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COMMISSION

AGENDA MEMORANDUM Item No. 8c

ACTION ITEM Date of Meeting November 8, 2022

DATE: October 17, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Luis Navarro, Director Workforce Development

SUBJECT: Port Jobs Contract Amendment No. 1

Amount of this request: \$494,994

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute an amendment to the current Services Agreement, Employment Center Management and Workforce Development Services, with the nonprofit organization, Office of Port Job Opportunities and Business Support (Port Jobs), in the amount of \$494,994, for a new total of \$10,484,994. The amendment will add additional navigation and retention services to participants in the aviation career pathways program.

EXECUTIVE SUMMARY

On May 11, 2021, the Port of Seattle Commission authorized the Executive Director to execute a contract with the successful bidder for the operation of the SEA Employment Center and to provide training services. Commission authorized an amount of \$10,485,000.

Contract negotiations resulted in a lower contract value of \$9,990,000, and allowed for additional related work. Amendment #1, in the amount of \$494,994, does not exceed the Commission authorized amount, but exceeds the Executive Director's delegated signature authority.

JUSTIFICATION

Following a competitive procurement process, the Port hired the nonprofit Port Jobs to manage and operate the SEA Employment Center and to provide aviation sector related workforce development training services. The Employment Center is a one-stop shop where individuals interested in working at the airport can find out about job openings within the airport and upskill training opportunities in aviation-related careers.

Template revised January 10, 2019.

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Amendment #1 authorizes Port Jobs to provide career navigation and retention services for a period up to three (3) years to those individuals who participate in or complete the Port-funded Aviation Pathway Program. The number of supported individuals will be up to 70 annually for all aviation pathways funded by the Port.

Diversity in Contracting

This contract has a 9% goal of women and/or minority-owned business enterprise utilization.

Scope of Work

- Implement individualized support strategies to program participants by assisting them in moving into the next phases of the skills development process associated with career pathways. Support includes regular contact with participants to determine their progress, barriers to advancement, and to provide participants with information about services that can assist them in solving career advancement issues such as; education financing options, referrals to tutoring and other training programs, referral to social and family services, assistance with career related job search, etc.
- Collect data and other relevant feedback associated with retention and navigation services for up to three years. Data collection must meet the Port's workforce development policy directive and other relevant data points that will allow for an analysis of opportunities and barriers experienced by individuals.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Do not execute amendment #1 with the nonprofit Office of Port Jobs.

Cost Implications: \$494,994

Pros:

(1) The Port does not spend \$494,994.

Cons:

(1) Participants in the Port funded aviation career pathway programs do not receive

navigation and retention services to support their career development.

(2) The Port does not collect important information about the progress and barriers experienced by program participants.

This is not the recommended alternative.

Template revised June 27, 2019 (Diversity in Contracting).

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Alternative 2 – The Port executes Amendment #1 with Port Jobs.

Cost Implications: \$494,994.

Pros:

(1) Participants in the Port funded aviation career pathway programs receive important navigation and retention services that will help them succeed in advancing their career in aviation.

(2) The Port does is able to collect important information about the progress and barriers experienced by program participants. This data will allow to make informed decisions about the needs of participants in the program.

Pros:

(1) The Port spends an additional \$494,994 over five years with Office of Port Jobs.

This is the recommended alternative.

ATTACHMENTS TO THIS REQUEST

(1) Contract Amendment

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

May 11, 2021 – The Commission authorized the Executive Director to execute a contract for the operation of the SEA employment Center and to support associated aviation training programs.

Template revised June 27, 2019 (Diversity in Contracting).