

Career Pathway Sub-Committee Scope of Work

Agreement Outline

The California Workforce Investment Board (State Board) will reconvene the Career Pathway Sub-Committee (Committee), a sub-committee of its Health Workforce Development Council (HWDC) called. The Committee will continue to be comprised of a cross-section of educational systems representatives, employers, workforce development professionals, advocacy and professional associations, and researchers to continue the work required for California's State Healthcare Workforce Development Planning Grant. The State Board will provide payment for the services provided by a third party under this agreement to include, but not limited to, the facilitation of these Committee meetings and costs associated with the deliverables.

This contract will be created for this purpose and the term shall be from 04/01//2012 or upon DGS approval to 5/31/2012. The total amount payable by the State Board on behalf of the contractor shall not exceed \$30,000.00.

Eligible Applicants

This project will be funded through a State of California Interagency Agreement (IAA). Proposals will be accepted from entities that have the ability to enter into an IAA with the State of California, including but not limited to, California Community Colleges, California State Universities and the University of California system.

Proposal

Applicants must submit a proposal of no more than five (5) pages. Proposals must include a description of how the contractor would meet the requirements under the Scope of Work (Tasks 1-3), a paragraph describing previous experience of key personnel proposed to meet the Scope of Work requirements, and a one (1) page line item budget with a narrative explanation of each budget line item.

Proposals are due by close of business on Thursday, March 15, 2012. Proposals may be mailed, emailed, faxed or hand delivered to:

California Workforce Investment Board
777 12th Street Suite 200
Sacramento, CA 95816
Attention: Javier Romero
Javier.Romero@cwib.ca.gov
Fax: (916) 324-3068

Scope of Work

1. The California Workforce Investment Board (State Board), in consult with the Office of Statewide Health Planning and Development, will reconvene the Career Pathway Sub-Committee (Committee), a sub-committee of its Health Workforce Development Council (HWDC). The Committee will continue to be comprised of a cross-section of educational system representatives, employers, workforce development professionals, advocacy and professional associations, and researchers. The Committee will continue the work done by the original Committee which was to develop required deliverables for California's State Healthcare Workforce Development Planning Grant that was awarded by the Health Resources and Services Administration. Utilizing the Coordinated Health Workforce Pathway Model (see Attachment A), the Committee will be tasked with developing and/or finalizing pathways (including barriers and recommendations to address the barriers) for the following health occupations:

- Alcohol and Drug Abuse Counselors
- Physician Assistants
- Direct Care Providers (In-Home Supportive Services)

The Committee will also be tasked with re-examining health occupations (focusing on, but not limited to, allied health) and developing a list of health occupations for which pathways should be developed.

2. The State Board is seeking a contractor to provide meeting preparation and meeting facilitation and draft Committee deliverables in the form of summary reports. The reports will identify key findings from each of the Committee meetings, along with a final report of the outcomes for all meetings. All reports will be submitted to the HWDC by the State Board, and utilized for the health care workforce expansion implementation plan for California. Facilitation will include administering discussion of the areas listed in Section 1 of this Scope of Work, keeping Committee members on task during their deliberations (including any potential supportive workgroups convened by the Committee), and management of the overall Committee process. The contractor is expected to play a key role in facilitating an objective and focused process that gathers critical information for the State Board. It is anticipated that there will be approximately twelve (12) members on the Committee and the Contractor will provide at least one (1) professional facilitator and one (1) recorder at each meeting to capture the discussion and recommendations from each meeting.
3. This is a fast-track initiative that is expected to be conducted during the months of April and May 2012. The tasks listed below describe the types of activities and deliverables expected to be facilitated.

Task 1 - Coordinate and Prepare for Committee Meetings

Under this task, the following will be accomplished:

- Meet with the State Board to develop and finalize Committee meeting agendas and establish goals and outcomes for each of the three (3) Committee meetings. Pre- and post-meeting preparation
- Research, gather and/or develop appropriate documents to support agenda item discussions.
- *Deliverables:* Agendas and support documents for meetings as necessary
- *Timeline:* To meet the requirements of the Bagley-Keene Act, agendas must be available no later than ten (10) calendar days prior to the meeting for posting on the State Board website. Additional meeting documents must be available no later than 72 hours prior to the meeting.

Task 2 - Facilitate Committee Meetings

Under this task, the following items will be accomplished:

- On-site meeting facilitation
- Post-meeting documentation including meeting minutes and a summary of outcomes and/or progress toward deliverables within seven (7) days of each of the Committee meetings

Deliverables: On-site facilitation and individual Committee meeting progress reports

Timeline: These deliverables are expected to be completed during each meeting

Task 3 - Prepare a Final Report of Recommendations to the State Board

Under this task, the following items will be accomplished:

- Review minutes, notes and post-meeting reports from all Committee meetings to prepare a final report on the outcomes from the Career Pathway Sub-Committee, which shall address the areas listed in Section 1 of this Scope of Work
- Prepare a draft report of outcomes for Committee review within 15 days of the final Committee meeting
- Submit the final report of outcomes to the Committee, State Board within 15 days of the final Committee meeting and not later than June 15, 2012

Deliverables: Final Report of Recommendations from the Career Pathway Sub-Committee

Timeline: This deliverable is expected to be completed no later than June 15, 2012.

4. The project representatives during the term of this Agreement will be as follows:

Program/Project Contact:

State Agency: California Employment Development Department	Contractor: TBD
Name: TBD	Name:
Phone:	Phone:
E-mail:	E-mail:
Section/Unit: Regional Competitiveness Unit	Contractor:
Attention: Javier Romero	Attention:
Address: 777 12 th Street, Suite #200 Sacramento, CA 95814	Address:
Phone: (916) 324-3277	Phone:
E-mail: Javier.romero@cwib.ca.gov	E-mail:

Coordinated Health Workforce Pathway

