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ADDENDUM #2

March 4, 2009

To: Interested Proposers

From: Carol Domingo, Manager
Contract Management Division

SUBJECT: QUESTIONS AND ANSWERS FOR THE WORKFORCE INVESTMENT ACT (WIA) RAPID RESPONSE SERVICES REQUEST FOR PROPOSALS (RFP) WIARR-0912

This Addendum #2 to the WIA Rapid Response Services Request for Proposals (RFP)-WIA-0912 is to respond to questions received from potential proposers. The questions include those addressed at the Proposers' Conference on February 19, 2009 and written questions submitted to Community and Senior Services (CSS) by the deadline, March 3, 2009 (Section 6.3 of the RFP).

1. Q: Can the agency submit a copy of the "Verification of Experience" form submitted from past proposals (i.e. Adult RFP)?

A: Yes, as long as the form matches the form in Appendix O, in the Rapid Response RFP. The form should be the updated version provided in the Rapid Response RFP. If it is not, points may be deducted.

2. Q: What is the minimum number of non-WARNs that must be met by the agency?

A: The number is generated based on the number of events coming in. In the RFP, the minimum number is five (5) non-WARNs monthly. The minimum number could increase based on the number of events.

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3. Q: What do you anticipate on Rapid Response activity?

A: As of the last Rapid Response Roundtable meeting, in the last 3 months, we have received 35 non-WARN notices. We usually receive less than 35 a year. Last year in the 1st District, 7,200 people were affected; there have been 4,000 in the last 3 months.

4. Q: Is there a minimum requirement for staffing availability to run the program?

A: In the RFP, we require that you are able to respond with adequate staffing. We actually go out to the agencies to verify that staffing is adequate to respond to the need. There must be staff available 24 hours a day, 365 days a year.

5. Q: Can the successful bidder contract out for individual services? Can they be hired to provide services when needed (on-call) as oppose to having them employed full-time?

A: It was done in the past mostly for workshops. But the RFP requires dedicated full-time staff for Rapid Response.

6. Q: How is funding dispersed?

A: It's Countywide; there is no jurisdiction by district or LWIB.

7. Q: How many providers will there be?

A: A minimum of one provider or there could be multiple providers. Each provider must be able to respond anywhere in the County no matter where the agency is located.

8. Q: In the RFP it states that the proposal must be stapled. Can we use a binder?

A: Yes, it may be placed in a binder whole-punched. As long as it is bound so that when the raters review the proposals, the pages are secured to prevent them from getting out of order or lost.

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9. Q: When will the decision be made?

A: Proposals are due March 16, 2009. It takes a few weeks once we get the proposals in to evaluate them and make a recommendation to the Board. We want to go to the Board and hopefully, have contracts start July 1, 2009.

10. Q: What if the demand exceeds the capacity? Is that a possibility?

A: Based on the raw data, it could be more, not less.

11. Q. If there is more than 1 provider identified, will each entity receive \$327,228 annually or will \$327,228 be shared amongst the multiple providers?

A. The annual allocation for the Rapid Response Program for FY 2009/10 is \$327,228. If there are multiple providers, the allocation will be shared.

12. Q. Is the back-up manager a full-time or part-time position?

A. The RFP does not require that the agency have a back-up manager, only a Program Manager. However, the Proposer must determine the staff necessary to provide 24/7 coverage and meet the objectives of the program.

13. Q. Binders are permissible for submission of proposal?

A. See response to Question #8.

14. Q. Who completes the Demonstrated Ability Verification Form for the Los Angeles County Workforce Investment Act (WIA) Program?

A. The Demonstrated Ability Verification Form (Appendix O in the RFP) should be sent to Community and Senior Services, 3175, West Sixth Street, Los Angeles, CA 90020, Attention: Sandi Mitchell.

15. Appendix O, Demonstrated Ability Verification Form, instructions:

For clarification, the due date for the submission of the Demonstrated Ability Verification Form is one week prior to the proposal due date. The form is due, **March 9, 2009.**

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16. **Q. Under 5.0 Minimum Requirements, on page 25 of the RFP, it states “Proposer must provide satisfactory evidence that it meets all the criteria described in Section 5.1 Eligible Proposer’s thru 5.6 Additional Requirements below.” However, 5.6 does not appear in the Table of Contents or in the RFP. Please clarify.**

A. Section 5.6 was deleted from the RFP.

17. **Q. On the 1st page of the Checklist, it states that the Proposal Summary Form, Appendix A, is to be included right after the transmittal letter and the Checklist. It is also required on the list of appendices (2nd page of the Checklist) A thru S. Is it required twice?**

A. No, it is only required once.

18. **Q. On the Checklist, Section G, Additional Data, under Required Appendices, are Appendix A, B, and D required in their entirety as they appear in the RFP? What is to be included in Section G other than additional data (for which 3 pages are allotted)? How is this section to be addressed and what is to be included?**

A. Section G, Additional Data, is to be completed by the Proposer only if there is additional data the Proposer wants to submit that is not included in any other section of the RFP. The additional data is to be labeled Exhibit A, Exhibit B, etc. The additional data that can be submitted is explained in Section 6.9.12, page 41, of the RFP.

Appendix A is to be submitted only once as stated in #17, above. Appendices B and D are not to be submitted in their entirety, only submit the required documents within those appendices. For example, Appendix B, Sample Contract, Exhibit D, Exhibit F, Exhibit F-1, Exhibit I, Attachment IX (if applicable) and Attachment X, should be completed.

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19. **Q. The 1st page of the Checklist does not include 6.9.8, Section C, Proposer's Approach to Provide Required Services, as reflected in the RFP on page 37.**
- A. Section C, Proposer's Approach to Provide Required Services, was inadvertently omitted from the Checklist; it should be included.
20. **Q. In Section G of the Checklist, "Additional Data" is it required to include Exhibits A thru E in their entirety?**
- A. See answer to Question #18 above.
21. **Q. Under Documents – page 2 of the Checklist, Appendix E thru S are required. Are we correct to include each of these appendices in their entirety including the informational only appendices such as Appendix E, County of LA Public Library List, or Appendix M, Glossary of Terms, or Appendix Q, Safely Surrendered Baby Law?**
- A. No, do not submit appendices that are informational.
22. **Q. Is Appendix N, History of Employment and Training Contracts, (which is already required in Section B1 Proposer's Background and Experience), also to be included in the above-mentioned documents-page 2 of Checklist requiring Appendix E thru S? Is "N" to be included again?**
- A. No. Submit Appendix N, History of Employment and Training Contracts, **once**. If the same or similar information is requested elsewhere in the RFP, reference the section where the information is located.
23. **Q. In November 2008, we responded to the County Los Angeles Adult and Dislocated worker Request for Proposals (RFP). We had our funding sources, including the County of Los Angeles, prepare for us the "Demonstrated Ability Verification Report WIA Form". The Rapid Response RFP asks for the same information to be provided to the County. The information is the same although the form in the Rapid Response RFP has moved questions around to different parts of the form. Hence, can we use our November 2008 Performance Verification form? Our Rapid Response experience has been only with the County of Los Angeles.**

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- A. See response to Question #1 above.
24. **Q. SASSFA has been providing Rapid Response services for employers and participants as well as lay off aversion services since 2005. Prior to this time, SASSFA provided support upon request for the County Rapid Response staff as a WorkSource Center. We are aware that there are four more agencies that have done the same for the County of Los Angeles, who like SASSFA, might like to continue providing services in the future. We would like to partner with those service providers under a subcontract arrangement with SASSFA holding the main contract. Could this arrangement be included under the Rapid Response RFP? That is each organization would provide services Countywide under SASSFA's coordination and their set of Rapid Response services and subcontract amounts would be defined in our proposal. We believe that such an arrangement will benefit the residents of the Los Angeles County Services Area since the expertise and organizational resource of the current Rapid Response providers will continue to be available. Also, this arrangement would further reduce the administrative paper for the County should it be a need to fund multiple providers, especially since the current funding level is very limited.**
25. **A. The RFP does not prohibit subcontracting; however, the successful Proposer must comply and be able to demonstrate that they met federal procurement requirements detailed in 29 CFR, Administrative Requirements, Part 97. Appendix B, Sample Contract, sub-paragraph 9.65, provides the perimeters of subcontracting with the County. The methodology the Proposer will employ to provide the required services must be clarified and explained in the proposal as defined in 6.9.8, Section C of the RFP.**
26. **Q. Does the Rapid Response RFP permit sub-contracting of response services under a competitive procurement services such as employee orientations, business aversion activities...?**
- A. See response to Question #25 above.