

2018 WORKSOURCE CENTER (WSC) OPERATORS

Request for Proposals

Q & A 76-83 – Via Email

Friday, February 23, 2018 – Monday, February 26, 2018

Q76. Are the performance verification forms required to be submitted to the City for completion prior to the RFP deadline? Is there a specific person that will be handling completing the forms?

A. As stated on Exhibit III, Part IV. *“Actual Documented Performance [is] to be completed by [the] Proposers. *City staff will contact the grantor to verify the reported performances.”* A completed (but not yet verified) Exhibit III is to be submitted with your proposal.

Q77. May we see a copy of the Boyle Heights lease for planning purposes?

A. Proposers who would like to inspect the lease or arrange a site visit of any of the so-called Mandatory Facilities listed on page 17 of the RFP may set up an appointment by sending an email to Chris Rajapakse at EWDD, chris.rajapakse@lacity.org Please provide your contact information including best phone number to reach you during business hours.

Q78. We submitted BIP outreach yesterday (February 22) but it seems that there was a technical glitch and apparently it did not go through. We attempted to re-submit again today (February 23) but the system is closed. Can you provide guidance or technical support?

A. Please resubmit through the BIP program. The proposal due date has been revised to March 29, 2018. BIP outreach is now due 3/15/18, 12:00 midnight (no outreach allowed after 11:59 pm 3/14/18).

Q79. In RFP section 5.2 on page 40-41, please clarify which partnerships you want us to describe in Demonstrated Ability narrative question #3, versus question #5. Question #3 asks us to describe partnerships with the mandatory partners per RFP section 3.6 on page 35; however RFP section 3.6 on page 35 does not name any mandatory partners. RFP Section 3.6 does say the City executed an MOU with mandatory partners; however that MOU provided by the City appears to be with WDS strategic partners, not WIOA mandatory partners. Please clarify.

A. Please see the response to Proposer Conference Question # 16 for a list of Mandatory Partners required by WIOA. Proposers should describe their experience in collaborating with any or all partners described.

Q80. In RFP Section 5.3 on page 43, the Program Design 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 should we also describe programmatic monitoring and evaluation, and programmatic compliance with federal, state, and local guidelines?

A. Items 5A and 5B are separated between Administration and Program functions of the One-Stop (WSC/AJCC) Operator. 5A asks proposers to describe how they will carry out administrative functions, 5B asks how program functions will be provided. Proposers should familiarize themselves with the WIOA Final Regulations, 20CFR Section 683.215, which describes costs and functions classified as administrative.

Q81. In the RFP Section 5.3 on page 43, Program Design Narrative question #5B - is this question in reference to processes 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. See the response to Q80 above.

Q82. In the RFP Section 5.3 on page 43, Program Design Narrative questions 5A and 5B - Both 5A and 5B 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. See the response to Q80 above. How a proposer monitors their internal processes is part of program design and is therefore beyond the scope of technical assistance.

Q83. In regards to Section 5.2 Narrative on Page 40 of the WorkSource Center Operators RFP, the EWDD 2015/2016 Annual Plan does not break down performance measurements by individual WorkSource Centers for the July 1, 2013 to June 30, 2014 program year. Instead, it provides aggregate results system-wide for this period. In order to offer three years of Adult and Dislocated Worker performance results over the last five years for our existing WorkSource Center, we can cite statistics from our reporting years of 2012/2013, [a gap for 2013/2014] 2014/2015, and 2016/2017. Does EWDD approve of this approach or have other guidance? Is there another source for these documents other than the Annual Plan?

A. Proposers are only required to provide performance for three years within the past five years. The Workforce Development Board (WDB) maintains links to WDB Agendas and documents presented at WDB meetings at:

<http://www.wiblacity.org/index.php/calendar/wdb-meetings>

PY 14-15 performance was presented at the 1/26/16 WDB Executive Committee meeting.