

2018 American Job Center of California (AJCC)

OPERATORS Request for Proposals

Q & A 17–18 Via Email

Friday, September 28, 2018-Monday, October 1, 2018

Q17: Section 2.15 of the RFP requires the following:

In addition, proposers are required to provide a copy of the proposed budget forms in their original formats (Microsoft Word and Excel) **along with a PDF copy of the entire proposal in a USB Flash Drive.** The Flash Drive should be labeled with the name of the proposer (abbreviations are acceptable but must be defined on the flash drive envelope) and the title of the RFP (AJCC) and placed on a sealed envelope with the proposer's name and RFP title written across the front of the envelope attached or affixed inside the front cover of the original proposal. However, Section 6.1.5 of the RFP does not mention the need to include a PDF copy of the entire proposal on the flash drive. Can you please clarify that the new requirement is the provision per Section 2.15 to be included in the flash drive.

A. Proposers must include a PDF copy of the entire proposal on the required flash drive.

Q18. On Page 7 of the RFP, applicants are informed that the City's Workforce Development System (WDS) includes strategic partnerships with the Department of Rehabilitation (DOR). When we requested an Intent to Collaborate signature for our Exhibit VI, a DOR representative in Sacramento found that her agency cannot sign the form due to a "conflict of interest." DOR Compliance staff had the opportunity to review the RFP. Can you please confirm that DOR is still officially a mandated partner for the City's WDS? Also, are proposers expected to obtain Intent to Collaborate signatures from any WDS strategic partners (RFP 1.3, Page 7) they have assigned a required service listed on the first page of Exhibit VI?

A. DOR is a "mandated partner," and mandated partners have entered into Memoranda of Understanding to collaborate with the overall Workforce System.

Parties to the Memoranda of Understanding are:

- WIOA Title I Adult, Dislocated Worker, Youth: City of Los Angeles Economic and Workforce Development Department and the County of Los Angeles Community and Senior Services
- WIOA Title II Adult Education and Literacy: Los Angeles Unified School District and Los Angeles Community College District
- WIOA Title III Wagner-Peyser: California Employment Development Department
- WIOA Title IV Vocational Rehabilitation: California Department of Rehabilitation
- Migrant Seasonal Farmworkers: California Employment Development Department
- Veterans (JVSG): California Employment Development Department
- Trade Adjustment Assistance Act: California Employment Development Department
- Unemployment Compensation (Insurance): California Employment Development Department
- Carl Perkins Career Technical Education: Los Angeles Community College District

- Los Angeles Job Corps: Department of Labor operated in Los Angeles City by YWCA Greater Los Angeles
- Native American Programs: Department of Labor operated in the City of Los Angeles by Southern California Indian Center, Inc.
- Youth Build: Department of Labor operated in the City of Los Angeles by Youth Policy Institute
- Second Chance: County of Los Angeles Probation Department
- Temporary Assistance to Needy Families: County of Los Angeles Department of Public Social Services
- Senior Community Services Employment Program (Title V Older Americans Act): City of Los Angeles Department of Aging
- Community Services Block Grant: City of Los Angeles Housing and Community Investment Department
- Community Development Block Grant (Housing and Urban Development): City of Los Angeles Housing and Community Investment Department and City of Los Angeles Economic and Workforce Development Department.

These partners have already entered into a formal agreement, and signatures are not required from them on Exhibit VI. But as stated in the response to the Proposers' Conference Question 13, 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 will be 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 one 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 one.

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. If a planned collaborator cannot sign the form, it cannot be assumed they will provide any of the services indicated on page one of the form. Therefore, the proposer must either perform the listed service themselves, or identify another collaborator and obtain a signature regarding the performance of said service(s).

All this having been said, if proposers have already secured signatures from the listed "mandated partners" on Exhibit VI, it is acceptable to submit the exhibit with these signatures.

The time period for the submission of Technical Assistance Questions concluded on October 1, 2018. No further questions will be responded to.