Funds may be used to meet the customized needs of employers throughout the State to help ensure that employees have the skills to remain competitive and productive, assist businesses in becoming high performance work places, and provide assistance in averting layoffs.

The State authorized a training contract with the City of Long Beach in the amount of \$719,580 for the period of November 3, 2003 through November 2, 2005. Participating businesses are identified from the Department of Community Development's Economic Development Bureau, Workforce Development Bureau, the Long Beach Area Chamber of Commerce, and other local referring agencies. Ongoing areas of training requested by businesses include network management, information technology, general supervision and management, programming languages, customer services, project management, Wide Area Network engineering, system administration for Microsoft and UNIX systems, and E-commerce security systems. As employees complete training programs, the State reimburses the Bureau for training and staff costs incurred.

Customized training services were procured through a Request for Proposal process, and the City Council subsequently authorized receipt of the State award and execution of contracts for trainers on January 13, 2004. Vendors selected to provide training services are utilized on an as-needed basis driven by employer need and request. In response to business demand, the Bureau is requesting authorization to execute a contract with one additional training provider through the ETP contractual term of November 2, 2005. CCT Learning Solutions was a respondent to the initial procurement; however, their particular training services were not needed at that time. Since then, need has arisen to engage their services. Their training curricula includes class/lab training in business skills, continuous improvement, computer skills and

advanced technology training. The contract will call for reimbursement at \$17 per hour of training per employee for advanced technology components, and \$10 per hour per trainee for all other training areas.

This letter was reviewed by Deputy City Attorney Everett L. Glenn on October 26, 2004, and Budget Management Officer David Wodynski on December 10, 2004.

TIMING CONSIDERATIONS

City Council action is requested on December 21, 2004, to facilitate processing of the required documents.

FISCAL IMPACT

Funding to support this program is budgeted in the Community Development Grants Fund (SR 150) in the Department of Community Development (CD). The General Fund will be used to pay for expenditures prior to reimbursement by the grant. Due to time delays between incurring expenditures and receiving revenues, it may be necessary for the General Fund to cover grant-related expenses across fiscal year end; however, Community Development will make a concerted effort to contain costs associated with the program within SR 150. As with most Federal grants, as fiscal agent, the City's General Fund would be responsible for ineligible expenses should another eligible funding source not be available.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute a contract with CCT Learning Solutions for an amount not to exceed \$125,000.

Respectfully submitted,



MELANIE S. FALLON
DIRECTOR OF COMMUNITY DEVELOPMENT

APPROVED:



GERALD R. MILLER
CITY MANAGER