

COUNTY OF SAN MATEO
AGREEMENT WITH INDEPENDENT CONTRACTOR

Exhibit "A1"

Agreement No. _____

Rev. 9/26/05

Agreement between the County of San Mateo and El Concilio of San Mateo County

I. Description of Services to be Performed by the Contractor

The pilot Day Labor Program will be operated by El Concilio of San Mateo County, who will do the following:

1. Conduct ongoing outreach and marketing of the program to laborers and job providers;
 - *Expand outreach to more businesses in/near North Fair Oaks, about location and availability of the Center.*
2. Work with the County and community for start-up and operation;
 - *Assist County and its representatives in conducting focus groups for employers and workers to identify solutions and improvements to addressing day worker situations.*
3. Ensure that issues and concerns identified at neighborhood meetings are addressed in the operation of the program;
4. *Maintain and Operate the Day Labor Program six (6) days per week, between 7 am and 2 pm;*
5. On-Site operators, Community Program Specialist and an Outreach Worker, will work 7.5 and 8 hours per day respectively. Outside actual hours of operation, staff will be responsible for setting up for the day, closing the office, administrative duties, including data compiling, outreach, gathering employment information and other resources for employment opportunities, facilitate involvement of operating rules with clients, and reporting to the Associate Executive Director.
 - *Dedicate 6:30am – 11:30am for existing Outreach Workers to conduct worker counts and worker and employer outreach to increase usage of Center.*
6. Establish a standardized method of assessing employment skills/employment needs and making referrals accordingly;
7. Collaborate with other organizations in order to provide a wide range of information and referral materials that include employment, health care, social services and other emergency assistance services;
8. Develop a data base and data collection forms for data entry and evaluation purposes and provide weekly reporting to the county that include:
 - Number of clients served;
 - Number of job providers registering with the program;
 - Placement ratio of job seekers to job providers;
 - Number of job seekers referred to County Services;
 - Demographic and client profiles that include country of origin, age, housing arrangement, length of time in country if foreign born;
 - Source of information regarding program;
 - *Total number of workers counted on streets and in Center*
 - i. *Number of workers counted on streets*
 - ii. *Number of workers using Center*
 - iii. *Percentage of workers on streets*
9. Participate in the exploration of sustainability options;
10. Provide refreshments for clients/day laborers;
11. Participate with other county departments and the consultant in the development of a communication and Outreach plans;
12. Comply with standard County contract requirements;
13. *Improve signage for employers to more easily locate the entrance to the Center from Middlefield Road;*
14. *Increase worker governance (more workers involved in Center operations in exchange for preferred status in work lottery), and*
15. *Place monthly ads in local newspapers targeted toward potential employers to raise awareness of Center's location and workers' skills.*

Revised 02/04

II. Amount, Method and Rate of Payment

Contractor will be paid monthly upon submission and approval of invoice within ten (10) days after the end of the service month.

Contractor agrees that the requirements of this Agreement pertaining to the protection of proprietary rights and confidentiality shall survive termination of this Agreement.

III. Performance Measures

The following is a list of Measures that will be used to evaluate the operation of the Day Worker Center:

1. Contractor will serve 35 clients per day. This number will be re-evaluated after the first month of operation and maybe adjusted.
2. Contractor will make referrals to over 50% of their clients.
3. Contractor will register 25 employers with the Day Labor Program.
4. Contractor will maintain placement ratio of 75% of job seekers to job providers.
5. Contractor will conduct a satisfaction survey weekly/monthly.
6. *Contractor will document weekly the effectiveness of the Center in reducing the number of workers on the street.*
 - *Total number of workers counted on streets and in Center*
Number of workers counted on streets
Number of workers using center
Percentage of workers on streets

Contractor's Signature	Date	Contractor's Name (Please Print)	Date
Department or Division Head	Date	Department or Division Head Name (Please Print)	Date
Purchasing Agent, County of San Mateo	Date		Budget Unit