



AGENDA STAFF REPORT

Control: 26001053

MEETING DATE: 05/19/2026

LEGAL ENTITY TAKING ACTION: Board of Supervisors

BOARD OF SUPERVISORS DISTRICT(S): All Districts

SUBMITTING AGENCY/DEPARTMENT: OC Community Resources

DEPARTMENT CONTACT PERSON(S): Renee Ramirez, 714-480-6483
Dylan Wright, 714-480-2788

SUBJECT: Renewal of Labor Market Consulting Contract with Orange County Business Council

CEO CONCUR	COUNTY COUNSEL REVIEW	CLERK OF THE BOARD
Concur	Approve agreement to form	DISCUSSION
		3 Votes Board Majority

Budgeted: N/A	Current Year Cost: N/A	Annual Cost: FY 2026-27 \$250,720
----------------------	-------------------------------	---

Staffing Impact: No	Funding Source: FED (Department of Labor): 100%	Sole Source: No
Current Fiscal Year Revenue: N/A		County Audit in Last 3 years: No

Levine Act Review

Completed? Yes

Prior Board Action: 11/18/2025 #4

RECOMMENDED ACTION(S):

1. Authorize the County Procurement Officer or Deputized designee to execute the Amendment Number One to Contract with Orange County Business Council to renew Contract for consultancy services under the Workforce Innovation and Opportunity Act, in an amount not to exceed \$250,720 effective July 1, 2026, through June 30, 2027, for a revised cumulative total amount not to exceed \$501,440, with the option to renew for two additional one-year terms.
2. Approve Tech Coast Consulting Group LLC as a subcontractor under the Contract with Orange County Business Council to provide consultancy, workforce planning and labor market analysis services, pursuant to section 3.3-130 of the Contract Policy Manual.
3. Authorize the County Procurement Officer or Deputized designee to execute future amendments to the Contract with Orange County Business Council that either (1) are ministerial, non-material, or otherwise administrative in nature, program-specific and consistent with the original scope of work, as determined by the OC Community Resources Director or designee; or (2) increase the Contract amount up to the maximum annual allocation awarded by the Employment Development Department for the Contract term, without further Board of Supervisors action; provided all amendments comply with applicable County policies, Employment Development Department guidance or regulations, and State contract terms.

4. Authorize the County Procurement Officer or Deputized designee to review and approve subsequent subcontractor requests as necessary, pursuant to section 3.3-130 of the Contract Policy Manual, without further Board of Supervisors action, provided the County Procurement Officer or Deputized designee performs the required due diligence and establishes that the proposed subcontractor is qualified to perform services under the Contract, the addition of a subcontractor does not affect the overall scope of work, performance goals and the addition of the subcontractor does not increase the Contract's not to exceed amount.

SUMMARY:

Approval of the Contract with Orange County Business Council and approval of the requested subcontractor will allow for the continuation of the special workforce planning and consultancy project that enhances the County's workforce system, ensuring that Orange County workforce investments are directly aligned with employer demand and regional economic growth.

BACKGROUND INFORMATION:

The OC Community Resources/Workforce & Economic Development Division (OCCR/WEDD) serves as the administrative support to the Orange County Workforce Development Board (OCWDB) and is responsible for implementing programs under the Workforce Innovation and Opportunity Act (WIOA). WIOA is a federally funded initiative aimed at assisting individuals in achieving greater self-sufficiency and improving their ability to meet the evolving demands of Orange County businesses. Through WIOA, OCCR/WEDD delivers services that help employers recruit, train and retain a skilled workforce, ensuring alignment between workforce development efforts and local economic needs.

To better address the needs of job seekers and employers, OCCR/WEDD procured consultancy services to strengthen the County's capacity to respond quickly to employer needs and labor market shifts. These consultancy services provide a comprehensive, data-driven framework to guide workforce investments and strengthen alignment with emerging industry demands. This includes provision of quarterly labor market analyses, industry assessments and Workforce Indicators Report. The Workforce Indicators Report tracks key workforce statistics and indicators, including employment trends and labor supply and demand for skills.

After a competitive RFP solicitation process, on November 18, 2025, the Board of Supervisors (Board) approved Contract MA-012-26010230 (Contract) with Orange County Business Council (Contractor), for consultancy services (Services) under WIOA for a term effective November 18, 2025, through June 30, 2026, in an amount not to exceed \$250,720 with the option to renew for three additional one-year terms.

The Contractor's performance has been confirmed as satisfactory FY 2025-26 program performance metrics are depicted in the table below.

Performance Measure	FY 2025-26 Goal (Current)	FY 2025-26 Year-to-Date Performance (As of 3/31/26)	FY 2025-26 Year-to-Date Performance Status (As of 3/31/26)	FY 2026-27 Goal (Proposed)
Labor Market* Analysis	4 Labor Market Analysis 4 OCWDB Presentations Labor Market Information Technical Assistance	3 Labor Market Analysis 2 OCWDB Presentations Labor Market Information Technical Assistance	On track to meet	4 Labor Market Analysis 4 OCWDB Presentations Labor Market Information Technical Assistance

Business Industry Assessments**	4 Priority Industry Sectors 4 Alignment Planning Sessions	1 Priority Industry Sectors 1 Alignment Planning Sessions	On track to meet	4 Priority Industry Sectors 4 Alignment Planning Sessions
Workforce Indicators Report**	1 Comprehensive Report 3 Presentations	.25 progress towards one Comprehensive Report 0 Presentations	On track to meet	1 Comprehensive Report 3 Presentations

*The Contractor provides raw data and analysis that are incorporated into the Workforce Indicators Report, which will be available on the County’s Workforce website when it has been published.

**Surveys have been distributed to stakeholders in multiple sectors, and the resulting input will support completion of the performance metrics by June 30, 2026.

OCCR/WEDD is now requesting Board approval of the Amendment Number One to the Contract with Contractor, to renew the Contract with the Orange County Business Council for Services, in an amount not to exceed \$250,720 effective July 1, 2026, through June 30, 2027, for a revised cumulative total amount not to exceed \$501,440, with the option to renew for two additional one-year terms. This is the first renewal for this Contract.

The Contract includes a subcontractor. This Contract, due to the nature of the services, could require the addition of subcontractors. Per Contract Policy Manual 3.3-130, OCCR/WEDD requests Board approval to add Tech Coast Consulting Group LLC (Subcontractor) as a subcontractor. See attached Contract Summary Form (Attachment B). The Subcontractor will provide management consultancy, workforce planning and labor market analysis services, as needed, to improve OCWDB’s organizational performance and address Orange County’s workforce challenges.

The County Procurement Office has conducted the appropriate due diligence and verified that the Subcontractor is qualified. The Subcontractor to the Contract will not affect the overall scope of work, performance and/or Contract amount. The Subcontractor has previously supported similar efforts with OCCR/WEDD, including work related to the Comprehensive Economic Development Strategy and has the expertise and regional knowledge to perform these services.

OCCR/WEDD is also requesting delegated authority to execute future amendments to the Contract with the Contractor that are ministerial, non-material, administrative, program-specific and consistent with the original scope of work as determined by the OCCR Director, or designee, in accordance with applicable County policies, Employment Development Department guidance or regulations, state contract terms, and/or to increase the Contract amount up to the maximum annual allocation from the State of California Employment Development Department for the term of the Contract.

In addition, OCCR requests delegated authority for the County Procurement Officer or Deputized designee to review and approve future subcontractor requests pursuant to section 3.3-130 of the Contract Policy Manual, provided the County Procurement Officer or Deputized designee performs the required due diligence and establishes that the proposed subcontractor is qualified to perform services under the Contract, and the addition of a subcontractor does not affect the overall scope of work or increase the Contract’s not to exceed amount.

OCCR has verified there are no concerns regarding Contractor’s and subcontractor’s ownership/name, litigation status or conflicts with County interests. An analysis was completed to verify the Contract provides County with persons specially trained, experienced, expert and competent to perform the special services in accordance with the law. The Orange County Preference Policy is not applicable to this Contract renewal.

FINANCIAL IMPACT:

Appropriations for this Contract will be included in Budget Control 012 FY 2026-27 Budget.

The Contract includes a provision stating the Contract is subject to, and contingent upon, applicable budgetary appropriations approved by the Board for each fiscal year during the term of this Contract. If such appropriations are not approved, this Contract may be terminated or reduced with 30 days' notice without penalty to the County.

STAFFING IMPACT:

N/A

REVIEWING AGENCIES/DEPARTMENTS:

N/A

ATTACHMENTS:

Attachment A - Amendment Number One to Contract MA-012-26010230 with Orange County Business Council

Attachment B - Contract Summary Form