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QUESTIONS & ANSWERS #1

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 (CSS) regarding the WIA Adult and Dislocated Worker Request for Proposal (RFP).

1.0 FORMAT/PROPOSAL SUBMISSION

1.1 Q: Appendix W – Verification of Repayment Plan – on Exhibit 7 Worksource Center Request for Proposals Checklist B3 Exhibit 4, Agency Letter & certified mail receipt for Appendix W – please clarify why needed when on Exhibit 7 it states the this verification must be received by the County no later than proposal submission November 13, 2008 or is it that you want agency letter & certified before hand, if so what is the deadline.

A: If applicable, the completed Appendix W, "Verification of Repayment Plan" form, is to be included in the RFP packet submitted, along with the proof of certified mailing to the funding source by the deadline of November 13, 2008.

1.2 Q: Our agency is a certified One Stop Center and we are responding to the Adult and Dislocated RFP issued by the County on October 17, 2008. The RFP requires that we have our partners sign the Mandated partners Agreement Form and submit them with our proposal by November 13, 2008. Most of our partners will be able to make a decision and sign the Forms by the proposal deadline. We also have some partners that must submit and request approval from their Boards. For these partners, there is not sufficient time to get approval November 13th. Can you give us additional time or accept a letter from a partner manager stating that approval has been request from the Board of Directors?

A: Yes, it is acceptable for the applicant to include a letter from the partner stating that approval has been requested from the Board of Directors which should be included in the submission packet by the deadline of November 13, 2008.

1.3 Q: 1.0 Overview, 1.1 (page 9); If an applicant is interested in being considered for funding or being considered as a designated qualified alternate, for all 12 areas, Is the applicant required to submit a separate proposal for each area?

A: No. A proposal does not need to be submitted for each area. As appropriate, list the areas the agency is interested in providing services.

1.4 Q: RFP Adult/Dislocated Worker – Page 32 Proposal Submission Requirements 6.3 RFP Timetable – No Indication of “Intent to Submit Proposal” was this left out erroneously or one does not have to be submitted?

A: CSS is unsure what the question is referring to, as there is no Notice of Intent Form included in the RFP.

1.5 Q: The RFP requires that we obtain signatures from our partners which must be submitted by November 13th. Some of our partners require that they get approval from their Boards prior to signing it. In the event we cannot get all the signatures, will a letter indicating they are in the process of obtaining the signatures suffice?

A: See answer to number 1.2 above.

2.0 PROGRAMMATIC ISSUES

2.1 Q: As an existing Worksource Center Operator do we need to provide a transition plan with our proposal for the same service Area?

A: Yes, a transition plan is required in the event that a current provider is not selected through this RFP.

2.2 Q: Can a proposer apply for one WorkSource Area and include city(s) and adjacent unincorporated areas from another WorkSource Area or do we have to apply for the entire WorkSource Area?

A: Applicants must select one or more of each of the areas listed in the RFP, Section 1.1. Additional information on the cities and unincorporated areas under each WorkSource area is provided in Appendix G, Exhibit 21, List of Targeted Areas.

2.3 Q: As an existing WorkSource Center operator, we have been Certified several times. Do we need to provide an Application for Certification with our 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 need to go through the certification process again unless your agency is up for re-certification.

3.0 General/Requesting Copies Of RFP

3.1 Q: I am the Market Research Analyst for Policy Studies Inc, in Denver CO, and I would like to request a copy of the Request for Proposal for the WIA – Adult and Dislocated Worker opportunity of which we are notified through RFP Finder. If there is an electronic copy, please e-mail to opportunities@policy-studies.com.

A: Copies of RFPs will not be mailed or emailed to interested applicants. As stated in the public notice, you may download the RFP from CSS' website at <http://css.lacounty.gov/> under "Contract Information" and "WIA Adult and Dislocated Worker RFP" posted on 10/17/08.

3.2 Q: I am emailing you in reference to the following Bid Notice. How can I get a copy of to bid. I just found about it.

A: See answer to number 3.1 above.

3.3 Q: Would like to know when proposal request will be available to download so that we can submit.

A: Proposals were available to download as of 10/17/08. See answer to number 4.1 above.

3.4 Q: Could we receive a copy of the bid?

A: See answer to number 4.1 above.

3.5 Q: How can we obtain copies of the most recent successful proposal from the last RFP for Adult and Dislocated Services i.e. East LA, etc.

A: The proposals submitted by other agencies are private and cannot be disclosed to the public.

3.6 Q: The Website listed on the RFP does not provide the info requested in the RFP. Where can we obtain the detailed information?

A: The RFP may be downloaded from CSS' website at <http://css.lacounty.gov/> under "Contract Information" and "WIA Adult and Dislocated Worker RFP" posted on 10/17/08. The entire RFP is available for download, along with the required forms.

3.7 Q: RFP No. DW0911 entitled Workforce Investment Act, Adult and Dislocated Workers Request for Proposal was very recently advertised on the L.A County Website however the website did not offer an opportunity to review the RFP. On behalf of QTC Medical Group, we are interested in learning more about the RFP. Can you kindly forward me a copy of the RFP as an email attachment?

A: See answer to number 3.6 above.

3.8 Q: I am interested in responding to the above referenced Bid. My company provides employment training services for youth, young adults and adults. I would like to get more information regarding the qualifications needed to apply to the proposal. I received notification as a registered vendor on the LA County list.

A: See answer to number 3.6 above.

4.0 **Eligibility**

- 4.1 Q: AFRA Consulting is considering partnering with one or multiple WorkSource Center to submit a proposal for this RFP. The questions we have are:
- Can we partner with different and multiple WorkSource Centers to provide technology and information system that can help them manage the Core, Intensive, and Training Services?
 - Can different and multiple WorkSource Centers share the same information technology systems and infrastructure?

A: Yes, an agency can partner with different and multiple WorkSource Centers as long as there is an identifiable lead agency who will be the fiscal agent. Additionally, in the event the applicant is selected, there must be a a Memorandum of Understanding between the parties, and proper documentation of the selection process, (as defined in RFP Section 6.9.8(l)).