

APPRENTICESHIP STRATEGY CONSULTANTS

Request for Qualifications

Q & A – Proposers’ Conference

Tuesday, October 24, 2017

Note: Question No. 1 was submitted via e-mail after the October 24, 2017 Proposers’ Conference.

Q1: There are two conflicting sets of instructions for submitting the Intent to Propose. On the form it states “Title of your email: (Your organization’s name) – Apprenticeship Strategy Consultant RFQ 2017”. Online instructions state “email to RFP.IntentToPropose@lacity.org, using ‘Workforce Development Consultants RFQ – Notice of Intent to Submit’ in the subject line”.

A: The instructions on the “Notice of Intent to Submit Proposal” form take precedence. We will correct the online instructions. However, because the discrepancy was just discovered, we will accept submissions of the “Notice of Intent to Submit Proposal” form with either email title.

Q2: Page 26 states the D.U.N.S. number is required. Please clarify where the applicants should include the D.U.N. S. in the proposal.

A: The D.U.N.S. number must be included on Exhibit I, “Proposer Information and Los Angeles Residence Information Form,” #12.

Q3: Subsection 2.9, page 11 states that a courier must be used if the proposal is not hand-delivered. Is FedEx or UPS an acceptable courier?

A: Yes.

Q4: Exhibit II requires proposals to be valid for 90 days. However, page 24 states the proposal should be valid for a period of 270 days. Please clarify the validity period of the proposals.

A: Exhibit II, “Executive Summary Signature Page and Non-Collusion Affidavit,” states: “This proposal is submitted as a firm and fixed request valid and open for 90 days from the submission deadline.” Page 24, Section 7.1.2. of the RFQ, “General RFP AND CITY CONTRACTING INFORMATION/General Proposal Conditions/Best Offer,” states that the

proposal “will remain open and valid for a minimum of 270 calendar days from the submission deadline.”

The validity period of the proposal should be a minimum of 270 calendar days from the submission deadline.

Q5: Attachment A requires bidders fill out the Non-Discrimination Equal Employment Practices. Please confirm if these forms are required for the proposal.

A: Yes, the forms are required. The form is available on www.labavn.org. Please put a page in the proposal indicating the form has been uploaded.

Q6: You mentioned other sectors from the construction industry. What about areas of the industry that do not have apprenticeship?

A: We are looking for all areas where apprenticeships would be appropriate.

Q7: Why did you decide to exclude WorkSource and YouthSource providers? Are you looking for an outside observer who may suggest systematic changes?

A: This was a policy recommendation from the City of Los Angeles Workforce Development Board.

Q8: Page 24 refers to a firm and fixed offer. Please confirm that this is a firm fixed price contract.

A: Section 7.1.2 of the RFQ, “General RFP AND CITY CONTRACTING INFORMATION/General Proposal Conditions/Best Offer,” states in part: “Submission of the proposal shall constitute a firm and fixed offer to the City”; the “firm and fixed offer” is confirmed.

Q9: Who sits on the review panel?

A: The evaluation panel will consist of individuals external to the City of Los Angeles who are knowledgeable of workforce and economic development.

Q10: Are there certain departments or agencies that are already involved in this?

A: No.

Q11: Should we only present experience from the past three years?

A: Per RFQ page 14, Section 3.1.1, “APPRENTICESHIP WORKFORCE DEVELOPMENT STRATEGIC PLAN AND COORDINATION SERVICES (APPRENTICESHIP STRATEGIC PLAN)/Qualifications for Apprenticeship Consultant/Strategist,” experience in the past three years is a minimum requirement in order for the proposer to submit a response to the RFQ. Proposals must include all relevant experience.

Q12: Page 19 of the RFQ states to prepare a 12-month budget. However, page 7 states the period of performance is 1/1/18 to 12/31/19.

A: The RFQ will be amended to reflect the requirement that a 24-month budget be prepared.

Q13: Do subcontractors need to be incorporated for three years?

A: No; that is only a requirement for the prime contractor.

Q14: Do the table of contents and cover letter count towards the 15-page limit?

A: As stated on page 17 of the RFQ in Section 5.1, "APPRENTICESHIP STRATEGIC PLAN PROPOSAL PACKAGE/Narratives," "Narrative responses may not exceed 15 pages in total (excluding flowcharts and exhibits)." The narratives in RFQ Section 5.2 ("Narrative 1 – Demonstrated Ability") and 5.3 ("Narrative 2 – Program Design") are the narratives that count towards the page limit.

Q15: Can you make available the CRO Questionnaire and EBO Questionnaire on www.labavn.org?

A: Per RFQ Section 8.2, "Contractor Responsibility Ordinance," the information regarding the Contractor's Responsibility Ordinance can be found at <http://bca.lacity.org/Resources>." Proposers are further instructed that the form is available at the web page. Click the link on the right, <http://bca.lacity.org/ordinances>, and scroll down to the Contractor Responsibility Ordinance. You will find the link to the form, "CRO Personal Services Contractors Questionnaire."

Per RFQ Section 8.3, "Equal Benefits Ordinance," the document is already available on www.labavn.org.

Q16: When we will be receiving confirmation that you have received our Notice of Intent to Submit Proposal?

A: The receiving email is open as of October 24, 2017, and you will receive a confirmation receipt within one business day. If you submitted your notice of intent before October 24, 2017, it is recommended that you resubmit.

Q17: Are all of today's Q&A's going to be posted on LABAVN.org?

A: Yes, they will be posted on <http://ewddlacity.com/index.php/development/bid-opportunities>, as indicated on the cover sheet of the RFQ, and on www.labavn.org.

Q18: If applicant is involved in the Los Angeles County WIOA system, does this disqualify them from applying?

A: No. Only City of Los Angeles WorkSource and YouthSource contractors and their staff are ineligible to propose.

Q19: Are you looking for an integrated youth and adult apprenticeship strategy, or do you have a preference of targeting one or the other?

A: Technical assistance is only available for questions regarding the requirements of the RFQ. This question is beyond the scope of the Technical Assistance available.

Q20: Can we get a list of those who attended the Proposers' Conference?

A: No, a sign-in sheet was not collected for this conference.

Q21: Should the implementation timeline begin in 2020 and cover three years?

A: No. The timeline requested on page 19 of the RFQ, Section 5.3.5, "Narrative 2 – Program Design/Proposed Implementation Timeline," must cover a 24-month period for completing the proposed program deliverables. There is no requirement for a specific start date.

Q22: Should apprenticeship councils consist of employers and WorkSource Centers?

A: Technical assistance is only available for questions regarding the requirements of the RFQ. This question is beyond the scope of the Technical Assistance available.

Q23: Is it favorable to have a status such as a minority owned business, small business enterprise, etc.?

A: Points will not be awarded based on such status. Please refer to RFQ Sections 4 ("Evaluation Criteria for Workforce Consultants Proposers") and 5 ("Apprenticeship Strategic Plan Proposal Package") for the allocation of points.

Q24: You mentioned primarily addressing the needs of workers with low wages or who are facing unemployment. Is this the primary focus of the policy recommendations, or is the shortage of highly skilled workers in certain sectors also a policy focus?

A: Both may be a focus.

Q25: Do applicants need to be approved as a vendor before submitting their Intent to Propose or Proposal?

A: The purpose of the RFQ is to establish a list of qualified consultants to perform the work detailed in the RFQ, and to fund one of those consultants by January 1, 2018. There is no prior approval process.

Q26: What does "other tasks as necessary" mean?

A: RFQ, Section 3.1.2.b, "APPRENTICESHIP WORKFORCE DEVELOPMENT STRATEGIC PLAN AND COORDINATION SERVICES (APPRENTICESHIP STRATEGIC

PLAN)/Program Deliverables,” page 14, states: “Other tasks necessary for the completion of a Comprehensive Apprenticeship Strategy, as determined by the City, including, but not limited to, the use of a City-prescribed database for tracking employer contacts.”

The City of Los Angeles reserves the right to modify the proposed scope of work as necessary. Changes may be addressed during contract negotiations.

Q27: Page 15 mentions attending or convening industry councils and meetings with employers. Does the City envision existing councils/advisory boards or should part of the proposer’s project design include developing new councils/advisory boards as they see fit?

A: Either creating new and/or utilizing existing councils/advisory boards may be acceptable.

Q28: Page 19 states “based on the nature of funding, administrative costs and indirect costs are subject to grant restrictions”. Please clarify what restrictions.

A: As noted in RFQ Section 2.4, funding “may consist of WIOA monies, California Employment Development Department monies, City of Los Angeles General City Purpose funds or other monies authorized by the Workforce Development Board.” Restrictions will depend on the type of funding approved for the contract and will be discussed during contract negotiations.

Q29: Please clarify the difference between the LW-29 and LW-10. Should proposer use both forms?

A: The Living Wage Ordinance form LW-10 is required only for proposers who are applying for exemptions from the LWO, as noted on Page 31 in RFQ Section 8.4, “Living Wage Ordinance and Service Contractor Worker Retention Ordinance.” Form LW-29 is also only required if the proposer is applying for an exemption not covered in form LW-10.

Q30: Since this is a firm fixed price contract and page 1 of the budget form requires a list of all categories, please clarify where fee/profit should be included.

A: Fee/profit should be included under “#2000 – Other Costs.”