

# 2018 WORKSOURCE CENTER (WSC) OPERATORS

## Request for Proposals

### Questions & Answers 1-29

Wednesday, February 7, 2018 – Thursday, February 8, 2018

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**Q1:** The link provided in the RFP for the Living Wage Ordinance (LWO) does not work.

**A:** EWDD will correct the link and re-post the RFP.

**Q2:** We have a question regarding the Contractor Responsibility Ordinance Questionnaire. Our entity is a public agency; as such, the City in the past has determined us to be exempt from completing this form. I have attached the CDD's response when we posed the same question in 2011 and the code the agency cited exempting public agencies from submitting this particular form. Please confirm that we are exempt for the 2018 WorkSource Center Operators RFP as well.

**A:** This is correct, governmental public agencies are exempt from the CRO under Los Angeles Administrative Code Section 10.40.4(a) (1): "Agreements with a governmental entity such as the United States of America, the State of California, a county, city or public agency of such entities, or a public or quasi-public corporation located therein and declared by law to have such status."

**Q3:** Section 5.4 on top of page 46 states, "if not currently funded by EWDD, please submit proposer's audited financial statements for the last two years and label as "Attachment C." According to OMB Circular 200.501, a non-profit is not required to do an audit if they spend less than \$750,000. Can an exemption be made for a non-profit for the purpose of this RFP based on OMB Circular 200-501?

**A:** Although a grant may have been exempt from federal audit requirements, for the purpose of this RFP, financial statements submitted with your proposal must have been audited.

**Q4:** RFP page 17, section 2.8: Source of Funds, Regional Areas of Service and Funds Requested for WSC- Mandatory Facilities:

- a. For an applicant proposing to open a new site, should the costs for start-up, such as the purchase and installation of computers, printers/copiers/fax, phones and the IT infrastructure (routers, wiring, switches, etc.), building signage, building renovation, etc. be included in the RFP budget, or are those costs paid for separately by the City of Los Angeles?
- b. Is there currently a WorkSource Center site operating in Crenshaw?

**A:** a. All costs associated with opening a new site are to be borne by the proposer.

b. Current WorkSource Center locations can be found at:  
<http://ewddlacity.com/index.php/employment-services/adults-age-24-and-older/worksource-centers>

**Q5:** RFP Page 15, Section 2.7: Performance Measure Table – Program Year 17-18:  
Please clarify question 17, Hard-to-Serve Adults. Who are these individuals?

**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.

**Q6:** RFP page 15, section 2.8: Source of Funds, Regional Areas of Service and Funds Requested for WSC:  
How will the determination be made as to the number of sites to be funded?

**A:** The number of sites funded will be dependent on the availability of WIOA formula funds allocated to the City of Los Angeles.

**Q7:** RFP page 25, section 3.1 Design of the WorkSource Center System, Enhanced Integrated Service Delivery Model:  
The RFP notes that the City and LAUSD will work to expand the WIOA Navigators to all WorkSource Centers. Will the site operator have any costs related to the Navigator being on-site? If so, will those costs come from the RFP budget, or are those costs paid for separately by the City of Los Angeles?

**A:** WIOA Navigator salary expenses are covered jointly by the City and LAUSD. The site operator will be responsible for providing the LAUSD Navigator adequate office space with a telephone and computer and a reasonable amount of office supplies.

**Q8:** RFP page 42, section 5.1 Narrative-Exhibit III. Performance Verification Form, and Exhibit III (no page #) WorkSource Center Performance Verification:

a. The form asks to document three years of service in the past five years. Does this include all contracts, or only those with similar services to this WorkSource Center RFP?

b. How many verification forms should be submitted?

**A:**

- a. It is up to the proposer to determine what information they wish considered to document demonstrated ability in WIOA or similar programs.
- b. One form for each Grantor for performance you wish considered.

**Q9:** RFP exhibit II (no page #), Non-Collusion Affidavit:

The exhibit notes that the proposal is submitted as a firm, fixed request for 90 days; RFP page 54, Section 7.6 Contract Negotiations states the "...proposals submitted shall be irrevocable for a period of 270 days following the proposal submission deadline." Please clarify.

**A:** Section 7.6 of the RFP is correct; proposals are irrevocable for 270 days following the proposal submission deadline. Exhibit II will be revised to reflect 270 days.

**Q10:** Exhibit VII, Question F and RFP Page 37, Section 3.8:

Please confirm if each site is required to have at least 15 or at least 20 computers. Question F reads "Contains a resource room of at least fifteen (20) computers with internet access, phones, printers..." Page 37, section 3.8, WorkSource Center Location and Facility Requirements, WorkSource Centers Must: point 3 notes "contain a resource room of at least twenty (20) computers with internet access..."

**A:** The text on Exhibit VII, question F is incorrect and should read, "Contains a resource room of at least twenty (20) computers with internet access.." An updated Exhibit VII will be uploaded to BAVN.

**Q11:** Exhibit IV: pages 1 and 2:

This exhibit includes two pages with the same set of instructions. Do you want Proposers to submit their flowchart on page 1 and timeline on page 2?

**A:** No, page 2 is provided if proposer needs additional space for the Integrated Services Customer Flowchart.

**Q12:** If we post our call for subcontractors online at our website, will that fulfill the "Issue a Public Notification" requirement? Issue a Public Notification must be made through an announcement in a local public medium (e.g., newspaper) or other media that covers the entire service area.

**A:** Please identify the RFP page, section number where this information is asked, then resubmit the question to the email address identified on the cover sheet of the RFP for further technical assistance. For the purposes of this RFP all outreach for subcontractors must be made through the Business Inclusion Program (BIP). See Appendix D.

**Q13:** Section 2.8 page 16 Regional Planning Areas; Appendix E; Exhibit F page 39. In reviewing the RFP and attached appendices and exhibits, the precise demarcation between North and South Valley is unclear. Please provide further clarification or detailed map.

**A:** Maps are available on the City Planning website. <http://planning.lacity.org/>

- Click on "Map Gallery" (top menu)
- Click on "PDF Map Gallery"
- Choose APC desired from dropdown under Area Planning Commissions Maps
- Click on Economic Development
- Zoom in to see street names

**Q14:** Section 2.8 page 16 Regional Planning Areas; Appendix E; Exhibit F page 39.

Is it possible to get a street-level detailed map of the Area Planning Commission Regional Planning Areas?

**A:** See answer to question 13 above

**Q15:** Re: Exhibit III-Performance Verification-please verify that we need to complete this as a currently funded WSC-we would list our EWDD monitor and date?

**A:** All proposers must complete this form. List your current program monitor for all years.

**Q16:** Exhibit III-Performance Verification-can we list other job training programs such as those funded by the County of LA? Will we be scored differently if the funder doesn't capture some of the required information such as average earnings?

**A:** Yes, you may list any program similar to the program solicited. Proposers past performance will be rated using all the listed criteria.

**Q17:** p. 29 3.3.3: Can the same staff member be part of each service team? Ex. A case manager be part of the "Welcome Team", "Skills Team", and "Employment Team".

**A:** This question relates to program design and is therefore outside the scope of technical assistance.

**Q18:** p.25 3.1: 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:** See the response to Proposers' Conference Question #16

**Q19:** p.30 3.3.5: Are customers referred directly to the Employment Team from the Welcome Team required to have an IEP?

**A:** This question relates to program design and is therefore outside the scope of technical assistance.

**Q20:** Exhibit X: Is the proposer required to give 6 occupation/positions for each sector on the High-Demand Sector Worksheet?

**A:** As stated in the instructions, the table should include all occupations/positions for which training will be provided. The actual number is part of your proposed program design.

**Q21: Exhibit X:** LABAVN Portal: Please confirm the requirement for BIP Outreach includes 22 firms total in Educational Support Services

**A: Yes**

**Q22:** Appendix D: Does the Proposer need to complete by the Outreach Deadline all negotiations with organizations that respond to BIP Outreach?

**A:** Only the outreach must be completed by the deadline. The Summary Sheet of prospective subcontractors responses must be completed by 4:30 PM one day after the Bid due date (Close date).

**Q23:** p.11 2.6: Is EWDD able to provide population data for each of the target groups (Reentry/Disabled/VETS etc) for each of the 7 regions?

**A:** This question is outside the scope of technical assistance.

**Q24:** p. 27 3.1.1: Can staff resources and facility overhead costs from a purely performance-based Federal contract such as Ticket To Work be used as Leveraged funds?

**A:** Only if these resources support the WIOA Adult and Dislocated Worker activities and outcomes that would normally be paid for using WIOA formula funds.

**Q25:** p. 27 3.1.1: Can revenue from a performance based Federal contract such as Ticket To Work be used as Leveraged funds?

**A:** See answer to question 24 above.

**Q26:** RFP Section 6.3.4 page 48, Business Inclusion Program and Outreach Summary. With regard to the required number of MBE, WBE, SBE, EBE, DVBE, and OBE's (22 total), we have selected over 30 entities yet only 25 are accounted for in the summary. Also, we have contacted over 5 certified DVBEs and none are accounted for on the BIP Outreach Summary. Is there an error in the BAVN system?

**A:** All questions related to the BAVN system should be directed to BAVN Technical Support.

**Q27:** Required documents, Board Resolution, p. 48, item #6 Resolution of Executorial Authority AND, Exhibit I - we have a standard resolution that authorizes board officers to apply for grants over a 4 year period and includes the language about the board meeting that occurred at that time-can we submit this form or do we need to have a specific board resolution to apply for this new WSC?

**A:** EWDD requires a new Board Resolution be submitted that states that your Board discussed and approved submission of the RFP for the 2018 WorkSource Center Operators Request for Proposal.

**Q28:** If a proposer has to provide a specific board resolution, will email responses (with votes) be accepted and indicated on our specific resolution document? Due to the short timeframe, it's not possible to convene a board meeting before the RFP is due.

**A:** Electronic polls of Board members will suffice if the bylaws of your organization states this method as acceptable. If the bylaws do not allow for electronic polling of Board Members in place of a meeting where in all members need to be present, then your organization must convene a meeting, discuss and vote on specifically submitting the 2018 WorkSource Center Operators Request for Proposal.

**Q29:** Leveraged Training Set Aside Percentage (p. 38), for the 42% set-aside, can 10% of that be counted towards the overall leverage of \$600K?

**A:** Eligible training leveraged resources may be counted towards overall leveraged resources.