

**ADDENDUM ONE TO THE WORK ORDER SOLICITATION
NO. WIA-01 FOR THE PROVISION OF WORKFORCE INVESTMENT ACT (WIA)
TITLE I ADULT & DISLOCATED WORKER PROGRAM SERVICES**

QUESTIONS AND ANSWERS

Question #1

The Work Order, Part A, Section 7 speaks to leveraging resources. Will contractors still be able to leverage up to 10% of their SB734 training set aside so that the 10% “hard dollars” saved can be used to supplement other county approved line item expenses?

Answer #1

The Resource Leveraging “option” as noted on page 6, section 7, of the Work Order, should not be confused with the 10% leverage option, as allowed under SB734. As noted on page 2, subsection 1.3.1 of the Work Order; Successful Bidder(s) may opt to leverage up to 10% of allowable leverage resources to meet the 31% Training set-aside requirement.

Question #2

For the purposes of this work order, can proposers show the 10% leveraged amount on the budget forms to show that the training spending requirements have been reached using acceptable SB734 leverage resources?

Answer #2

Yes. Adult Budget Exhibit C1 and Dislocated Worker Budget Exhibit C2 include a column that is specific to leveraging. Should bidder(s) elect to leverage SB734 Training dollars, reflect the amount under the leverage column, for the “Mandatory SB734 Requirement” budget line item.

Question #3

In addition to the 1 page staffing plan, the work order also asks for the resumes of consistent with budgeted costs. Should those resumes be included after the staffing plan, or is there another place (behind the budget forms) that you would prefer them? Where do you want the attached resumes to go?

Answer #3

Yes. Resumes must be included with the “Staffing Plan”, as noted on subsection 7.2 of the Work Order.

Question #4

Referring to Exhibit AA WIA Cumulative Performance and Financial Goals, can you please elaborate how % of retained employees and average earnings will be calculated and with what frequency will it be reported?

Answer #4

The calculation methodology for the “Retained Employment Measure” is as follows:

Of those participants who are employed in the first quarter after the exit quarter, the number of participants who are employed in both the second and third quarter after the exit quarter divided by the number of participants who were employed in the first quarter after the exit quarter.

The calculation methodology for the “Average Earnings Measure” is as follows:

Of those participants who are employed in the first, second, and third quarters after the exit quarter, the sum of their earnings from the second and third quarters divided by the number of participants who were employed during the first, second and third quarters after the exit quarter.

TEGL 17-05 may be referenced for further details. Both measures will be reported on a quarterly basis.

Question #5

For the budget sheets, there are amounts we will be showing in the leverage (optional) columns. We would like to include leveraged resources in those columns, but we want to show them as informational only. The total cost (column 4) will only reflect either the WIA Adult or DW Funds. Can you please confirm that this is an acceptable way to present leveraged resources?

Answer #5

Should Bidder(s) elect to leverage resources for budget line items, the “Total” Column on the Adult and Dislocated Worker Budgets should include your allocated WIA funding amount and the leverage amount.

Question #6

Exhibit A, Section 1.1.9 states: “Successful Bidder(s) shall operate a WorkSource Center site providing both Adult and Dislocated Worker Program services at the same location. The Center must be in the WIA Area for which services are being proposed.” Are the cities/CDPs listed in Exhibit AA-1 a complete list? Would contiguous cities be considered? For example, can a Center be located in the city of Bell (next to city of Bell Gardens)?

Answer #6

Exhibit AA-1 WIA Title I Adult and Dislocated Worker Program Service Areas reflect all of the Cities/CDPs for each Area.

The Center site of a successful bidder(s) will be assigned and directed by the County.

Question #7

Section 1.7 of the Solicitation states: “The BOS requires that in addition to a WorkSource Center in the East Los Angeles area, an affiliate site shall be located in the Florence-Graham CDP area.” Can you provide us with a map of the area or with the boundary streets? And confirm that the affiliate site must be located within the CDP and not just nearby?

Answer #7

The Affiliate site for the East Los Angeles Area must be located within the “Florence-Graham CDP”. Please navigate to the link below for a boundary map of the Florence-Graham CDP area.

<http://www.city-data.com/city/Florence-Graham-California.html>

Question #8

Re: Page 1, Part A, Section 1, Purpose, Paragraph 1.1 (WIA Title I Adult and Dislocated Worker Program Focus), states:

“Bidder must be a certified as a County WorkSource Center. Additional information regarding certification can be found at the link below: <http://www.worksourcecalifornia.com>.”

How can a bidder be “certified” by the County? The website is unclear.

Answer #8

For guidance regarding the WorkSource Center certification process, please navigate to the Los Angeles County Directive (LACOD 12-12) “WorkSource Center Certification Process”, referenced below.

<http://www.worksourcecalifornia.com/information/pdf/LACOD%2012-12.pdf>

Question #9

We are an existing WorkSource Center Operator/Contractor in the County of LA. Although we currently do not have a center in the proposed area, we have identified a site in East Los Angeles (Area 15) where we will have the capability to operate a full-service center on 7/01/2013. Are we eligible to apply?

Answer #9

Awards will be based on the lowest bid for each Area; once Successful Bidder(s) are identified, the County will work with the Successful Bidder(s) on the location Center sites within each Area.

Question #10

Exhibit A; 4.0 Successful Bidder(s) Staff; 4.2 Accounting Staff- Successful Bidder(s) staff shall include at a minimum one full-time accounting staff person; 4.2.2.2 Bachelors degree from an accredited university in Accounting or Business Finance .

4.2 states that the successful bidder must have at least one full-time accounting staff person and 4.2.2.2 states this person must have a Bachelors degree from an accredited university in Accounting or Business Finance. Question is if the bidder has a financial analyst who has 12 years of experience specifically focused on fiscal matters related to WIA contracts but doesn't have a Bachelors degree , can that experience be used in lieu of the degree requirement? If the resume of the Financial Analyst **doesn't** indicate that person has a degree, is the bidder's response automatically disqualified because the accounting staff didn't meet the qualifications according to 4.2.2.2??

Answer #10

At minimum, Successful Bidder(s) staff must meet the requirements as noted in *Exhibit A, section 4.0, Successful Bidder(s) Staff*. Work experience cannot be noted in lieu of required degrees/certificates. Failure to meet the staffing requirements will disqualify you from the Work Order.

Question #11

Bid Submission 5.1 Bids due on May 24, 2013 at 11 am PDT when will successful bidders be notified of award?

Answer #11

CSS anticipates releasing award notices by June 15, 2013