

2018 American Job Center of California (AJCC)

OPERATORS Request for Proposals

Q & A 12-15 – Via Email

Monday, September 23, 2018-Tuesday, September 25, 2018

Q12: 6.3 Required Docs Submitted with Proposal #9 Living Wage Ordinance (LWO) pg. 51 of the RFP.

Our subcontractors for this proposal have Agreements with [our agency] for over \$25,000.

Subcontractors as well as the prime contractor are all nonprofits and will fill out LW28, the Non-Profit Exemption Application.

Is it correct that we must submit with our proposal a LW5 Declaration of Compliance form filled out by each subcontractor?

As all entities will submit for exemption using LW28, is it correct that we DO NOT submit with our proposal a LW6 Employee Information form filled out by each subcontractor and the prime?

As the proposed Operator, must we include form LW18 Subcontractor Information Form with our proposal?

Finally, is it correct that we must submit with our proposal LW28 Nonprofit Exemption Application forms filled out by each subcontractor and the proposed prime contractor?

Are there any other LWO forms that would be required with our submission?

A. Applicable Living Wage Ordinance forms for subcontractors need not be submitted with the proposal, but rather are due to the awarding department (EWDD) within thirty days of contract execution if a contract is awarded.

Q13: RFP Exhibit VI – Intent to Collaborate form: You have responded to questions regarding the acceptableness of the submitted March Ex. VI with equivocation. (eg. Proposer's Conference Q&A #3: "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"; Q&A via e-mail 3-4 refers back to this answer). Do you require documentation of our process to ensure the validity of Exhibit VI? What documentation would you require? If we submit the March document as is, will it be allowed and given the full weight of a September/October dated document?

A. No additional documentation is necessary. However, EWDD reserves the right to verify any and all information submitted with proposals.

Q14: Exhibit III (Performance Verification).

The answer provided recently to **Q #11** states:

"...must include the most recent performance results available."

However, the Exhibit III template/table states:

Part I. General Information – to be completed by Proposer

Item #7: Funding Period (must be after 7/1/11 and prior to 6/30/**17**)

May we include performance data for 2018 in our Exhibit III Performance Verification?

A. The most recent available, verifiable annual data for WIOA programs is through 6/30/17. However, provided submitted performance represents a completed program year, and is verifiable with the granting entity, data more recent than 6/30/17 may be submitted.

Q15: Please confirm which LWO [Living Wage Ordinance] forms are requested for submission. We understand LWO is optional in this proposal. However, there are multiple LWO forms online, some with a heading "LAX World Airport" and others state "Department of Water and Power" and it is not clear which should be used. If possible can a link be provided to the appropriate LWO forms for prime and subs.

A. Unless the proposer is submitting the appropriate LWO exemption request forms, the proposer is not required to submit any other LWO forms. These exemption forms can be found at: <https://bca.lacity.org/LWO%20Printable%20Forms> under the heading, "Exemption Forms for City/Airport Contractors."

Any additional forms would be required of successful proposers prior to contract execution. Also see the response to Question #12 above regarding subcontractors.