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**DATE:** October 8, 2025  
**TO:** Executive Committee  
**FROM:** Vee Clapp, WIOA Adult/Dislocated Worker Program Manager  
**RE:** **Approve the development and release of an RFP for America Job Center of California (AJCC) Operation and Delivery of Workforce Innovation Opportunity Act (WIOA) Career Services**

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### RECOMMENDATION

That the Executive Committee approves the development and release of an RFP for up to \$1,400,000 of WIOA funds for the operation and career services of the comprehensive AJCC within the Local Area.

### BACKGROUND AND DISCUSSION

For program years (PY) 2022-2025, WDB appropriated funding through a competitive procurement process for the operation of a comprehensive AJCC and the delivery of WIOA career services under our Local Area. The current contract expires in June 2026. As required by WIOA, WDB will issue an RFP for services beginning July 1, 2026.

### FISCAL IMPACT

If approved, the WDB will use \$1,400,000 from its WIOA Adult and Dislocated Worker funding streams for this procurement. In the event this procurement is extended to the following program year, the current provider's Rubicon Programs contract will be renewed at this funding level.

### SCHEDULE

A proposed timeline will be submitted to EHSD Contracts.

Proposed timeline:

Release of RFP	October 2025
RFP Responses due	November 2025
Evaluation of Responses	November 2025
Recommendation to Executive Committee	December 2025/January 2026
Contract Negotiations	January 2026
Board of Supervisors Authorization	February 2025
Contract Start date	July 1, 2026

### CUSTOMER IMPACT

These services are one of the prime requirements and responsibilities of our WIOA funding, without these services hundreds of Contra Costa residents will go without these much-needed services that assist them with income mobility and the economic vitality of our community.

The purpose of WIOA is to better align the workforce development system with education, training and economic development initiatives to create a collective response to labor market challenges on the national, state and local levels. Overall, it seeks to provide career services and skills upgrading/training to the members of our local community to improve the quality of the workforce, reduce dependency on welfare programs, increase self-sufficiency, meet hiring needs for employers and connect job seekers with training opportunities and vocational rehabilitation services they need.

For any questions, please contact Vee Clapp, WIOA Adult Programs Manager at 925-655-3807 or via email at [vclapp@ehsd.cccounty.us](mailto:vclapp@ehsd.cccounty.us)