



BID EXEMPTION RECOMMENDATION

Date: February 1, 2017

Agreement # 17035

Buyer: Susan Brines

Company Address: Lake County Partners
100 Tri-State International Drive, Suite 122
Lincolnshire, IL 60069
Contact: Michael Stevens
Department: Workforce Development
Department Contact: Jennifer Serino

Total Recommendation: \$75,000

Contract Start Date: February 11, 2017
Initial Term: February 11, 2017 – August 11, 2017

Renewals: TBD
PO #: TBD
Contract Type: Professional Services

DESCRIPTION OF PURCHASE: Business Outreach Services for a Pilot Youth Work Experience Program

BOARD APPROVAL	Yes, 2/14/2017			
ISSUE AWARD WITH A ONE-TIME PURCHASE ORDER	YES	X	NO	
SEND AN AWARD LETTER	YES		NO	
INSURANCE CERTIFICATE RECEIVED	YES		NO	

REQUEST FROM DEPARTMENT:

Workforce Development submitted a request for a bid exemption to the Purchasing Agent in pursuant to Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent consulted with an ad hoc review group. Workforce Development requested a bid exemption to enter into an agreement with Lake County Partners to deliver a Pilot Youth Business Outreach Program. The reason for the bid exemption request was based on the long standing relationship with Lake County Partners. The agreement would be grant funded through WIOA youth funds not to exceed \$75,000 for a six-month period. An ad hoc meeting of county staff was scheduled to determine if this particular procurement would be suitable for a bid exemption.

SCOPE OF WORK:

Lake County Workforce Development administers the Workforce Innovation and Opportunity Act (WIOA) Youth grant which funds programs to serve disengaged youth and young adults (ages 16-24) and help the youth along a career pathway. Lake County Workforce Development desires to utilize Lake County Partners for a youth-focused business outreach pilot program to provide a service delivery strategy that will create meaningful work-based learning opportunities such as internships and work-experiences. Lake County Partners will identify Lake County employers in key industry sectors interested in developing opportunities in job shadowing, internship and work experiences for a minimum of 25 youth with ten different companies throughout Lake County.

Summary of the Proposal:

Lake County Partners is excited to expand our Business Outreach Services to include youth job shadowing, internship and/or work experiences ("slots"). Our collective goal will be to identify a minimum of twenty-five youth opportunity slots with ten companies. We anticipate starting February 11, 2017 and completing by August 11, 2017. Lake County Partners (LCP) will invoice the Workforce Department monthly for allowable costs totaling a maximum of \$75,000.

Lake County Partners will provide:

- Development of youth work experience and mentoring "slots" based on input from the Workforce Department, youth and employers.
- Assembly of target list for youth employment
- Direct outreach to qualify companies and identify potential slots.
- Professional hand-over to Workforce Department of company contacts and potential slots.

The Workforce Department will provide:

- Assistance in designing the slots available for employers and youth.
- Youth recruiting, eligibility review and enrollment.
- Youth case management before, during and after the youth work experience and mentoring.
- Youth need-based items such as tools, work clothes, bus passes, etc. to assist youth in completing the work experience and mentoring.
- Career exploration and assessment for youth to gauge interest before placement.
- Completing required paperwork with employers identified by LCP.
- Any mentoring or training required by employer to be successful with youth.
- Direct reimbursement to employers.

Business Outreach Services Plan:

Lake County Partners will approach existing relationships that have workforce needs in their entry level positions. They will also employ a sub-contractor with extensive youth experience, Laurel Tustison, to pursue relationships with new businesses. Laurel will be supported with data analysis from Lake County Partners and appointment setting services from the Sales University Group.

Lake County Partners anticipate two stages of activities: planning stage then implementation stage.

Planning Stage Activities- February 11 -April 30:

- Create a map of target businesses, primarily along local bus routes and in demand industry sectors.
- Talk with Workforce youth team, targeted youth populations and organizations to confirm their needs and gather any other ideas.
- Research other successful youth employment programs.
- Document process for youth employment with Workforce Department.
- Develop targeted youth employment "products."
- Prepare documents for use with employers.
- Test youth employment "slots" or "products" with friendly employers and with youth/youth serving organizations including the Workforce youth team.
- Start setting appointments for meetings with employers.

Implementation Stage Activities May 1-August 11:

- Continue appointment setting.
- Meet with targeted employers to develop potential commitments and slots.

- Hand-over appropriate opportunities to Workforce team for closure and documentation.
- Identify challenges and feedback from employers. Together with Workforce Department, modify program to make employer-driven changes.

BID EXEMPTION RECOMMENDATION:

A meeting was held on January 26, 2017 with attendees from the County Clerk, SAO, CAO, FAS, departments to review the bid exemption along with the Purchasing Agent and the requesting department. The attendees of this meeting determined that this particular procurement was suitable for the bid exemption based on the exists of a long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.