

**AMERICA'S JOB CENTER OF CALIFORNIA OPERATOR RFP 2018**  
**PROPOSERS' CONFERENCE QUESTIONS**  
**Thursday, September 6, 2018**

1. (Q) Will these questions be posted on LABAVN?  
(A) Yes
2. (Q) Can proposers edit (shorten) the questions in our proposals, in order to leave more room for our answers/response to the questions?  
(A) Yes. To provide clarity for the reviewers it is suggested that proposers include subsection numbers and short descriptions, e.g. for Narrative 1 - 1.Programmatic and Administrative Experience
3. (Q) RFP Exhibit V1- Intent to Collaborate Will EWDD accept the intent to collaborate completed earlier this year for prior RFP.  
(A) Proposers must ensure that signatories on the Intent to Collaborate form are currently authorized signatories and continue their intent to collaborate for the proposed services.
4. (Q) RFP Section 2.3 Page 10 Will you/EWDD accept the results of a procurement process completed earlier this year for the purpose of this RFP? Or does EWDD expect agencies to redo the procurement for subcontractors.  
(A) As long as the time period for which the subcontractors were procured is still valid previously procured subcontractor are acceptable.
5. (Q) RFP-4.3-Cost Reasonableness Page 40 (a) How many leveraging sources will the city require to score maximum points? (b) Can all regular leverage come from one partner?  
(A) (a) Leveraged resources are scored by dollar amount. As stated in the RFP 4.3.5, "[a] Proposed budget with \$600,000 or more in verifiable leveraged resources will receive maximum points in regards to leveraged resources."  
(b) Yes
6. (Q) The RFP on page twenty-five list 10 target sectors. The handout only list 8. Is the RFP correct, it includes:
  1. Security
  2. Information Technology  
(A) The RFP is correct. As stated in the handout, "This PowerPoint presentation includes brief descriptions of the RFP specifications and requirements but does not fully elaborate on all required elements. Proposers are responsible for ensuring that their proposal is complete and accurate according to the information and requirements contained in the full RFP."

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7. (Q) On the program design the words WorkSource Center still exist will these words be replaced by AJCC?
- (A) As stated in the RFP section 1.1 on page 7, AJCCs are known locally as WorkSource Centers. These terms can be used interchangeably.
8. (Q) Can you explain further what you mean by a 12-month budget to be submitted for this 6 months proposal
- (A) The twelve-month budget to be submitted with the proposal is for proposal evaluation purposes only. Proposers should submit a budget based on a full year of operation. Actual budgets (not proposal evaluation budgets) for the initial six-month contract term will only be required from proposers that are selected and contracted.
9. (Q) How many outreaches would this proposal need?
- (A) The number of Business Inclusion Program (BIP) outreaches is determined by and displayed in BAVN (labavn.org).
10. (Q) Will an electronic & audio copy be provided for today's meeting?
- (A) Yes. Currently posted to BAVN
11. (Q) Do subcontractors have to be on BAVN to be procured?
- (A) No.

**3 Questions**

12. (Q) 1. Can leveraged resources only be for training?
2. Can we also include housing for homeless clients?
3. Must the majority of funds be used for training?
- (A) As stated in the RFP section 3.1.1 on page 27, "Leveraged resources are federal and non-federal resources (cash contributions and in-kind contributions) used by the successful proposer to support grant activity and outcomes that would normally be paid for using WIOA formula funds. Leveraged resources must be allowable and auditable under the WIOA program."  
There is no requirement that a certain amount of leveraged resources be for training. Training Leverage Resources (those that meet the definition on page 39 of the RFP) in an amount up to 10% of the total budget may be used to defray the amount (equal to 42%) of WIOA funds that must be budgeted for training. For example: If the budget includes \$1 million in WIOA

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formula dollars, \$420,000 (42%) must be budgeted for training. Up to \$100,000 (10%) in Training Leveraged Resources may be used towards that \$420,000 training requirement. (Examples include: \$320,000 WIOA formula + \$100,000 Training Leveraged Resources, \$400,000 WIOA + \$20,000 training leveraged resources, \$420,000 WIOA + \$0 training leveraged resources, etc.)

Leveraged resources may include housing for homeless clients if it meets the definition of Supportive Services, i.e. if it is necessary to enable a WIOA eligible individual, who cannot afford to pay for such service, to participate in authorized WIOA activities. See the "Policies" section of the Year Nineteen Annual Plan for more information on the Supportive Services Policy. <http://ewddlacity.com/index.php/workforce-development-board-year-nineteen-annual-plan> .

13. (Q) No letters of support but contact person to be called to verify.
- (A) Exhibit VI must be completed with the original signature of each Collaborator with whom the applicant proposes to enter into a formal agreement, funded and unfunded, for the provision of services listed on the form. The intent of this form is to verify that all the listed services are being provided, and, if they are not being provided exclusively by the proposer, then by whom. Proposers are to identify these collaborators with whom the proposer plans to enter into a formal agreement to provide any of the Program Elements listed on page 1 of the form. It is neither expected that all elements will require collaborators nor that all partners (mandated or otherwise) need to be involved with any or all of the listed elements. On page two, proposers only need to secure signatures from the authorized signatory of collaborators the proposer has listed on page 1. Stated another way, although the expectation is that WSC services will be provided in a coordinated fashion with numerous partners, Exhibit VI is concerned with ensuring all the listed program elements are provided. If the proposer intends to have a formal agreement with a collaborator to provide services, they must obtain the collaborator's signature as confirmation that the collaborator has agreed to do so.
14. (Q) Will the RFP reviewers/raters for this RFP be the same as the one used from the previous RFP in 3/18?
- (A) The raters are unknown at this time. None-the-less, this is not a technical assistance question about the contents of the RFP, and therefore will not be answered.
15. (Q) Do you have to have an office space large enough for clients to come in order to apply for RFP?

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- (A) It is unclear what is being asked here. An RFP is a request for proposal from potential contractors to provide the services listed within the RFP. It is not a grant program.

**2 Questions**

16. (Q) 1. We have until October 10<sup>th</sup> to do what [regarding BIP]?  
2. Can we before October 10<sup>th</sup>?

- (A) All proposers are required to comply with the City's BIP requirements, identify sub-contracting opportunities and outreach to MBE, WBE, SBE, EBE, DVBE, and OBE sub-consultants. Requirements must be completed on the BAVN at ([www.labavn.org](http://www.labavn.org)). A proposer's failure to utilize and complete the BIP outreach may result in a proposal being deemed non-responsive. See Appendix D - Business Inclusion Program Outreach Documentation & Process.

After performing outreach, BAVN compiles a list of companies that the proposer conducted outreach to in a "Summary Sheet" report. The Summary Sheet is available to print up to one day after the proposal due date (October 9, 2018, however, proposers are requested to **print the "Summary Sheet" report and include it with the proposal.**

**BIP Webpage**

17. (Q) We need technical assistance with website to upload request.

- (A) On the LABAVN website click: [Download the BAVN BIP Walkthrough manual](#) for instructions.

18. (Q) For Narrative 2.1.a (Section 5.3.1.A) Do you want us to describe a person who receives all of our partner services?

- (A) The RFP asks the proposer to "describe the progression of the program participant from enrollment through exit to follow-up" and to describe how regional and/or system partnerships, including EDD, DOR, DPSS, LACCD, LAUSD, Aging, etc. will be used for providing interventions for each of the services listed in that subsection.

19. (Q) If nothing has changed since the March RFP submissions with regards to facilities, board resolutions, intend to collaborate, performance verification, etc. can we resubmit those documents?

- (A) Please see the response to Question 3. Proposers are responsible to ensure all documents are still valid. Please note, performance verification is only required for proposers not currently funded as a City of Los Angeles WorkSource or YouthSource Center, and must include the most recent performance results available.

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**2 Questions**

20. (Q) 1. Do we need to conduct a BIP procurement if we are not funding subcontractors with grant funds?  
2. Our agency intends to have community partners deliver some services with their own federal or nonfederal funds. If each partner lists the cost of its contributed services on a letter of support, can this amount be applied to our leverage match obligations?
- (A) 1. Yes, outreach must be done through the BIP regardless of the intent to subcontract. Note: BIP outreach is not procurement.  
2. Please see the response to Question 12 for the definition/requirements of leveraged resources. Leveraged resources must pay for activities that normally would be paid for using WIOA formula funds. Leveraged resources must be allowable and auditable under the WIOA program. Leveraged resources must be declared on Budget form #7. Letters of Support are not requested by this RFP. As a reminder, only the exhibits and attachments specifically requested in the RFP should be submitted with your proposal. Any other attachments submitted to "supplement" information in the proposal will not be read and will not be considered in scoring.

**RFP Section 6.1.7B- Page 48**

21. (Q) Will you accept a board resolution submitted in the prior RFP for the new RFP?
- (A) Yes. However, proposers should verify with their boards whether the board still authorizes the submission of a proposal.

**Section 4.3- page 40 Eval. Criteria for Cost Reasonableness**

22. (Q) When the rent at a collocated facility has been agreed upon with the city, how will this impact the evaluation?
- (A) As stated in the RFP, "Proposed budget with a lower percentage of WIOA funds allocated for facilities-related costs, (i.e. rent, leasing costs, utilities and maintenance) will receive a greater number of points."

**Section 6.3.6-page 50- Resolution of Executional Authority**

23. (Q) Can we use the Board Resolution that was signed in Feb 2018 giving the agency permission to respond to the city's WSC RFP, when submitting the current proposal?
- (A) See the response to Question 21

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**4 Questions RFP Section 4.3.3 page 40**

24. (Q) 1. Is there still a mandated 42% budget line for training?  
2. Is there a requirement for how much of the budget has to go to direct assistance to participants as opposed to staffing?  
3. What is the city going to do to provide additional support & resources to center in order to meet targeted outcomes with reduced budgets and reduced number of centers?  
4. Will the city reduce targeted outcomes commensurate with reductions in budget?
- (A) 1. Yes there still is a mandated 42% for training. Please see the response to question #12 for additional information  
2. Evaluation criteria are listed on pages 40 & 41.  
3 & 4. These are not a technical assistance questions about the contents of the RFP, and therefore will not be answered.
25. (Q) Which approach will you take when low and high score participants are both being considered for funding opportunities?
- (A) This is not a technical assistance question about the contents of the RFP, and therefore will not be answered.

**2 Questions Page 39 Section 3.10**

26. (Q) 1. Any anticipated date on when we will receive our Hallmarks of Excellence certification?  
2. Has the state issued guidance on AB1149 re: leverage resources from private funds?
- (A) These are not a technical assistance questions about the contents of the RFP, and therefore will not be answered.
27. (Q) Please give website address to find the RPA boundaries.
- (A) <http://planning.lacity.org> Click on "Map Gallery." Select PDF Map Gallery/Area Planning Commission Maps (APC). Select "Circulation" from the desired APC. Continue to zoom-in to see street names.

**2 Questions**

28. (Q) 1. Will the city be making adjustments to the way readers are trained on how to score proposals?  
2. Does the city plan to use readers who are out of state?
- (A) These are not a technical assistance questions about the contents of the RFP, and therefore will not be answered

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**2 Questions RFP Section 4.3 page 40**

29. (Q) 1. Depending upon the level of FTE case manager services, are there different case load requirements?  
2. Does the city recognize variation upon the level of services needed by a client?

(A) These questions relate to specific program design and therefore will not be answered.

**2 Questions RFP Section 4.3 page 40**

30. (Q) 1. What is the city's required or recommended customer-to-FTE case manager ratio in order to score maximum points?  
2. This section says "lower" rations will receive a greater number of points, but "lower" than what?

(A) All proposed costs will be evaluated against the City's independent cost estimate and compared with the costs submitted by other applicants.

31. (Q) 1. Any guidance on how the points will be broken?  
2. Demonstrated ability is a total of 40 points are there a certain allocation of points applied to the 3 areas described?

(A) Point values for specific sections will not be provided. Proposers should give their best answers/descriptions for all sections

**Section 6.3.6-page 50- Resolution of Executorial Authority**

32. (Q) Should it be WorkSource Center or AJCC?

(A) See the response to question # 7

**3 Questions**

33. (Q) 1. Integrated service delivery?  
2. Under one roof?  
3. What are strategic partners please give an example?

(A) Please see the description of Integrated Service Delivery (including the strategic partners on pages 25-27 of the RFP.

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34. (Q) Hospitality jobs don't pay \$70,000 a year but they can be good jobs for people entering job force.

(A) This is not a technical assistance question about the contents of the RFP, and therefore no answer will be provided.

**2 Questions Section 4.3.4 Evaluation for Cost**

35. (Q) 1. Dedicated case management staff- Does this include both city WIOA paid staff and leveraged staff?  
2. Is there a minimum client/FTE ratio that the city will be awarding points against?

(A) 1. This is an evaluation of your proposed WIOA budget (excluding leveraged resources).  
2. Please see the response to question 30.

36. (Q) 1. What if we are applying for city owned facility? Is it ADA compliant, can EDD locate there?

(A) The city-owned facility is ADA compliant. EDD can locate there.

37. (Q) Can you use WIOA money as leverage resources?

(A) In regards to WIOA Title I formula funds from other Local Workforce Development Areas (LWDA), only to the extent these funds support the grant activity and outcomes of customers enrolled into the City of Los Angeles Adult and Dislocated Worker programs that would be normally be paid for using the EWDD WIOA Title I formula funds. This situation is rare  
For example, a center is allocated \$500,000 in non-EWDD WIOA Title I formula funds to serve another LWDA's WIOA customers. \$50,000 is expended towards shared infrastructure costs. That \$50,000 could be claimed as a (non-training) leveraged resource.  
In addition, funds authorized by WIOA other than Adult and Dislocated formula that are used for training (as defined in WIOA Title I) may be claimed as a leveraged resource [training leveraged resource count towards a center's overall leveraged resource goal]. E.g.: Governor's discretionary grants.

**2 Questions Section 4.3.3 Evaluation Criteria**

38. (Q) 1. Training and participant related cost will be evaluated on both city WIOA funds and leverage funds?  
2. Is there a percentage benchmark?

(A) 1. Only on City WIOA formula funds.  
2. Please see the response to Question 30.

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**BIP**

39. (Q) If we choose for subcontract with an organization that responded to the BIP outreach letter is that sufficient procurement?

(A) No. Outreach is not procurement. Please see the "Policies" section of the Year Nineteen Annual Plan for the Guidelines for the Procurement of Services for EWDD <http://ewddlacity.com/index.php/workforce-development-board-year-nineteen-annual-plan> .

40. (Q) How can teams that specialize in Skills Team or career assessment gain access to contact names in order to collaborate as a subcontractor?

(A) The attendees list has been posted to [www.labavn.org](http://www.labavn.org)

41. (Q) Will the attendee list for today's meeting be posted?

(A) The attendees list has been posted to [www.labavn.org](http://www.labavn.org)

**Section 2.6**

42. (Q) As long as we specialize in at least one of the additional target populations (older workers, domestic violence survivors, single parents, transgender, individuals 25+ without a diploma) and we answer the question/section fully, are we eligible to receive full points?

(A) The RFP states on page 13, "In addition to the targeted populations described above, all proposers must develop a comprehensive services strategy that includes partnerships with community-based organizations, employers and/or social enterprises, to serve at least one of the following target populations:" [underline added for emphasis] This indicates a minimum requirement.

**RFP Section 2.3 Page 10**

43. (Q) 1. Does the city recommend or require a certain number of subcontractors?

(A) This section only speaks to need to procure any subcontractors the proposer wishes to include in their program design narratives prior to submitting the proposal.