

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 7, 2010

ITEM # 16

ITEM TITLE:

Request authorization to enter into a contract agreement with Customized Business Solutions to coordinate Customized Training, Market ATLAS/COA for Customized Training, provide student data for Department of Labor reports for the US Department of Labor CBJT grant. Note. This Memorandum of Understanding (MOU) is to comply with audit recommendations that contracts and MOUs be developed for all grant subcontractors.

SPECIFIC BOARD ACTION REQUESTED:

College of Alameda requests approval for Customized Business Solutions to act as a sub-contractor with the ATLAS initiative through the US Department of Labor CBJT grant. Contract period is from February 15, 2009 to February 14, 2012 and not to exceed \$25,000.00

ITEM SUMMARY:

IN ORDER TO SUPPORT THE GOALS AND OBJECTIVES OF THE ATLAS ADVANCE TRANSPORTATION INITIATIVE, U.S. DEPARTMENT OF LABOR COMMUNITY-BASED JOB TRAINING GRANT FUNDED INITIATIVE, CUSTOMIZED BUSINESS SOLUTIONS WILL BE RESPONSIBLE FOR THE FOLLOWING SERVICES:

- **COORDINATE CUSTOMIZED TRAINING FOR THE ATLAS PROGRAM FOR A MINIMUM OF 175 INCUMBENT WORKERS, MEETING THE CRITERIA OF THE ATLAS TRAINING PROGRAM**
- **DESIGN NEW CURRICULUM, WHERE APPROPRIATE, AS WELL AS CURRICULUM CUSTOMIZATION IN ACCORDANCE WITH THE TRANSPORTATION, DISTRIBUTION AND LOGISTICS SECTOR FOR WHICH THE ATLAS PROGRAM PROVIDES TRAINING AND EMPLOYMENT.**
- **MARKET, COORDINATE AND CONSULT WITH RESPECTIVE COMPANIES TO IDENTIFY TRAINING NEEDS, GAP ANALYSIS AND QUALITY CONTROL.**
- **GATHER APPROPRIATE DATA FROM COMPANIES ON INCUMBENT WORKERS PARTICIPATING IN DoL SPONSORED TRAINING AND OUTCOME DATA INCLUDING OCCUPATIONAL ADVANCEMENT AND WAGE GAINS FOR INCUMBENT WORKERS PARTICIPATING IN CUSTOMIZED TRAINING IN ACCORDANCE WITH THE CRITERIA ESTABLISHED FOR THIS GRANT.**
- **PROVIDE CONSULTING SERVICES.**
- **PROVIDE COMPANY WITH FEEDBACK REPORTS AND TRAINING ANALYSIS.**

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ No X

YES _____

NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

JANNETT JACKSON, PRESIDENT, COLLEGE OF ALAMEDA

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____

NO X

_____ IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

(***Board contract approval is subject to negotiation and execution by the Chancellor.)**

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)
PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Lorraine Giordano
LORRAINE GIORDANO

Date: 11.29.10

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Jannett Jackson
Jannett Jackson, Pres., COA

Date: 11/29/10

Deborah Budd approved electronically

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Ron Gerhard, electronically
Finance and Administration Approval

Date: 12/3/10

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____
Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but
Place on Agenda

Signature: Wise E. Allen
Wise Allen, Chancellor

Date: 12/3/10



To: Lorraine Giordano
ATLAS - Logistics Program
College of Alameda
544 Water Street
Oakland, CA 94607

At this time Customized Business Solutions (CBS) request the amount of \$25,000.00 to provide services on behalf of the ATLAS program. The following is a breakdown of expenditures/projections:

1. CBS will provide 224 hours of training to serve a minimum of 175 incumbent workers. Each trainee will access a minimum of 16 hours of training. Training budget is based on \$110 per training hour.
2. CBS will market training, customize curriculum, provide gap analysis for company, select trainer, provide training, track grant required information, provide feedback reports and pay trainer wages.

We look forward to working with you on this project.

Kind Regards,

Veronica de Beaubien
Partner
Customized Business Solutions

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