



**REQUEST FOR INFORMATION (RFI)
EVALUATION AND CERTIFICATION OF TRAINING
PROVIDERS FOR THE INTRASTATE TRAINING
RESOURCE AND INFORMATION NETWORK (I-TRAIN)**

RFI#: CMD-WIA - 0110

**Los Angeles County
Community and Senior Services
Workforce Investment Act (WIA) Title I
Contracts Management Division
3175 West 6th Street
Los Angeles, CA 90020-1708**

Available on the Internet: <http://css.lacounty.gov/contracts-rfp-rfi-rfq.aspx>

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REQUEST FOR INFORMATION**

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**REQUEST FOR INFORMATION (RFI)
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INTRASTATE TRAINING RESOURCE AND INFORMATION NETWORK (I-TRAIN)**

1.0 PURPOSE:

Los Angeles County Community and Senior Services (CSS) is interested in obtaining information on vendors qualified to evaluate and certify eligibility of potential training providers for the Local Workforce Investment Area (LWIA) on-line database known as I-TRAIN (Intrastate Training Resource and Information Network) as required by the State Employment Development Department (EDD). The purpose of the I-TRAIN is to have a common, reliable source for locating qualified training vendors.

This is a Request for Information (RFI) only. It is issued solely for information and planning purposes. It does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This RFI does not commit Los Angeles County (COUNTY) to contract for any service whatsoever. The COUNTY will not pay for any information or administrative cost incurred in response to this RFI. However, the COUNTY reserves the right to select one or more vendors with demonstrated capability to provide the evaluation and certification services as part of this RFI process.

2.0 BACKGROUND:

CSS is seeking information from vendors who can: 1) develop an application process to evaluate new training vendors and determine eligibility for the Intrastate Training Resource and Information Network (I-TRAIN); and 2) certify eligibility of new training vendors that would provide training services to participants of the LWIA. The I-TRAIN establishes an online resource directory of training providers authorized to accept Workforce Investment Act (WIA) funds as tuition. The I-TRAIN enables participants and other jobseekers to search by training provider, training category, location or other pertinent information about the training.

- Once the vendor has reviewed the application forms and has established the training provider meets the State's eligibility requirements, the vendor will forward all pertinent information electronically through the State's Job Training Automation (JTA) system for inclusion on the State's Eligible Training Provider List (ETPL) and the I-TRAIN.
- The State EDD recognizes and utilizes both databases for approved training providers.

2.1 Workforce Investment Act (WIA)

The Workforce Investment Act (WIA) was enacted in 1998 to consolidate, coordinate and improve employment, training, literacy and vocational rehabilitation programs in the United States. The Act provides for an integrated system of workforce development programs that respond to the employment needs of customers which include employers, incumbent workers, youth, unemployed individuals, and displaced workers. WIA is based on the following key tenets:

- a. Training and employment programs must be designed and managed at the local level where the needs of businesses and individuals are best understood.
- b. Customers must be able to conveniently access the employment, education, training, and information services they need.
- c. Customers must have choices in selecting the training program that best fits their needs and the organizations that will provide those services. They should have control over their own career development.
- d. Customers have a right to information about how well training provider succeed in preparing people for jobs. Training providers must provide information on their success rates.

Section 122 of the WIA Federal Regulations requires local Workforce Investment Boards (WIBs) to establish a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers for inclusion on the State's ETPL. California EDD WIA ETPL Policy and Procedures Manual (WIAD06-15 dated February 7, 2007), governs the establishment of the ETPL in California.

2.2 Local Workforce Investment Areas (LWIA)

WIA requires that governors designate local workforce investment areas in which workforce activities are to be administered locally. The designation of a county, a city or a group of these local government agencies as a workforce area is made based on factors such as consistency of the area with local labor market boundaries. Within Los Angeles County, there are seven (7) distinct LWIAs that have been certified by the Governor. These include:

- a. Foothill Employment and Training Consortium
- b. Pacific Gateway
- c. City of Los Angeles

- d. County of Los Angeles
- e. Southeast Los Angeles County Consortium (SELACO)
- f. South Bay Consortium
- g. Verdugo Consortium

This RFI requests information from vendors that meet the minimum qualifications specified in Section 3.0 and that are in position to provide the services listed under Section 4.0, Specific Tasks for CSS beginning July 1, 2011. Information received in response to this RFI may be used in the preparation of a Request for Proposals (RFP), or Invitation for Bids (IFB), or another County procurement method should a decision be made to proceed with a formal solicitation.

Vendors who wish to offer these services are requested to submit relevant information as outlined below in Section 6.0, Statement of Interest Format, of this RFI. Upon review of all RFI Statements of Interest, the COUNTY may ask selected vendors to provide supporting documentation of their capability to meet the requirements identified and answer additional questions.

3.0 MINIMUM QUALIFICATIONS:

- 3.1 Vendor must have a minimum of five (5) years experience in the evaluation and certification process of training providers in a local service area, or services substantially similar, as identified in Section 4.0, Specific Tasks.
- 3.2 Vendor must be able to provide all the services listed in Section 4.0, Specific Tasks.
- 3.3 Vendor must be able to maintain throughout the contract term, a cash reserve, equal to the amount it would cost to operate the program for one month. Grant funds may not be used or counted toward the cash reserve.
- 3.4 Vendor must not be disqualified from doing business in the State of California.
- 3.5 Staffing Requirements:

Vendor shall have, or will have by July 1, 2011, sufficient number of staff necessary to fulfill the requirements of the I-TRAIN services as specified in 4.0, Specific Tasks.

3.6 Insurance Requirements

3.6.1 Vendor must have the following types of insurance coverage: commercial general liability, automobile liability, workers' compensation and employer's liability, sexual misconduct liability, and professional liability.

3.6.2 Vendor shall procure, maintain and provide COUNTY evidence of insurance at coverage levels required by the COUNTY by July 1, 2011. The current levels required by COUNTY are as follows:

3.6.2.1 Commercial General Liability

- General Aggregate \$2 million
- Products/Completed Operations Aggregate \$1 million
- Personal and Advertising Injury \$1 million
- Each Occurrence \$1 million

3.6.2.2 Automobile Liability - \$1 million

3.6.2.3 Workers' Compensation and Employer's Liability – Employer's Liability coverage with limits of not less than \$1 million per accident

3.6.2.4 Sexual Misconduct Liability

- \$2 million per claim
- \$2 million aggregate

3.6.2.5 Professional Liability (covering all I-TRAIN activities including, but not limited to, legal services);

- \$1 million per claim
- \$3 million per aggregate

3.7 County's Defaulted Tax Program

This RFI is not a promise to contract for Program services. The Vendor shall be informed, however, that any prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Vendor should carefully read the Defaulted Tax Program Ordinance. The Defaulted Tax Program applies to both contractors and their

subcontractors. Vendor shall certify that it is in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded or shall certify that it is exempt from the Defaulted Tax Program by completing the Certification of Compliance with the County's Defaulted Property Tax Reduction Program, Exhibit A. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor (Los Angeles County Code, Chapter 2.202). Vendors that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive. Vendor shall be formed as a business entity or registered with the California Secretary of State. Formation as a business entity such as a corporation, limited liability corporation, limited partnership, etc. Formation requires an entity to file documents and forms with the California Secretary of State and adhere to additional statutory provisions that are required by the State of California or the Federal government such as obtaining licenses, permits, tax status, etc. Vendor shall have all current, required licenses and permits necessary to conduct business in the State, in Los Angeles County and in the city where it is located. Vendor shall have its most recent Statement of Information filed with the Secretary of State. Vendor shall be in good standing with the secretary of State and shall maintain that status continually while providing Program Services.

3.8 Suspension and Debarment Requirements

Vendor and its principal(s) shall not be suspended, debarred, ineligible, or excluded from bidding or proposing, securing or performing work on any County, State or Federal funded contracts or that of other public entities or non-profit County corporation(s).

4.0 **SPECIFIC TASKS:**

CSS is looking for interested and qualified vendors that can provide the following services: 1) the development of an application process to evaluate new training vendors and determine eligibility for the State Eligible Training Provider List (ETPL) and Intrastate Training Resource and Information Network (I-TRAIN); and 2) evaluate and certify training providers. The minimum requirements for these services are detailed as follows:

- 4.1 Vendor must develop an application process to evaluate new training providers and establish initial eligibility for the State Eligible Training Provider List (ETPL) and the Intrastate Training Resource and Information Network (I-TRAIN).

- 4.2 Vendor will certify new training providers in the appropriate training category and will be responsible for transmitting the information via the JTA system of the recommended training provider for inclusion in the ETPL and I-TRAIN on behalf of the LWIA.
- 4.3 Vendor must comply with the policies and procedures established for ETPL in accordance with Exhibit B, EDD Directive WIA06-15 Eligible Training Provider List.
- 4.4 Vendor must monitor each current training provider once every twelve (12) months and determine eligibility of the provider to continue as an approved vendor.
- 4.5 Vendor shall maintain the approved training provider on both the ETPL and the I-TRAIN database which allows WIA contractors, participants and other jobseekers easy access to search for a qualified training provider.
- 4.6 Vendor shall be responsible for investigating complaints made against a training provider, making recommendations to resolve the issue, documenting the actions taken, and evaluating the resolution of the complaint.
- 4.7 Vendor shall submit reports to the LWIA on a quarterly basis on the last day of each quarter.

4.8 Reports:

Vendor must submit reports to the LWIA on a quarterly basis on the last day of each quarter, or last business day beforehand.

- September 30, 2011
- December 31, 2011
- March 31, 2012
- June 30, 2012

Reports shall include, for each of the training providers monitored during that quarter the following data:

- a. Performance measures, such as average wage at placement for all participants in training program; the number of placements in the occupation for which they were trained.

- b. Outcomes, such as numbers of Individual Training Accounts (ITAs) enrolled at a training provider and number of participants completing the training program.
- c. A list of newly approved training providers per each category.
- d. Other information such as complaints, resolutions and recommendations.

5.0 FUNDING:

Funding available for the I-TRAIN may vary each fiscal year depending on the availability of State funds. The anticipated amount of funding for the I-TRAIN is approximately \$75,000 per fiscal year. A Vendor's continued contract funding is also contingent upon the Vendor's program performance and fiscal solvency. The anticipated I-TRAIN contract period will be a total of three (3) years, commencing on July 1, 2011 through June 30, 2014, with the option to extend for two (2) additional 12 month periods. The contract period is also subject to the availability of State funds.

For-Profit Organizations: If COUNTY pursues procurement, preferences in selecting I-TRAIN contractors may be given to public or private non-profit incorporated organizations and agencies. Additionally, for-profit organizations are subject to final approval of the State of California, Employment Development Department.

6.0 STATEMENT OF INTEREST FORMAT

Respondents (interested vendors) shall prepare a Statement of Interest in accordance with the instructions outlined below. The Statement of Interest shall be prepared as simply as possible and provide a straight forward, concise description of the respondent's professional qualifications required to perform services in support of the I-TRAIN. Two (2) original, signed versions of the Statement of Interest are to be submitted to CSS by the date specified below in Section 8.0, Submission Requirements. The two (2) original signed versions must be signed by an individual authorized to represent and bind the Vendor's agency. The Statement of Interest shall include the following:

6.1 Cover Letter

Vendor's Statement of Interest must start with a cover letter no more than two pages in length, be on company letterhead and be signed by the

authorized representative of the Vendor's agency. The cover letter must include the following:

- 6.1.1 The exact legal business name and type of organization (non-profit, for-profit, or government entity), mailing address, number of years the organization has been in business, contact name and title, telephone number, fax number and email address.
- 6.1.2 A statement that confirms that by submitting a Statement of Interest in response to this RFI, the Vendor acknowledges that it gives CSS the authority to verify and confirm any and all related information, credentials, resources and reference listed in your response to this RFI.
- 6.1.3 A statement that confirms Vendor is registered to do business in California.
- 6.1.4 Vendor's Federal Tax Identification Number and Los Angeles County's Vendor I.D. Number (if applicable).

6.2 Organization Experience and Capability:

The following must also be included in Vendor's Statement of Interest:

- 6.2.1 Vendor must provide a brief overview of its organization, including an organization chart. Vendor shall provide all necessary information to show that Vendor meets, or will meet by July 1, 2011, the minimum requirements specified in Section 3.0, Minimum Qualifications, except where otherwise specified, and have the ability to provide the services outlined in Section 4.0, Specific Tasks.
- 6.2.2 Vendor shall demonstrate a history of its experience (minimum five (5) years) and capability in providing the I-TRAIN services or services equivalent or substantially similar to the services outline in Section 4.0, Specific Tasks, including the number of unduplicated clients served, and the types of outcomes achieved.
- 6.2.3 Vendor shall describe experience of key staff responsible for the tasks specified in Section 4.0, Specific Tasks.
- 6.2.4 Vendor shall demonstrate a history and capability to form collaborations with post-secondary education institutions, the Department of Education, and the Division of Apprenticeship Standards. A listing of current and past collaborations must also be provided.

7.0 RFI TIMETABLE

The timetable for this RFI is as follows:

- ▶ Release of RFI.....September 28, 2010
- ▶ Written Questions Due byOctober 7, 2010
- ▶ Questions and Answers Release.....October 14, 2010
- ▶ **Responses due by (12:00 Noon Pacific Standard Time)October 28, 2010**

8.0 SUBMISSION REQUIREMENTS

- 8.1 The Statement of Interest may be submitted by mail, e-mail (in Microsoft word or PDF File Format) or in person and **must be received by CSS by 12:00 noon Pacific Standard Time (PST) on October 28, 2010.** Responses should be no longer than seven (7) pages, including the cover letter. Send your Statement of Interest to:

Carol Domingo, Program Manager
Community and Senior Services
Contract Management Division, WIA Section
RE: I-TRAIN
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708
itrainrfi@css.lacounty.gov

- 8.2 Vendors shall bear all risk associated with delays in the U.S. Mail and other delivery services. Statements of Interest received after the due date will be considered for review solely at the discretion of CSS, if it is determined to be in the best interest of CSS.
- 8.3 False, misleading, incomplete, or deceptively unresponsive submissions in connection with this RFI shall be sufficient cause for rejection.
- 8.4 The COUNTY shall not in any way be liable or responsible for costs incurred in responding to this RFI.
- 8.5 After receipt of the Statements of Interest, the County may do one of the following: 1) Issue a Request for Statement of Qualifications (RFSQ) or Request for Proposals (RFP) to select contractors for this program; 2) Negotiate a contract with a limited number of qualified providers who have demonstrated capability and who express interest in this program; or 3) Take no further action.

9.0 RFI QUESTIONS/CONTACT:

- 9.1 **Questions regarding the RFI must be received no later than October 7, 2010, 12:00 noon (PST).** Questions may be sent through e-mail to:

Carol Domingo, Program Manager
Contract Management Division, WIA Section
RE: I-TRAIN RFI
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

itrainrfi@css.lacounty.gov

- 9.2 CSS will post Questions and Answers by October 14, 2010, on CSS' website listed below:

<http://css.lacounty.gov/contracts-rfp-rfi-rfq.aspx>

EXHIBIT A

**CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

Company Name:					
Company Address:					
City:		State:		Zip Code:	
Telephone Number:		Email address:			
Statement of Interest/Contract For:		Services			

The Vendor/Contractor certifies that:

- It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Vendor/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Vendor/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

- OR -

- The Vendor/Contractor is exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:		Title:	
Signature:		Date:	

Date: _____

EXHIBIT B



DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD06-15

Date: February 7, 2007

09:158:me:10380

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ELIGIBLE TRAINING PROVIDER LIST

EXECUTIVE SUMMARY:

Purpose:

This directive provides Local Workforce Investment Boards (local boards) with criteria and procedures for determining a provider and program's initial eligibility for inclusion on the statewide Eligible Training Provider List (ETPL).

Scope:

Section 122 of the WIA requires states to establish a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers and establish two separate procedures for the ETPL: initial eligibility and subsequent eligibility. California has been granted a waiver of the requirement for subsequent eligibility specified in WIA Section 122(c)(5) and Title 20 of the Code of Federal Regulations (CFR) Section 663.530. The current waiver allows the State to postpone the implementation of a subsequent eligibility process until July 2007. The State will pursue an extension of this waiver under the current WIA legislation.

The information contained in this directive is intended to assist local boards in establishing local procedures for soliciting and approving applications from interested training providers and forwarding information on locally-approved providers and their programs to the State for approval and inclusion on the statewide ETPL.

Effective Date:

This directive is effective upon final issuance.

REFERENCES:

- WIA Section 122
- Title 20 CFR Section 663.500

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

Workforce Services Division / P.O. Box 826880 / MIC 89 / Sacramento CA 94280-0001

www.edd.ca.gov/emptran.htm

STATE-IMPOSED REQUIREMENTS:

This directive contains only State-imposed requirements.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD01-16, dated April 15, 2002, and finalizes WIA Draft Directive WIADD-128, issued for comment on October 13, 2006. The Workforce Services Division received several comments during the draft comment period. As a result, the Community College Provider and Program Applications will be modified to expedite the process. Some fields will be expanded on the Program Applications to allow the entry of additional necessary data. The WSD will coordinate the implementation of the above changes in a JTA release as soon as possible. Changes to the directive are viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. Retain this directive until further notice.

BACKGROUND:

The existing policy and procedures governing the operation of the statewide ETPL were developed by the Employment Development Department (EDD) in consultation with state and local partners and approved by the California Workforce Investment Board (State Board) on June 26, 2001. These policies and procedures were published in WIAD01-16 on April 15, 2002. However, in 2003, the State requested and the Department of Labor (DOL) approved a waiver that allows the State to postpone the implementation of the ETPL subsequent eligibility. This waiver is currently approved until June 30, 2007.

As a result of the waiver, the subsequent eligibility policy approved by the State Board and included in WIAD01-16 was never implemented at the State level. The current federal waiver allows providers and programs to remain on the State ETPL indefinitely as long as their initial eligibility is still valid. Moreover, the State will pursue an extension of the existing waiver of subsequent eligibility under the current enacted WIA legislation. When WIA is reauthorized and if the State is required to implement subsequent eligibility, the State Board will work with stakeholders to determine whether the policy developed and approved in 2001 is sufficient to meet ETPL requirements specified in the reauthorized legislation.

POLICY AND PROCEDURES:

With the exception of certain types of customized and on-the-job training, only training providers through their training programs listed on the ETPL are eligible to receive WIA funds to train adults and dislocated workers. In order to be listed on the ETPL, training providers must submit an application to the local board in any Local Workforce Investment Area in which the training provider desires to offer programs and services. Only one training provider application is required; however, a separate application is required for each program of training services offered by the training provider. The

policy and procedures contained in *WIA ETPL Policy and Procedures* provide detailed information on initial eligibility requirements and on the roles and responsibilities of the local boards and EDD in determining the training providers and their program's initial eligibility for listing. It is important to note that initial eligibility is determined based on criteria that relates to a provider/program's approval authority and/or authorization to operate. Performance is not considered in making initial eligibility determinations. Providers are encouraged to submit information on performance outcomes to facilitate customer choice but this is not a requirement and the information provided cannot be used to determine their initial eligibility for listing.

Local boards are responsible for reviewing and verifying applications submitted by training providers, determining if the applicant meets the State's criteria for initial eligibility and forwarding the information to EDD for those training providers and programs that meet the criteria. The EDD is responsible for accepting information on training providers from local boards, compiling a single statewide list of eligible training providers and disseminating the statewide ETPL to local boards for distribution to their One-Stop Career Centers.

It is recommended that local boards use EDD's updated standard application forms to collect the data required to determine initial eligibility for inclusion on the ETPL. These application forms are included in the *WIA ETPL Policy and Procedures* provided with this directive. The Job Training Automation (JTA) system includes data entry screens following the same format as the attachments and is the mandatory method for transmitting this data to the State. While use of these standard forms is optional, local boards that choose to use a different format must incorporate all of the required data elements and transmit these to the State using the JTA system screens. Because there is a central database at the State level for the public California Community College system, special procedures have been developed to streamline the application process for community colleges. Similar procedures can be developed for any public provider that maintains the required data elements in a centralized database at the State level.

The EDD will accept applications for the ETPL from local boards on any working day of the year. Approved applications will appear on the list within 30 days of their submission by the local board to the State. The local boards are responsible for submitting changes to EDD for programs or training providers already listed on the statewide ETPL to ensure that the information remains current. The EDD will update the list daily to incorporate changes that do not require verification and other changes will be included on the list within 30 days of their submission to EDD.

Local boards have access to an updated statewide ETPL via the JTA system on each working day of the year (excluding minimal periods required for system maintenance). The ETPL is also available on the Internet at etpl.edd.ca.gov/wiaetplind.htm.

ACTION:

The information contained in this directive should be shared with all staff involved in local ETPL administration.

INQUIRIES:

If you have any questions regarding this directive, procedures for submitting data or retrieving information, please contact Cassandra Dunlap, Program Support Unit Manager, at (916) 654-5181. For technical JTA system questions, contact the Information Technology Customer Services Unit at (916) 653-0202. Please direct all other questions to your assigned Regional Advisor at (916) 654-7799.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachment is available on the Internet:

[WIA ETPL Policy and Procedures](#) (PDF)