

# 2018 WORKSOURCE CENTER (WSC) OPERATORS

## Request for Proposals

### Q & A 60-71 – Via Email

Friday, February 16, 2018 – Tuesday, February 20, 2018

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**Q60.** Has EWDD received confirmation from all of the mandated partners (LAUSD, DPSS, etc.) that those partners are willing and able to provide the required wet signatures on the Intent to Collaborate Form by March 8th?

**A.** As discussed in the Bidder's Conference, it is EWDD's expectation that individual bidders discuss partnerships with prospective partners on an individual basis.

**Q61.** Since EWDD has MOUs in place already with the mandated partners, can you please provide a contact list with name, phone, and email for a designated liaison at each of the mandated partner agencies? This will help expedite the process of obtaining wet signatures on the Intent to Collaborate Form? Our understanding is the City has established these relationships already.

**A.** As contacts may vary from regionally for each of the mandated partners, we recommend that you contact each partner that you plan to collaborate with in your proposal for those services listed on Exhibit VII.

**Q62.** For Attachment B, is EWDD looking for an organizational chart for the applicant as a whole, or only an organizational chart for the proposed WorkSource Center? (This appears on RFP page 6 and 43.)

**A.** The organizational chart (Attachment B) should address how the applicant will meet WSC Operator Responsibilities as outlined in Section 3.7. This may require an organization chart that includes the organization as a whole or it may be limited to the WSC, depending on the applicant's structure.

**Q63.** On Page 1 of the Intent to Collaborate Form, under which Program Element (#1-12) should we list our YouthSource, WorkSource, BusinessSource, FamilySource partners? And, on Page 2 of the same form (the signature page), how will you know which entity is our YouthSource, WorkSource, BusinessSource, FamilySource partner? We are only allowed to list "Legal Name of Corporation", not program names.

**A.** As stated in the response to Question 31, only collaborators with whom the applicant proposes to enter into a formal agreement for the services indicated on Exhibit VI need to be listed. Nothing prevents a proposer from clarifying on page 1 of Exhibit VI the particular program a collaborating agency will use to provide the service, but it is not required to do so.

**Q64.** Will the City be pursuing a Malcolm Baldrige award for the WorkSource Center system, and/or for individual WorkSource Centers? Will individual WSC be required to pursue a Malcolm Baldrige certification?

**A.** The questions as to whether the City will be pursuing a Malcolm Baldrige award for the WorkSource Center system, and/or for individual WorkSource Centers and will individual WSCs be required to pursue a Malcolm Baldrige certification are outside the scope of technical assistance for this RFP.

**Q65.** We have a question about which Program Elements need to be included in the Leveraged Resources chart. Should the Program Elements be those listed on the Intent to Collaborate form or the ones listed in section 3.10 p. 38 of RFP?

**A.** As stated in the answer to question 44, 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.

**Q66.** In the Demonstrated Ability narrative question #1, it states “Describe performance levels achieved during the reporting period.” What reporting period are you referring to?

**A. As a reminder, please provide both RFP Section and page numbers in your questions.** We assume you are referring to Section 5.2 on page 41. The previous page states, “Proposers must respond to the following questions describing your qualifications and program/administrative capability for three years within the past five years providing the solicited services.”

**Q67.** In the Demonstrated Ability Narrative question #5A - is this question in reference to fiscal audit and review, fiscal monitoring and evaluation, and fiscal compliance with federal, state, and local guidelines? Or in 5A should we also describe programmatic monitoring and evaluation, and programmatic compliance with federal, state, and local guidelines?

**A.** Please provide RFP Section and page numbers and resubmit your question. There is no question #5A in Demonstrated Ability.

**Q68.** In the Demonstrated Ability Narrative question #5B - is this question in reference to process of internal programmatic monitoring and programmatic follow-up procedures? Is it also about programmatic compliance? Or in 5B should we also describe fiscal monitoring, fiscal follow-up and fiscal compliance?

**A.** Please provide RFP Section and page numbers and resubmit your question. There is no question #5B in Demonstrated Ability

**Q69.** Question 5A and 5B both ask us to describe compliance. This seems repetitive. What is the difference between describing our compliance with federal, state, and local guidelines in 5A and describing our approach to contract compliance in 5B? Both 5A and 5B also ask us to describe our monitoring; can you please explain which kind of monitoring you want us to describe in 5A and 5B?

**A.** Please provide RFP Section and page numbers and resubmit your question.

**Q70.** Please advise, if my organization is applying for two (2) WorkSource, is it necessary to do the BIP process twice? or is completing it once enough?

**A.** A single outreach will suffice for both sites.

**Q71.** Question & Answer 30-43 (z4 Workforce Operators RFP \_Q\_A 30-43\_FINAL.pdf) Q43 (page 3) answer states that “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.” When submitting a self-bid, do we just include our bid in the proposal or is the outreach and self-bid submission through BAVN? If through BAVN, do we send the outreach notice to ourselves and submitting bid?

**A.** This instruction is from the BAVN BIP Outreach Manual page 3. List your quote on the BIP Summary Sheet. See page 20 of the BIP Manual for more information regarding the Summary Sheet.