

2018 WORKSOURCE CENTER (WSC) OPERATORS

Request for Proposals

Q & A 30-43 – Via Email
Monday, February 12-13, 2018

Q30: p.20 2.14: Can contact with an organization registered as a MBE, WBE, SBE, EBE, DVBE, or OBE on the LABAVN Portal that is outside of the City of Los Angeles in a community nearby the proposed region (e.g. Inglewood or Huntington Park) count towards the BIP Outreach Requirement?

A: Any organization for which outreach is conducted through the BIP process will count even if the organization is outside the City of Los Angeles in a community nearby the proposed region.

Q31: On the Intent to Collaborate Form page 1, where should employers be listed? Employers are not listed as a Program Element #1-12.

A: Only collaborators with whom the applicant proposes to enter into a formal agreement for the services indicated on Exhibit VI need to be listed.

Q32: RFP page 57, section 8.4, Living Wage Ordinance and Service Contractor Worker Retention Ordinance - RFP page 57 indicates we do not need to submit this form if we are not requesting an exemption.

A: Correct. Unless the proposer is submitting the appropriate exemption request forms, the proposer is not required to submit anything else.

Q33: Checklist, RFP p.66, Point 29 “Living Wage Ordinance and Service Contract Worker Retention forms (submit to www.labavn.org)” Page 66 indicates that we should submit this form and it is found on the BAVN website. We cannot locate the form on the BAVN website. Pages 57 and 66 contradict each other. Please confirm if this form needs to be completed if we are NOT requesting an exemption. If we need to submit the form, please clarify where it is located.

A: See question 32. No documentation is necessary unless seeking an exemption. The RFP has been amended so that page 66 of 66, item 29 ...(~~Submit to www.LABAVN.org~~) will read (If applicable). The forms for exemption can be found at <https://bca.lacity.org/LWO%20Printable%20Forms>. The link on page 57 has been updated.

Q34: How should budgets be prepared and submitted? Should A/DW share one budget or should the budgets be split between the two job-seeking categories?

A: For the purposes of this RFP a consolidated A/DW budget is acceptable.

Q35: Regarding Section 4.4 on page 40, please advise proposers on how to compose or complete the “letter of intent” for a site that is currently city-owned or operated (page 17)?

A: If a proposer who is currently not funded is planning on submitting a proposal for one of the mandatory sites listed on RFP page 17 of 66, no site control or letter of intent is necessary. A Letter of Intent is necessary for sites not currently listed on page 17 of 66 that are not in the control of the proposer.

Q36: Section 4.4 on page 40. Additionally, Exhibit VII Facility Form requires information which only a current operator would be privy. How might proposers seeking to operate new or city-owned facilities complete this form?

A: See EWDD response for Q35. If a proposer is planning on using a site already in the control of another contractor (currently funded WSC), then note that the site is currently a city operated site listed on RFP page 17/66. If the proposer is planning on operating its program out of a site for which it currently does not have site control, is not a site listed on RFP page 17/66, then a letter of intent is necessary and the proposer must be able to answer the questions on Exhibit VII – Facility Form. Item “P” on Exhibit VII allows proposers to discuss an action plan and timeline for correcting any item that cannot be answered in the affirmative.

Q37: Exhibit X: High Demand Sector Worksheet. On BAVN, the Exhibit is provided as Word document which prints as 8.5” X 14” (legal size). Will the City share an updated form or should proposers fold the document?

A: Fold the document as necessary and include it in your proposal folder.

Q38: Exhibit III: Performance Verification- The form as currently written requests the total number of customers entered employment. However, under WIOA this metric is no longer assigned to WorkSource Centers. Instead employment rate expectations (2nd and 4th quarter) are assigned. How should proposers complete row #2 of Exhibit III?

A: This 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

Q39: Exhibit III: Performance Verification- Should training reported be separate for Adult and DW, or can it be combined? In other words, can one column be Adult and a second column be DW? Current goals are combined for ADW, shall this Exhibit reflect the combination?

A: If the grantor issued separate goals for individual funding streams, please split the “Goal” and “Actual” columns to reflect. If a single, consolidated goal was used, there is no need to split.

Q40: Exhibit II rev.2.13.18: I noticed that Exhibit II has been revised. What is the revision?

A: This proposal is submitted as a firm and fixed request valid and open for 90-270 days from the submission deadline. EWDD changed 90 days to 270 days to reflect requirements listed in the RFP.

Q41: Exhibit VII rev.2.13.18: I noticed that Exhibit VII has been revised. What is the revision?

A: Exhibit VII, line F initially stated that a facility must contain fifteen (15) computers with internet access, phones, printers, fax machines and space for job bulletin posts. The revision is to make the requirement of twenty (20) consistent. Twenty computers with internet access are required.

Q42: I noticed that the RFP was revised. What was the change so I don't have to go through it?

A: RFP page 66 of 66. Attachment A. Number 29. Living Wage Ordinance and Service Contract Worker Retention forms (Submit to www.labavn If applicable). Proposers do not have to submit LWO forms to LABAVN. If proposers request an exemption, attach the appropriate exemption forms to the RFP submission.

Q43: Our organization would like to know if the BIP requirement will be waived if there is no subcontract opportunity in our application. This question was asked at the proposer's conference but no answer has been posted. The deadline for our agency to list this opportunity on LABAVN is fast approaching. This is in reference to Section 2.14 – Page 20.

A. An outreach through BIP must still be done. Bidders are required to send notifications to a sufficient number of firms in each potential work area as determined by the City. If you choose to self-perform a work area in which you received a bid/quote, you must submit a quote for doing the work yourself (self-quote) so that we can compare the two.