

**WSC OPERATORS RFP 2018  
PROPOSERS' CONFERENCE QUESTIONS  
Tuesday, January 06, 2018**

1. **(Q)** 2 Questions  
Exhibit III - Performance  
Do we need to complete this for every similar contract held over the last 5 years? Do you want 3-4 references?  
  
**(A)** No minimum required, must reflect listed or equivalent measures.
2. **(Q)** If we are applying for two centers, do we need to submit two notices of intent?  
  
**(A)** Yes
3. **(Q)** Page 24 [of the RFP] lists 10 sectors not 8 [PowerPoint presentation had mistakenly omitted two sectors]. Please clarify.  
  
**(A)** Correct, the list in the RFP on page 24 lists the current sectors under focus. The WDB may identify additional sectors as well.
4. **(Q)** Section 3.1 – Industry Sector Strategies  
Are Security and Information Technology still eligible sectors?  
  
**(A)** Yes, the list in the RFP is correct.
5. **(Q)** On one of the slides during the presentation, all the sectors listed in the RFP on page 24 were not listed.  
  
Are the 10 listed on page 24 still the target sectors?  
  
**(A)** Yes
6. **(Q)** Will you be funding any new centers or will the allocation by area be the same?  
  
**(A)** The only mandatory facilities are outlined in Section 2.8. All other area centers are subject to change. The number of centers per area will be based on need (Human Development Index) and funding available.
7. **(Q)** Exhibit VI - Pgs. 1&2 “Intent to Formally Collaborate”  
Do we need to have the partners that signed the MOU with EWDD sign the “Intent to Formally Collaborate”? (i.e.[sic] EDD is the only agency that provides TAA)  
  
**(A)** Yes

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8. **(Q) 2 Questions – Sites Designation**
1. Will the existing WSC be graded equally with proposed new sites?
  2. Will existing WSC get more points for having an existing site?
- (A)**
1. Yes
  2. No
9. **(Q) 2 Questions**
1. For new bidders, what can we show for Demonstrated Ability if we do not have previous workforce experience?
  2. Can we use “private” experience?
- (A)**
1. Any equivalent experience that relates to demonstrated ability outlined in section 5.2 of the RFP.
  2. Yes
10. **(Q) 2 Questions – Pg. 18, Sec. 2.8 - Leverage**
1. RFP indicates min. leverage is \$300,000, max points for \$600,000. However, proposers' conference stated minimum is \$600,000, which is correct?
- Notice of Intent
2. Do we specify region if submitting more than one?
- (A)**
1. The RFP information is correct.
  2. Yes, please specify region on all Notices of Intent
11. **(Q) 3 Questions – Exhibit III – Performance Verification**
1. Is there a maximum number of forms that can be submitted?
  2. In addition to WIOA sources, state and federal grants may have different outcomes/metrics/deliverables, may the form be altered/edited to reflect performance metrics?
  3. For City-funded programs (WIOA/non-WIOA) shall forms be completed and will proposers need to notify City staff they may be contracted for verification of metrics?
- (A)**
1. No
  2. No

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3. Yes, complete the forms. City staff is already aware of the need to verify information.
12. **(Q)** Will you have an allocation split between Adult and Dislocated Worker for the RFP budget?
- (A)** Yes, typically funding splits between Adult (A) and Dislocated Worker (DW) is based on the ratio of funding the City receives, 60/40 split A/DW.
13. **(Q)** If you propose to serve in an area that requires a mandatory facility, but you have an additional site, could you be asked to operate in one [of] the mandatory sites?
- (A)** You may be asked to relocate to one of the “mandatory” sites. Final determination will be based on number of proposers and proposed locations
14. **(Q)** **2 Questions**
1. Is it appropriate to include EWDD mandated partners, such as a local YouthSource center and FamilySource center, on Exhibit VI “Intent to Formally Collaborate”?
2. Is Exhibit VI an alternative to an MOU?
- (A)** 1. Yes, they should included.
2. No
15. **(Q)** Can the same staff members be part of each service team, e.g. a case manager be part of the “Welcome Team”, “Skills Team”, and “Engagement Team”?
- (A)** This questions is relates to program design and is therefore outside the scope of technical assistance.
16. **(Q)** Are the “key partners” listed on pages 25-26 the same as the “mandated partners” referenced on page 35? If not, please elaborate on who the “mandated partners” are.
- (A)** As stated in 20 CFR § 678.400 **Who are the required [mandated] one-stop partners?**
- (a)** Section 121(b)(1)(B) of WIOA identifies the entities that are required partners in the local one-stop delivery systems.
- (b)** The required partners are the entities responsible for administering the following programs and activities in the local area:
- (1)** Programs authorized under title I of WIOA, including:
- (i)** Adults;

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- (ii) Dislocated workers;
  - (iii) Youth;
  - (iv) Job Corps;
  - (v) YouthBuild;
  - (vi) Native American programs; and
  - (vii) Migrant and seasonal farmworker programs;
- (2) The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act ( 29 U.S.C. 49*et seq.*), as amended by WIOA title III;
- (3) The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA;
- (4) The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 ( 29 U.S.C. 720*et seq.*), as amended by WIOA title IV;
- (5) The Senior Community Service Employment Program authorized under title V of the Older Americans Act of 1965 ( 42 U.S.C. 3056*et seq.*);
- (6) Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 ( 20 U.S.C. 2301*et seq.*);
- (7) Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 ( 19 U.S.C. 2271*et seq.*);
- (8) Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.;
- (9) Employment and training activities carried out under the Community Services Block Grant ( 42 U.S.C. 9901*et seq.*);
- (10) Employment and training activities carried out by the Department of Housing and Urban Development;
- (11) Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);
- (12) Programs authorized under sec. 212 of the Second Chance Act of 2007 ( 42 U.S.C. 17532); and
- (13) Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act ( 42 U.S.C. 601*et seq.*), unless exempted by the Governor under § 678.405(b).
17. (Q) Are customers/clients referred directly to the Employment Team from the “Welcome Team” required to have an IEP?
- (A) This questions is relates to program design and is therefore outside the scope of technical assistance.
18. (Q) Is the proposer required to give 6 occupation/positions for each sector on the high-demand sector worksheets?
- (A) No

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19. **(Q)** Please confirm the requirement for BIP outreach, includes 22 forms total in Educational Support Services?
- (A)** Yes
20. **(Q)** Does the proposer need to complete by the outreach deadline all negotiations with organizations that respond to BIP outreach?
- (A)** No, outreach needs to be completed so BIP outreach summary sheet is generated.
21. **(Q)** Do you have available data by locations with specific target population, e.g. location A – with high “Reentry Population”; location B – higher homeless population, etc.?
- (A)** This questions is outside the scope of technical assistance.
22. **(Q)** Can you provide some examples of “Leveraged Resources” on page 18?
- (A)** As stated on page 27 of the RFP, “leveraged resources are federal and non-federal resources (cash contributions and in-kind contributions) used by the successful proposer to support grant activity and outcomes that would be normally be paid for using WIOA formula funds.” Each proposer needs to identify their own sources.
23. **(Q)** Can you provide some performance data of the current WSC operators?
- (A)** Program goals for current WSC operators are provided on page 15 of the RFP.
24. **(Q)** Does the past experience of the bidder need to be from LA or nationwide is acceptable as well?
- (A)** Nationwide is fine.
25. **(Q)** Do we need to mention the specific location/s in our “Intent to Submit Proposal”?
- (A)** Yes, identify regional planning area.
26. **(Q)** Pg. 15 – Performance 17-18 Table  
Per this redesign, will all five required target populations metrics be comparable to current deliverables? (i.e., 100 veterans, 100 homeless)
- (A)** - Performance Table is provided for reference only. Your proposal should include your proposed plan.

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27. **(Q)** Will an indirect cost rate greater than 20% affect the proposal negatively?
- (A)** As stated in section 4.3 of the RFP, "All proposed costs will be evaluated against the City's independent cost estimate and compared with the costs submitted by other applicants."
28. **(Q)** Appeal Process  
Request that we can copy rater comments to be able to respond appropriately before appeals committee.
- (A)** This would be part of the Appeals Process
29. **(Q)** What is the current project benefit rate for current providers?
- (A)** Section 2.7 outlines performance requirements for similar funding.
30. **(Q)** What if you do not have a facility?
- (A)** Proposers must provide a current or proposed location on Exhibit VII. However, as indicated on the form, a letter of intent may be provided if the proposer does not have site control.
31. **(Q)** Define provided services similar to those solicited?
- (A)** Section 3 of the RFP describes services solicited.
32. **(Q)** Does WIOA youth or DOL funded organizations with over 5-years of experience qualify as similar services?
- (A)** Section 3 of the RFP describes services solicited. Proposers' narratives provide an opportunity for the proposer to show similarities.
33. **(Q)** Will you be prepared to receive proposals 1-2 days earlier including alerting the security desk that proposers will need access to the 6<sup>th</sup> floor?
- (A)** Yes. Please contact EWDD in advance to arrange clearance.
34. **(Q)** Who are the raters, or who do they represent?
- (A)** Raters are anonymous
35. **(Q)** Will they be from LA area? Out of state?
- (A)** Raters may be from across nation.

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36. **(Q)** How will the City address or fairly consider current WSC leases in requesting to re-locate?
- (A)** That will be handled on a case by case basis.
37. **(Q)** Exhibit II  
For Exhibit II, number 2, total number of customers entered employment do you want a raw number or percentage based on DOL measures? If raw number, is that the exiters used for our City performance rating?
- (A)** Depends on program goals and how they were stated, i.e., if proposer's goal was a percentage goal, list it and results as such-if it was a numeric goal, goal and results should be listed as numeric
38. **(Q)** Do we need MOUs or letters of support?
- (A)** Exhibit VI only requires signatures of collaborators.
39. **(Q)** Section 7.6 Contract Negotiations  
Requirement of one proposer to collaborate on another, will their performance come under lead agency performance or lack of performance?
- (A)** Yes, the lead operator is responsible for performance of partners within agency.
40. **(Q)** Instructions on budget submission to be mailed vs hand delivered, please clarify? Only budget submitted electronically?
- (A)** The budget forms are part of the complete proposal package subject to the instructions found in section 2.15 of the RFP. As stated in those instructions, an additional copy of the budget forms in their original formats must be provided on a USB Flash Drive, sealed in an envelope attached or affixed to the inside front cover of the original proposal.
41. **(Q)** Is EWDD getting all mandatory partners? i.e., EDD, LAUSD, DOL.
- (A)** Although EWDD has entered into MOUs with mandatory partners, proposers need to secure signatures of collaborators.
42. **(Q)** Can we access the MOU that EWDD executed with mandatory partners? Where can we access the document?
- (A)** Copies of the MOUs can be found in the Year 18 Annual Plan  
<http://ewddlacity.com/index.php/workforce-development-board-year-eighteen-annual-plan>

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43. (Q) Will unpaid rent be considered leverage?
- (A) Yes, facilities free of charge may be considered leverage if documented and verifiable.
44. (Q) Do providers need to identify the facility in the area where a site exists?
- (A) Yes. Proposers need to indicate a proposed in Exhibit VII. This site may be one of the mandatory sites listed in the RFP.
45. (Q) Section 3.6  
Section 3.6 indicates we are required to partner with closest local centers. What if the center declines or does not provide response since they will be applying? What documentation should be provided to show efforts?
- (A) Every effort should be made to obtain signatures of collaborators for program elements listed in Exhibit VI. Although collaboration with geographically closest City-funded FamilySource, BusinessSource, and YouthSource Center will be required, signatures on Exhibit VI are only required if it is the proposer's intent to provide listed services with these entities.
46. (Q) Please re-clarify, do we need original signatures of partners on the Form VI, Intent to Collaborate and do we need to include partners such as EDD, YSC, FSC?
- (A) See answer to # 45 above.
47. (Q) Exhibit III - Performance verification  
If including performance from other grants/funders outside the City, does it need to be verified by the funding entity?
- (A) Provide contact information and EWDD will verify.
48. (Q) Pg. 40 – Section 5.1  
Are the 25 pages allocated for Narratives 1 and 2 or does this 25 page limit also extend to the budget narrative?
- (A) The 25 page limit only applies to narratives 1 and 2.
49. (Q) Exhibit IX – Intent to Submit  
Where shall proposers indicate proposed area or site?
- (A) Indicate service area on revised form.
50. (Q) Exhibit VI – Intent to Collaborate



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Requires original signatures on the form or will electronic/scanned signatures be accepted?

**(A)** Original signatures are required.

51. **(Q)** We have not received receipt from EWDD of our (already) submitted "Notice of Intent to Submit Proposal", when will EWDD respond?

**(A)** Notice due February 9<sup>th</sup>. You will receive receipt after 02/09.

52. **(Q)** Section 6.1 – Overview, Pg. 46

What do you want included on flash drive? The entire proposal or only the budget?

**(A)** Only the budget.

53. **(Q)** Section 2.15, Pg. 21 – Submission Requirements

What if tables and charts have smaller font than the narratives?

**(A)** That is ok, but should be legible.

54. **(Q)** Can we use fonts of less than 12pt in any table or chart we add/create within our narrative response?

**(A)** See response to #53 above.

55. **(Q)** What is an unacceptable building condition?

**(A)** A facility that does not meet requirements outlined in Exhibit VII.

56. **(Q)** What if doing DBA?

**(A)** Use [official corporate name], "DBA"\_\_\_\_\_.

57. **(Q)** Can two organizations apply as co-operators for a one-stop?

**(A)** The City will only be able to contract with one entity.

58. **(Q)** Does everyone need to resubmit Letter of Intent to Submit with region indicated?

**(A)** Yes

59. **(Q)** Will answers to questions asked today and PowerPoint presented be posted?

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- (A) Yes
60. (Q) Is there a sign-in sheet for today's conference. If so, will it be posted?
- (A) There is no sign-in sheet.
61. (Q) If we want to be a sub, do we have a limitation on how many sites we can go in as sub?
- (A) There is no limitation.
62. (Q) Do we need to submit a "Notice of Intent" if we want to go as a sub on a proposal?
- (A) No
63. (Q) Will we be required to use the subcontractor procurement process in addition to BIP outreach?
- (A) Yes
64. (Q) Exhibit VI – Intent to Formally Collaborate  
Do we need to use only one page or can we have multiple pages to accommodate all the signatures needed?
- (A) Submit as many pages as you need.
65. (Q) Exhibit VI – Intent to Collaborate  
Can each partner sign their own page rather than send the same signature around to all partners, which is more difficult and time consuming?
- (A) Yes, individual signed forms are acceptable.
66. (Q) BIP Outreach  
Can you provide us with examples of the type of services that should be requested through BIP?
- (A) Appendix D – BIP Outreach Manual  
Services are identified by NAICS GDE based on the services you are subcontracting.
67. (Q) We would be interested in being subcontractor in North Hills of San Fernando Valley, with focus on job training for adults with intellectual disabilities. How best to connect with others who might want to partner?
- (A) Time will be allotted today for attendees to network.

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68. **(Q)** Section 2.2, Pg. 9 – Eligible Proposers  
Please give examples of the definition of “workforce intermediaries”.
- (A)** Workforce Intermediaries can be an organization with sector expertise that convenes workforce systems, such as training providers, employers and other stakeholders to develop employment strategies working with employers.
69. **(Q)** The WSC Operators RFP BIP web page lists the deadline to complete the sub-contractors' search as February 22, 2018. However, the auto invitation BIP sends to prospective subcontractors has a default end date of March 8, 2018. Will the BIP end date be corrected to state February 22<sup>nd</sup>?
- (A)** The outreach to subcontractors and the date potential subcontractors proposals are due to the primary proposer are two different items. Proposers are not be able to utilize the BAVN's Outreach notification function if there are less than fifteen (15) calendar days prior to the bid submittal deadline (February 22, 2018). The proposer is able to set the subcontractor's proposal due date in the emails sent to potential subcontractors. The Summary Sheet of prospective subcontractors responses must be completed by 4:30 PM one day after the Bid due date (Close date).
70. **(Q)** What is the demarcation between North and South Valley?
- (A)** Maps available on City Planning. <http://planning.lacity.org/>
- Click on “Map Gallery” (top menu)
  - Click on “PDFD Map Gallery”
  - Choose APC desired from dropdown under Area Planning Commissions Maps
  - Click on Economic Development
  - Zoom in to see street names
71. **(Q)** Pg. 15 – Performance Measure Table  
Please define “Hard to Serve” adult enrollment.
- (A)** Hard-to-Serve customers are defined as individuals who are:
1. Limited English Proficient;
  2. Substance Abusers;
  3. Basic Skills Deficient;
  4. Reentry;
  5. TANF Recipients;
  6. Low Income;
  7. Homeless;
  8. Individuals with a Poor Work History; and/or
  9. Individuals with Disabilities.

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72. **(Q) 2 Questions**

Section 3.1, Pg. 27 – High Road Economy

1. Can you define what “High Road Economy” means? Examples.

2. What are high road employers?

**(A)** 1. Definition for both can be found in the Year 18 Annual Plan in the Definition of Quality Jobs Policy.

<http://ewddlacity.com/index.php/workforce-development-board-year-eighteen-annual-plan>

A high-road economy is one that competes on the basis of innovation, quality, and high skills rather than low wages, contingent employment, and low or no benefits.

High-road employers offer good jobs, defined as those that include:

- Good wages and benefits.
- Support for ongoing skill training and employee advancement.
- Good work conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave).
- Adequate hours with predictable schedules that enable employees to meet their family caregiving commitments