



**Los Angeles County
Community and Senior Services
Workforce Investment Act (WIA) Title I
Contracts Management Division
3175 West 6th Street
Los Angeles, CA 90020-1708**

REQUEST FOR INFORMATION (RFI)

**EVALUATION AND CERTIFICATION OF TRAINING
PROVIDERS FOR THE INTRASTATE TRAINING
RESOURCE AND INFORMATION NETWORK (I-TRAIN)**

RFI NUMBER: CMD-WIA-01-0913

For more information:

<http://css.lacounty.gov>

**REQUEST FOR INFORMATION (RFI)
EVALUATION AND CERTIFICATION OF TRAINING PROVIDERS FOR THE
INTRASTATE TRAINING RESOURCE AND INFORMATION NETWORK (I-TRAIN)**

1.0 PURPOSE:

Los Angeles County Community and Senior Services (CSS) is interested in obtaining information on vendors qualified to evaluate and certify eligibility of potential training providers for the Local Workforce Investment Area (LWIA) on-line database known as I-TRAIN (Intrastate Training Resource and Information Network) as required by the State Employment Development Department (EDD).

This is a Request for Information (RFI) only. It is issued solely for information and planning purposes. It does not constitute a Request for Proposal (RFP) or a promise to issue a RFP in the future. This RFI does not commit Los Angeles County (County) to contract for any service whatsoever. The County will not pay for any information or administrative cost incurred in response to this RFI. However, the County reserves the right to select one or more vendors with demonstrated capability to provide the evaluation and certification services as part of this RFI process.

2.0 BACKGROUND:

CSS is seeking information from vendors who can: 1) develop an application process to evaluate new training vendors and determine eligibility for the Intrastate Training Resource and Information Network (I-TRAIN); and 2) certify eligibility of new training vendors that would provide training services to participants of the LWIA. The I-TRAIN establishes an online resource directory of training providers authorized to accept Workforce Investment Act (WIA) funds as tuition. The I-TRAIN enables participants and other jobseekers to search by training provider, training category, location or other pertinent information about the training.

- Once the vendor has reviewed the application forms and has established the training provider meets the State's eligibility requirements, the vendor will forward all pertinent information electronically through the State's Job Training Automation (JTA) system for inclusion on the State's Eligible Training Provider List (ETPL) and the I-TRAIN.
- The State EDD recognizes and utilizes both databases for approved training providers.

2.1 Workforce Investment Act (WIA)

The Workforce Investment Act (WIA) was enacted in 1998 to consolidate, coordinate and improve employment, training, literacy and vocational rehabilitation programs in the United States. The Act provides for an integrated system of workforce development programs that respond to the employment needs of customers which include employers, incumbent workers, youth, unemployed individuals, and displaced workers. WIA is based on the following key tenets:

- a. Training and employment programs must be designed and managed at the local level where the needs of businesses and individuals are best understood.
- b. Customers must be able to conveniently access the employment, education, training, and information services they need.
- c. Customers must have choices in selecting the training program that best fits their needs and the organizations that will provide those services. They should have control over their own career development.
- d. Customers have a right to information about how well training providers succeed in preparing people for jobs. Training providers must provide information on their success rates.

Section 122 of the WIA Federal Regulations requires local Workforce Investment Boards (WIBs) to establish a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers for inclusion on the State's ETPL. California EDD WIA ETPL Policy and Procedures Manual (WIAD06-15 dated February 7, 2007) governs the establishment of the ETPL in California.

2.2 Local Workforce Investment Areas (LWIA)

WIA requires that governors designate local workforce investment areas in which workforce activities are to be administered locally. The designation of a county, a city or a group of these local government agencies as a workforce area is made based on factors such as consistency of the area with local labor market boundaries. Within Los Angeles County, there are seven (7) distinct LWIAs that have been certified by the Governor. These include:

- a. Foothill Employment and Training Consortium
- b. Pacific Gateway

- c. City of Los Angeles
- d. County of Los Angeles
- e. Southeast Los Angeles County Consortium (SELACO)
- f. South Bay Consortium
- g. Verdugo Consortium

This RFI requests information from vendors that meet the minimum qualifications specified in Section 3.0 and are in a position to provide the services listed under Section 4.0, Specific Tasks for CSS beginning July 1, 2009. Information received in response to this RFI may be used in the preparation of an RFP, or Invitation for Bid (IFB), or another County procurement method should a decision be made to proceed with a formal solicitation.

Vendors who wish to offer these services are requested to submit relevant information as outlined below in Section 7.0, Statement of Interest Format of this RFI. Upon review of all RFI Statements of Interest, the County may ask selected vendors to provide supporting documentation of their capability to meet the requirements identified and answer additional questions.

3.0 MINIMUM QUALIFICATIONS:

- 3.1 Vendor must have a minimum of five (5) years experience in the evaluation and certification process of training providers in a local service area, or services substantially similar, as identified in Section 4.0, Specific Tasks.
- 3.2 Vendor must be able to provide all the services listed in Section 4.0 Specific Tasks.
- 3.3 Vendor must be able to maintain throughout the contract term, a cash reserve, equal to the amount it would cost to operate the program for one month. Grant funds may not be used or counted toward the cash reserve.
- 3.4 Vendor must not be disqualified from doing business in the State of California.
- 3.5 Vendor shall be required to procure, maintain, and provide to County evidence of Vendor's insurance at the coverage levels required by County. The Vendor's insurance shall include, but is not limited to, general liability, automotive, workers' compensation, and employer's liability, crime and property coverage.

4.0 SPECIFIC TASKS:

CSS is looking for interested and qualified vendors that can provide services in the form as described and incorporated herein by reference. Vendors will evaluate and certify training providers which includes the tasks and services set forth in this Section 4.0 to all WIA contractors, participants and job seekers. The minimum requirements for these services are detailed as follows:

- 4.1 Vendor must develop an application process to evaluate new training providers and establish initial eligibility for the State Eligible Training Provider List (ETPL) and the Intrastate Training Resource and Information Network (I-TRAIN).
- 4.2 Vendor will certify new training providers in the appropriate training category and will be responsible for transmitting the information via the JTA system of the recommended training provider for inclusion in the ETPL and I-TRAIN on behalf of the LWIA.
- 4.3 Vendor must monitor each current training provider once every twelve (12) months and determine eligibility of the provider to continue as an approved vendor.
- 4.4 Vendor shall maintain the approved training provider on both the ETPL and the I-TRAIN database which allows WIA contractors, participants and other jobseekers easy access to search for a qualified training provider.
- 4.5 Vendor shall be responsible for investigating complaints made against a training provider, making recommendations to resolve the issue, documenting the actions taken, and evaluating the resolution of the complaint.
- 4.6 Vendor shall submit reports to the LWIA on a quarterly basis on the last day of each quarter.

5.0 Reports

- 5.1 Vendor must submit reports to the LWIA on a quarterly basis on the last day of each quarter, or last business day beforehand.
 - September 30, 2009
 - December 31, 2009
 - March 31, 2010
 - June 30, 2010

Reports shall include, for each of the training providers monitored during that quarter the following data:

- a. Performance measures, such as average wage at placement for all participants in training program; the number of placements in the occupation for which they were trained.
- b. Outcomes, such as numbers of Individual Training Accounts (ITAs) enrolled at a training provider and number of participants completing the training program.
- c. A list of newly approved training providers per each category.
- d. Other information such as complaints, resolutions and recommendations.

6.0 FUNDING:

Funding available for the I-TRAIN may vary each fiscal year depending on the availability of State funds. The anticipated amount of funding for the I-TRAIN is approximately \$75,000 per fiscal year. A Vendor's continued contract funding is also contingent upon the Vendor's program performance and fiscal solvency. The anticipated I-TRAIN contract period will be a total of four (4) years commencing on July 1, 2009 through June 30, 2013. The contract period is also subject to the availability of State funds.

For-Profit Organizations: If County pursues procurement, preference in selecting I-TRAIN contractors may be given to public or private non-profit incorporated organizations and agencies. Additionally, for-profit organizations are subject to final approval of the State of California, Employment Development Department.

7.0 STATEMENT OF INTEREST FORMAT

Respondents (interested Vendors) shall prepare a Statement of Interest in accordance with the instructions outlined below. The Statement of Interest shall be prepared as simply as possible and provide a straight forward, concise description of the respondent's professional qualifications required to perform services in support of the I-TRAIN. Two original, signed versions of the Statement of Interest are to be submitted to CSS by the date specified below in Section 8.0, Submission Requirements. The two original signed versions must

be signed by an individual authorized to represent and bind the Vendor's agency. The Statement of Interest shall include the following:

7.1 Cover Letter

Vendor's Statement of Interest must start with a cover letter no more than two pages in length, be on company letterhead and be signed by the authorized representative of the Vendor's agency. The cover letter must include the following:

- 7.1.1 The exact legal business name and type of organization (non-profit, for-profit, or government entity), mailing address, number of years the organization has been in business, contact name and title, telephone number, fax number and email address.
- 7.1.2 A statement that confirms that by submitting a Statement of Interest in response to this RFI, the Vendor acknowledges that it gives CSS the authority to verify and confirm any and all related information, credentials, resources and references listed in your response to this RFI.
- 7.1.3 A statement that confirms Vendor is registered to do business in California.
- 7.1.4 Vendor's Federal Tax Identification Number and Los Angeles County's Vendor I.D. Number (if applicable).

7.2 Organization Experience and Capability:

The following must also be included in Vendor's Statement of Interest:

- 7.2.1 Vendor must provide a brief overview of its organization, including an organizational chart. Vendor shall provide all necessary information to show that Vendor meets, or will meet by July 1, 2009, the minimum requirements specified in Section 3.0 Minimum Qualifications, and have the ability to provide the services outlined in Section 4.0 Specific Tasks.
- 7.2.2 Vendor shall demonstrate a history of its experience (minimum five (5) years) and capability in providing the I-TRAIN services or services equivalent or substantially similar to the services outlined in Section 4.0 Specific Tasks, including the number of unduplicated clients served, and the types of outcomes achieved.

7.2.3 Vendor shall describe experience of key staff responsible for the tasks specified in Section 4.0 Specific Tasks.

7.2.4 Vendor shall demonstrate a history and capability to form collaborations with post-secondary education institutions, the Department of Education, and the Division of Apprenticeship Standards. A listing of current and past collaborations must also be provided.

8.0 SUBMISSION REQUIREMENTS

8.1 The Statement of Interest may be submitted by mail, e-mail (in Microsoft Word or PDF File format) or in person and **must be received by CSS by 12:00 noon Pacific Standard Time (PST) on Monday, April 27, 2009.** Responses should be no longer than seven (7) pages, including the cover letter. Send your Statement of Interest to:

Carol Domingo, Program Manager
Community and Senior Services
Contract Management Division, WIA Section
RE: I-TRAIN
3175 West 6th Street, Room 307
Los Angeles, CA 90020-1708
itrainrfi@css.lacounty.gov

8.2 Vendors shall bear all risk associated with delays in the U.S. Mail and other delivery services. Statements of Interest received after the due date will be considered for review solely at the discretion of CSS, if it is determined to be in the best interest of CSS.

8.3 False, misleading, incomplete, or deceptively unresponsive submissions in connection with this RFI shall be sufficient cause for rejection.

8.4 The County shall not in any way be liable or responsible for costs incurred in responding to this RFI.

8.5 This RFI is solely for the purpose of collecting information and planning purposes. It does not constitute a solicitation and should not be considered as a Request for Statement of Qualifications or Request for Proposals. CSS reserves the right to incorporate in any future solicitations or contract, information or ideas that are found in response to this RFI. All information received becomes the exclusive property of Los Angeles County. All responses to this RFI become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code, Section 6250 et seq. (Public Records

Act) and which are marked “trade secret,” “confidential” or “proprietary.” The County shall not in any way be liable or responsible for the disclosure of such records, including, without limitation, those so marked, if disclosure is required by law, or by an order of the court of competent jurisdiction.

- 8.6 After receipt of the Statements of Interest, the County may do one of the following: 1) Issue a Request for Statement of Qualifications (RFSQ) or Request for Proposals (RFP) to select contractors for this program; 2) Negotiate a contract with a limited number of qualified providers who have demonstrated capability and who express interest in this program; or 3) Take no further action.

9.0 RFI Questions/Contact:

- 9.1 **Questions regarding the RFI must be received no later than April 17, 2009, 12:00 noon (PST).** Questions may be sent through e-mail (preferred) or by Fax to:

Carol Domingo, Program Manager
Contract Management Division, WIA Section
RE: I-TRAIN RFI
3175 West 6th Street, Room 307
Los Angeles, CA 90020-1708
itrainrfi@css.lacounty.gov
Fax: (213) 639-1695

- 9.2 CSS will post Questions and Answers by Monday, April 20, 2009, on CSS' website listed below:

<http://css.lacounty.gov/Bid/Bid.html#RFTable>