

ADDENDUM ONE TO THE REQUEST FOR PROPOSALS FOR LOS ANGELES COUNTY ONE STOP OPERATOR (OSO) FOR THE AMERICA'S JOB CENTERS OF CALIFORNIA (AJCCS), RFP NO. WIOA-01-2016 (REVISED)

The purpose of this addendum is to make changes in the areas listed below, and to answer questions received prior to October 17, 2016, regarding the Los Angeles OSO for the AJCC Request for Proposals (RFP). Any deletions to RFP language are represented with a strike-through and additions are in bold.

1. RFP Section 1.1, Purpose/Overview, Subsection 1.1.1, is amended as follows:

The County of Los Angeles, by and through Community and Senior Services (County) is re-issuing this revised Request for Proposals (RFP) to solicit Proposers from private non-profit organizations, for-profit organizations, public agencies, social enterprise agencies, public or private institutions of higher education, and collaboratives/consortia of these organizations, to operate as the One Stop Operator (OSO) for the Comprehensive America's Job Centers of California (AJCCs), and their associated Affiliates, or AJCCs, implementing the WIOA Adult/Dislocated Worker (ADW) and Youth@Work programs (ADW and Youth@Work includes both WIOA and non-WIOA programs, such as the Jail Based Job Center and the Los Angeles County Youth Jobs Program) and also a County-wide Veterans AJCC. Workforce Development Boards are precluded from applying for funding, **and/or being a subcontractor** under this procurement...

2. RFP Section 2.1.4, Funding Availability, Subsection 2.1.4.1, is amended as follows:

Approximately **\$28,000,000** ~~\$27,000,000~~, which includes funds for training and wages, will be awarded to Comprehensive AJCCs and AJCCs through this RFP as follows (note: the **\$28,000,000** ~~\$27,000,000~~ does not include costs for rent and leases (reference *Section 2.2 of this RFP*)):

3. RFP Subsection 2.1.4, Funding Availability, Santa Clarita AJCC funding chart is deleted in its entirety and replaced with the following:

Jail Based Affiliate	
PIF Funding for Jail Based Program	\$390,000
Re-Entry Navigator	\$100,000
Total	\$490,000

4. RFP Subsection 2.1.4.4, is amended as follows:

If awarded a contract, the contract term shall be from July 1, 2017 through **June 30, 2020** ~~June 30, 2019~~. For purposes of the RFP, Proposers shall reflect funding for 12 months. Thereafter, two (2) additional one (1) fiscal year periods beginning in July and ending in June to extend the contract term are optional.

5. RFP Subsection 2.1.5, Funding Allocation Plan, the chart is deleted in its entirety and replaced with the following:

	Comprehensive AJCC	Santa Clarita AJCC	Jail Based Affiliate	AJCC	Rapid Response	Veterans	SCSEP (Title V)
Funding for Program Operations							
Adult (1)	\$ 529,000	\$ 132,000		\$ 176,000	\$ -	\$ 315,000	\$ -
Dislocated Worker (1)	227,000	56,000		75,000		135,000	
Out-of-School Youth (1)	619,000	153,000		206,000			
WBL & ACD Total (1)	200,000	30,000		68,000			
Rapid Response Total (1) (2)					250,000		
Title V Total (2)							100,000
Jail Based (2)		390,000	390,000				
Employment Re-entry Navigators (1)	100,000	100,000	100,000				
Program Operations - Total	\$ 1,675,000	\$ 861,000	\$ 490,000	\$ 525,000	\$ 250,000	\$ 450,000	\$ 100,000
Funding for Training & Wages							
Adult	436,000	85,000		160,000		210,000	
DW	187,000	37,000		68,000		90,000	
OSY	242,000	47,000		90,000			
WBL & ACD	460,000	70,000		157,000			
SCSEP (Title V) Wages							466,000
Training & Wages - Total	\$ 1,325,000	\$ 239,000	\$ -	\$ 475,000	\$ -	\$ 300,000	\$ 466,000
Total Per Contract	\$ 3,000,000	\$ 1,100,000	\$ 490,000	\$ 1,000,000	\$ 250,000	\$ 750,000	\$ 566,000
(1) 5% of total operations' allocation may be used for administrative activities for the Adult, Dislocated Worker, Out of School Youth, and Rapid Response Program.							
(2) Will not be subject to the 10% Supportive Services requirement. All other operational funding is subject to 10% Supportive Services requirement.							

6. RFP Appendix B-1 and B-2, SOW Exhibits, Exhibit 7 are amended to reflect the deletion of the Santa Clarita AJCC Performance Measures & Goals matrix in its entirety, and the subsequent revision of the South Los Angeles AJCC & Westside AJCC Performance Measures & Goals matrix to include Santa Clarita AJCC. The revised Santa Clarita AJCC, South Los Angeles AJCC, & Westside AJCC Performance Measures & Goals matrix, along with all other matrices, is attached to this addendum.

7. RFP Appendix A-1, Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Program Statement of Work Subsection 15.1.4 is amended as follows:

“...Contractor further acknowledges the County ADW Program Performance Measures, in combination with, and including the DOL Measures, which will be reflected in Contract, ~~Exhibit X1, Santa Clarita AJCC and Pitchess Affiliate Performance Measures and Goals, and/or, Exhibit X3, Comprehensive AJCC Performance Measures and Goals and/or Exhibit X4, Santa Clarita AJCC, South Los Angeles AJCC, & Westside AJCC Performance Measures and Goals...~~”.

8. RFP Appendix A-2, Youth@Work Program Statement of Work Subsection 15.1.4 is amended as follows:

“...Contractor further acknowledges the County Youth@Work Program Performance Measures, in combination with, and including the DOL Measures, which will be reflected in Contract, ~~Exhibit X1, Santa Clarita AJCC and Pitchess Affiliate Performance Measures and Goals, and/or, Exhibit X3, Comprehensive AJCC Performance Measures and Goals and/or Exhibit X4, Santa Clarita AJCC, South Los Angeles AJCC, & Westside AJCC Performance Measures and Goals...~~”.

9. RFP Appendix A-1, Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Program Statement of Work Subsection 6.3.2 is added as follows:

6.3.2 Minimum staffing requirements as set forth in *Appendix B-1, WIOA Title I Adult and Dislocated Worker SOW Exhibits, Exhibit 4*, are set at a minimum base level. Contractor must ensure sufficient staffing in all areas to meet Contractual required Performance and Quality Standards. Contractors exceeding Contractual required Performance and Quality Standards, after six months or more of implementation, may request an alternate staffing pattern, for review and approval of the County.

10. RFP Appendix A-2, *Youth@Work Program Statement of Work Subsection 6.4.2* is added as follows:

6.4.2 Minimum staffing requirements as set forth in *Appendix B-2, Youth@Work SOW Exhibits, Exhibit 4*, are set at a minimum base level. Contractor must ensure sufficient staffing in all areas to meet Contractual required Performance and Quality Standards. Contractors exceeding Contractual required Performance and Quality Standards, after six months or more of implementation, may request an alternate staffing pattern, for review and approval of the County.

11. RFP Appendix A-3, *Workforce Innovation and Opportunity Act (WIOA) Veterans America's Job Center of California Statement of Work Subsection 6.3.2* is added as follows:

6.3.2 Minimum staffing requirements as set forth in *Appendix B-3, Veterans AJCC SOW Exhibits, Exhibit 1*, are set at a minimum base level. Contractor must ensure sufficient staffing in all areas to meet Contractual required Performance and Quality Standards. Contractors exceeding Contractual required Performance and Quality Standards, after six months or more of implementation, may request an alternate staffing pattern, for review and approval of the County.

QUESTIONS AND ANSWERS RECEIVED AS OF OCTOBER 17, 2016

QUESTION #1

Section 2.1.11, Paragraph 1, Page 13 "Each Comprehensive AJCC will be required to have an Affiliate by year two of the contract, or at the direction of the County". Section 2.1.11.1, Paragraph 1, Page 13 "Affiliate sites will be established in collaboration with community colleges and adult schools, upon County approval." Can Comprehensive AJCC proposers proactively identify affiliate site(s) in the proposal? Will these site(s) need to be approved by the County, even if it is a community college? If so, what would that approval process include?

ANSWER #1

Comprehensive AJCC proposers are welcome to proactively identify affiliate site(s) in the proposal, however, proposers should remain cognizant of the fact that those proposers that win an award/contract will not necessary end up with the affiliate site as identified in their respective proposal(s). County will take the lead in establishing all sites, including affiliates, to ensure appropriate fit for the needs of the sub-region in which the Comprehensive AJCC will operate.

In the event that awarded proposer(s) has a viable affiliate site identified, the agency would need to include that site in the proposal. It is recommended that all applicable information be included in the

narrative including size, cost if any, and benefit of the site for the specific sub-region. County will take into account and consider all possible sites.

In the event that awarded proposer(s) has a viable affiliate site identified, the agency must request, in writing, approval from County in order to operate that site, even if the site is located at a community college or adult school. The approval process entails sending a written request to County prior to operating out of the identified site; the request shall identify the location, include specifications/configuration of the facility, and provide justification as to why the site is deemed a viable option for service delivery. County will respond with a denial or approval of the request in writing, signed by the Department head, or designee.

QUESTION #2

Section 2.1.18.3, Paragraph 1, Page 14 “Three (3) Successful Comprehensive AJCC Proposers who also receive the highest Rapid Response scores, shall provide Rapid Response Program services to business and their employees countywide at a location to be determined by County in coordination with the Successful Proposer.” Section 2.1.18.4, Paragraph 1, Page 15 “Three (3) Successful Comprehensive AJCC Proposers who also receive the highest SCSEP scores, shall provide SCSEP services to mature individuals countywide...” Will the RR and SCSEP awardees need to follow the sub-region maps?

ANSWER #2

As per Subsections 1.1.3, 2.1.8 and 8.1.3.1 of the RFP, the RR and SCSEP contract awardees will provide services out of the Comprehensive AJCCs in the San Gabriel Valley, Gateway Cities, and Antelope Valley Workforce Regions. This means that the Comprehensive AJCC sites will be physically located in those Regions, however service provision under the Rapid Response program shall be delivered Countywide to businesses located in the Los Angeles County Workforce Delivery Area (LWDA) and the SCSEP shall be delivered Countywide to residents of the Los Angeles County Planning Service Area (PSA). A map of the Los Angeles County Planning Service Area is included as *Exhibit 1 of RFP Appendix B-5, Senior Community Service Employment Program (SCSEP) Statement of Work Exhibits*.

QUESTION #3

Section 5.23.2.3, Paragraph 1, Page 38 “Subcontractor(s) shall be procured prior to submission of proposal, in accordance with Section 5.23 of this RFP.” Are previously procured subcontractors grandfathered for this proposal or must the lead agency subcontract services within the scope of the RFP again?

ANSWER #3

All subcontractors being used by successful Proposer(s) must be procured for this RFP. No subcontractors will be grandfathered in with the successful Proposer(s).

QUESTION #4

Section 7.7.1, Paragraph 1, Page 43-44 “Proposer(s) applying for a Comprehensive AJCC or AJCC shall submit one (1) proposal only, identifying a maximum of three (3) sub-regions where Proposer plans to provide program services.” Do the sub-regions just apply to the 10 AJCC sections or do proposers need to identify areas within to serve within each sub-region?

ANSWER #4

There are 10 Los Angeles County sub-regions. Each of the sub-regions will have one Comprehensive AJCC or AJCC that will provide services to all cities and unincorporated areas, as listed in *RFP Appendix B-1, WIOA Title I Adult & Dislocated Worker SOW Exhibits, Exhibit 3, and RFP Appendix B-2, Youth@Work Program SOW Exhibits, Exhibit 3*, within the sub-region in which it is located. Proposers may propose for up to a maximum of 3 sub-regions, with the exception of the Veterans AJCC, which will be considered as 1 separate proposal and will be awarded separately. RFP Sub-section 7.7.1 simply advises proposers that plan on proposing for more than one sub-region that they must identify each of those sub-regions within 1 proposal, rather than submitting separate proposals.

QUESTION #5

Section 7.7.5, Paragraph 1, Page 45 “Each section of the proposal shall be tabbed and clearly identified in the table of contents and shall follow the order specified...” Does “tabbed” refer to binder dividers, colored sheets of paper, or something else?

ANSWER #5

The County did not prescribe what type of tabs are to be used. This is up to the Proposer’s discretion, however, keep in mind that the purpose of using tabs is to facilitate the review of the proposal.

QUESTION #6

Section 7.9.4.1, Paragraph 1, Page 50 “Proposal shall include resumes and biographies of current Executive Team”. What would be considered the Executive Team for a public agency or city? Does this include the Subcontractor? What would be considered the Executive Team for the Subcontractor?

ANSWER #6

RFP Section 5.23 Subcontracts, Subsection 5.23.1 states that Successful Proposer(s) shall provide at a minimum, the WIOA Title I ADW or Youth@Work program; **both programs shall not be subcontracted out**. The proposal can include the Executive Team of the entity being proposed as the One-Stop Operator, or it can also be made up of a combination of One-Stop Operator staff and Sub-Contractor staff. This decision is up to proposer(s).

QUESTION #7

Section 7.9.10.2.1, Paragraph 1, Page 70 “Proposer shall complete the top part of the form (Appendix D-1, Exhibit 1, Proposer’s Experience Verification Form, Sections A through I) and send it to the five agencies that they have had past contracts with, as listed in Appendix D, Required Forms, Exhibit 3, Prospective Contractor List of Contracts.” Must the 5 agencies be unique or a list of 5 unique contracts from 1 or 2 agencies be acceptable?

ANSWER #7

The five (5) agencies/contracts listed on Appendix D, Required Forms, Exhibit 3, “Contractor List of Contracts,” and the five (5) agencies that will fill out Appendix D-1, Exhibit 1, “Proposer’s Experience Verification Form,” may be five (5) separate contracts from less than five (5) agencies. However, a separate Exhibit 1, “Proposer’s Experience Verification Form,” form must be filled out for each contract. (For example, if a Proposer has three (3) contracts with agency A, and two (2) contracts with agency B, then the Proposer will still submit five (5) separate forms (Appendix D-1, Exhibit 1), but only two agencies (A&B) will be reflected.)

QUESTION #8

Section 7.9.11.2, Paragraph 1, Page 70 "Board of Directors' Roster". What should a public agency or city submit in lieu of a Board of Directors' Roster?

ANSWER #8

A Proposer who is a public agency or city may submit an organizational chart that shows the chain of command and details who can make decisions and sign on any possible resulting contract as a result of this RFP.

QUESTION #9

Section 2.2.4, page 15, "County will cover lease costs and base utility costs..." Does this apply if proposer owns the building being used for One Stop services?

ANSWER #9

If the Proposer owns a building and proposes that building as a site option, Proposer must receive approval from County to use that site. If approved, County will then negotiate lease costs and base utility costs at the time of contract award.

QUESTION #10

Section 7.9.4.1, page 50; please clarify what is meant by Executive Team? Does it refer to Management of the Organization or the Program?

ANSWER #10

The Executive Team is the leadership team being proposed as responsible for managing the contract under this procurement. The Executive Team is of the entity being proposed as the One-Stop Operator, or it can also be made up of a combination of One-Stop Operator staff and Sub-Contractor staff; this decision is up to proposer(s).