

**ADDENDUM ONE TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
RFSQ NO.: CMD-02-12
FOR THE PROVISION OF ADULT EMPLOYMENT PROGRAM SERVICES**

The purpose of this addendum is to address questions provided in response to RFP No. CMD-02-12 and the Adult Employment Programs RFSQ Bidder's Conference held on January 16, 2013.

Question #1:

In the RFSQ document, the deadline to submit the SOQ states January 24, 2014 at 4:00 p.m. However the Bidder's Conference power point states 5:00; which is correct?

Answer #1:

The SOQ's are due at 4:00 on January 24, 2013. The power point presentation was in error.

Question #2:

If our agency already has a Master Agreement with another County Department, do we need to go through the process again to get on CSS' Master Agreement list?

Answer #2:

Yes, you must go through this process to be considered for an Adult Employment Services Master Agreement. CSS' procurement is separate from other procurements and County departments.

Question #3:

The RFSQ asks proposer's to demonstrate our experience. Should this be in narrative form?

Answer #3:

Yes, please demonstrate your agency's experience in narrative form (Reference RFSQ Section 2.7.4, A.1). Please limit the response to five (5) pages. Margins and spacing should be standard.

Question #4:

When addressing years of service providing adult services, is this referring to providing services to the County, or as an organization?

Answer #4:

"Years of service" would be referring to the number of years providing adult services as an organization.

Question #5:

Appendix A, Exhibit 1, Proposer's Organization Questionnaire Affidavit; is this document two or three pages? The page numbering is unclear.

Answer #5:

This document is three pages, with the last page being a signature page.

Question #6:

Appendix A, Exhibit 2, Proposer's Experience Verification Form; how should the years working with the funding source be listed?

Answer #6:

Please list this by Fiscal Year.

Question #7:

Since this is an RFSQ, will you be looking at geographic areas?

Answer #7:

Yes we will, but not during this initial SOQ process. Once we release work orders, we will be looking for services within specific areas within Los Angeles County.

Question #8:

As a follow-up to Question #7, how much should we emphasize in the narrative, the service areas?

Answer #8:

Service area does not necessarily need to be addressed in the narrative. Please just discuss whatever you best feel demonstrates your agency's ability to meet the Minimum Mandatory Requirements, as stated in subsection 1.4.

Question #9:

Appendix A, Exhibits 7, 8 and 9; Are these forms intended to list past or current contracts?

Answer #9:

The references/contracts listed don't have to be current contracts; however please list the most recent contracts. For Exhibit 9, "List of Terminated Contracts," this should only reference contracts that are terminated due to non-compliance or non-performance issues. Additionally, please list references/contracts where similar services being procured through this RFSQ were provided (i.e. Adult Employment Services).

Question #10:

For Exhibit 2, Proposer's Experience Verification Form, how many do we need to submit?

Answer #10:

CSS is only requesting one Exhibit 2, Proposer's Experience Verification form, to be completed by a funding source.

Question #11:

Since we are a public entity, how do we submit Exhibit 5, "Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form?"

Answer #11:

Submit the form and note "N/A" on the document.

Question #12:

Is it possible to have the Question and Answer document released earlier than January 22, 2013?

Answer #12:

Yes, CSS will post the Q&A document on January 18, 2013.

Question #13:

If an agency has experience providing Youth services between the ages of 18-21, does this qualify us as providing Adult services?

Answer #13:

Yes, given that the age range for adults is 18 and up, this qualifies.

Question #14:

How long in advance will the eligible contractors (those on the Master Agreement list) be informed of upcoming work orders?

Answer #14:

CSS receives funding at different times throughout the year. CSS will attempt to inform contractors three months in advance.

Question #15:

Will letters of support be accepted with the SOQ?

Answer #15:

You are welcome to submit letters of support, however, they will not be reviewed and will have no bearing on proposer's receiving a Master Agreement.

Question #16:

For Exhibit 2, "Proposer's Experience Verification Form," does CSS want one form for each program the proposer operates, for example, one for WIA Adult, etc.? And if not, which program would you prefer?

Answer #16:

No, only one form for one program is needed. It is recommended the proposer submit for the largest program, such as WIA Formula; however this is not mandatory.

Question #17:

Is CSS looking into funding various contractors per area?

Answer #17:

No, CSS will be considering funding contractors based on Supervisorial District.

Question #18:

Can we get a listing of the bidder's conference attendees?

Answer #18:

The sign in sheets will be posted on the CSS website.

Question #19:

On Appendix A, Exhibit 5, "Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form," what is the CAGE code and NAICS code?

Answer #19:

The CAGE (Commercial and Government Entity) code is assigned by the federal government, when doing business with the federal government. The CAGE code is acquired during the CCR (Central Contractor Registration) registration process through the Department of Defense. The NAICS (North American Industry Classification System) code is an industry code, based on the types of goods services a business provides. If the proposing agency does not have either code, please insert N/A.

Question #20:

Is the Bidder's Conference a mandatory meeting?

Answer #20:

No, attendance is not required to be eligible for a Master Agreement, although it is encouraged.

Question #21:

How should SOQs be bound upon submission; with one large binder clip, or in binders with tab dividers?

Answer #21:

One original, plus three copies of the SOQ are required. The agency may bind the SOQ with one large binder clip, however it is encouraged to organize the SOQ in a binder with tab dividers.

Question #22:

What is the duration of the Master Agreement list?

Answer #22:

The period of this Master Agreement is three years, with two, one-year options to extend, for a maximum of five years.

Question #23:

If the proposer is a government entity, how do we address submitting a business license?

Answer #23:

In place of submitting a business license, the agency is to include a statement, on agency letterhead, that they are a public agency and do not hold a business license.

Question #24:

For those agencies that are currently funded by CSS, and contracts expire June 30, 2013, what will be the process?

Answer #24:

If necessary, CSS will extend the contracts on a month to month basis until new contracts are executed.

Question #25:

Will there be a minimum funding allocation to selected agencies?

Answer #25:

Again, these discussions are taking place, but CSS is not there yet on making a decision.

Question #26:

Will another bidder's conference be held prior to each work order being released?

Answer #26:

No, this will be the only bidder's conference.

Question #27:

Please clarify "rolling submissions."

Answer #27:

This means that CSS will accept SOQs for the duration of the Master Agreement. However, if your agency is interested in receiving WIA funding (the first work order anticipated on being released), then you MUST submit your SOQ by January 24, 2013. Subsequent to that deadline, your agency would only be eligible for discretionary funds.

Question #28:

What is the status of the Youth RFSQ that was released?

Answer #28:

CSS plans on releasing the first work order within the next two (2) months. Please note that the Youth RFSQ is still posted online for your reference.

Question #29:

Appendix A, Exhibit 2, Proposer's Experience Verification Form; please clarify which portions are to be filled out by the proposer vs. the funding source.

Answer #29:

The proposer is to fill out sections A-I and N. The funding source is to fill out sections J, K, L and O. Please note that given the short turn-around time for SOQs to be submitted, if your agency is not able to have your funding source complete and sign the document in time, please submit the document with the proposer's portion completed, and include a statement indicating the completed form, including the funding source's signature, will be submitted prior to any Master Agreement being executed.

Question #30:

Appendix A, Exhibit 1, Proposer's Organization Questionnaire Affidavit; on page 2 of the document, it refers to youth. Is this correct?

Answer #30:

CSS apologizes; this is a typo. The required experience shall duplicate what is stated in section 1.4 of the RFSQ. Given the short turn-around time, the proposer may manually correct this form with submission of the SOQ.

Question #31:

In regards to Prospective Contractor References, Appendix A, Exhibit 7 – top of p. 11, "List five (5) references where the same scope of services were provided in order to meet the Minimum Qualifications stated in this solicitation." Who do you recommend we use for references? Funders? Partners? Employers? A combination of all?

Answer #31:

These references will be those agencies you have had contracts with (note the space to insert the Term of the Contract). It can be a funder or a partner.

Question #32:

Appendix B, Transmittal Form to Request a RFSQ Solicitation Requirements Review; should this form be completed and included in the SOQ?

Answer #32:

No, this form shall only be completed and submitted if the agency wishes to appeal the minimum requirements. This was due on January 17, 2013.

Question #33:

Will the County consider lead collaborative partnerships with Adult WorkSource Center as demonstrated experience?

Answer #33:

No, however, you may include the services you've provided to older youth, ages 18-24, as demonstrated experience.

Question #34:

Appendix A, Exhibit 2, Proposer's Experience Verification Form; what type of performance measures should be included?

Answer #34:

Please include the performance measure required by the actual funding source (i.e. WIA required measures).

Question #35:

In regards to Appendix A, Required Forms, Exhibit 7, "Prospective Contractor's References" and Appendix A, Required Forms, Exhibit 8, "Prospective Contractor List of Contracts;" What is the difference between these two forms? It would seem that the entities for our List of Contracts would basically be the same as our References. What is meant by "public entities"?

Answer #35:

Essentially, the same contacts can be on both forms; however both forms are required County documents and must be submitted with the SOQ. Public entities are government agencies, schools, etc. They do not operate under a business license.

Question #36:

In regards to Appendix A, Required Forms, Exhibit 2, "Proposer's Experience Verification Form;" May we submit more than one copy of this form if we have multiple funding sources providing services relevant to this RFSQ?

Answer #36:

You are more than welcome to submit more than one form. However, only one form, from one funder, is required.

Question #37:

Do the references on Appendix A, Exhibit 7, have to be a direct funder or can the reference be a sub-contractor or collaborative partner who provides funding to the proposer?

Answer #37:

References listed on Exhibits 7 and 8, of Appendix A, need to be direct funders where proposer provided similar adult employment services being solicited through this RFSQ.

Question #38:

Will a master agreement be executed before or after Work Order Bids have been awarded to contractors?

Answer #38:

Master agreements are executed before Work Order bids are released or awarded. The proposed master agreements are approved by the Board of Supervisors. Receiving a master agreement does not guarantee the contractor any amount of work.

Question #39:

Please clarify that proposers are at this stage required to only submit the forms requested in Appendix A. The additional forms contained in Appendix J Master Agreement are not to be completed and included with the proposer's application.

Answer #39:

Only the forms listed in Appendix A, "Required Forms" are required to be submitted with the SOQ. The forms in Appendix J, Master Agreement are not required until successful proposers enter into a Master Agreement with the County.