

2018 WORKSOURCE CENTER (WSC) OPERATORS

Request for Proposals

**Q & A 97-99 Via Email
Monday, March 5, 2018**

Q97. How do we amend the BIP outreach letters that we sent to subcontractors through the BAVN system on 2/15/18? Since the RFP was extended, we would like to change the additional comments in the optional input box as well as the response date from 3/7/18 to 3/27/18.

A. LABAVN is a citywide system and is not managed by EWDD. Please contact BAVN at: support@labavn.org for technical assistance with the BIP Outreach.

Q98. We're still having problems with the following forms: Living Wage Ordinance and Service Contract Worker Ordinance, Non-Discrimination/Equal Employment Practices, Equal Benefits Ordinance and Slavery Disclosure Affidavits. We're following the instructions given in the BAVN Submit Compliance Documents Manual but when we get to the step to download the forms, no window pops up (which it should according to the manual). Please advise.

A. Please contact LABAVN at: support@labavn.org for technical assistance with submitting Equal Benefits Ordinance and Slavery Disclosure Affidavits. Please note, Non-discrimination/Equal Employment Practices Provisions (ND-EEP) Compliance affidavits are no longer be required on BAVN as compliance with these provisions will be included in the contract language. As to the Living Wage Ordinance and Service Contract Worker Ordinance, only the corresponding printed exemption applications need to be submitted (with proposal package).

Q99. Regarding WSC Operator Responsibilities, Attachment B, Organizational Chart, we'd like to verify that only staff positions are required to be listed not staff names, correct? Also, will we need to specify staff names on the budget or are only staff positions are acceptable there as well? Please advise.

A. For the purposes of this RFP, only staff positions are required for both the organizational chart and budgets.