

Date: October 12, 2016

**Subject:** Procurement Note to File for Regional Economic Analysis – Labor Market Data for the Central Coast Regional Planning Unit (RPU)

**Background:** The Regional Plan requirements per draft and final directives specify a “Regional Economic and Background Analysis” requirement. This is to include data on the economic conditions of the region including existing and emergent industry sectors and occupations, current labor force employment and unemployment data, and information on labor market trends. The State Plan referenced extensive labor market information from the CA Employment Development Department’s (EDD) Labor Market Information Division (LMID) and specified that LMID was to provide Regional Planning Unit summaries to each RPU.

**Rational for Small Purchase Method Approach:** Based on the provision of some LMI from LMID free if cost; it was estimated that the cost for any *additional* data would be under the small purchase threshold of \$10,000:

- Per Monterey County: this is an “informal” purchase process as the total amount is within the limits for a Mini Purchases – **more than \$3,000 but less than \$15,000** – A minimum of two quotes is required with a requisition. Award shall be made to the responsible bidder submitting the quotation that is most advantageous to the county and conforms in all aspects to the material or service solicited. The names of the businesses submitting quotations, and the date and amount of each quotation, shall be recorded and maintained as a public record.
- Per WIOA, a minimum of two quotes are required for items up to \$9,999.

**LMID, [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov) Steven Gutierrez, Labor Market Consultant [sgutier2@edd.ca.gov](mailto:sgutier2@edd.ca.gov) (Quote #1):** On August 31, 2016 – an email (see attached) was sent to LMID to secure a price quote and additional information. LMID responded on 9.16 with data sources, and an initial quote of \$2,550 was provided on 9.23.16 as Quote #1.

**BW Research Partnership, Inc., [www.bwresearch.com](http://www.bwresearch.com) 2725 Jefferson St, Ste 13 Carlsbad, CA 92008 (760) 730-9325 [jwilliams@bwresearch.com](mailto:jwilliams@bwresearch.com) (Quote #2):** On September 30, 2016 – Josh Williams was contacted to provide a quote for labor market data. The specific data requested was sent to BW via email on that same day specifying that a quote was requested (see file). No response was received as of October 12, 2016.

**Social Policy Research Associates, [www.spra.com](http://www.spra.com) 1330 Broadway, Ste 1426 Oakland, Ca 94612 [vinz\\_koller@spra.com](mailto:vinz_koller@spra.com) (Quote 3):** On October 5, 2016 – a request for quotation was solicited from SPRA via email (see file). No response was received as of October 12, 2016.

**Justification for Sole Source Procurement:** Because no responses were received from either BW Research or Social Policy Research Associates, Monterey County determined that they would proceed with a purchase order with LMID for the provision of labor market information necessary to complete the Regional Plan. Final cost: \$4,999.