



MEMORANDUM

To: Strategic Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez – Director of Procurement and Contracts Management

Date: May 09, 2025

Subject: **RFP: Business Services Unit (BSU)**
Business Services Strategy and Industry Sector Partnership RFP

Summary: Discussion: Workforce Solutions Alamo (WSA) – Board Staff is presenting the scope of work and next steps for Request for Proposal (RFP) that was issued in March 2025, to support the Workforce Solution Alamo (WSA) in meeting its strategic workforce development goals. The tasks outlined below will contribute directly to improving sector-based partnerships, optimizing the delivery of business services, and ensuring measurable impact in alignment with workforce engagement strategies. The objective is to enhance WSA’s capacity to meet the evolving needs of employers, align with industry’s best practices, and strengthen relationships with key partners.

Scope of Work:

1. Support for WSA CEO Related to WSA Board Officer Goals

- **Work Plan Development:** The creation of a comprehensive work plan will support the strategic engagement of both WSA Board staff and contractors. This engagement will focus on developing partnerships that address workforce needs across multiple sectors, ensuring that stakeholders are aligned and mobilized for action.
- **Industry Sector Strategies:** By reviewing and validating existing sector charters and strategies, we ensure that each partnership is aligned with the current business and workforce demands. This provides clarity and direction to the workforce’s development efforts, ensuring that each sector’s needs are being met in a meaningful and impactful way.
- **Quarterly Reporting Templates:** The development of reporting templates will enable WSA to track progress against defined goals, providing transparency and accountability for each sector partnership. Regular reporting ensures that progress is monitored and enables the adjustment of strategies to stay aligned with workforce engagement goals.

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- **Partnership Goal Alignment:** Defining clear and measurable goals for each partnership ensures that the initiatives are meaningful and impactful for employers. This fosters a results-oriented approach to workforce engagement, where outcomes are directly tied to business needs and talent development.
 - **New Sector Partnership Development:** Developing new sector partnerships as needed will enable WSA to expand its reach and impact, engaging with sectors that require tailored workforce solutions and facilitating further alignment with industry-driven workforce engagement.
2. **Advising CEO and COO on Organizing Board and Career Center Contractor Business Services**
- **Roles and Responsibilities Definition:** Clarifying roles and responsibilities within the WSA Board and Career Center contractors will promote efficiency and effective service delivery. Clear roles also ensure that each entity involved in workforce engagement understands their contribution to meeting employer needs.
 - **Best Practices Research:** Conducting research on talent sourcing and management best practices, particularly in partnership with local Chambers of Commerce, will enable WSA to adopt strategies that are proven to drive success in the private sector. This aligns with our goal of improving workforce engagement by leveraging insights from those with expertise in managing talent pipelines.
 - **Partnership Proposal Development:** Developing partnership proposals for collaboration with local Chambers of Commerce will provide an actionable plan to strengthen relationships with key regional stakeholders. This collaboration will support the workforce engagement strategy by aligning workforce development efforts with the needs of local employers and businesses

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These efforts will help ensure that WSA continues to play a leading role in meeting the workforce development challenges faced by local industries, while driving measurable and impactful outcomes for employers.

Next Steps: The RFP closed in April 2025 and is currently undergoing evaluations, once completed.

1. Take recommendation to the Audit and Finance committee on May 30, 2025, if need board approval
2. Award contract



MEMORANDUM

To: Strategic Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez – Director of Procurement and Contracts Management

Date: May 09, 2025

Subject: **RFP: Workforce One Bus**
Commercial Driver License (CDL) Driver Services RFP

Summary: Discussion: Workforce Solutions Alamo (WSA) – Board Staff is presenting the scope of work and next steps for the Request for Proposal (RFP) that was issued in April 2025, for the purchase of Commercial Driver License (CDL) Driver Services on an as needed basis to support the Workforce Solution Alamo (WSA) Mobile workforce unit. This solicitation is part of our ongoing efforts to ensure the effective and safe operation of the mobile office unit, which plays a critical role in delivering services at various locations. The RFP will be posted until the deadline May 5, 2025.

Scope of Work: The contractor will be responsible for hiring drivers and shall provide on-going training and supervision. The contractor shall conduct both criminal and driver history background checks and drug tests before hiring drivers.

The contractor will ensure that the driver(s) operating the Mobile unit must:

- Possess a current Texas Class A or B Commercial Driver's License.
- At least five (5) years of experience in driving large vehicles, preferably including experience with mobile office units or similar specialized equipment.
- Clean driving record with no major violations or accidents in the past 5 years.
- Ability to pass drug and alcohol screening and comply with DOT physical and medical requirements
- Experience in performing vehicle inspections, routine maintenance, and troubleshooting issues.

The contractor shall provide a CDL Driver that will be responsible for the following but limited to:

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- Operating the **Mobile Office Unit** (a vehicle equipped with office space, communications equipment, and other necessary office functions) safely and efficiently, in compliance with all applicable federal, state, and local regulations.
- Transporting the mobile office unit to various sites as scheduled.
- Ensuring the safe setup and leveling of the mobile office unit at each location.
- Performing pre-trip and post-trip vehicle inspections to ensure the vehicle is in good working condition and comply with safety regulations.
- Managing the electrical connections for the mobile office unit.
- Assisting with the unloading and securing of equipment or office materials when required.
- Maintaining logs of driving hours, vehicle maintenance, and operational activities.
- Coordinating with the office team to ensure timely arrivals and departures.
- Reporting any mechanical issues, accidents, or delays to the appropriate personnel.
- Adhering to company and safety policies, including vehicle cleanliness, fuel management, and emergency preparedness

Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.

The issuance of this solicitation is a crucial step in securing the necessary driver services for our mobile work unit to continue supporting our mission and operations.

Next Steps: Once the RFP has closed.

1. Evaluation of proposal(s)
2. Bring recommendation to the Audit and Finance committee if need board approval
3. Award contract

MEMORANDUM

To: Strategic Committee

From: Adrian Lopez, CEO

Presented by: Sandra Alvarez, Assistant Director of Workforce Services

Date: May 9, 2025

Subject: Infrastructure Grant

Summary: This item is to provide information on the recent DOL award for San Antonio Infrastructure Academy. The Building Pathways to Infrastructure Jobs grant was awarded to WSA on October 1, 2024. The total grant amount is \$2,000,000 for five years to analyze and fulfil gaps in the construction industry to expand transportation infrastructure and enhance renewable energy projects in Alamo.

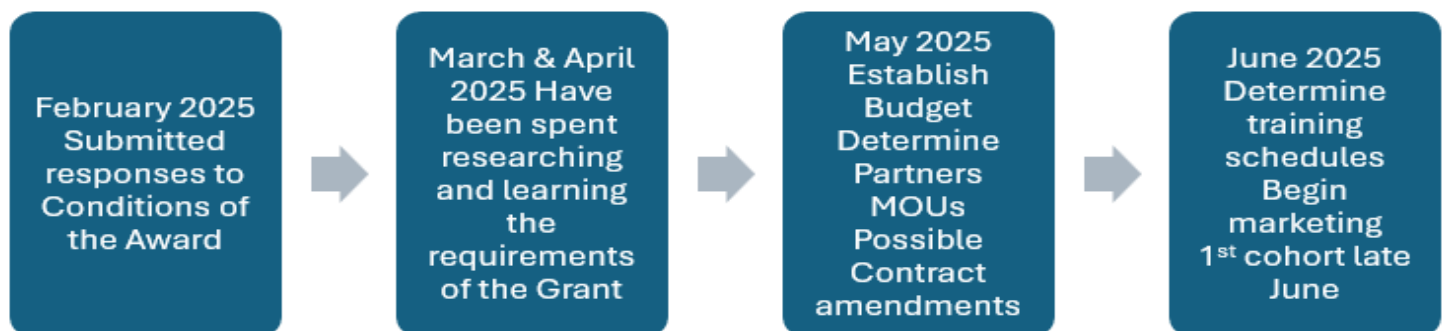
Analysis: DOL-Contracted Performance: The Department of Labor contracted WSA for five years to provide 250 participants services, through training, upskilling and assessments. This will include unemployed, underemployed and incumbent workers. This opportunity provides additional resources to WSA for career pathway expansion in renewable energy, transportation and broadband industries to support the growing infrastructure in the Alamo region.

Alternatives: No alternatives are being considered currently.

Fiscal Impact: WSA's budget increased by \$2,000,000. The return on investment is in the form of participants wages after completing the training and entering or advancing in employment with mean wages of \$94,973.

Recommendation:

This grant is in progress. Time has been spent submitting responses to Conditions of the award and researching and learning the requirements of the grant. May is the month for determining who WSA will be partnering with for this grant, creating MOUs and possible contract amendments. Followed by determining training schedules and beginning marketing strategies. We anticipate the first session to start in late June 2025.



DOL to create and provide a comprehensive employer and participant plan to ensure the program success. The Board will continue to provide updates to the committees and the Board of Directors.

Next Steps: Next steps include garnering employer interest and aligning WSA's current resources with this grant's expected outcomes.



MEMORANDUM

To: Strategic Committee

From: Adrian Lopez, CEO

Presented by: Victoria Rodriguez, Director of Workforce Services

Date: May 9, 2025

Subject: **Workforce One Utilization**

Summary: In March WSA collaborated with Joint Base San Antonio to create targeted outreach to veterans, transitioning service members, dependents, and federal workers who were interested in upskilling and enhancing their career. This outreach incorporated all workforce services including childcare to provide participants with a one-stop experience utilizing the mobile unit. Workforce One visited Randolph, Lackland, and Ft. Sam Houston. Among these visits the mobile unit was displayed at Restore Education to partners.

Analysis:

Below is the list of locations and dates that Workforce One was utilized. These events yielded 206 individuals serviced or outreached. The largest use stemmed from the Bridging Careers Hiring and Resource fair with 520 job seekers in attendance.

- April 10th -JBSA Lackland
- April 11th- JBSA Randolph
- April 12th -7th Annual Ace Race
- April 15th- JBSA Randolph
- April 16th-Ft. Sam Houston
- April 17th-Bridging Careers Hiring Fair
- April 22nd-JBSA Randolph
- April 23rd-Restore Education

The next major use of the mobile unit will be for Reemployment Services and Eligibility Assessment program. TWC has communicated with Alamo and two other boards to coordinate a reemployment event for customers who have failed to report for the program. This activity would kick start performance and display collaboration among fellow Boards.

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**Key Objectives:**

- Recognize Employers
- Expand Outreach
- Support Career Centers
- Engage Communities

Alternatives: WSA to consider highlighting partnerships through Workforce One outreach.

Fiscal Impact: The mobile unit has increased expenditures by enrolling and engaging job seekers. Workforce one has enhanced the economy through incorporating employer relationships.

Recommendation: WSA staff recommendation is to continue to strategically place the mobile unit to enhance the region's workforce.

Next Steps:

- Communication
- Coordination
- Monitoring and Feedback

The Workforce One Mobile Unit initiative demonstrates WSA's commitment to increasing accessibility to services and celebrating partnerships that advance workforce development throughout our region.

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MEMORANDUM

To: Strategic Committee

From: Adrian Lopez, CEO

Presented by: Victoria Rodriguez, Director of Workforce Services

Date: May 9, 2025

Subject: TX FAME

Summary: Workforce Solutions Alamo (WSA) now serves as the TX FAME Hub organization, integrating the FAME into its current programs and services. Currently the Youth Service Delivery Model forms the foundation for this innovative integration of services as TX FAME aligns with the pillars of engagement, exploration, and experience. TX FAME provides a pathway for youth to enter manufacturing careers at an accelerated pace. The collaboration between TX FAME and WSA leverages WSA's existing resources and services to create a symbiotic relationship that enhances client success. The primary goal of the youth service delivery model is to offer accessible career opportunities for youth by utilizing a network of partners and resources.

These events mark important milestones in the TX FAME program calendar and reflect both the culmination of participant achievement and opportunities for continued stakeholder engagement.

Key Dates and Events:

- **May 17th** – End of Semester
- **May 20th–22nd** – FAME National Conference
- **May 22nd** – AMT Graduation
- **May 28th, 29th or June 3rd** – Tentative Certificate Ceremony and Dinner

Analysis: TX FAME is focused on developing a skilled manufacturing labor pipeline to address the increasing demand for talent in the sector. Recruitment efforts are employer-driven, ensuring the selection of candidates with the desired qualities and skills. Employers collaborate with each other and local school districts to establish a talent pipeline, with training provided through local community colleges. Upon completion of their training, FAME participants earn an Associate's Degree in Applied Science and Advanced Manufacturing Technology, along with two years of work experience. The shared goals of TX FAME and WSA have resulted in a groundbreaking partnership. After evaluating its resources, WSA has identified TX FAME as a primary focus of its youth service delivery model. The model will be used to recruit and guide participants through five key stages:

- **Exposure:** Introducing and promoting career awareness in manufacturing. Activities such as factory tours, career fairs, and interactive workshops aim to spark youth interest and dispel misconceptions about the manufacturing industry.
- **Engagement:** Facilitating employer engagement with students through mentorship programs, guest lectures, and career exploration events. These opportunities help students gain insights into the industry and build valuable networks.
- **Exploration:** Providing career exploration opportunities through hands-on projects and simulation activities. These experiences help students identify their interests and guide them toward suitable career paths.
- **Experience:** Assisting youth with internships, apprenticeships, and applied learning opportunities. By working directly with employers, students gain practical experience and develop essential workforce skills, ensuring a smooth transition from education to employment.
- **Empowerment:** Helping youth realize their potential in advanced manufacturing pathways. This stage focuses on equipping students with the skills and confidence needed to succeed in the industry. The TX FAME program also reduces financial barriers, often enabling students to graduate debt-free.

Alternatives: Other youth career pathways and workforce programs may be evaluated for integration into WSA's service delivery model, though TX FAME's proven success in developing skilled manufacturing talent positions it as a key focus.

Fiscal Impact: The partnership will require an allocation of resources to support recruitment, training, and program administration. However, the long-term benefits of a skilled workforce and reduced unemployment rates outweigh initial costs.

Recommendation: Endorse the integration of TX FAME into WSA's Youth Service Delivery Model as a critical strategy for addressing the need for skilled manufacturing labor and supporting youth career development.

Next Steps: WSA will plan and execute the dates above in collaboration with partners.



MEMORANDUM

To: Strategic Committee

From: Adrian Lopez, CEO

Presented By: Victoria Rodriguez, Director of Workforce Services

Date: May 9, 2025

Subject: Capstone Project

Summary: Over a year ago, Workforce Solutions Alamo (WSA) was approached by Jessica Vachon, a student from UT Health San Antonio pursuing an Occupational Therapy degree, seeking a Capstone Project site. After extensive communication and planning, WSA and Jessica formalized a Capstone Project agreement to develop an asset map for the Student HireAbility Navigator role. This memo provides an overview of the project, key objectives, the action plan, and recommendations for successful implementation.

Analysis: The Capstone Project spans 14 weeks, during which Jessica Vachon has shadowed the Student HireAbility Navigator to gather insights and create an organized asset map for the 13-county region. This map will serve as a comprehensive resource, identifying services and support available for individuals with disabilities.

Jessica has conducted interviews with employers, schools, childcare providers, and community-based organizations to collect data and better understand the existing network of resources. This initiative is designed to leave a lasting impact, offering a valuable tool for WSA, its clients, and its partners to utilize in the future.

Project Benefits:

- A comprehensive, user-friendly asset map for the 13-county region.
- Enhanced understanding of available disability resources for workforce development.
- Strengthened relationships with employers, schools, and community organizations.

Project Objectives:

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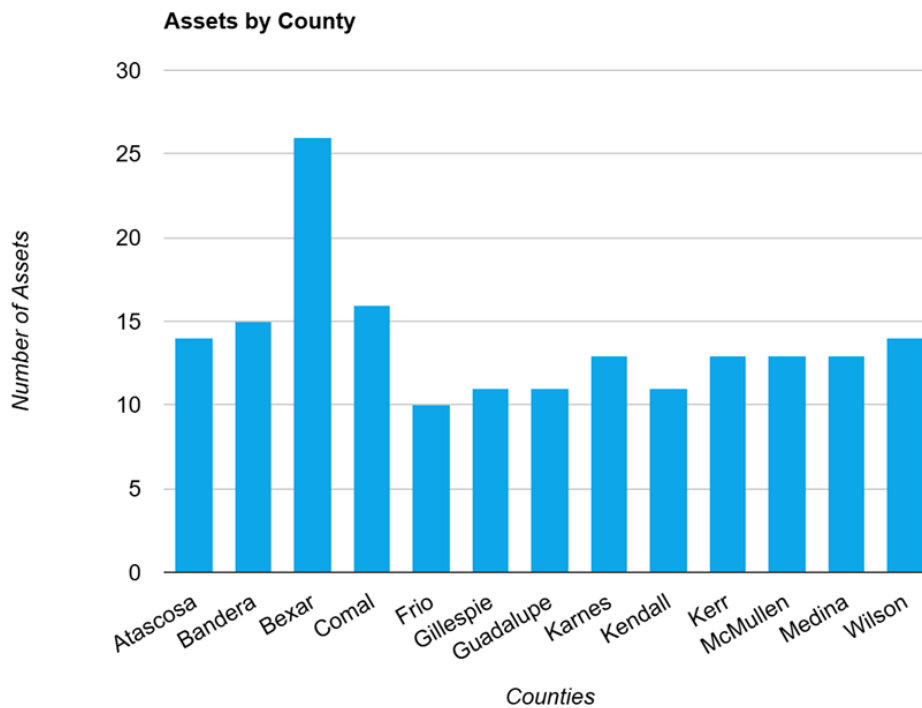
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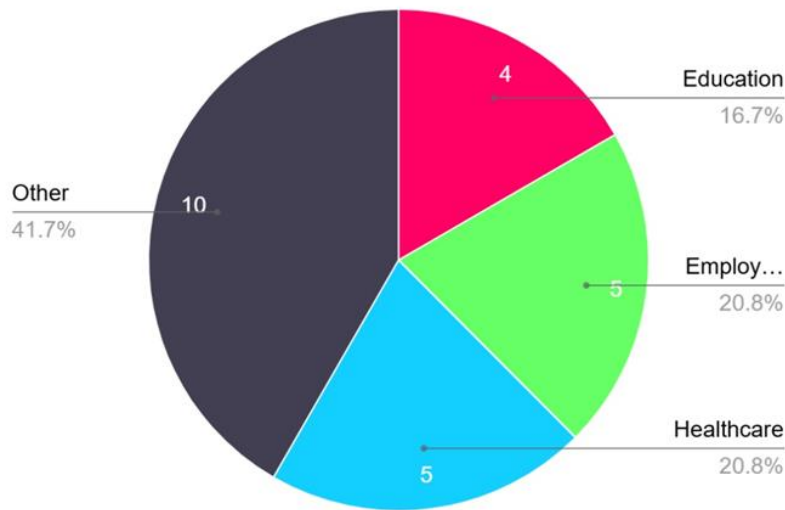
1. **Timely Completion:** Ensure the project is completed on schedule with clear deliverables.
2. **Data Quality:** Maintain high standards of data accuracy, relevance, and consistency.
3. **Team Collaboration:** Foster an effective and supportive working relationship between Jessica, the Student HireAbility Navigator, and other stakeholders.
4. **Risk Mitigation:** Identify and manage any potential challenges that may impact project success.

Summary of Findings:





Assets by Sector



Action Plan:

1. Regular Meetings:

- a. **Weekly Check-ins:** Hold one-on-one meetings with Jessica to monitor progress and address questions.
- b. **Bi-weekly Team Meetings:** Facilitate group discussions to share updates, resolve challenges, and align objectives.

2. Task Assignments and Deadlines:

- a. Set clear expectations for each phase of the project, including task assignments and timelines.
- b. Regularly review progress to ensure the project stays on track.

3. Quality Assurance:

- a. Implement a data validation process to ensure collected information is accurate and complete.



- b. Conduct peer reviews and provide constructive feedback to improve the quality of the deliverables.

4. Training and Support:

- a. Provide Jessica with training on data collection, analysis, and reporting tools.
- b. Offer ongoing support and supervision to address any challenges she encounters.

5. Risk Management:

- a. **Risk Assessment:** Identify potential risks, such as delays, data inconsistencies, or resource constraints.
- b. **Mitigation Strategies:** Develop solutions to minimize or prevent the impact of identified risks.

Phase	Supervisor Activity
Project Initiation	Review project plan, assign tasks, and schedule meetings.
Data Collection	Guide data collection methods and monitor progress.
Data Analysis	Ensure quality by reviewing techniques and outcomes.
Report Writing	Provide feedback on drafts and ensure clarity of content.
Final Presentation	Review and refine the final report and presentation.
Project Closure	Conduct a post-project evaluation and document lessons.

Alternatives: Currently, there are no alternatives, as this project leverages local talent to achieve goals in a cost-effective manner.

Fiscal Impact: By collaborating with a local student, WSA is offsetting monetary costs associated with short-term projects. This partnership maximizes resources while achieving project goals.

Recommendation: It is recommended that Jessica Vachon present her findings to the appropriate committee at the conclusion of her Capstone Project. Her presentation will provide insights into the asset map and its practical applications for WSA and its partners.

Next Steps: Jessica has concluded her Capstone as of April 23rd. She has compiled her findings and updated the WSA Student HireAbility Padlet resource with the asset map. These tools will better inform the community of their resources and options. WSA will continue to seek partnerships that fill the gaps identified in the region.