

**ADDENDUM ONE TO THE REQUEST FOR PROPOSAL FOR WORKFORCE INVESTMENT ACT  
ADULT & DISLOCATED WORKER INTEGRATED SERVICES PROGRAM, RAPID RESPONSE  
PROGRAM AND VETERAN'S PROGRAM**

**QUESTIONS AND ANSWERS - REVISED**

The purpose of this addendum is to post answers to questions received in response to RFP No. WIA-ADW-01. Any deletions to RFP language are represented with a strike-through and additions are in bold. Additional questions that are received, will either be posted online or will be answered and distributed at the Mandatory Proposer's Conference.

**Question #1**

Appendix B-3, page 10, section 2.3 lists a number of assessment and says that they are defined in Appendix Q, Glossary of Terms. I cannot locate the following definitions: Ideas, Choices, and Picture Interest Career Survey.

**Answer #1**

You are correct. The following terms are hereby added to Appendix Q, Glossary of Terms:

**Choices:** Choices assessment is tool for people seeking career direction and those interested in changing the career they are in. The assessments can consider the role of WIA participant's interests, aptitudes and values in relation to specific occupations. Choices assessments with Myers-Briggs type indicators are intended to illustrate those careers a participant may be best suited to pursue.

**IDEAS™** (Interest Determination, Exploration and Assessment System) is a formal career assessment inventory. The IDEAS™ Assessment is a short interest inventory designed to be an introduction to career exploration for students and adults. It is written at a 6th grade reading level. IDEAS™ can measure occupational interest of WIA participants. IDEAS™ helps a WIA participant to identify likes, dislikes, or indifference to a set of 128 tasks drawn from the Career Assessment Inventory (CAI). IDEAS Assessment component can be used as an exploration tool.

**Picture Interest Career Survey (PICS)** is a simple way for people to identify occupational interests by using pictures of people at work rather than text-based items. PICS creates a profile of the individual that leads directly to career information and potential job matches. Being picture-based, PICS is a tool that can be used to match careers to WIA participants who might struggle with more traditional, text-based assessments.

**Question #2**

Per the RFP, will the County pursue a lease at the current sites in El Monte and Alhambra? If proposing for District 1 in El Monte and Alhambra, does the successful proposer need to get their own site or are we expected to move in to the existing site?

**Answer #2**

The agency awarded to operate the AJCC in El Monte will work in coordination with the County to locate a suitable site. The same is true for the Affiliate location in Alhambra.

### Question #3

In the RFP, page 9, 1.1.12.3 the RFP reads that an agency may receive more than one contract, examples given include awarding 4 contracts “AJCC and Sector-Focused Satellite, Rapid Response and Veteran’s – Focused Satellite, etc.”. However in the FAQ issued 2/20/14, under Contract Specifics #7, CSS states “Proposers can apply for all of the contracts but a successful proposer can only be awarded a contract for one AJCC or one AJCC with an Affiliate. However, in addition to being awarded one of those contracts, a proposer can also be awarded **one** more contract for either the Sector-focused Satellite, Veterans’ Program or Rapid Response.” Our question boils down to whether page 9 prevails, that does allow multiple contracts, but only one AJCC/Affiliate, or does #7 of the FAQ prevail, which allows only one additional contract.

### Answer #3

Section 1.1.12.3 does not conflict with the FAQ document. For clarification, those contract combinations listed in Section 1.1.12.3 were individual examples of contracts that can be received. An agency can only receive one contract for an AJCC/Affiliate or AJCC. However, in addition, an agency may receive on additional contract for any other program.

### Question #4

When the RFP states “The County will allow successful proposers to identify their Affiliate site locations as long as they are in the areas identified by the County as areas of highest needs.” For example in District 1, could an agency have an AJCC in El Monte, and an Affiliate site that is not in Alhambra?

### Answer #4

No, the Affiliate must be in Alhambra, as noted in Appendix R. However, in coordination with the County, Successful Proposal may establish the Affiliate site anywhere in Alhambra as long as it is in that city.

### Question #5

Are the Proposal Guaranty, in the amount of \$2,000, the Performance Guaranty, in the amount of 16.6% of the contract amount, and the Payment Guarantee, in the amount of 25% of the contract amount, all cumulative amounts (i.e. \$2,000 + 16.6% + 25%)?

### Answer #5

Yes. Each Guarantee is separate and individual of each other. The only requirement at the time of proposal is the Proposal Guaranty. The other Guarantees will be required upon contract execution. Please remember that the Proposal Guaranty is refunded when contracts are fully executed.

### Question #6

In the RFP, why does Section 2C start with the letter h?

### Answer #6

This is a typo. The section is corrected as follows:

- ~~h~~ a. Describe Proposer’s **policy body** that will be responsible for system planning, fiscal responsibility and liability; oversight of the agency, policy making, certification, and participation in ongoing oversight. Describe its tasks, accomplishments, and remaining work to be done.

- ↳ **b.** Describe Proposer’s experience providing WIA Core A Services or similar or equivalent services.
- ↳ **c.** Describe how Proposer will coordinate and leverage resources to administer the Satellite Site.
- ↳ **d.** Describe how Proposer’s Satellite Site will work collaboratively and effectively with a partner AJCC site as directed by County.
- ↳ **e.** Describe how the costs of services and the operating costs of the system are to be funded and discuss Proposer’s commitment to secure a minimum level of additional funds or in-kind contributions to compensate for continuing program reductions. Include anticipated commitment levels and methods (fundraisers, corporate donations, fee for services, etc.).

**Question #7**

Page 50 of the RFP, Section B2, states “...demonstrate that the required Contracts Manager meets Section 1.4.5 Proposer’s Staff as stated in this RFP.” However, Section 1.4.5 does not address staff, do you mean Section 1.4.9?

**Answer #7**

This is a typo. The section is corrected as follows:

**D. Section B2 – Contracts Manager’s Background Experience (maximum of 1 page)**

1. Proposer must provide a summary of relevant background information to demonstrate that the required Contracts Manager meets *Section ~~1.4.5~~, 1.4.9, Proposer’s Staff* as stated in this RFP.

**Question #8**

Appendix B, page 11, item 2.1.8.1.2 states “AJCC services are completed with staff interaction and require the participant to be enrolled in the WIA ADW program...services include...assessments, career exploration, informational/transitional workshops, etc.” This seems to conflict with page 12, item 2.1.8.1.8 which states: “Welcome/Talent Team shall ensure that only those customers who have completed...initial assessment...and 2 informational/transition workshops...will be considered for registration and enrollment.” Section 2.1.8.1.7 explains initial assessments as “includes vocational assessments and in-depth skills assessments which are comprehensive and may require staff assistance.” Please clarify.

**Answer #8**

Sections 2.1.8.1.2, 2.1.8.1.7 and 2.1.8.1.8 refer to duties of the Welcome/Talent Engagement Team and how they will handle incoming customers. Team members will identify which customers will receive self-directed services, and which will receive AJCC services. AJCC services require enrollment in the WIA ADW program. Section 2.1.8.1.7 lists duties of the Welcome/Talent Engagement Team members and does not affect 2.1.8.1.2, which merely lists the types of AJCC services/activities. Section 2.1.8.1.8 details the requirements the Welcome/Talent Engagement Team members must ensure the customers have completed in order to become enrolled in the WIA ADW program.

**Question #9**

The RFP, page 50 refers to “threshold languages.” What is meant by this?

**Answer #9**

The County of Los Angeles has identified twelve languages that are primary languages spoken in our County, and are referred to as “threshold languages.” They are as follows:

- Arabic
- Armenian (Eastern)
- Chinese (Traditional)
- English
- Farsi
- Khmer (Cambodian)
- Korean
- Russian
- Spanish
- Tagalog
- Thai
- Vietnamese

**Question #10**

Appendix B, page 32 Section 4.2.1 states that Qualifications for Contractor’s Welcome Team staff shall include in a Bachelors Degree...” Does this statement mean that only persons who meet those qualifications can participant on that team, or simply that at least one member of the Welcome Team must meet these qualifications?

**Answer #10**

All staff on the Welcome Team must have either the Bachelor’s degree **OR** the 3-5 years’ experience in sales or positions requiring interpersonal skills, motivational skills and critical thinking (as stated in section 4.2.1 of Appendix B, AJCC and Affiliate Statement of Work).

**Question #11**

The RFP, Page 54, item i references Appendix B, Section 1.1.7. I cannot locate this section.

**Answer #11**

Section 1.1.7 is found on page 2 of Appendix B, AJCC and Affiliate Statement of Work, about halfway down the page. This section discusses the priority populations.

**Question #12**

The RFP page 24, section 1.6.1.2, states, “A Payment Guarantee is required as a condition of contract award to ensure payment to third party vendors. Successful Proposer(s) shall submit payment to County, in the amount of 25% of the awarded annual contract amount, in one of the following forms:

- Bond
- Bank Letter of Credit
- Cash Deposit or Check”

Does the 25 % refer to the annual contract awards we have with third party vendors, or does it refer to the annual contract award we are providing a request for (\$1,200,000 for a AJCC and Affiliate)? In case the annual contract awards to third party vendors, what does this include?

**Answer #12**

The 25% Payment Guarantee requirement refers to 25% of the contract award amount from the County.

**Question #13**

The RFP section 1.4.7.2, Financial Document Submission Requirement, states that the Proposer shall submit the financial package along with the Financial Documents Checklist provided in *Appendix D-1, Unique Forms*, signed by the Executive Director, consisting of the following:

- Copies of the Proposer’s audited financial statements, or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent three full fiscal years.

If our agency does not have our 2012-2013 audit report by March 17, 2014 (since they are not due until March 30, 2014) can we submit the prior three years of audits? A follow up question is if our agency does receive our 2012-2013 Single Audit after March 17th and submit it to CSS by March 30, can this be viewed as complying with the RFP requirements?

**Answer #13**

The RFP states that the most recent three full fiscal years of single audits are to be submitted. Since FY 2012-2013 are not due until after the proposal submission deadline, we would not require this be included with the proposal. The most recent three fiscal years would be FY 2009-2010, 2010-2011 and 2011-2012. In the event that an agency has their FY 2012-2013 Single Audit completed, this must be submitted with the proposal as well.

**Question #14**

How do you define an Affiliate? How are Affiliates different form AJCCs?

**Answer #14**

As noted in Section 1.1.3 of Appendix B, AJCC and Affiliate SOW, Affiliates will provide all WIA service Adult and Dislocated Worker services. The difference between the AJCC and the Affiliate is that an EDD presence is required at the AJCC, but this is not required in the Affiliate.

**Question #15**

Page 9 section 1.1.12.3 states that “...not more than one AJCC contract will be awarded per agency”. Can an Affiliate contract be awarded to an agency and an AJCC contract be awarded to that same agency in the same supervisorial district? What about in separate supervisorial districts?

**Answer #15**

As stated in Section 1.1.12.2 of the RFP, an agency can only receive one AJCC contract. However, as also stated in 1.1.12.2, agencies can receive up to two contracts, with an AJCC or AJCC/Affiliate accounting for only one of those contracts. The second contract can be Rapid Response, Veteran’s Focused-Satellite, or a Sector-Focused Satellite. An agency may also receive any combination of two of the other programs, for example, a Veteran’s-Focused Satellite AND a Rapid Response, or Veteran’s-Focused Satellite AND Sector-Focused Satellite, etc. An agency, may receive an AJCC/Affiliate contract AND the Veteran’s-Focused Satellite, etc. etc. But they could not receive two AJCC contracts (i.e. an AJCC and an

AJCC/Affiliate). This applies across all Supervisorial Districts; a maximum of two contracts may be awarded to an agency, Countywide.

**Question #16**

Can a proposer be awarded an affiliate/AJCC contract AND a satellite contract in this procurement?

**Answer #16**

Yes, refer to Answer #15 above.

**Question #17**

If an agency is submitting for an AJCC and a Sector-Focused Satellite, can both be included as one submittal (with a total of one original and six copies)?

**Answer #17**

No, a proposal must be submitted for each program. So in this example, there would be two proposals, each with its own original and six copies (for a total of two originals and twelve copies).

**Question #18**

May a proposer be awarded an AJCC in 1 supervisorial district and a Sector Focused Satellite in a separate supervisorial district?

**Answer #18**

Yes; the only limitation is no more than two total contracts (with no more than one AJCC or AJCC/Affiliate contract).

**Question #19**

Please clarify as page 10, section 1.1.12.4.1 reads that there are “eight (8) AJCCs needed and later in the paragraph reads that “The targeted locations for these nine (9) sites...”

**Answer #19**

The reference to nine AJCC sites is a typo. The section is corrected as follows:

1.1.12.2 Services under this RFP will be located as follows:

- 1.1.12.4.1 Of the eight (8) AJCCs needed, County has already determined the location of three (3) EDD sites in West Covina, Norwalk and Lancaster. The remaining five (5) AJCCs will be selected by County in coordination with EDD and Successful Proposer(s). The targeted locations for these ~~nine (9)~~ **eight (8)** sites, reflected in *Appendix R*, were selected for their proximity to each Supervisorial District’s areas of high need (also reflected in *Appendix R*).

**Question #20**

Appendix R, Supervisorial District 5 includes Alhambra as an area of high need, but Alhambra is also listed in as a District 1 AJCC+Affiliate site.

**Answer #20**

Yes, the city of Alhambra is part of the Fifth Supervisorial District. However, it was decided that to fulfill community needs, the Affiliate site for the first district would be located in Alhambra.