



CYNTHIA D. BANKS  
Director

---

COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY

---

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 637-0798 (213) 380-8275 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE B. BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

**QUESTIONS & ANSWERS**

March 13, 2008

To: Interested Applicants

From: Carol Domingo, Manager   
Contracts Management Division

**SUBJECT: QUESTIONS AND ANSWERS FOR WORKFORCE INVESTMENT ACT (WIA) ADULT AND DISLOCATED WORKER REQUEST FOR PROPOSAL**

The following questions have been submitted to Community and Senior Services regarding the WIA Adult and Dislocated Worker Request for Proposal (RFP).

**FORMAT:**

1. Q: We anticipate that Exhibit 11 and Appendices U-1 & U-2 will be large because of the information required and the number of contracts we have, and are concerned that we will not be able to adequately bind our completed proposal with a single staple in the upper left hand corner. In this situation in the past we have been permitted to use binder clips and/or rubber bands. Would either of these or another type of fastener designed for a larger document be acceptable to the County? (Refer to RFP Section 6.8, Proposal Submission Requirements.)

**A: Given the possible volume of attachments, another form of binding such as fasteners designed for a large document, is acceptable.**

**PROGRAMMATIC ISSUES:**

2. Q: As an existing County WorkSource Center, can we propose client carry-overs in the Performance Matrix for Adult and Dislocated Workers without being penalized? (Refer to RFP Section 6.9.8, Section C – Applicant's Approach to Provide Required Services, section B.2, Implementation of Scope of Services, a(1).)

**A: Carryovers can be included as part of the proposal package. Carryovers will be needed to take into account because it affects the agency's cost per enrollment and cost per placement.**

3. Q: Bidders are asked to describe outreach efforts to all three service areas (East Los Angeles, Mid-San Gabriel and South Central) and also to describe center marketing efforts to job seekers for all three areas. Does the RFP require that that bidders propose to serve all three areas or can one propose to serve one area only without being penalized. (Refer to RFP Section 6.9.8 Section C – Applicant's Approach to Provide Required Services, B.2., Implementation of Scope of Services, b.)

**A: Applicants are able to apply for one or more areas solicited through the RFP without penalty. This section of the RFP has been corrected via Addendum, which is posted on the CSS website.**

4. Q: In regards to the funding levels for the WIA Adult and Dislocated Worker programs, is there certain set asides for each area solicited in the RFP? (Refer to RFP Section 1.2)

**A: No.**

5. Q: For WorkSource Centers who are already certified, does this issue need to be addressed in the proposal?

**A: If you are already certified as a WorkSource/One-Stop Center by the Los Angeles County Workforce Investment Board, you will need to make reference to this fact in your response. However, you do not have to go through the certification process again unless your agency is up for re-certification.**

6. Q: Are the Memorandums of Understanding and Resource Sharing Agreements required for submission with the proposal?

**A: Yes, this information is required. Please refer to Section 3.2 of the RFP and the accompanying addendum. Applicants are instructed to utilize Appendix X, Partner Agreement Summary, X-1 – X-2 to provide this information.**

7. Q: I understand that this proposal is only for the following areas: East Los Angeles, South Los Angeles and Central San Gabriel Valley. My agency is located in Supervisorial District II at the above address. I need to verify that we are eligible to apply for this proposal. Please confirm that we are in the correct area to apply.

**A: Please refer to section 5.0, Minimum Requirements, of the RFP, for eligibility criteria; this section includes information on the project location (Section 5.4 of the RFP). You must be able to show in your proposal how you will provide services to residents of one or more of the areas being solicited.**