

2018 WORKSOURCE CENTER (WSC) OPERATORS

Request for Proposals

Q & A 84-91 – Via Email
Tuesday, February 27, 2018

Q84. Need a copy of lease and or leasing cost breakdown, cost sharing agreements, and in-kind facility leveraged cost; if any. Need to prepare budget for this region.

A. Please see the response to Question 77

Q85. Does the Verification Form (Exhibit III) need to be verified prior to submission?

A. No, verification will be done by City staff after proposals have been submitted.

Q86. Exhibit III states City staff will contact the grantor to verify reported performance, please explain.

A. Proposers are to list the grantor that the proposer entered into a contract with to provide the performance listed on Exhibit III. Proposers then list their performance with that grantor. After proposal submission, City staff will contact the grantor to verify the information.

Q87. Is there an administrative cap in the WorkSource Center RFP? If so, what is the amount and/or percentage?

A. The total administrative costs must not exceed 4% of the total allocation. For more information regarding administrative costs please refer to the Administrative Cost Limitation Policy in the Year 18 Annual Plan, Policies section, page 40.

<http://ewddlacity.com/index.php/workforce-development-board-year-eighteen-annual-plan> .

Q.88 In Section 2.14, Page 20 of the RFP, the Business Inclusion Program (BIP) outreach closes 15 days prior to the RFP deadline. Since the bid submission deadline has been extended to March 29, 2018, a proposer can start its outreach as late as March 14, 2018. However, if a bidder launched its outreach in early February, does it have to extend the period for receiving subcontractor bids? Or can the proposer finalize its Summary Sheet before March 14, 2018, with the understanding no additional subcontractor bids will be accepted?

A. As long as a bidder has met the minimum outreach requirements for each potential work area, there is no need to extend the due date for subcontractor bids. However, note per the BIP Manual, subcontractors, who you did not outreach to, can self-submit a quote to you up until the Close Date of the Opportunity.

Q89. Our agency was poised to submit its proposal before the original March 8, 2018 deadline. We would still like to submit early but are concerned that EWDD may revise the requirements or content of the RFP close to its new submission deadline. To enable

proposers to safely apply early for a WorkSource Center Operators grant, will EWDD establish a cutoff date for changes to its RFP guidelines?

A. No.

Q90. Page 20, Section 2.13: Do providers have to resubmit a “Notice of Intent to Submit Proposal” form since the due date was extended?

A. No. A single submission is all that is required. Proposers should save the confirmation receipt from their original submission.

Q91. Page 20, Section 2.14: Do providers who completed BIP have to redo the outreach since the due date was extended?

A. See the answer to question 88.