

**2018 Youth and Young Adult Systems Support Services RFQ**  
**Technical Assistance**  
**Q&A 63-93 via email**

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Q63: Will the selected Private Sector Engagement be responsible for establishing and retaining contracts with youth worksite/employers?

A: No, developing worksite contracts is not a function of this consultant.

Q64: If so, will this provider be directly soliciting last year's summer youth employment and youth work experience contractors to participate in the 2018/2019 program?

A: No.

Q65: Will Youth Work Experience/Employment Opportunities providers still be responsible for the contracts and other documentation?

A: Further clarification of this question is required.

Q66: RFQ page 7 states that to be eligible to submit a proposal you must be legally incorporated in the State of California. This is the first statement. We are legally incorporated in the State of North California and legally registered with the Secretary of State of California to do business in the state. We are also registered in the City of Los Angeles. Will this meet the first requirement as stated?

A: Yes.

Q67: Did you intend for this to read "legally incorporated in the State of California or legally registered to do business in the state"?

A: The intent is to establish the requirement for proposers to be legally registered with the Secretary of State of California to do business in the State of California.

Q68: Section 3.1, page 12 of the RFQ lists the age range of participants is 14-24 years old. Under Section 3.2 on Page 14, however, the Private Sector Engagement Provider will "develop business relationships and engage businesses that will hire youth 16-24 years old for entry level employment." This may be a typo but the distinction may also be intentional since our agency has in the past encountered many businesses that resist employing youth ages 14 and 15 and would prefer more mature workers. Perhaps EWDD would prefer to assign younger teens to City and LAUSD worksites and have private sector employers supervise participants, ages 16 to 24. Is this an accurate reading?

A: No. These are two separate services with their own age ranges as specified. .

Q69: Given the expectation that proposers should submit several days early to assure the system is functioning and responding properly in this pilot effort and that the system is not yet live, might the date for submittal be extended?

**A:** No date extension is planned at this time. If the date is to be extended, all potential proposers will be notified.

Q70: Based on the questions yesterday, you will be reviewing the budget forms; all of which seem to be designed to respond to providers on a cost reimbursement basis rather than a fixed price basis. In the 2013 RFQ there was a budget form that asked responders to check a service area and provide an average cost, all service areas were listed. Responders were asked to provide an average cost for each service area: Average session hours per customer and Average cost per assessment. Perhaps that form might meet the need for fixed unit price proposals. Responders were only required to submit the form that applied. Could that be done this time?

**A:** The Department is developing a specific budget form for Service No. 3 Career Assessments only. The form will be issued through an addendum and posted on the Department Website, LABAVN.org and GoodMojo. The existing budget forms (1-9) will be required for Services No. 1 and 2.

Q71: It was not clear what information required by Trak4LA and BAVAN will be mandatory Company information in GoodMojo to allow submittal. A simple list from you of the specific documents that must be submitted in GoodMojo and a list of those to be submitted direct to other systems would be most helpful. Wanting to submit a complete proposal and knowing that the submittal date is approaching, a timely response would be most appreciated. Re-submitting forms which are current is probably the safest course but duplicates effort which seems counter to the purpose of GoodMojo.

**A:** Please refer to the submittal requirements outlined in the RFQ, which states which documents must be submitted on which platform.

Q72. Question regarding 3.1 Service No. 1. Youth Work Experience/Employment Opportunities, pg. 12-14. Does a community based organization have to have prior work experience with servicing foster, probation and CalWORKs youth?

**A:** No.

Q73. Question regarding 3.1 Service No. 1. Youth Work Experience/Employment Opportunities, pg. 12-14. Can an organization apply for the RFQ if they only service homeless youth?

**A:** No. Contractors will be required to service all populations identified in the RFQ.

Q74. I am trying to figure out if the GoodMojo platform through TGS is live yet?

**A:** Yes, the system was live as of May 22, 2018.

Q75. How can we receive an instruction manual (Screen shot or PDF or otherwise) for Total Grant Solution?

**A:** A revised Appendix E – GoodMojo instructions document was posted on May 18, 2018.

Q76. Can the User ID be changed, if so, what are the instructions to change User ID?

**A:** Please review GoodMojo instruction document.

Q77. When devising the maximum word count equivalency to five narrative pages, please make sure that the limit is based on single line spacing and a 12-point Arial or Times New Roman font, which have been the conventional style for past EWDD bid requests.

**A:** No response required.

Q78. How can we receive an instruction manual (Screen shot or PDF or otherwise) for Total Grant Solution?

**A:** Please see response to questions 75.

Q79. Page 21. We do not have to submit a Business inclusion program summary sheet report? Is there something else we should be doing to comply with the BIP?

**A:** No. As stated in the RFQ on page 21, the Business Inclusion Program (BIP) and Outreach Summary Sheet are not applicable.”

Q80. I'm having difficulties uploading docs to complete submission.

**A:** As stated during the Bidders Conference, the GoodMojo system was not live. As of May 22, 2018, the system is now live.

Q81. Item 23 of the Proposal Contents Checklist on page 38, the parenthesis states to upload the documents onto BAVN. My question is do we need to upload items 18-25 into BAVN, or just item number 23?

**A:** Only items 23 and 24 need to be uploaded in BAVN, as applicable.

Q82. And if so, do we also need to upload them into the proposal attachments on GoodMojo?

**A:** No.

Q83. Would we be able to upload items 1-25 on the proposal content checklist to GoodMojo? As it stands in the “sandbox” there are only three possible uploads max.

**A:** No. Please see response to Q:81.

Q84. Can you confirm if the site has gone live to begin inputting the information?

**A:** Yes

Q85. This is the third time I have asked when the TGS platform through Good Mojo is going to be operational and have yet to receive and answer.

**A:** Please see previous responses.

Q86. We were told at the Proposer's Conference that the Q&A document would be online, but we can't seem to find it on the link provided on the RFQ document.

**A:** The responses to Proposer's Conference questions have been posted as indicated the RFQ. .

Q87. We were also told that the site would be re-launched to accept registration, however, when registering, our organization's address still shows as "San Francisco". Has the site been re-launched or is there a different web site address than the one provided on the RFQ document?

**A:** Please see previous responses.

Q88. "Volunteer Pool Size in FTE". Not sure I understand this question. Is it asking how many FT volunteers the organization has? I not sure that too many organizations have full-time volunteers; part-time for sure.

**A:** This question does not require a response.

Q89 Our Housing Authority is a public agency; as such, the City in past has determined us to be exempt from completing the Contractor Responsibility Ordinance Questionnaire referenced in item 21 of the RFQ guidelines checklist.

**A:** This is correct. Government public agencies are exempt from the CRO under Los Angeles Administrative Code Section 10.40.4(a) (1): "Agreements with a governmental entity such as the United States of America, the State of California, a county or public agency of such entities, or a public or quasi-public corporation located therein and declared by law to have such status."

Q90. Just to verify on page 21 of the RFQ for Youth and Young Adult System Support Services, we do not have to submit a Business inclusion program summary sheet report? Is there something else we should be doing to comply with the BIP?

**A:** This question was previously answered.

Q91. Page 18-under Budget Forms – Regarding submission of audited financials. We have been funded by EWDD from 2015-2017/2018. Do we have to submit audited financials?

**A:** As stated in the RFQ, Audited Financial Statements are not required for current EWDD contractors.

Q92. In the "How to fill out Agency Info Forms" – It is clear that the Executive Director Information section is exactly for the Executive Director. In reference to the Applicant

Information section, would this be the section of information for the person keying the data into the GoodMojo?

**A:** Please restate your question or provide further clarification.

Q93. Because we are a school, we don't have a Business Tax Certificate or Vendor number. Form 50 and Form 55 are new to us. Can we still qualify to be on the vendor list?

**A:** Eligibility cannot be determined until full proposal is received and reviewed. Please review RFQ for applicable documentation requirements.