

# 2018 WORKSOURCE CENTER (WSC) OPERATORS

## Request for Proposals

### Q & A 100-102 Via Email

Wednesday, March 7, 2018-Friday, March 9, 2018

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**Q100.** In the "m Budget Form 2 3 4 5 6.xls "

Would the cost of contracted security guard services, pest control, janitorial services, etc. be correctly placed in the category of **#2000 - other costs** or would we need to establish subcontractor agreements and list these vendors in the budget under **#2200 - subcontractor**?

**A.** These accounts should be budgeted under costs category #2000 and should be listed separately; security services, janitorial/custodial services, pest control, office equipment maintenance, etc. Each line item should be supported by a contract or agreement with the provider/vendor.

**Q101.** Exhibit VII Page 2 of 2: May proposers modify this form so that if a partner agency provides more than one service, they can be itemized or indexed more efficiently than being listed multiple times?

**A.** No. The intent of this page 2 of this form is to verify that all the listed services are being provided, and if they are not being provided exclusively by the proposer and or at the proposed location, then by whom, where, and/or when.

**Q102.** Section 2.8, Mandatory Facilities: In all City-owned facilities, are the resource room computers or telephone lines and equipment City-owned? If yes, can bidders assume these are available to successful awardees to use?

**A.** The answer to this question may vary by site. For further information related to a specific site, please contact Chris Rajapakse at [Chris.Rajapakse@lacity.org](mailto:Chris.Rajapakse@lacity.org) to schedule a site visit. All site related questions will be answered at that time of the site visit.