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County of Los Angeles COMMUNITY AND SENIOR SERVICES

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Enriching Lives Through Effective and Caring Service

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Director

Otto Solorzano
Chief Deputy

November 19, 2012

Dear Interested Party:

**SUBJECT: REQUEST FOR INFORMATION FOR LAYOFF AVERSION SERVICES AND
INDUSTRY CLUSTER STUDY ANALYSIS**

The County of Los Angeles Community and Senior Services (CSS) is releasing this Request for Information (RFI) for Layoff Aversion Services and Industry Cluster Study Analysis (Services). CSS is soliciting Statements of Interest (SOI) from qualified Respondents who may provide these Services.

The RFI will be available for download from the internet by either accessing the County of Los Angeles' website at: <http://camisvr.co.la.ca.us/lacobids> and selecting "View Open Bids" and then "List by Department," or the CSS website at: <http://css.lacounty.gov/> and selecting this RFI under the "Doing Business with CSS" link.

SOI responses must be prepared in accordance with Section 6.0, Statement of Interest and Section 8.0, Submission Process, of the RFI. SOIs submitted by email are due no later than **12:00 p.m., PST, on Wednesday, December 5, 2012**. In addition to Respondent's emailed SOI, Respondent's original, signed, hardcopy SOI must be received by CSS no later than **5:00 p.m., PST, on Wednesday, December 5, 2012** and shall be delivered or mailed to:

Carol Domingo, Program Manager
Community and Senior Services
Contract Management Division, WIA Section
RE: LAYOFF AVERSION/INDUSTRY CLUSTER STUDY ANALYSIS RFI
3175 West Sixth Street, Room 403
Los Angeles, CA 90020-1708
Cdomingo@css.lacounty.gov

Very truly yours,

CAROL DOMINGO
Program Manager
Contract Management Division



**COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES**

**REQUEST FOR INFORMATION (RFI)
FOR LAYOFF AVERSION SERVICES AND INDUSTRY
CLUSTER STUDY ANALYSIS**

RAPID RESPONSE SERVICES

RFI NUMBER: CMD-WIA-01-11-12

For more information visit:

<http://css.lacounty.gov>

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**REQUEST FOR INFORMATION (RFI)
LAYOFF AVERSION SERVICES AND INDUSTRY CLUSTER STUDY ANALYSIS
RAPID RESPONSE SERVICES**

1.0 PURPOSE

- 1.1 The County of Los Angeles Community and Senior Services (County) is issuing this Request for Information (RFI) to determine the existence of qualified and interested Respondents with expertise and valuable experience in providing Layoff Aversion Services and Industry Cluster Study Analysis (hereinafter referred to as Services) in Los Angeles County.
- 1.2 This is a RFI only. It is issued solely for information gathering and planning purposes. Please note that submission of a response does not bind County or Respondent to any agreement for any Services or other work. It does not constitute a Request for Proposal (RFP), Request for Statement of Qualifications (RFSQ), Invitation for Bids (IFB) or a promise to issue any such solicitation now or in the future. County will not pay for any information or administrative costs incurred by Respondent in response to this RFI.
 - 1.2.1 At the discretion of County, the information and ideas gathered from Respondents as a result of this RFI may be used by County to prepare and release a future solicitation (e.g., RFP, RFSQ, IFB or another County procurement method) to solicit potential respondent(s) who can provide the Services described herein. County may also elect to take no further action.
 - 1.2.2 In the event any contract(s) is ultimately awarded, contractor(s) will adhere to the requirements for providing the Layoff Aversion/ Industry Cluster Study Analysis Services which County, California State Employment Development Department (EDD) or Federal agencies shall require as part of the proposed contract's terms and conditions.
- 1.3 This RFI requests information from Respondents that meet the minimum requirements specified in Section 3.0 (Minimum Qualifications and Other Requirements) and have the capacity to provide the Services listed in Section 4.0 (Specific Tasks) for Los Angeles County. Respondents are requested to submit relevant information as outlined in Section 6.0 (Statement of Interest) and Section 8.0 (Submission Process). Upon review of all RFI Statements of Interest, County may ask select Respondents to provide supporting documentation to illustrate solutions to the requirements identified and/or answer additional questions.

2.0 BACKGROUND

2.1 Program Description

2.1.1 Layoff Aversion Services and Industry Cluster Study Analysis are Workforce Investment Act (WIA) [Pub. L. 105-220] Rapid Response (RR) activities pursuant to Section 665.320 of Title 20 of the Code of Federal Regulations (CFR), and are also employment generating activities listed in Section 667.262 of Title 20 CFR.

2.1.2 WIA RR Services are provided to directly assist affected businesses and workers in order to mitigate the impact on the local economy regarding mass layoffs, business closures, and natural or other disasters.

2.1.3 The following activities consist of RR allowable activities listed in Section 665.320 of Title 20 of the Code of Federal Regulations (CFR) and the employment generating activities listed in Section 667.262 of Title 20 CFR:

2.1.3.1 Developing strategies for addressing future dislocation events in the local area [20 CFR 665.320 (a) (1)].

2.1.3.2 Identifying strategies for averting layoffs in the local area [20 CFR 665.320 (a) (2)].

2.1.3.3 Developing and maintaining means of exchanging information among local areas and with State about potential dislocations, available adjustment assistance, and what RR strategies are effective [20 CFR 665.320 (a) (3)].

2.1.3.4 Collecting and analyzing information related to actual economic dislocations in the local area, potential closings and layoffs in the local area, and all the various resources that are available to benefit dislocated workers in the local area in order to provide an adequate basis for effective program management, and to assist the State in reviewing and evaluating RR and layoff aversion efforts in the State [20 CFR 665.320 (b)].

2.1.3.5 Participating in capacity-building of other local areas through such means as providing information about innovative and successful strategies for serving dislocated workers to help the other local areas serve smaller layoffs [20 CFR 665.320 (c)].

2.1.3.6 Assisting in devising and overseeing layoff aversion strategies for the local area [20 CFR 665.320 (d) (2)].

- 2.1.3.7 Developing strategies for linking with economic development and business retention and recruitment activities [20 CFR 665.320 (d) (3)].
- 2.1.3.8 Participation by WIA staff, defined as staff funded by WIA grant funds, on economic development boards and commissions, and work with the economic development agencies to:
 - (a) Provide information about WIA programs;
 - (b) Assist in making informed decisions about community job training needs, and;
 - (c) Promote the use of first source hiring agreements and enterprise zone vouchering services [20 CFR 667.262 (b) (3)].
- 2.1.3.9 Active participation in local business resource centers to provide technical assistance to small and new business to reduce the rate of business failure [Title 20 CFR 667.262 (b) (4)].

While the above list is not exhaustive, it reflects the nexus of allowable and targeted activities under this RFI; note that some allowable activities have been omitted from the list, as current County RR providers perform such functions to County through other means.

- 2.1.4 The Layoff Aversion Services component to the Services envisions immediate opportunities for businesses that may be at risk of laying off workers; linking businesses to local resources that can provide businesses with information, support and aid in retaining and strengthening their operations and workforce.
- 2.1.5 The Industry Cluster Study Analysis component to the Services envisions industry stakeholders convening to investigate, analyze, and address business workforce development needs in selected industry sectors. It is the County's intent to identify best currently available solutions to collecting workforce intelligence from business and industry representatives, labor organizations, education institutions, and other related organizations that provide Layoff Aversion Services during a period of workforce disruption.
- 2.1.6 County is most interested in the collection of real-time workforce intelligence directly from business and industry representatives utilizing participant forums, roundtable discussions, community events, surveys, and other relevant means.

2.1.7 Resulting information from forums will help in informing weaknesses, strengths and opportunities in the regional economies and key clusters.

2.1.8 Data collected may include mention of skills gaps, competencies and basic education, shortages in available training, impact, immediate/mid-term/long-term trends, deficits in business assistance strategies, etc.

2.1.9 The following seven (7) industry sectors are highest in priority (in no particular order) for County, with special consideration of "green jobs" where available in each of the sectors:

- **Healthcare**
- **Construction**
- **Hospitality and Tourism**
- **Engineering and Green Jobs**
- **Bio-Technology/Bio-Medical**
- **Logistics, Transportation and Goods Movement**
- **Finance**
- **Utilities**

3.0 MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS

3.1 Unless otherwise specified, Respondent shall have (and shall be able to demonstrate that it has) the qualifications and requirements indicated in this Section 3.0, Minimum Qualifications and Other Requirements, at the time it submits its Statement of Interest in response to this RFI.

3.2 Minimum Qualifications

3.2.1 Respondent's Experience

3.2.1.1 Respondent must have a minimum of ten (10) consecutive years of experience providing services identified in Section 4.0, Specific Tasks, throughout Los Angeles County.

3.2.1.2 Respondent's experience must have been gained within the last ten (10) years.

- 3.2.1.3 Respondent must have a minimum of three (3) years' experience in developing and successfully implementing award winning layoff aversion programs across Los Angeles County.
- 3.2.1.4 Respondent must have an economic research team consisting of a minimum of three (3) economists on staff to provide information, insights and perspectives to help business leaders, government officials and the general public understand and take advantage of emerging trends in the labor market.
- 3.2.1.5 Respondent's organization, including its officers, employees, volunteers; governing board and advisory council members, and members of their immediate families shall be free of any conflicts of interest with County, the County of Los Angeles Board of Supervisors, or any department, commission, or other agency that is part of the County of Los Angeles.
- 3.2.1.6 This RFI is not a promise to contract for services. Respondent is hereby informed, however, that any prospective contract that could result would be subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Respondent is advised to carefully read the Defaulted Tax Program Ordinance. The Defaulted Tax Program applies to both Contractors and any Subcontractors that Respondent may seek to engage should a prospective contract be awarded.
- 3.2.1.7 Respondent shall be formed as a business entity or registered with the California Secretary of State. Formation as a business entity shall be defined as being recognized by the State of California as a legal business entity such as a corporation, limited liability corporation, limited partnership, etc., allowed to conduct business legally within the State of California.
- 3.2.1.8 Respondent shall have all current, required licenses and permits necessary to conduct business in the State of California, in Los Angeles County, and in the city where it is located. Respondent shall meet this requirement at the time it submits its Statement of Information or attest in writing that Respondent shall meet this requirement at a later date prior to contract award should a contract be

issued.

3.2.1.9 Respondent shall have its most recent Statement of Information filed with the California Secretary of State.

3.2.1.10 Respondent shall be in good standing with the California Secretary of State at the time it submits its Statement of Interest and shall maintain that status continually should a contract for Services be offered and entered into if there is a subsequent solicitation by County.

3.2.1.11 Suspension and Debarment Requirements: Respondent 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).

3.3 Other Requirements

3.3.1 Provision of Program Services

3.3.1.1 Respondent shall demonstrate its ability to provide Services that might fulfill the above needs of County by February 1, 2013 should a contract be offered and entered into if there is a subsequent solicitation by County.

4.0 SPECIFIC GOALS

4.1 General Requirements

4.1.1 In addition to the qualifications listed in Section 3.0, Minimum Qualifications and Other Requirements, Respondent shall have the capacity to provide the services outlined in this Section 4.0, Specific Goals.

4.1.2 Layoff Aversion Outreach and Coordination

Respondent shall have the ability to:

4.1.2.1 Identify and provide outreach assistance to businesses that may be at risk of laying off workers by providing or linking the businesses to local resources that can provide businesses with information, support and aid in retaining and strengthening their operations and workforce.

- 4.1.2.2 Use early warning strategies to identify potential for mass layoffs or industrial erosion to ensure economic and dislocation monitoring of businesses and industries.
- 4.1.2.3 Dovetail Services with the Los Angeles County Workforce Investment Board (WIB) and County's overall business assistance strategies.
- 4.1.2.4 Connect closely to Worker Adjustment and Retraining Notification (WARN), under the federal Employment and Training Administration activities implemented by County. WARN requires affected employees of employers with 100 or more employees receive information of alternative opportunities for employment or training within 60 days of receiving a layoff notice.
- 4.1.2.5 Connect with County's economic development offices to identify local business assistance strategies.
- 4.1.2.6 Convene meetings with and/or assist key stakeholders for consulting, assessment of problems, and generation of potential solutions to identified issues.
- 4.1.2.7 Connect to County's larger business services strategies including local and State customized training for new hires and incumbent workers.
- 4.1.2.8 Follow-up with any businesses that have received Services assistance to monitor progress or continued Issues.
- 4.1.2.9 Offer suggestions for continuous improvement to further enhance WIB investments for layoff aversion activities.

4.1.3 Layoff Aversion Services Component

Respondent shall have the ability to:

- 4.1.3.1 Identify and notify businesses with 50 or fewer employees solely within Los Angeles County's Local WIA of RR and Layoff Aversion Services.
- 4.1.3.2 Conduct Needs Assessments with "at risk" businesses to identify specific needs and operational challenges and possible solutions/referrals to aid in business retention or layoff aversion.
- 4.1.3.3 Create a specific action plan for each "at risk" business

that received a Needs Assessment to address the business's needs and challenges that put them into the "at risk" category.

- 4.1.3.4 Assess the potential for averting layoffs by providing timely and pertinent information so that employers will be able to anticipate and profit from economic development opportunities.
- 4.1.3.5 Complete follow-up Customer Satisfaction Surveys with the businesses that participated in a Needs Assessment process after the business has accessed lay off aversion services.
- 4.1.3.6 Document through a database, all provided layoff aversion services and outcomes, challenges/issues and plans for addressing challenges/issues, and reports on regional needs, jobs at risk, jobs retained/created, etc.
- 4.1.3.7 Provide monthly project status reports documenting numbers of businesses that received business needs assessments, business names and locations, types of service provided, outcome of referral and customer satisfaction data and number of jobs saved or created. Provide as needed real-time status reports on Services provided.
- 4.1.3.8 Act as a supplement to existing County RR Services.
- 4.1.3.9 Provide a database populated with a history of "at risk" companies served, type of Services provided, and recommendations for regular visits to help identified businesses avoid becoming future RR cases.

4.1.4 Industry Cluster Study Analysis Component

Respondent shall have the ability to:

- 4.1.4.1 Conduct research that will establish industries, companies, and occupations which include "green jobs" that define each sector that is referenced in Section 2.1.9. To conduct this research, the Respondent may use the most recent state and local labor market information and economic development definitions and data from, but not limited to, the State Employment Development Department Labor Market Information Division, universities, industry associations, businesses, and economic development entities.

- 4.1.4.2 Provide economic data through use of research and statistics.
- 4.1.4.3 Provide objective economic, policy, demographic, and workforce development research to foster informed decision-making and strategic planning.
- 4.1.4.4 Provide occupational analysis and workforce development research for local workforce development planning.

4.2 Staff Qualifications

- 4.2.1 Respondent must demonstrate it has a team of three (3) to four (4) staff that must possess the minimum qualifications:
 - 4.2.1.1 Have a minimum of five (5) years of professional experience (obtained within the past 8 years) that includes the following:
 - 4.2.1.1.1 Possess a Bachelor's Degree in Business Administration or related field;
 - 4.2.1.1.2 Experience in business attraction, expansion and retention services;
 - 4.2.1.1.3 Experience in economic development, workforce development, international trade and foreign direct investment attraction, manufacturing, finance and business consulting;
 - 4.2.1.1.4 Experience in providing economic data through the use of annual International Trade Trends and Impacts, semi-annual Economic Forecasts and Industry Forecasts, and annual L.A Statistics;
 - 4.2.1.1.5 Experience in objective economic, policy, demographic and workforce development research to public entities in order to foster informed decision-making and strategic planning;
 - 4.2.1.1.6 Experience in evaluating the economic return on investment of Layoff Aversion Programs conducted in Workforce

Investment Board services areas throughout Los Angeles County;

- 4.2.1.1.7 Experience in regional economic analysis and forecasting;
- 4.2.1.1.8 Experience in occupational analysis and workforce development research, including forecast of Industries and Occupations for local workforce development planning;
- 4.2.1.1.9 Experience in Industry Cluster analysis, including emerging and innovative industries.

5.0 FUNDING AND ESTIMATED COSTS

- 5.1 Should a solicitation and contract ever be offered, funding available for the Layoff Aversion and Industry Cluster Study Analysis may vary each fiscal year depending on the availability of Federal funds. The anticipated amount of funding if a contract is ever offered is likely to be approximately \$500,000 per fiscal year. In the event of a contract award, continued contract funding would be contingent upon the availability of funds, contractor's program performance, and contractor's fiscal solvency.
- 5.2 Should a solicitation and contract ever be offered, the anticipated contract period would likely be for three (3) years with the option to extend for an additional twelve (12) month periods. Any contract term that could result would also subject to the continued availability of funds.
- 5.3 Respondent shall provide an estimate of the costs to provide Layoff Aversion Services and Industry Cluster Study Analysis addressing the areas of interest identified herein by County. Costs shall include all staffing costs (annual salaries and/or hourly rates), and provide the County a brief description for the basis of all costs potentially incurred. Information from this section may be used for the County's budgeting purpose.

6.0 STATEMENT OF INTEREST

6.1 General Instructions

- 6.1.1 Interested Respondents shall prepare a Statement of Interest (SOI) in accordance with the instructions outlined in this Section 6.0, Statement of Interest.

- 6.1.2 The SOI shall be prepared as simply as possible and provide a clear, concise and accurate description of Respondent's professional qualifications and outline of ability and services offered to perform the services outlined herein.
 - 6.1.3 Respondent's SOI shall not exceed ten (10) pages, including the cover letter.
 - 6.1.4 Respondent shall submit one original, signed SOI and one copy to County by the date specified below in Section 8.0, Submission Process. The original SOI must be signed by an individual authorized to represent Respondent.
 - 6.1.5 Respondent's SOI in response to the RFI becomes the exclusive property of County, and will not be returned to Respondent.
- 6.2 Elements of the Statement of Interest
- 6.2.1 Cover Letter
 - 6.2.1.1 Respondent shall prepare a cover letter, using its company letterhead, for the SOI. The cover letter shall not exceed two (2) pages in length, and must be signed by an authorized representative of Respondent.
 - 6.2.1.2 Respondent shall detail its exact legal business name, type of organization (e.g., non-profit, private corporation, or public agency), mailing address, number of years it has been in business, contact person's name and title, telephone number, fax number and e-mail address.
 - 6.2.1.3 Respondent shall provide its Entity Number as assigned by the California Secretary of State. An inquiry with the Secretary of State utilizing Respondent's Entity Number shall indicate that Respondent is a business entity, which has filed its Formation Document, is in good standing, and is authorized to carry out its business activities in California.
 - 6.2.1.4 Respondent shall provide its Federal Tax Identification Number issued by the Internal Revenue Service (IRS) and optionally shall provide its Los Angeles County Vendor I.D. Number (the Vendor I.D. Number is obtained after registering online at Los Angeles County's Vendor Registration website). If Respondent does not currently have a Los Angeles County Vendor I.D. Number, Respondent is encouraged to complete the registration on the Los Angeles County Vendor Registration website

(WebVen) to obtain the I.D. Number. WebVen registration is required for any Respondent interested in entering into an agreement with the County should one be offered.

6.2.2 Description of Respondent's Organization, Experience and Capability

6.2.2.1 Respondent shall provide a brief overview of its organization. Respondent shall provide all necessary information to clearly demonstrate that Respondent meets all requirements specified in Section 3.0, Minimum Qualifications and Other Requirements, and has the ability to provide the services outlined in Section 4.0, Specific Tasks.

6.2.3 Description of Estimated Costs

6.2.3.1 As specified in sub-section 5.3, Respondent shall provide estimated costs of providing Layoff Aversion Services and Industry Cluster Study Analysis for the goals County has outlined herein if a solicitation and contract were to be offered.

6.3 Format of Statement of Interest

6.3.1 Respondent shall organize its SOI by specifically addressing each Subsection outlined in Section 3.0, Minimum Qualifications and Other Requirements, individually, and providing information in increasing numerical order according to the Subsection number.

6.4 General Information

6.4.1 Responses determined by County to be inadequate, irregular, incomplete or otherwise non-responsive will be disqualified from evaluation. Failure to meet the minimum requirements shall be grounds for such disqualification in County's sole discretion.

6.4.2 It is improper for any officer, employee or agent of County to solicit consideration, in any form, from a Respondent with the implication, suggestion or statement that Respondent's provision of the consideration may secure more favorable treatment for Respondent in the evaluation or that Respondent's failure to provide such consideration may negatively affect consideration of Respondent's submission. Respondent shall not offer or give, either directly or through an intermediary, consideration, in any form, to an officer, employee, or agent of County for the purpose of securing favorable

treatment with respect to the evaluation outcome. Respondent shall immediately report any attempt by an officer, employee or agent of County to solicit such improper consideration. The report shall be made to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-8861. Failure to report such a solicitation may result in Respondent's submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

6.4.3 Response Submission Caveats

6.4.3.1 No County employee whose position with County enables such employee to influence the outcome of the evaluation of this RFI, and no spouse or economic dependent of such employee, shall be employed in any capacity by Respondent responding to this RFI, nor have any other direct or indirect significant financial interest in the products or suppliers of products proposed.

6.4.3.2 County accepts no financial responsibility for costs incurred by Respondent, nor any proposed subcontractor, submitting or developing a response or any portion thereof in response to this RFI. County reserves the right to cancel this RFI at any time during the process.

6.4.3.3 Any interpretation of, including clarification of a question in, or change in, this RFI will be made by official addendum sent to each vendor to whom the RFI was issued. All official addenda will become a part of this RFI. The County will not be responsible for any other explanation or interpretation.

6.4.3.4 Any individual, firm or subsidiary thereof, which under a contract with County has assisted in the development or preparation of this RFI is prohibited from submitting a response thereon.

6.4.3.5 As of the issuance date of this RFI, responders and other parties may only address questions or comments relating to this RFI to County's designee identified in Section 7.0, and are specifically directed not to contact any other County employee with respect to this RFI. Any failure to adhere to this policy may subject responder to

disqualification in County's sole discretion.

6.4.3.6 Until the response submission deadline, errors in responses to this RFI may be corrected by a request in writing to withdraw the response and by submission of another response with the mistakes corrected. Corrections will not be accepted once the deadline for submission of responses has passed.

6.4.4 All responses to this RFI become a matter of public record and shall be regarded as public records. Exceptions will be those elements specified in the California Government Code, Section 6250 *et seq.* (Public Records Act), and which are marked "trade secret", "confidential" or "proprietary". County shall not in any way be liable or responsible for the disclosure of such records, including, without limitation, those so marked, if disclosure is required by law, or by an order of the court of competent jurisdiction. A blanket statement of confidentiality or the marking of each page of the SOI as confidential shall not be deemed sufficient notice of exception.

7.0 RFI QUESTIONS/CONTACT

7.1 Questions regarding the RFI must be submitted in written form and received no later than 12:00 p.m. Pacific Standard Time (PST) on Tuesday, November 27, 2012. Questions may be sent by e-mail to:

Carol Domingo, Program Manager
Community and Senior Services
Contract Management Division, WIA Section
RE: LAYOFF AVERSION/INDUSTRY CLUSTER ANALYSIS RFI
3175 West Sixth Street, Room 403
Los Angeles, CA 90020-1708
Cdomingo@css.lacounty.gov

8.0 SUBMISSION PROCESS

8.1 The SOI may be submitted by United States Postal Service mail, e-mail or in person and must be received by County no later than 12:00 p.m. PST on Wednesday, December 5, 2012.

8.2 Instructions for E-Mail Submissions

8.2.1 Respondent shall submit its SOI as an Adobe Acrobat file, which is viewable using Adobe Reader version 6.0 or higher, to the address provided in Subsection 8.3 below. Respondent shall e-mail its SOI no later than 12:00 p.m. PST on Wednesday, December 5, 2012.

8.2.2 In addition to Respondent's e-mailed SOW, Respondent's original, signed, hardcopy SOI must be received by County no later than 5:00 p.m. PST on Wednesday, December 5, 2012. Please note that Respondent will not be required to provide an additional duplicate copy when using the e-mail option.

8.3 SOI shall be submitted to:

Carol Domingo, Program Manager
Community and Senior Services
Contract Management Division, WIA Section
RE: LAYOFF AVERSION/INDUSTRY CLUSTER ANALYSIS RFI
3175 West Sixth Street, Room 403
Los Angeles, CA 90020-1708
Cdomingo@css.lacounty.gov

8.4 Respondent shall bear all risk associated with delays in the United States Postal Service and other delivery services. SOIs received after the due date may be considered for review solely at the discretion of County, if it is determined to be in the best interest of Los Angeles County.

9.0 RESPONSE EVALUATION

- 9.1 Responses must be prepared in accordance with the instructions given in this RFI.
- 9.2 County reserves the sole right to review the presentation of the responses.
- 9.3 County may reject any or all responses submitted in response to this RFI. Submitted responses become the property of County.
- 9.4 County will determine to what extent, if any, the proposed solutions meet the immediate and long-term strategy of the County.
- 9.5 Respondents are encouraged to provide clear and accurate information to County. In addition to the information supplied by the respondents, County may use third-party sources to verify information. Inaccurate or misleading information anywhere in a Respondent's SOI will taint the overall response and may lead to a less favorable evaluation by County.
- 9.6 Evaluation Committee(s) will review all submitted information. The Committee(s) will be comprised of County staff from Los Angeles County Community and Senior Services.
- 9.7 The Evaluation Committee may request oral presentations if in its sole judgment it determines additional information is needed to better

understand possible solutions in the marketplace. The oral presentations, if requested, may be requested of all responders to the RFI, or only a few. Such oral presentations may be presented to the Evaluation Committee and/or County executive management. The Evaluation Committee will provide details of oral presentation subject areas, location, date, time, and allowed length. Oral presentations will be requested with two (2) weeks advance notice.

- 9.8 The Evaluation Committee may request site visits to locations that offer services similar to those described in this RFI if in its sole judgment it determines additional information is needed to better understand possible solutions in the marketplace. Site visits, if requested, will be used by the Evaluation Committee and/or County executive management to clarify understanding of the services offered that reflect those described in this RFI, and to interact with current users. Site visits will be requested with two (2) weeks advance notice.