

**DATE:** November 4, 2025  
**TO:** Full Board/Executive Committee  
**FROM:** Vee Clapp, Adult/Dislocated Worker Program Manager  
**RE:** **Approve a contract extension for the American Job Center of California (AJCC) Career Services, maintaining current terms and services through June 2027.**

**RECOMMENDATION**

1. That the Full Board approves the extension of the current AJCC WIOA Career Services contract with Rubicon Programs until June 2027.
2. That the Full Board approves postponing the release of the procurement for AJCC Career Services by one year.

**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 career services under the Local Area. The current contract is set to expire on June 30, 2026. Under WIOA requirements, the WDB had planned to issue an RFP for services beginning July 1, 2026. However, in response to the recent government shutdown and delays in the Supplemental Nutrition Assistance Program (SNAP), this action is directly related to an exceptional activity necessary for shutdown preparations. Due to the public exigency, the normal competitive solicitation process (WSD22-13) cannot be delayed, allowing the Board to bypass competitive bidding and award a contract directly to a provider. This non-competitive award is limited to the duration of an emergency or exigent circumstance, and the contract’s scope will maintain the current terms and services needs for one (1) year.

**FISCAL IMPACT**

The proposed action is 100% funded through WIOA, with a total allocation of \$1,400,000 from the Board’s adopted budget. No additional Fund contribution is required.

**SCHEDULE**

Staff have developed a tentative schedule for releasing the RFP; however, they will continue to closely monitor the effects of the shutdown, customer service demands, and other factors to ensure that reliable services remain available to all customers.

Proposed timeline:

Release of RFP	May 2026
RFP Responses due	June 2026
Evaluation of Responses	July 2026
Recommendation to Executive Committee	August 2026
Contract Negotiations	September 2026
Board of Supervisors Authorization	October 2026
Contract Start date	July 1, 2027

## **CUSTOMER IMPACT**

The government shutdown, delays in Supplemental Nutrition Assistance Program (SNAP) benefits, and the potential interruption of other public assistance programs represent an unforeseen event that poses an immediate risk to both our employees and the customers we serve. Given this urgent situation, postponing competitive bidding is necessary to prevent significant disruption to financial operations, service delivery, and the work of those implementing these programs.

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)