

ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6B
Meeting Date: December 19, 2023

DATE: December 7, 2023

TO: Port of Tacoma Commission

FROM: Eric Johnson, Executive Director
Sponsor: Sean Eagan, Director, Government and Community Affairs
Project Manager: Leslie Barstow, Manager, Community Relations and Workforce Development

SUBJECT: **WORKFORCE TRAINING & INTERNSHIP PATHWAYS SERVICE CONTRACT**

A. ACTION REQUESTED

Request authorization for the Executive Director or his designee to enter into Personal Services Agreement No. 071958 for \$175,000 for Workforce Training and Internship Pathways with Workforce Central for the period of January 1, 2024 through December 31, 2024, with the option of two (2) one (1) year renewals at the sole discretion of the Port, for a possible total of three (3) years, for a total authorized amount of \$525,000.

Strategic Plan Initiative: EV-4

B. BACKGROUND

On August 18, 2022, the Port of Tacoma Commission adopted a Workforce Development Strategic Plan that included a provision to retain a service provider to provide career pathways training through paid work experience or internships in the areas of building trades, manufacturing trades, maritime and logistics trades and the environment.

Port issued an RFP for this contract on February 3rd with a deadline to submit of March 3, 2023. After only receiving one response, the Port canceled that procurement after consultation with the Workforce Development Work Group.

Under the direction of the Workforce Development Work Group, Port staff sought feedback from potential vendors and subsequently redrafted an RFP, which it reissued in September. The Port received three responsive proposals.

C. SCOPE OF WORK

The consultant is to provide career launch opportunities—either in the form of internships or paid work experiences, or both— in the building trades, manufacturing trades, maritime and logistics trades in Pierce County, supporting the creation of an inclusive community.

D. TIMEFRAME/PROJECT SCHEDULE

The contract timeframe is for the period of January 1, 2024 through December 31, 2024, with the option of two (2) one (1) year renewals at the sole discretion of the Port, for a possible total of three (3) years.

E. FINANCIAL SUMMARY

Item	Budget Estimate	Expenditure to Date	Anticipated Future Expenditures
Workforce Training and Internship Pathways Contract	\$525,000	\$0	\$525,000
TOTAL	\$525,000	\$0	\$525,000

Cost This contract would feature an annual amount of \$175,000, for a total amount of \$525,000, assuming the two one year options are exercised, and the full three years are used. The Port has budgeted \$175,000 in 2024 for this contract.

Source of Funds Funding for the contract would come from the operating budget, Outside Services Performed, Government and Community Affairs.

Total Cost: \$525,000

F. ECONOMIC INVESTMENT / JOB CREATION

For 2024, Workforce Central guarantees that 9 individuals will be placed in paid internships, with a stretch goal of placing 11 individuals. They also guarantee placing 23 individuals in their paid work experiences, with a stretch goal of placing 30 individuals. Moreover, they anticipate that 80% of participants will successfully complete the program and transition into one of the following outcomes, based on their individualized goals:

- Achieve unsubsidized employment in the building, manufacturing, maritime, or logistics trades after internship completion;
- Secure employment in the building, manufacturing, maritime, or logistics trades after completing their work experience training; or
- Enrollment in continued career advancement training.

G. ENVIRONMENTAL IMPACTS / REVIEW

N/A

H. ALTERNATIVE ANALYSIS

1. **Alternative 1: No action.** The Commission could decline to adopt the contract. This would be inconsistent with the Commission adopted Workforce Development Strategic Plan and fail to advance Strategic Plan Goal EV-4.
2. **Alternative 2: Award the personal services contract under the original RFP.** The Port could have awarded a service contract under the auspices of the original RFP. Given the limited

response from potential vendors—and the limited number of potential beneficiaries under the one proposal received—the Workforce Development Work Group recommended cancelling that solicitation and redrafting the RFP so as to garner more robust responses.

3. **Alternative 3: Preferred alternative.** Award the contract under the auspices of the revised RFP to Workforce Central.

I. NEXT STEPS

Pending approval by the Commission, the Executive Director would sign the contract. Workforce Central would begin implementation in 2024. Port staff will evaluate the performance of the vendor under the contract and seek guidance from the Workforce Development Work Group later in 2024 as to whether to execute the first one-year option. Port staff will keep the full Commission informed of developments with this contract.