

2018 WORKSOURCE CENTER (WSC) OPERATORS

Request for Proposals

Q & A 44-59 – Via Email

Wednesday, February 14, 2018 – Thursday, February 15, 2018

Q44. Budget Form 7 Schedule of Leveraged Resources- Method of calculation space provided is limited (small area provided); can we add additional rows for each service provider? Additionally, if seeking to match “Program Elements”, there are ten rows on this Budget Form, while there are 12 categories of Program Elements (like on Exhibit VI). Will a new form be provided?

Lastly, may proposers add to program elements with categories of our own?

A. For Budget Form 7 “Program Elements” refers only to the particular grant activity that would normally be paid for using WIOA formula funds but for which the proposer will use another resource (cash or in-kind). This is not restricted to specific program elements listed in any Exhibit or within the RFP, nor should it be inferred that leveraged resources must be identified for all program elements.

The “Method of Calculation” is only necessary if the resource is an in-kind contribution. For example, proposer receives a grant for \$100,000 from Company X to train participants to become widget makers. Widget maker training normally would be paid for with WIOA formula funds. The “Program Element” would be *Vocational Training*; the Service Provider in this case would be the source of funds, *Company X provided \$100,000 to provide specific training*; the “Method of Calculation” would be *N/A* (direct use of dollars); and the Total \$ Value of Resources” would be *\$100,000*. See page 4 of the budget instructions for an example of computing in-kind rates. In the example where the value of no or low-cost instruction through the Adult School System is \$5.05 per hour/per student, the Method of Computation would be: $\$5.05 \times [\# \text{ of participant hours}] - [\text{amount paid with formula dollars}]$. That being said, if a proposer needs additional space, there is no prohibition against adding or deleting lines to this form. However, the proposer is then responsible to ensure any and all formulas remain valid and that calculations are correct.

Q45. Regarding Section 3.6 on page 35,

Please elaborate on what is meant by "encouraged to leverage city funded systems of support with FBOs and other Employment Networks".

A. The prior paragraph and sentence in Section 3.6 indicates the proposer is required to collaborate with certain federally mandated partners and City mandated partners in order to provide a comprehensive range of employment, training, and related services (the system of support). Proposers are encouraged to expand this “system of support” by collaborating with additional resources that are not required.

Q46. Regarding Section 4.3 on page 40,

Can the city clarify what it quantifies as "a greater number of points" in subsections 2-6?

A. Specific items within a proposal may be assigned a range of possible points. Points awarded are dependent on how well the proposal aligns with desired benchmarks.

Q47. Regarding Section 6.1 on page 47, please clarify if the cover letter goes into original binder, or if it is accompanying (or loose) in the proposal package?

A. Per the *Proposal Contents Checklist*, the Cover Letter is item #2 within each binder.

Q48. Regarding Section 7.1 question 7 on page 51, can the City please clarify this paragraph? Where would this detail go in the proposal/budget? How is this distinct from leverage?

A. This item provides the proposer the option to offer materials and/or services that are not requested through this RFP but are directed related to the services requested. Proposer may include these items in their narratives. However, these additional materials and/or services must be clearly delineated in the narrative as optional and any additional costs must be identified. Such offers will not be included in the scoring of the proposal.

Q49. Exhibit V Proposed Annual Enrollment Summary- Should metrics be split or combined for A/DW? Shall one form be completed for Adult and another for DW?

A. There is no need to split out Adult and Dislocated Worker on this form.

Q50. Exhibit V, Please clarify E with a definition for proposers. Also does this Metric apply to WIOA outcomes? This metric is not listed on page 15 of Performance Measure Table for PY 17-18.

A. Annual Earnings should be stated as an average for all participants placed into employment. The metrics in the Performance Measure Table applied to program Year 2017-18 and were provided for reference only. Please note that *Median Earnings 2nd Quarter After Exit* shown on that table, although similar, represents only three months and is computed differently.

Q51. For narrative 1, there are no headings or subtitles and the questions (1-5) are very lengthy. May proposers exclude the full text of the question and either, 1) summarize the question with a header or 2) simply indicate "Question #1". As the questions themselves total 1.5 pages this takes up a considerable portion of the 25 pages allowed for narrative.

A. The items in Section 5.2 are instructions to the proposer as to what the narrative must describe. These instructions do not need to be repeated in a proposer's narrative.

Q52. Exhibit III, Performance Verification, we have a contract with the County of L.A. Summer Youth Program, it doesn't require that we capture some of the data requested on the form, although some of the services are similar to WIOA, should we submit this form for the County of LA Summer Youth Program?

A. Proposers should include any performance they wish considered to indicate demonstrated ability. Beyond WIOA Adult and Dislocated Worker programs, proposers are not required to submit this form for all similar programs.

Q53. Subcontractor Procurement and BIP Outreach-please clarify if we have to use the Procurement Process described in Appendix C, IN ADDITION to the BIP Outreach. During the Bidder's Conf QA#63, the response was yes. But in QA #12, you asked proposer to re-submit the question. According to p. 10 of the RFP, we're required to use the Procurement Process described in Appendix C and on page 20 section 2.14 of the RFP, it summarizes the BIP Outreach and Appendix D. Please advise ASAP as if we're required to post a Public Notification for Bid to a local public medium (following the instructions in Appendix C) and if posting to our website is not acceptable, we have a very short window to do the posting.

A. All proposers, without exception, must perform an outreach through the BIP process if they desire to bid on a City RFP. This outreach fulfills the requirement to post a public notification. If a proposer desires to utilize subcontractors these subcontractors must be procured in alignment with Appendix C. The BIP process may not cover all procurement requirements.

Q54. Are Employers required to sign the Intent to Collaborate if they will be placement locations for job seekers?

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. Employers are generally considered customers rather than collaborators.

Q55. Exhibit V-Enrollment Summary, letter K, does this total refer to the secondary population or is this a combination of letters F,G,H,I and J?

A. In Section 2.6, page 13, proposers are required to develop a comprehensive service strategy to serve at least one of the listed populations, which are in addition to the required populations listed above. Exhibit V, Letter K, should indicate proposed annual enrollments for the listed population(s) proposer will target.

Q56. Exhibit VII-Facility Form, is letter K supposed to be 8 hours daily and remain open [additional hours] at least two times per week?

Exhibit VII – Facility Form Letter K accurately describes expected hours of operation.

Q57. Page 27, Section 3.1: Can we use the EDD and other partner IFA identified costs to meet the leverage requirement?

A. No. Required partner contributions are not considered leveraged resources.

Q58. Page 48, Section 6.3: Is BIP outreach a requirement if a provider does not intend to subcontract?

A. Yes. BIP outreach is required for all proposers whenever there is a potential for subcontracting regardless if a proposer intends to subcontract or not.

Q59. Page 24, Section 3.1: In regards to identifying public works projects, could you please clarify the expectations on having established partnerships with the contractors for the public works projects? Public works projects often work with unions, is it the intent for service providers to have a formal commitment to hire WIOA job seekers?

A. Strategies identified within this section should address how employers will be included in the applicants regional strategy to connect local residents to employment opportunities in major public works or other significant capital investments. Formal commitment to hire is not required for the purposes of this application. .