



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/19/2018

Agenda Placement: 6X

NAPA COUNTY BOARD OF SUPERVISORS

Board Agenda Letter

TO: Board of Supervisors

FROM: Danis Kreimeier - Director
Library

REPORT BY: Danielle Clayton, Staff Services Analyst II - 253-4819

SUBJECT: Professional Services Agreement with Guillermo Gonzalez

RECOMMENDATION

Director of Library Services and Community Outreach requests the following:

1. A waiver of competitive bidding requirements and sole source award from Dr. Guillermo Gonzalez, Napa, California pursuant to County Ordinance Code 2.36.090; and
2. Approval of and authorize the Chair to sign an agreement with Dr. Guillermo Gonzalez for a maximum of \$14,000 for the term July 1, 2018 through June 30, 2020, to assist Spanish-speaking students in the Napa County Literacy Center.

EXECUTIVE SUMMARY

As part of the Napa County Literacy Center, classes are offered to Spanish-speaking students to assist them in preparing for the General Education Diploma (GED) in the subjects of reading, writing, math, science, and social studies. Dr. Gonzalez has been providing these classes annually during the school year. The Literacy Center would like to contract with him for a period of two years to maintain consistency in lesson planning and preparation of students for the GED. At the end of the two year period, the library will have submitted and awarded an RFP. Sole source justification at this time is proposed to continue of upcoming, scheduled courses and to have the same instructor work with current students that will be completing their English as a Second Language (ESL) General Education Diploma coursework.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	The funds for the contract are budgeted in Literacy's subdivision budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Dr. Gonzalez provides an invaluable contribution to our Literacy program as he assists people in gaining knowledge needed to obtain their GED. The funding for Dr. Guillermo's contract currently comes from the Friends of the Library donations.
Is the general fund affected?	No
Future fiscal impact:	Literacy will continue to ask for Friends of the Library funding to offer these classes. Therefore, the fiscal impact comes from private donations and not from property tax revenue.
Consequences if not approved:	If this contract is not approved, these classes can not be offered. Should these classes not be offered, there will be little assistance for Spanish speaking community members to obtain assistance for GED testing.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County Library's Literacy Center has been offering a General Equivalency Diploma (GED) preparatory course to Spanish speaking students for over five years. This class, offered two nights a week from 6:00 to 8:00 pm, covers the subjects of reading, writing, math, science, and social studies. Dr. Guillermo Gonzalez has been instructing this class for over five years during the school year. His focus on mathematics has proven invaluable to those taking the exam.

The need to have a consistent teacher for the year it takes for a student to pass the GED is imperative to the student's success. Library proposes a two year contract with no extensions. At the end of the two year period, the library will have submitted and awarded a Request for Proposal. Sole source justification at this time is proposed to continue continuity of upcoming, scheduled courses and to have the same instructor work with current students that will be completing their ESL GED coursework.

The contract is set for two years at \$7,000 a year for teaching of the course. The payment for this course comes from the Friends of Napa Library donations and is not taken from property tax payments.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula