RFP# WIOA-01-2016
Proposers Conference
Los Angeles County One-Stop Operator
For The America's Job Centers of California (AJCC) System

County of Los Angeles
Community and Senior Services
October 19, 2016

East Los Angeles Service Center
133 N. Sunol Dr.
Los Angeles, CA 90063
Proposer’s Conference Agenda

- Welcome & Introductions
- System Overview & Landscape
- Integrated Service Delivery Model
- Proposal Submission Requirements
- Selection Process and Evaluation Criteria
System Overview & Landscape
Los Angeles County Workforce Regions

1. Antelope Valley
2. Santa Clarita
3. San Fernando Valley
4. San Gabriel Valley
5. Central Los Angeles
6. Gateway Cities
7. South Bay
8. Westside Cities
Los Angeles County Workforce Sub-Regions

1. Antelope Valley
2. Santa Clarita
3. East LA/West San Gabriel Valley
4. East San Gabriel Valley
5. Pomona Valley
6. Rio Hondo
7. Gateway Cities
8. Rancho Dominguez
9. South Los Angeles
10. Westside
Los Angeles County One-Stop Operator (OSO) Requirements

One-Stop Operator Role

- Coordinate Service Delivery Among Partners
- Coordinate Service Delivery Among Physical and Electronic Sites
- Coordinate Services Across the Local Area System
- Primary Provider of Services at Physical Sites
Los Angeles County AJCC System

• **Seven (7) Comprehensive AJCCs**
  • Each Comprehensive AJCC is required to have a Re-Entry Navigator and an Affiliate site.

• **Three (3) AJCCs**
  • Santa Clarita AJCC is required to have a Re-Entry Navigator and the Jail-Based Affiliate site at Pitchess Detention Center.
  • All other AJCCs are not required to operate an Affiliate.

• **One (1) Countywide Veterans AJCC**

• **Workforce Programs**
  • Adult & Dislocated Worker
  • Youth@Work
  • Rapid Response Program
  • Title V Senior Community Services Employment Program (SCSEP)
Sites: Not Included in this RFP

To Maximize Strategic Footprint
Maximizing LA County AJCC System Strategic Footprint

Access
- Located In or Near Feeder Systems such as Adult Schools, Libraries, Colleges

Efficiency
- Comprehensive AJCCs Must meet State’s ADA and Seismic Certification Requirements in Order to Co-locate our State Mandated Partners

Outreach
- To Align and Coordinate Partners and Services and Maximize Service Delivery Within Sub-Regions
Los Angeles County AJCC System Guiding Principles

Regional Planning, Partnerships and Coordination
Consistent Branding as America’s Job Center of California
Strategic Business Engagement
Integrated Service Delivery
Regional Coordination and Integration of Adult and Youth Programs
Specialized Programs & Services for Priority Populations
Strategic Training
Maximizing Access
Technology for Efficiency
Performance Driven System
The Los Angeles County AJCC System Is:

- Business/Employer Services
- LA County Workforce Programs
- Adult Educations & Literacy
- EDD Wagner-Peyser, UI, YEOP, TAA & Veterans Programs
- Vocational Rehabilitation
- TANF/CalWORKs

Integrated

Innovative

Fully Automated

Virtual/Mobile

Multiple Access Points
Los Angeles County AJCC System: One Identity, One Brand
Los Angeles County AJCC Workforce Eco-System

AJCC

Complete Integration

Franchise Model

Common Language

No Wrong Door

System-Wide Capacity Expectation

Connecting the Dots within Sub-Regions
High Growth & Priority Sectors are Designated by the WDB

Business Services: The Foundation of Workforce Services in Los Angeles County

Business Intelligence
- Labor Market Information
- Data-driven decision making
- Mapping the skills needed by each industry

Services to Businesses
- Workforce Planning & Employment/Recruitment
- Training to address the skills gap
- Support Regional Economic Development

Sector Strategies
- Coordinate convening's of Businesses and Training in high-growth sectors.
- Organize roundtables and activities related to sector specific initiatives, in appropriate target sectors.
ISD Service Delivery Model
Los Angeles County AJCC System: Integrated Service Delivery Customer Flow
Product Box

Job Readiness and Job Search

Barrier Mitigation

Engagement Strategy

Skill Development and Improvement

Job Identification and Development
Welcome/Talent Engagement Team

- Welcomes Customers
- “Triage”
- Needs Identification
- CalJOBS Registration
- Referrals
Skills/Talent Development Team

- In-depth Skills Analysis, Assessment and Training
- Addressing and Removing Barriers
- Career Counseling: guiding Participants on Career Pathways
Job Getting/Talent Marketing Team

Employers as Primary Customer

Regional and Sector-Focused Recruitment

Connecting Participants and Employers
Staffing Model: One-Stop Operator Comprehensive AJCC and AJCC Operations Staff

Staffing requirements are set at a minimum base level.

Contractors must ensure sufficient staffing in all areas to meet contractually required performance and quality standards.

Contractors exceeding contractually 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.
Comprehensive AJCC & AJCC RFP Core Programs

Adult & Dislocated Worker Program

Youth@Work Program

Basic Career Services

Individualized Career Services

Training Services

Follow-up Services

Work-Based Learning

Advanced Career Services

Academic & Career Development

Business Services are required across the board
Countywide Veterans AJCC

Wrap-around Specialized Services to Veterans

Co-location with EDD Veterans Programs and Access to County-wide Veterans Resources

Veterans Serving Veterans
Santa Clarita AJCC & Jail-Based Affiliate will provide on-site trauma-informed, gender-responsive, employment services to inmates as they prepare to re-engage in society.

**Santa Clarita AJCC:**
All Core AJCC Workforce Services

**Jail-Based Affiliate**

- Pre-Release Employment Readiness
- Post-Release System Navigation
- Transitional employment-focused wrap-around services

**Other Jail-Based Affiliates?**
Comprehensive AJCC Countywide Specialized Programs

Rapid Response Program
- 24 Hour Response Time
- Entire LWDA Area Coverage Required

Senior Community Service Employment Program
- Moving From Service to Employment
- Paid Job Readiness/Job Search Component
- Individual Based Service Strategy

Awarded to one (1) Comprehensive AJCC in each of the following Workforce Regions:
- Antelope Valley
- Gateway Cities
- San Gabriel Valley

America's Job Center of California
PRS - Performance Requirements Summary

- Minimum Required Services and Performance
- Standards for Service Delivery
- Continuous Quality Improvement
- Technical Assistance & Training
- Remedies for Non-Compliance
Performance Measures and Goals

AJCC Basic Career Services Measures
Department of Labor WIOA Program Accountability Measures
Los Angeles County Local Performance Measures
Los Angeles County Local Business Services Measures
Los Angeles County Local Training Measures
Funding Availability, Minimum Requirements and Contract Term
Approximately $28M, including funds for training and wages, may be awarded through this RFP.

- Funding does not include costs for rent and leases. Funding for rent and leases will be provided separately by CSS.

County is proposing to fund seven (7) Comprehensive AJCCs with AJCC Affiliates, which will include funding for three (3) Rapid Response and three (3) Senior Community Service Employment Programs; and three (3) AJCCs and one (1) Countywide Veterans.

Funding breakdowns are available in RFP Section 2.1.4, Funding Availability.
<table>
<thead>
<tr>
<th>Funding Allocation per Site/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive AJCCs--$3,000,000 each</td>
</tr>
<tr>
<td>South Los Angeles and Westside AJCCs--$1,000,000 each</td>
</tr>
<tr>
<td>Santa Clarita AJCC--$1,000,000</td>
</tr>
<tr>
<td>Jail-Based Affiliate--$390,000</td>
</tr>
<tr>
<td>Re-entry Navigator--$100,000</td>
</tr>
<tr>
<td>Veterans Program AJCC--$750,000</td>
</tr>
<tr>
<td>Rapid Response Program--$250,000 per each of three Comprehensive AJCC contracts</td>
</tr>
<tr>
<td>Senior Community Services Employment Program--$566,000—per each of three Comprehensive AJCC contracts</td>
</tr>
</tbody>
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### Who Is Eligible to Apply?

<table>
<thead>
<tr>
<th>Type of Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Private/Non-Profit Organizations</td>
</tr>
<tr>
<td>For Profit Organizations</td>
</tr>
<tr>
<td>Public or Private Institutions of Higher Education</td>
</tr>
<tr>
<td>Public Agencies</td>
</tr>
<tr>
<td>Social Enterprise Agencies</td>
</tr>
<tr>
<td>Collaborative /Consortia of these Organizations</td>
</tr>
</tbody>
</table>

Please Note: Workforce Development Boards are not eligible to apply for funding and/or apply as a subcontractor under this RFP.
Local private non-profit, public or private institutions of higher education for-profit, public agencies, social enterprise agencies, and collaborative/consortia are eligible to bid and must provide the following:

<table>
<thead>
<tr>
<th>Notice of Intent to Submit a Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend one of the Mandatory Bidder’s Conference</td>
</tr>
<tr>
<td>Proposer’s Organization Questionnaire/Affidavit (completed and signed)</td>
</tr>
<tr>
<td>Proposer’s Background and Experience</td>
</tr>
<tr>
<td>Organizational Capacity</td>
</tr>
<tr>
<td>Financial Capability</td>
</tr>
</tbody>
</table>
Initial Contract Period: July 1, 2017 through June 30, 2020

Option to extend for two additional one year periods after the contract term
Performance and Payment Guarantees will occur at the discretion of the County, based on Contractor performance.

Non-payment of third party vendors may be considered a contract violation and may require a Performance and/or Payment Guaranty.

Performance Guaranty may not allow the bond surety to substitute another person to perform services.

Use of Performance Guaranty would only come after the resolution process has been completed and questioned costs have been determined to be unsubstantiated costs, disallowed costs, etc.

Appendix S of the RFP provides information on criteria and standards for letters of credit and certificates of deposit.
Proposal Submission Requirements
If submitting proposal for a Comprehensive AJCC or AJCC:

- Minimum of three (3) consecutive years of experience within the past five (5) years administering workforce employment and training programs for Adults or Youth yearly funding of at least $1,000,000 or more.

- Subcontracting is allowed, however, Successful Proposer(s) shall provide at a minimum, the WIOA Title I ADW or Youth@Work program; both programs shall not be subcontracted out.
Proposer’s Background and Experience

If submitting proposal for WIOA Rapid Response:

- Must also apply for a Comprehensive AJCC
- Must apply for Rapid Response in one of the designated three areas - San Gabriel Valley, Gateway Cities and Antelope Valley Workforce Regions
- Minimum of three (3) consecutive years of experience within the past five (5) years providing Rapid Response and lay-off aversion type services.
If submitting proposals for Veterans AJCC:

- Minimum of (2) two years experience within the past (5) five years providing veteran grant-specific employment and training services to veterans and their eligible spouses.
- Match requirement of $250,000. Match must be Veterans specific Workforce funds and not WIOA funds. Program funds will total $1,000,000 with the required match.
If submitting proposals for Senior Community Service Employment Program:

- Must also apply for the Comprehensive AJCC
- Must apply for SCSEP in one of the designated three areas - San Gabriel Valley, Gateway Cities and Antelope Valley Workforce Regions
- Minimum of (2) two years experience within the past (5) five years providing mature and/or older individual-specific workforce services.
If submitting proposals for Santa Clarita AJCC/Jail Based Affiliate:

- Minimum of (2) two years experience within the past (5) five years providing employment readiness services to re-entry populations and connection into job placement and career services.
- Proposer of Santa Clarita AJCC may subcontract out the Jail Based Affiliate program Services, however, subcontractor must meet the same minimum requirements as above.
Successful Proposer shall administer either the WIOA ADW program or the Youth@Work program; both programs may NOT be subcontracted out.

Subcontractors must meet the minimum experience requirements, as stated in RFP Section 3.6, for program services being subcontracted; WIOA ADW and/or Youth@Work subcontractors must have a yearly funding amount of at least $500,000.

The Jail Based Affiliate may be subcontracted out, and must meet minimum experience requirements in RFP Section 3.6.3, with a yearly funding amount of at least $200,000.

A Comprehensive AJCC or AJCC may subcontract with another Comprehensive AJCC or AJCC, however, an agency cannot be a subcontractor if it applies to be a Comprehensive AJCC or AJCC within the same Sub-Region.
The WIOA RR and SCSEP program services may be subcontracted out, however, the programs must be operated on-site at the Comprehensive AJCC, and subcontractors must meet the minimum requirements in RFP Section 3.6.2 and 3.6.5.

All subcontractors shall be procured prior to submission of a proposal to this RFP. In addition, subcontractors shall be procured in accordance with State procurement policies, as detailed in directive number WSD12-10 issued under the Workforce Investment Act.
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Original Release of RFP</td>
<td>April 29, 2016</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Mandatory Proposer’s Conference</td>
<td>May 11, 2016</td>
</tr>
<tr>
<td>Release of Revised RFP</td>
<td>September 30, 2016</td>
</tr>
<tr>
<td>Request for Solicitation Requirements Review Due</td>
<td>October 14, 2016</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Mandatory Bidder’s Conference</td>
<td>October 19, 2016</td>
</tr>
<tr>
<td>Written Questions Due</td>
<td>October 24, 2016</td>
</tr>
<tr>
<td>Posting of Final Questions and Answers</td>
<td>November 8, 2016</td>
</tr>
<tr>
<td>Notice of Intent Due</td>
<td>November 9, 2016</td>
</tr>
<tr>
<td>Proposals Due By (PST)</td>
<td>December 19, 2016 (12:00 pm)</td>
</tr>
<tr>
<td>Notification of Contract Recommendation (Mailed)</td>
<td>February 14, 2017</td>
</tr>
<tr>
<td>Contract and Services Begin</td>
<td>July 1, 2017</td>
</tr>
</tbody>
</table>
All questions related to this RFP must be:

- Received by October 24, 2016
- Addressed to Jenifer De La Torre at:

  AJCCRFP@css.lacounty.gov

All answers to written questions will be released on November 8, 2016 and posted at:

http://css.lacounty.gov/business-opportunities/
Notice of Intent to Submit Proposal(s)

<table>
<thead>
<tr>
<th>Filing of Notice of Intent is Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use <em>Notice of Intent to Submit</em> form, Appendix Q</td>
</tr>
<tr>
<td>Due no later than November 9, 2016 by 5pm (PST)</td>
</tr>
<tr>
<td>Submit form to Jenifer De La Torre at:</td>
</tr>
</tbody>
</table>
When filling out #1 on the Notice of Intent form, agency may select up to three Workforce Sub-Regions under Comprehensive AJCC.

If proposer plans to apply for Rapid Response or SCSEP, complete #2 on the form.
Notice of Intent to Submit Proposal

If proposer plans to subcontract any programs, describe under #3, and indicate the program and Sub-Region.

Add agency’s name, address, phone, contact name and email at the bottom of the form.
All proposals must be submitted in format specified in RFP Section 7.7, *Preparing the Proposal in Response to the RFP.*

Each proposal shall include Minimum Mandatory Qualifications, Executive Summary, a Business Proposal, and a Budget Proposal.
Proposer(s) applying for a Comprehensive AJCC and Affiliate, and/or AJCC, shall submit one (1) proposal only, identifying a maximum of three (3) sub-regions where proposer plans to provide program services, with the exception of the Veterans AJCC, which will be considered one (1) separate proposal and will be awarded separately.

Proposers must address the specific needs of each sub-region being applied for within the allotted page limit, pursuant to RFP sub-section 7.9.6.
Proposers applying for a Comprehensive AJCC or AJCC will answer questions in RFP Sections 7.9.6.3 through 7.9.6.5 (includes OSO, ADW and Youth questions).

Proposers applying for the Veterans AJCC will answer questions in RFP Sections 7.9.6.4 and 7.9.6.6.
Proposers applying for the WIOA Rapid Response program will answer questions in RFP Sections 7.9.6.4 and 7.9.6.7.

Proposers applying for the SCSEP will answer questions in RFP Sections 7.9.6.4 and 7.9.6.8.
Proposal Submission

• One (1) original and four (4) copies of each proposal and one (1) thumb drive

• Proposals must be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Proposer and bear the words:

  “PROPOSAL FOR LA COUNTY OSO FOR THE AJCC”

• Due 12:00 pm PST, December 19, 2016 to:

  Community & Senior Services
  Carol Domingo, Program Manager
  Contracts Management Division (CMD),
  LA COUNTY OSO FOR THE AJCC RFP Submission
  3175 West 6th Street, Room 403
  Los Angeles, CA 90020-1708
Selection Process
### Comprehensive AJCC Scoring Matrix

<table>
<thead>
<tr>
<th>Sub-Region</th>
<th>Base Points (includes ADW &amp; Youth)</th>
<th>Proposer Highest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antelope Valley</td>
<td>13,500</td>
<td>Proposer 1</td>
</tr>
<tr>
<td>East San Gabriel Valley</td>
<td>13,500</td>
<td>Proposer 2</td>
</tr>
<tr>
<td>East LA/West San Gabriel Valley</td>
<td>13,500</td>
<td>Proposer 3</td>
</tr>
<tr>
<td>Gateway Cities</td>
<td>13,500</td>
<td>Proposer 4</td>
</tr>
<tr>
<td>Pomona Valley</td>
<td>13,500</td>
<td>Proposer 5</td>
</tr>
<tr>
<td>Rancho Dominguez</td>
<td>13,500</td>
<td>Proposer 6</td>
</tr>
<tr>
<td>Rio Hondo</td>
<td>13,500</td>
<td>Proposer 7</td>
</tr>
</tbody>
</table>
### Selection Process and Criteria

Section 8.0 of the RFP, Subsection 8.6

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#### Rapid Response Scoring Matrix

<table>
<thead>
<tr>
<th></th>
<th>Base Points (includes ADW &amp; Youth)</th>
<th>Rapid Response Program Points</th>
<th>Total Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Response</td>
<td>13,500</td>
<td>3,500</td>
<td>17,000</td>
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</tbody>
</table>

#### SCSEP – Title V Scoring Matrix

<table>
<thead>
<tr>
<th></th>
<th>Base Points (includes ADW &amp; Youth)</th>
<th>SCSEP Program Points</th>
<th>Total Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCSEP</td>
<td>13,500</td>
<td>3,500</td>
<td>17,000</td>
</tr>
</tbody>
</table>
Selection Process Section and Criteria Section 8.0 of the RFP, Subsection 8.6

<table>
<thead>
<tr>
<th>Sub-Region</th>
<th>Base Points (includes ADW &amp; Youth)</th>
<th>Additional Program (Jail Based)</th>
<th>Total Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westside</td>
<td>13,500</td>
<td>N/A</td>
<td>13,500</td>
</tr>
<tr>
<td>South Los Angeles</td>
<td>13,500</td>
<td>N/A</td>
<td>13,500</td>
</tr>
<tr>
<td>Santa Clarita</td>
<td>13,500</td>
<td>3,500</td>
<td>17,000</td>
</tr>
</tbody>
</table>
### Veterans AJCC Scoring Matrix

<table>
<thead>
<tr>
<th></th>
<th>Base Points (includes ADW &amp; Youth)</th>
<th>Veterans Program Points</th>
<th>Total Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Veterans AJCC</strong></td>
<td>13,500</td>
<td>3,500</td>
<td>17,000</td>
</tr>
<tr>
<td>(County-wide)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Selection Process and Criteria**

Section 8.0 of the RFP, Subsection 8.6
Questions?