

**ADDENDUM ONE TO THE REQUEST FOR PROPOSALS FOR LOS ANGELES COUNTY AMERCIAS JOB  
CENTERS OF CALIFORNIA SYSTEM (AJCCS), RFP NO. WIOA-01-2016**

**QUESTIONS AND ANSWERS**

The purpose of this addendum is to address questions asked at the Proposer's Conference for RFP No. WIOA-01-2016 on May 11, 2016, and via email as of May 16, 2016. Questions received after May 16, 2016 will be addressed in a subsequent Addendum.

**QUESTION #1**

Is there an estimated slot cost (or cost per participant) for Adult, Dislocated Worker and Out-of-School youth?

**ANSWER #1**

A slot cost was not used in the model for this RFP. Integration and leveraging, not duplication is at the foundation of WIOA and this RFP. Under integrated service delivery, the partnership will also be serving the same individuals under their programs but in conjunction with our programs, as such a slot cost that takes into account only our programs' share was not appropriate or necessary.

**QUESTION #2**

How will the lead agency procure subcontractors? Is there a formal process?

**ANSWER #2**

Agencies may subcontract with other agencies by following the specific instructions in Paragraph 8.40, "Subcontracting," of the Sample Contract. Agencies must also follow procurement policies mandated by the State's Employment Development Department, as detailed in directive number WSD12-10 issued under the Workforce Investment Act.

**QUESTION #3**

As referenced in Section 2.6.1 and 2.6.2 of the RFP, are agencies required to provide guarantees in the percentages listed for the overall grant award? If so, can the costs to secure a bond be included in the WIOA budget?

**ANSWER #3**

Yes, guarantees (i.e. bonds, letters of credit, cash or certified check, or certificate of deposit) for Payment and Performance are both required. CSS will be issuing an addendum to change the required guarantee amounts to a combined total of 25% of the awarded annual contract amount that covers both Payment and Performance. The cost to secure guarantees may be allowable if it is reasonable.

**QUESTION #4**

What is required to become an Affiliate of the main contractor (Comprehensive AJCC) to provide supportive services and job placement?

**ANSWER #4**

The County is not procuring the Affiliate sites separately; it is up to the Comprehensive AJCC to operate the Affiliate site. The awardee can choose to partner with an agency to be an Affiliate site, but it is not a

requirement that they do so. If the Comprehensive AJCC chooses to subcontract and procure the Affiliate site, they must procure them and shall follow procurement policies mandated by the State's Employment Development Department, as detailed in directive number WSD12-10 issued under the Workforce Investment Act. Further, an AJCC may not subcontract with another Comprehensive AJCC or AJCC.

**QUESTION #5**

There is no mention of transgender populations in the RFP. As an agency, we don't qualify to apply under this RFP, but wanted to inform other agencies that they are available for partnering opportunities to better serve the transgender community.

**ANSWER #5**

The Youth Statement of Work (SOW) addresses transgender populations as a priority. We appreciate your comments and information provided, as such, will be taken into consideration at implementation. Proposers and possible subcontractors are encouraged to meet on their own with one another. The Bidder's Conference sign-in sheet has been uploaded to CSS's website, at <http://css.lacounty.gov/business-opportunities/> to facilitate this process

**QUESTION #6**

There is no mention of minority based small business owners in the scoring section of the RFP. Will additional points be awarded to minority owned businesses?

**ANSWER #6**

No, when applying scoring preferences, as per Section 8.5 of the RFP, it only applies to the Local Small Business Enterprise (SBE), Transitional Job Opportunities Preference, and Disabled Veteran Business Enterprise Preference. Appendix D, Required Forms, Exhibit 7 of the RFP, includes reference to minority owned businesses, which may be used for tracking purposes.

**QUESTION #7**

Can AJCC personnel work on other programs as the need allows (i.e. can a Youth personnel work on the Adult program)?

**ANSWER #7**

Yes, as long as the services being provided are services in the SOW and such staff is replaced by staff from the other program (for example, moving one Youth Career Planner to be an Adult Career Planner and moving the Adult Career Planner that was displaced to be a Youth Career Planner). We don't want any staff doing double full-duty. The intent is for staff not be pulled away to work on non-WIOA programs, or doing the job of two people, ensuring dedicated staffing.

**QUESTION #8**

Can agencies subcontract with another non-WIOA funded government agency, or does it have to be a non-profit agency? Do they need to be procured?

**ANSWER #8**

Yes, agencies may subcontract with any type of agency, with the exception of other awarded Comprehensive AJCCs or AJCCs, there is no requirement that they be a non-profit. See answer to question #2 above regarding procurement.

**QUESTION #9**

What if we experience another recession? The agencies are looking at liability if we don't perform due to reasons outside of our control. Why not consider a performance based contract?

**ANSWER #9**

Agencies are accountable for meeting performance goals and standards, but are not liable, except as stated in the Performance Requirements Summary Charts, which are included in Appendix B-1 through B-5, SOW exhibits.

Performance based contracts actually have more restrictions; it is a results-oriented contracting method that focuses on the outputs, quality, or outcomes that may tie at least a portion of a contractor's payment, contract extensions, or contract renewals to the achievement of specific, measurable performance standards and requirements. CSS has created a hybrid type of contract that is based on cost-reimbursement and performance.

**QUESTION #10**

Are the funding allocations listed in Section 2.1.5 of the RFP for the initial six (6) months?

**ANSWER #10**

No, the funding listed in Section 2.1.5 of the RFP is for twelve (12) months.

**QUESTION #11**

Are Youth providers who serve 14-24 year olds considered to meet the minimum mandatory requirements to apply as a Comprehensive AJCC?

**ANSWER #11**

No, not if the Proposer's only experience is as a Youth provider. Section 3.6.1 of the RFP states that the experience must be administering employment and training program services for "Adults," specifically. We encourage the partnering of Youth providers, with Adult providers as needed.

**QUESTION #12**

The RFP states that the County shall award a maximum of one (1) Comprehensive AJCC and/or AJCC contract to each Successful Proposer, with the exception of the Veterans AJCC which may be an additional award. Does this mean an agency can be awarded a Comprehensive AJCC, an AJCC and a Veterans AJCC?

**ANSWER #12**

No, an agency can be awarded a Comprehensive AJCC or AJCC and the Veterans AJCC. An agency cannot be awarded a Comprehensive AJCC and an AJCC.

**QUESTION #13**

Operations costs are listed at \$1.6 million, per section 2.1.4.1 of the RFP. Once you take out \$160K for supportive services, you are left with \$1.44 million for operations. The SOW states that the personnel positions are full-time, and there are 28.5 staff positions required. Even if we used our current salaries to pay personnel, that wouldn't leave enough funding for all staff or for any operations. How can staffing be accommodated with the funding proposed in the RFP?

**ANSWER #13**

Concerns in reference to minimum required staffing being accommodated with the funding proposed in RFP have been taken into consideration, and as such will be adjusted, as delineated in the chart below.

Please note that the adjusted staffing requirements, as delineated in section 6.4 of the Adult and Dislocated Worker SOW and Youth@Work SOW, will be released via addendum. Please see staffing chart on the last page of this addendum.

**QUESTION #14**

If you are a prime contractor in one area (Comprehensive AJCC), can you be a subcontractor in another area?

**ANSWER #14**

No, if you are awarded a Comprehensive AJCC or AJCC contract, you cannot be a subcontractor to another Comprehensive AJCC or AJCC.

**QUESTION #15**

Has the County identified facilities in all sub regions or is it the intent to have the Successful Proposers find their own sites in time for a 1/1/17 program launch?

**ANSWER #15**

The County will take the lead in identifying sites. Some areas may have sites ready to go by 1/1/17, others may not and other arrangements will have to be made on a case by case basis.

**QUESTION #16**

Can you provide more clarification between an Affiliate and a subcontractor?

**ANSWER #16**

An Affiliate is a site for the Comprehensive AJCC to be able to provide greater coverage in their area. A subcontractor is a different agency that is procured by the selected Contractor for the Comprehensive AJCC or AJCC to provide the Youth@Work portion of an agency's contracted services.

**QUESTION #17**

What is the purpose of the "Solicitation Requirements Review" form? We want to apply as a subcontractor and want to know if this form needs to be submitted.

**ANSWER #17**

The Solicitation Requirements Review form is requested because the Proposer asserts that they are being unfairly disadvantaged for the following reasons:

- Application of Minimum Requirements
- Application of Evaluation Criteria
- Application of Business Requirements
- Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

This form is only submitted for the aforementioned reasons; it is not a form that is required to be submitted. Additionally, please note that if an agency wants to be a subcontractor, they do not apply for this RFP and therefore, do not fill out any forms. It is up to the Comprehensive AJCC or AJCC to procure their own subcontractors.

**QUESTION #18**

Will the sign in sheet and PowerPoint be available?

**ANSWER #18**

Yes, both the sign-in sheet and PowerPoint presentation were posted on May 11<sup>th</sup>, 2016 at <http://css.lacounty.gov/business-opportunities/>.

**QUESTION #19**

In reference to 7.8.1.3.5 of the RFP, Board of Directors' Authorization Warranty; if an agency has an existing resolution that includes authorized signers to sign RFPs, Contracts, etc., do we need to do it again?

**ANSWER #19**

No. Per RFP Section 7.8.1.3.5.2, please submit the existing warranty and ensure the information in this section is covered. There is no need to go through this process again unless an agency doesn't have it.

**QUESTION #20**

If we have training funds to leverage, how will this impact the overall funding? Can we spend more in operations if we leverage training funds?

**ANSWER #20**

No, not in RFP response. This addresses a policy County currently has in place, which is up to 10% move to operations from training after leveraging has occurred. This is not relevant for this RFP Budget, as the transfer of training funds to operations cannot occur until after the leveraging of training has occurred. This is based and will continue to be based on State policy on the minimum amount of WIOA funds that need to be expended on participant training.

**QUESTION #21**

In regards to the required \$250K match for the Veterans AJCC, we don't see a place on the budget to reflect this. How do we report it?

**ANSWER #21**

Budget for the entire \$1,000,000, which includes the \$750K award amount and the \$250K required match, and report it on Appendix D-1, Exhibit 2 Page 3 of 3 which will be issued under addendum #2.

**QUESTION #22**

If applying for a Comprehensive AJCC, Rapid Response (RR), and Senior Community Service Employment Program (SCSEP), will the total score include the additional 3500 points for RR and SCSEP? Can you please clarify the scoring for these programs?

**ANSWER #22**

The scoring for the RR and SCSEP includes the base score received from the Comprehensive AJCC (which may be up to 9,000 points as broken down in Section 8.6.1 of the RFP) plus the 3,500 points each for either RR and/or SCSEP, as applicable. It does not include the additional points (up to 3,500) for the Youth program. Theoretically, in the example asked in question #22, an agency applying for RR could receive a maximum of 12,500 points. An agency applying for SCSEP could receive a maximum of 12,500 points. Since these programs are scored independently from each other, the scoring for RR and SCSEP is not combined. See chart below for illustration.

Comprehensive AJCC Maximum Possible Points	Rapid Response Program Maximum Possible Points	SCSEP Maximum Possible Points	MAXIMUM POSSIBLE TOTAL POINTS
9,000	3,500		12,500
9,000		3,500	12,500

**QUESTION #23**

As a subcontractor, how many subcontracts can an agency pursue?

**ANSWER #23**

The County does not impose a limit on the number of subcontracts. Please note, as stated in the answer to question #14, a Comprehensive AJCC or AJCC cannot procure another Comprehensive AJCC or AJCC as a subcontractor. Any use of subcontractors requires prior approval from the County.

**QUESTION #24**

Will the County allow the use of exhibits and charts in addition to the page limits for the narratives?

**ANSWER #24**

Yes, exhibits and charts will not count toward the page limits.

**QUESTION #25**

The funding breakdown in Section 2.1.4 of the RFP shows one line for training and wages. Can the County show the split between Adult and Dislocated Worker, and the breakdown between training and wages?

**ANSWER #25**

Yes, the funding breakdown can be found below. However, please note following changes that will be issued via addendum and are already reflected in this chart, the Title Year Round Youth Employment funding- Changed to Work-Based Learning - Academic & Career Development-In-School Youth,

also some of the Participant and training wages were moved into Work-Based Learning - Academic & Career Development-In-School Youth Operations.

	Comprehensive AJCC	Santa Clarita AJCC	AJCC	Rapid Response	Veterans	Title V
Total Funding	\$ 21,000,000	\$ 1,100,000	\$ 2,000,000	\$ 750,000	\$ 750,000	\$ 1,700,000
<b><u>Funding for Operation</u></b>						
Adult	529,000	132,000	176,000		315,000	
DW	227,000	56,000	75,000		135,000	
OSY	619,000	153,000	206,000			
Work-Based Learning - Academic & Career Development-In-School Youth	200,000	30,000	68,000			
Jail Based*	-	390,000				
Employment Re-entry Navigators*	100,000	100,000				
Rapid Response*/Title V*				250,000		100,000
Operation - Total	\$ 1,675,000	\$ 861,000	\$ 525,000	\$ 250,000	\$ 450,000	\$ 100,000
<b><u>Funding for Training &amp; Wages</u></b>						
Adult	436,000	85,000	160,000		210,000	
DW	187,000	37,000	68,000		90,000	
OSY	242,000	47,000	90,000			
Work Based Learning	460,000	70,000	157,000			
Title V Wages						466,000
Training & Wages - Total	\$ 1,325,000	\$ 239,000	\$ 475,000	\$ -	\$ 300,000	\$ 466,000
<b>Total</b>	<b>\$ 3,000,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,000,000</b>	<b>\$ 250,000</b>	<b>\$ 750,000</b>	<b>\$ 566,000</b>

\* Will not be subject to the 10% Supportive Services requirement.  
All other operational funding is subject to 10% Support Service requirement.

#### QUESTION #26

The RFP states, "Proposers from local private non-profit organizations, for profit organizations, public or private institutions of higher education, and collaborative/consortia of these organizations to operate Comprehensive America's Job Centers of California (AJCC), and their associated Affiliates, ..." Not consistent with page 2, Item 1.1.2 which includes "public agencies...." Is a proposer who is a public agency, eligible to apply?

#### ANSWER #26

Yes, public agencies are eligible to apply. An addendum will be released to correct this inconsistency.

#### QUESTION #27

The RFP states "RR and SCSEP services will operate out of the San Gabriel Valley, Antelope Valley and gateway Cities Workforce regions". Does this mean a RR or SCSEP provider must be physically located in one of the cities in these regions?

**ANSWER #27**

Yes, the Comprehensive AJCCs that are awarded Rapid Response and/or SCSEP funds must be physically located in the San Gabriel Valley, Antelope Valley or Gateway Cities Workforce sub-regions, however, they must provide Rapid Response and/or SCSEP program services Countywide.

**QUESTION #28**

Funding for 7 Comprehensive AJCCs is identified. Are Work Experience dollars included in the Youth allocations or in the Participant Training & Wages allocation? Year Round Youth funding is listed at \$125,000 – which programs are funded out of this allocation?

**ANSWER #28**

Work experience dollars are included in the Participant Training & Wages allocation. Year-Round Youth operational funding cover the Operations for Work Based Learning (WBL) and Academic and Career Development (ACD) for In School Youth (ISY). The funding Charts will be amended to clarify this and issued under an addendum.

**QUESTION #29**

The RFP states “Proposer(s) applying for a Comprehensive AJCC and AJCC Affiliate shall submit one (1) proposal only, identifying a maximum of three (3) sub-regions where proposer plans to provide program services...” This seems to contradict page 11 of the RFP, which lists out the comprehensive AJCCs by sub-region and which also states in Item 2.1.7, “County shall award a maximum of one (1) Comprehensive AJCC and/or AJCC contract to each Successful Proposer...” This also contradicts Appendix B-1, Exhibits 6 & 7, which details the sub-regions.

**ANSWER #29**

Proposer(s) may apply for a Comprehensive AJCC or AJCC for three sub-regions of their choice from the sub-regions identified on Section 2.1.5 of the RFP page 10-11 all in one proposal, but may only be awarded one Comprehensive AJCC or AJCC. Section 7.7.1 of the RFP will be reworded and issued via addendum.

Page 11 of the RFP lists all the Comprehensive AJCC’s and AJCC’s by sub-regions from which a Proposer may choose to apply for one, two or three sub-regions. Extra pages as specified in the RFP are allotted for any Proposer applying for more than one sub-region.

Appendix B-1, Exhibits 6 and 7 are maps that identify the sub-regions.

**QUESTION #30**

Are there any page limitations for the Executive Summary?

**ANSWER #30**

Yes, the page limitation of two (2) pages for the Executive Summary has been added to the revised RFP, Section 7.9.4.

**QUESTION #31**

In regards to RFP Section 7.9.5, should a narrative be included along with stated documents? If so, are there any page limitations?

**ANSWER #31**

Yes, a two (2) page maximum, not including the forms, was added to this section for the narrative.

**QUESTION #32**

In regards to Sections 7.9.5.1.2.1 – 7.9.5.1.2.3 of the RFP, it appears that Required Forms – Appendix D, Exhibits 2, 3, and 4 should be included here. However, these forms are also listed as requirements under Section G – Business Proposal Required Forms (Section 7.9.10 of the RFP). Should Appendix D, Exhibits 2, 3, and 4 be included in both Section B and Section G?

**ANSWER #32**

No, there is no need to include the forms again under Section G, Section 7.9.10 of the RFP, which has been corrected in the revised RFP.

**QUESTION #33**

Are there any page limitations for the Budget Narrative or the Personnel Schedule?

**ANSWER #33**

Yes, Section 7.10.2 has been revised to include a three (3) page maximum for the budget proposal narrative. The Personnel Schedule is included in the actual budget document, (Appendix D-1, Unique Forms, Proposed Los Angeles County America's Job Centers of California System Budget).

**QUESTION #34**

The RFP states "The selection process will begin with receipt of the proposal on **June 29, 2016.**" This is a different date from the date listed on page 39, Item 7.2, RFP Timetable which lists "Proposals due by (Pacific Standard Time) July 29, 2016 at **12:00 p.m.**" Which date is correct?

**ANSWER #34**

The correct date that the proposals are due is July 29, 2016 at 12:00 p.m. (noon) Pacific Standard Time. The date was revised in Section 8.1.1 to be correct.

**QUESTION #35**

RFP, Page 75, Item 8.4, EXECUTIVE SUMMARY, it states, "Proposer to provide resumes and biographies of current Executive Team." On page 50 of the AJCC's RFP, 7.9.4, Section A (Executive Summary), it does not list this requirement. Please clarify whether these should be included.

**ANSWER #35**

Yes, resumes and biographies shall be included in Section 7.9.4 of the RFP; language asking for these items were added to the revised RFP. For further clarification, the Executive Team Resumes for this specific Project are required.

**QUESTION #36**

RFP, Page 76, Item 8.4.1.2, Prospective Contractor List of Contracts, it states, "Proposer must provide a brief description and a list of all contracts Proposer has or had within the last five (5) years..." Appendix D, Exhibit 3, PROSPECTIVE CONTRACTOR LIST OF CONTRACTS, it states, "list of all public entities for which Contractor has provided service within the last three (3) years. Please clarify which applies.

**ANSWER #36**

Appendix D, Exhibit 3 was revised to include language to provide a list of all public entities for which Contractor has provided services within the last five (5) years. Please include information for the last five (5) years.

**QUESTION #37**

Appendix A-1, Pages 7-11, Item 6.2 of the ADW Statement of Work, lists 17 staff positions. Appendix A-2, Pages 6-8, Item 6.2 of the Youth Statement of Work lists 10.5 staff positions. This is a total of 28.5 positions (inclusive of the Contract Manager). All of these positions are "full time, fully dedicated" (the only exceptions are the two (2) Program Supervisors, one dedicated to ADW and another dedicated to Youth, and the half time payroll clerk in the Youth program).

ADW and Youth funding dedicated for operations is \$1,600,000. \$160,000 must be dedicated to supportive services, leaving a total of \$1,440,000. Using current staff wages, this leaves a deficit of just for staffing, and leaves no funding to support other operational costs, such as staff development, training/conferences, equipment and supplies, and indirect costs.

- 1) Can some of the positions, such as Career Planners identified in both the ADW and Youth program, be blended so that part of their salary is absorbed by each program?
- 2) Can some of the positions be paid by partners, such as EDD, etc.?

Could the dollars dedicated to Supportive Services be inclusive in the training allocation, instead of being taken out of the dollars devoted to operations?

**ANSWER #37**

1) In regards to the blending of positions and funding to be absorbed between the ADW and Youth programs, our answer is no except for those positions that are indicated as shared positions. Our intent is to ensure that staff are dedicated by program to the extent that it is practical. 2) In regards to positions being paid by partners, our answer is no. The ISD model will require full involvement of all the partnerships, as such, positions listed are specifically to be dedicated to and funded by this RFP. However this only lists minimum staffing, we encourage adding staff by use of Volunteers and leveraging partnerships. 3) In regards to including Supportive Services dollars in the training allocation instead of the operations allocation, our answer is no. Training Dollars can only be used for training.

Concerns in reference to minimum required staff have been taken into consideration, and as such will be adjusted. Please note that staffing patterns as delineated in section 6.4 of the Adult and Dislocated Worker

SOW and Youth@Work SOW have been adjusted and will be released via addendum. Please refer to the chart inserted under the response to question #13 for further detail.

#### **QUESTION #38**

Appendix A-1, Page 9, Statement of Work, A/DW Program, the document states “All staff salaries shall be based on competitive, professional industry standards as set forth in the following resources: U.S. Department of Labor Employment and Training Administration, Bureau of Labor Statistics and Employment Development Department of California.” What salary standards were used to determine the staffing levels (number of positions) identified for the A/DW Program (Appendix A-1, pages 7-11), the Los Angeles County Youth@Work Program (Appendix A-2, pages 6-8) and the Rapid Response Program (Appendix A-4, pages 6-9). Are the salary standards used to determine the staffing levels listed for each program referenced above available?

#### **ANSWER #38**

The salary standards set forth in the above mentioned references were used in determining staffing levels. The salary standards are available at <http://www.bls.gov/cpi/home.htm>

#### **QUESTION #39**

Appendix A-2, Page 1, Statement of Work, LA County Youth@Work, Item 1.1, the document states “The WIOA In-School Youth Program component will be funded by non-WIOA funding.” On page 24, Item 10.5.1, the document states “Contractor shall enroll ACD Participants into the WIOA Title I Youth Program as either an In School Youth (ISY) or as an Out-of-School (OSY), as appropriate. If there is no WIOA funding for In-School youth, how can In-School youth be enrolled in WIOA and CalJobs? Will the tracking for non-WIOA or WBL programs be a separate system? Does the reference to WIOA In-School youth actually refer to the Year Round Youth Employment funded program?”

#### **ANSWER #39**

In-School youth will be funded through non-WIOA funding sources; leveraging funding and partnerships for service delivery is highly encouraged by WIOA. In-School youth will be enrolled in WIOA and reflected and tracked in CalJOBS. (ref. Youth@Work SOW Section 10.0 and subsections 10.5.1 and 10.5.3).

Tracking of WBL will be done using County’s Web App. If the Youth is also enrolled in the Academic and Career Development (ACD) services, then WBL will also be captured in the CalJOBS System.

What is currently known as the Year Round Youth Jobs program is now the Work Based Learning (WBL) component of the Youth@Work program. WIOA in School Youth Participants would participate in both WBL and ACD services.

#### **QUESTION #40**

Appendix A-2, Page 7, Statement of Work, LA County Youth@Work, Item 6.4.3.8 part-time Payroll Staff, the document states “The Payroll Staff must possess a bachelor’s degree or higher in Accounting...” Can the bachelor’s degree requirement be met with equitable years of job experience?

**ANSWER #40**

Yes; an addendum will be issued to change this requirement.

**QUESTION #41**

Appendix B1, Statement of Work Exhibits, Exhibit 4, Comprehensive AJCC Performance Measures and Goals. The goal for Youth at Work for new enrollments is 270. The goal for In-School Youth for new enrollments is 110. Does this mean that of the 270, 110 should be In-School youth and can be counted toward the 270 goal? This presumes that participants are co-enrolled into the two programs.

**ANSWER #41**

The enrollment goal for In-School youth enrollments is to be counted separately from the WBL enrollment goal. Under the Youth@Work program, there are enrollment goals for ISY, OSY and WBL. Please note that the Performance Measures and Goals matrices have been revised, including a revision to how the Youth@Work goals are labeled and displayed, and will be released via addendum.

**QUESTION #42**

Appendix D-1, Exhibit 2, Budget page, Section II, subpart B; the line item for wages and subsidized employment is shadowed out for the OSY column. Only Pre-Apprenticeships, Internships and Job Shadowing and OJT seem to have line items that can be completed. Are Work Experience wages allowed for the Out of School Youth program? Are need based payments allowed for youth and where in the budget should they be listed?

**ANSWER #42**

Yes, work experience wages for Out-of-School Youth is allowed. Work Experience wages are allowed for Out-of-School Youth (OSY); however, the Youth@Work program is structured to have those OSY participants needing WBL to have the work experience wages paid from the Youth budget.

In regards to if needs based payments are allowed for youth: If by need-based payments you are referring to the specific needs-related payments as denoted in section 10.5.5.3.1.6 of the Youth@Work SOW, then yes, they are allowed provided that they are given to participants living on their own and that the need for such a service is deemed appropriate through assessment, as noted in 10.5.5.3.1 of the Youth@Work SOW. Needs-related payments are a Supportive Service and should be budgeted under the Supportive Services line item. In addition in order to provide them, you must have them included in your supportive services policy.

**QUESTION #43**

Can Out-of-School youth participants be paid for attending mandated workshops?

**ANSWER #43**

Out-of-School participants that participate in WBL can be paid for Personal Enrichment Training (PET), as described in Section 10.4.4 of the Youth@Work SOW. Otherwise, there are no mandated workshops for Out-of-School youth participants.

**QUESTION #44**

Can proposers receive a copy of the attendees of the Bidders Conference?

**ANSWER #44**

Yes. A copy of the sign-in sheet has been posted on the CSS website at: <http://css.lacounty.gov/business-opportunities/>.

**QUESTION #45**

Is any funding being directed to the San Fernando Valley? The Funding Allocation Plan on page 11 shows nothing in the San Fernando Valley unless it's in the "Gateway Cities".

**ANSWER #45**

The San Fernando area is not included in this RFP, as we serve the San Fernando area through a Government to Government agreement with City of Los Angeles.

**QUESTION #46**

Based on Section 7.9.6.2 of the RFP, our agency has been designated by a primary AJCC applicant to provide Youth@Work component services within the AJCC it is designing. For the application, the proposer is required to identify its Youth@Work subcontractor if it is not fulfilling this function itself. While attending the AJCC RFP Proposers meeting, a discussion ensued on the subcontractor procurement process. I have not found detailed instructions for procurement in the RFP documents, but I understand from the meeting, that once a Comprehensive AJCC or basic AJCC applicant is selected by the County, the approved contractor will need to conduct a formal RFP bidding process to identify subcontractors in a transparent, fair manner. Under this process, will the Youth@Work subcontractor named in the original proposal have to compete with other bidders to perform specific work that it agreed to deliver in the original application? If yes, what incentive is there for an agency to agree to be a service subcontractor in the application, if there is a distinct possibility another agency will be awarded the subcontract during the wide-open procurement stage?

**ANSWER #46**

For clarification, the RFP does not ask the Proposer to identify the subcontractor. Section 7.9.6.2.1 asks that the proposer describe their plan to execute the subcontract. However, if the Proposer does name a subcontractor in their proposal, the subcontractor would have had to have been procured prior to the submission of the proposal, in compliance with WIOA procurement requirements, and in this case, they would not need to be re-procured. Otherwise, the Successful Proposer has up to 30 days prior to the date of contract award to procure their subcontractor(s).

**QUESTION #47**

The Workforce Innovation and Opportunity Act was designed to ensure that "local areas in regions will have coordinated planning and service delivery strategies." Based on this priority, America's Job Centers of California adjoin WorkSource Centers into a single system that coordinates service delivery between providers across the state. In the past, use of Supervisorial District boundaries might locate a County WorkSource Center in an area that is already served by a city's workforce development board, such as the

Pacific Gateway Workforce Investment Network in Long Beach/Signal Hill or City of Los Angeles Workforce Investment Board. This approach might bring highly experienced, well-run agencies into the system and funnel a large volume of services into concentrated pockets of underserved clients, but it could be inefficient in the long run. In order to streamline the County's AJCC system with neighboring AJCCs, it appears CSS has carved regions with city-operated AJCCs out of the areas that qualify to become a Comprehensive or regular AJCC. If our understanding of this strategy is accurate, can you please confirm that service providers that do not propose to have a facility located within the sub-regions listed in Exhibit 7 of Appendix B1 will not qualify to pursue a County of Los Angeles Comprehensive or basic AJCC?

**ANSWER #47**

Los Angeles County has carved out 10 sub-regions to maximize service delivery, in all areas that are under the purview of the Los Angeles County Workforce Development Area. County must maximize service delivery to all cities and unincorporated areas that we receive funding for. Proposers must bid for a specific sub-region and will be expected to serve all of the cities and unincorporated areas assigned to said sub-region. County will only approve Comprehensive AJCCs or AJCC sites strategically located within the sub-region of successful bid. Service providers that do not intend to operate a site within one of the 10 sub-regions, or do not intend to serve an entire sub-region, as listed in Exhibit 7 of Appendix B1, should not apply for this RFP.

**QUESTION #48**

The RFP describes required staffing levels, including a full-time dedicated Trainer. Can this Trainer also assume other duties such as career planning? (I.e. can this person carry a caseload?)

**ANSWER #48**

Yes, as long as another staff shares in the Trainer duties as well. We don't want any staff doing double full-duty. The intent is for staff not be pulled away to work on non-WIOA programs, or doing the job of two people, ensuring dedicated staffing.

**QUESTION #49**

Page 15, Section 2.2.4 of the RFP states that "All related infrastructure costs not included in the AJCC site's lease terms (utilities, maintenance, repairs, etc.) will either be directly paid by County or reimbursed to the sub-recipient." Does "infrastructure costs" to be covered by the County include the cost of land line phones and internet?

**ANSWER #49**

No. It only includes the Facility Lease and Base Utilities (Gas, Electricity and Water). Section 2.2.4 of the RFP will be updated via addendum to be more specific.

**QUESTION #50**

Page 21, Section 3.8.2.2, Financial Documents Submission Requirements, states that Proposer's are to submit audited financial statements for the most recent three full fiscal years. Since our audit for Calendar Year 2015 is not complete, should we submit our Final Audits for CY2012, CY2013, and CY2104 to meet this requirement in the RFP?

**ANSWER #50**

Yes, the most recent audited financial statements would be for CY 2012, 2013 and 2014. If an agency happens to have CY 2015 audited financial statements available, they would submit for CY 2013, 2014, and 2015.

**QUESTION #51**

In regards to page 22, Section 3.8.4, Financial Document Evaluation. Can you share with us the criteria/tool that the County will be using to determine if a Proposer should Pass/Fail the Financial Capability Evaluation?

**ANSWER #51**

The County Auditor-Controller (AC) will utilize information directly from the proposer's required financial submittals (see Section 7.8.3 of the RFP) to calculate and perform a financial statement analysis. CSS will utilize the financial statement analysis provided by the AC, in conjunction with a uniform rating criteria, to determine whether each proposer passes or fails.

**QUESTION #52**

In regards to Exhibit 1 - Proposer's Experience Verification Form. Who should complete this form? Does this form need to be completed and included in our Proposal or should it be sent directly to Carol Domingo, Program Manager at CSS? If we need to submit this with our proposal, where should it be included in the proposal?

**ANSWER #52**

A separate addendum will be released to clarify and provide instructions on this form. Proposer is to complete the top part of the form (Sections A through I) and send it to the five agencies that they have had past contracts with, which will be listed on Appendix D, Required Forms, Exhibit 3, "Prospective List of Contracts." The agency that has been contracted with (either currently or in the past) will complete and sign the rest of the form to demonstrate the Proposer's past performance and shall send it directly to CSS either via email, at [AJCCRF@css.lacounty.gov](mailto:AJCCRF@css.lacounty.gov), or by mail:

Community & Senior Services  
Attention: Carol Domingo, Program Manager  
3175 W. 6<sup>th</sup> Street, Room 403  
Los Angeles, CA 90020

**QUESTION #53**

In regards to page 14, Section 2.2, Sites. Will the County pay separately for the cost of moving files, furniture, etc.?

**ANSWER #53**

Yes. On a case by case basis, the County will either arrange for moves to occur, or separately pay for the costs of moving.

**QUESTION #54**

In regards to Appendix B-3, Veterans AJCC SOW, Performance Measures and Goals. According to this chart, our annual goal for new enrollments is 500 veterans which is comprised of 290 Adult and 120 DW. The number of adult and dislocated workers does not add to 500 veterans. However, these two numbers only add up to 410 veterans. Please explain who are the 90 veterans that have not been identified?

**ANSWER #54**

All the Performance Measures and Goals matrices included as SOW exhibits will be replaced via addendum. The revised matrix for the Veterans' AJCC will reflect a total new enrollment goal of 410.

**QUESTION #55**

The staffing plan provided in the RFP for a comprehensive AJCC required us to employ 28 full-time staff whose salaries and benefits comes very close to the \$1.6 million funds available for Operations (based on average salaries for this region) and leaves very little funds for other required program costs. Would the County reconsider their funding levels for operations and training?

**ANSWER #55**

Concerns in reference to minimum required staff have been taken into consideration, and as such will be adjusted. Therefore, please note that staffing patterns as delineated in section 6.4 of the Adult and Dislocated Worker SOW and Youth@Work SOW have been adjusted and will be released via addendum.

**QUESTION #56**

Is there a Proposal Package Checklist/Table of Contents to make sure all proposal items are put in the correct order and include all documents to be included in the proposal package?

**ANSWER #56**

The County will develop a Proposal Package Checklist to be included in Appendix D-1, Unique Forms. This form will be released via separate addendum and will be posted on CSS's website.

**QUESTION #57**

Does the years of required experience in the RFP's Minimum Mandatory Requirements pertain to the Owners/Director's qualification or does it pertain to the agency's incorporation date?

**ANSWER #57**

The required years of experience listed in RFP Section 3.6 pertains to the agency's (agencies as listed in 1.1.1) experience operating the programs listed in Section 3.6 of the RFP; it is not based on the Owner/Director's, or employees', experience.

**QUESTION #58**

In regards to Section 2.6.2 of the RFP, Payment Guarantee. Is the 25% Payment Guarantee requirement for subcontractors? Please clarify if (1) Are we required to have subcontractors? (2) Is the 25% performance guarantee based on the total contract amount (for example \$1,000,000 for the South Los Angeles region) **or** the amount to be paid to subcontractors?

**ANSWER #58**

Please see response to question #3 for changes to this section of the RFP.

Additionally, the Payment Guarantee is not required from subcontractors. The Payment Guarantee is to be provided by the County's contracted agency and may be utilized if payments to third parties are not made. The lead Comprehensive AJCC or AJCC may elect to not subcontract out any of its contracted services. The combined Payment and Performance Guarantee, as stated in the revised Section 2.6.1 of the RFP, is to represent 25% of the agency's annual contracted amount with the County.

**QUESTION #59**

In regards to Section 2.6.4; if our agency observes the same holidays as the County, do we still have to operate during these days?

**ANSWER #59**

No, per Appendix A-1, ADW SOW, Section 6.8.9, the Successful Proposer must operate in conjunction with the hours of the County and EDD, including observed holidays.

**QUESTION #60**

Will Questions & Answers (Q&A) be uploaded onto the CSS website as they are received or will all questions be uploaded on June 16<sup>th</sup>?

**ANSWER #60**

After the initial Q&A is posted from the Proposer's Conference and Q&A received prior to May 16, 2016, additional Q&A will be uploaded on an as needed basis, up until June 16, 2016. Agencies attending the bidder's conference will be notified via email when an addendum (including Q&A) is posted.

**QUESTION #61**

Please explain the number of Proposer Highest Score (e.g. Proposer 1, Proposer 2, etc.) on the Comprehensive AJCC Matrix (Section 8.6 of the RFP). Is this based on score alone or by sub-region applied for?

**ANSWER #61**

This labeling does not mean to imply any type of ranking; it simply was a numbering of the regions.

**QUESTION #62**

Can we show allowable SB734 leverage funds in the budget?

**ANSWER #62**

No. Only include funding directly addressed through this RFP on the RFP budget. The one exception is for the Veterans' AJCC; we ask that the required leverage/program match is reflected on pg. 1 of Appendix D-1, Exhibit 2 - Proposed Los Angeles County America's Job Center of California System Budget and verified on pg. 3 of the same Exhibit. Include any other leverage funding in your written responses.

**QUESTION #63**

Will questions submitted electronically be answered and posted?

**ANSWER #63**

Yes, please see response to question # 60 above.

**QUESTION #64**

Regarding the "Solicitation Requirements Review;" the deadline to submit is May 13<sup>th</sup>...will this be extended due to the date change of today's Bidder's Conference?

**ANSWER #64**

No, the due date for the Solicitation Requirements Review is based on the date the RFP was released, not the date the Bidder's Conference was held.

**QUESTION #65**

Will there be another opportunity for leads and subcontractors to meet?

**ANSWER #65**

CSS will not be hosting any further meetings, but Proposers are encouraged to meet on their own with one another. The Bidder's Conference sign-in sheet has been uploaded to CSS's website, at <http://css.lacounty.gov/business-opportunities/> to facilitate this process.

This chart corresponds with answer #13 above.

Position*	Comprehensive AJCC			AJCC		
	ADW Positions	Youth@Work Positions	Total Positions	ADW Positions	Youth@Work Positions	Total Positions
Contract Manager **	1	n/a	1	1	n/a	1
Accounting Staff**	1	n/a	1	1	n/a	1
Program Supervisor***	1	1	2	n/a	n/a	n/a
Intake Specialist	2	1	3	1	1	2
Career Planner/Case Manager	3	3	6	2	1	3
Trainer	1	1	2	1	1	2
Business Services Manager****	1	n/a	1	1	n/a	1
Business Services Representative	2	1	3	-	1	1
Clerical/Program Assistant*****	1	-	1	1	-	1
Re-entry Navigator*****	1	n/a	1	n/a	n/a	n/a
Payroll Staff*****	n/a	0.5	0.5	n/a	0.5	0.5
<b>Total</b>	<b>14</b>	<b>7.5</b>	<b>21.5</b>	<b>8</b>	<b>4.5</b>	<b>12.5</b>

\*Positions included in this chart reflect all the minimum positions required for Comprehensive AJCCs and AJCCs. It does not include specialized positions for the Rapid Response and SCSEP Programs.

\*\*Cost of position is proportionally shared across all programs at the Comprehensive AJCC or AJCC.

\*\*\*Program Supervisor duties at AJCCs are covered by the Contract Manager.

\*\*\*\* Under the new staffing pattern, Business Services Manager is proportionally shared across ADW and Youth@Work programs. In addition, will function as the supervisor over the Rapid Response Coordinators (if applicable to site. Cost will be proportionally shared with Rapid Response Program).

\*\*\*\*\*Under the new staffing pattern, the cost of Clerical/Program Assistant position is proportionally shared across all programs at the Comprehensive AJCC or AJCC.

\*\*\*\*\*Santa Clarita AJCC also has a Re-entry Navigator position.

\*\*\*\*\*Payroll Staff position is part-time (.5 FTE).

**Note: four (4) positions, Contract Manager, Accounting Staff, Business Services Manager, and Clerical/Program Assistant are proportionally shared across ADW and Youth@Work.**