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COMMUNITY AND SENIOR SERVICES
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"To Enrich Lives Through Effective And Caring Service"

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ADDENDUM #2

October 28, 2008

To: Interested Applicants

From: Carol Domingo, Manager
Contracts Management Division

SUBJECT: ADDENDUM #2 TO WORKFORCE INVESTMENT ACT (WIA) ADULT AND DISLOCATED WORKER REQUEST FOR PROPOSAL

This addendum is to notify interested Applicants that the following sections of the WIA Adult and Dislocated Worker Request for Proposal (RFP) have been modified. The changes are indicated in ***bold and italics***.

I. **RFP Section 5.0, Minimum Requirements, Subsections 5.3.3 and 5.3.4** are modified as follows:

5.3.3 The Applicant must have a minimum of five (5) years' experience contracting directly with municipal and county governmental entities. The last day of qualifying experience shall be the date of proposal submission, ***November 20, 2008***.

5.3.4 The Applicant must have a minimum of twelve consecutive month's past verifiable and successful experience administering a contract of at least \$500,000 annually. The last day of qualifying experience shall be the date of proposal submission, ***November 20, 2008***.

II. **RFP Section 6.0, Proposal Submission Requirements, Subsection 6.3, RFP Timetable** is modified, as follows:

6.2 RFP Timetable Projections

The anticipated timetable for this RFP is as follows:

- ▶ Release of RFP October 17, 2008
- ▶ Applicants Conference October 23, 2008
- ▶ Written questions due by ***12 noon, November 4, 2008***

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- ▶ Questions and Answers released and posted on CSS website **November 11, 2008**
- ▶ Proposals due **by 5:00, Pacific Standard Time** **November 20, 2008**
- ▶ LACWIB Approval **February 12, 2009**
- ▶ Notification to Agencies of Preliminary Scores **February 19, 2009**
- ▶ Recommendations to Board of Supervisors March 24, 2009
- ▶ Full Implementation July 1, 2009

III. RFP Section 6.5, Applicant's Questions is modified as follows:

Applicants may submit written questions regarding this RFP by mail, fax, or email - rpadw@css.lacounty.gov to the Program Analyst identified below. All questions that are received by 12:00 noon October 21, 2008, will be discussed at the Applicant's Conference. CSS will continue to accept questions related to the RFP after the Applicants Conference until **November 4, 2008**. All questions submitted within the identified time frame, without identifying the submitting Applicant, will be compiled with the appropriate answer and posted on the CSS website. A copy of the questions and answers will be made available for review at CSS also. Applicants should review the CSS website regularly until the day of application submission for the most current postings.

Using *Appendix S, Request for Technical Assistance Form*, questions should be addressed to:

Carol Domingo, Program Manager
Contracts Management Division
Community and Senior Services Department
3175 W. Sixth Street, Room 307 Box 6
Los Angeles, CA 90020
E-mail address: cdomingo@css.lacounty.gov
Fax: (213) 639-1695

Email should contain the words "Request for Technical Assistance" in the subject line.

IV. RFP Section 6.8, Proposal Submission, Subsection 6.8.2 is modified as follows:

The proposal(s) must be delivered no later than 5:00 P.M., Pacific Standard Time, **November 20, 2008** to:

Carol Domingo, Program Manager
Contracts Management Division
Community and Senior Services
3175 West Sixth Street, Room 307 Box 6
Los Angeles, CA 90020

or mailed to:

Carol Domingo, Program Manager
Contracts Management Division
Community and Senior Service
3175 West Sixth Street, Room 307 Box 6
Los Angeles, CA 90020

V. RFP Section 6.9, Preparation of the Proposal, Subsection 6.9.6 (E) Section B3 – Financial Capability is modified as follows:

4. The review of the audit will assist in determining if the financial capability/stability of the agency requires further scrutiny. Audit reports with findings such as a weakness or deficiencies in internal controls, noncompliance with laws, regulations, contracts, or grants agreements, etc., may require further clarification or information from the agency, the funding source or from the auditor in question. All corrective actions must be completed by the date of proposal submission, **November 20, 2008**. Subsequently, findings covering the period from the last day of the program year covered by the audit submitted up to and including the day of proposal submission that are received from any funding source verification report; internal and/or external monitoring reviews including, but not limited to, administrative, fiscal, or program reviews; agency internal audits; etc., that include deficiencies and/or irregularities that, in the judgment of the COUNTY, cannot be corrected sufficiently prior to program implementation or findings that the agency is unstable will be cause for rejection of the proposal.

VI. RFP Section 7.4, Funding Allocation Methodology is modified as follows:

The COUNTY reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful Applicant(s). The selection process will begin with receipt of the proposals by the prescribed deadline of **November 20, 2008 at 5:00 P.M., Pacific Standard Time**.

VII. Appendix V, Demonstrated Ability Verification Report, Section A of the instruction page is modified as follows:

Verification Reports must be received **no later than** one week prior to the proposal submission deadline, **5:00 P.M., Thursday, November 13, 2008**. You are responsible for ensuring that the funding administrative entity mails the Verification Report to the above address within the required timeframe.

VIII. Appendix W, Verification of Repayment Plan is modified as follows:

Please note that this verification must be received by the County no later than date of proposal submission, **Thursday, November 20, 2008**.