

**ADDENDUM TWO TO THE WORK ORDER SOLICITATION
NO. WIA-01 FOR THE PROVISION OF WORKFORCE INVESTMENT ACT (WIA)
TITLE I YOUTH PROGRAM SERVICES**

QUESTIONS AND ANSWERS

Question #1

Exhibit E Staff Reference Forms are listed as a necessity on Page 12 (Section 6.2, bullet 4) of the Work Order Solicitation, but I don't currently see an option to access this form at the [CSS Web link](#). Also, Exhibit E implies that there's an Exhibit D. It, too, appears to be missing from the announcement.

Answer #1

Reference to this form was an oversight and should have been deleted. An addendum has been issued to correct this error.

Question #2

In regards to the Cash requirement of the 20% leverage amount for FY2013/2014 and 25% leverage amount for FY2014/2015, must the bidder submit proof of a cash match? If 'Yes', does a letter of commitment signed by the President/CEO of the agency meet this requirement?

Answer #2

No proof is required for the Cash Match. Please note that an addendum has been issued to change the cash match requirement. There is no longer a 50% cash match requirement. The leverage may be any combination of cash and/or in-kind leveraged resources.

Question #3

Please clarify that for each Program, the leveraged amount (up to \$100,000) is separate from (not included in) the maximum \$500,000 request from the County WIA annual funds. That is, the minimum value of a program requesting \$500,000 will be \$600,000 (\$500,000 County Funds + \$100,000 Bidder Leverage).

Answer #3

Yes that is correct. The leveraged amount of \$100,000 is in addition to the County's allocation of \$500,000, for a total of \$600,000.

Question #4

Please list the general types of direct expenses that qualify as a cash match for a bidder to meet this particular leveraging obligation within its proposed budget. As examples, will the direct cost of a program staff member not currently compensated with WIA funds; and/or the annual cost of a dedicated phone or data communications line; and/or the driver and fuel costs for van

service to transport program participants to and from a training center or County WorkSource Center qualify as Cash Matches? Also, please identify other general items that CSS will recognize as a part of a cash match.

Answer #4

“Cash Match” is intended to mean actual cash. The examples provided above in Question #4 would be considered in-kind leveraged resources. Please note that the cash match requirement has been changed and an addendum has been issued (reference Answer #2).

Question #5

In Exhibit C, the Proposed Budget for the In-School and Out-of-School Youth forms, at least 25% of the Year 1 Budget and 30% of the Year 2 Budget must be allocated toward “Participant Wages.” We interpret Participant Wages to signify “Paid Work Experience” and “On-the-Job Training” as defined in Section 2.6.1 Subsidized Employment Services (Pages 13-14) of the Out-of-School Youth Statement of Work and as “Paid Work Experience” as described in Section 2.1.2, Page 7 of the In-School Youth Statement of Work. Can you please verify if our understanding is accurate? Otherwise, please provide the correct definition of Participant Wages. And if we are correct in our understanding of Participant Wages, the Budget forms allow us to allocate WIA funds and/or add employer funds toward Participant Wages to meet or exceed the minimum requirements. Is this also correct?

Answer #5

Yes, you are correct. Paid Work Experience and On-the-Job Training are considered Participant Wages. The 25% and 30% requirement must come for your agency’s allocation.

Question #6

Can a bidder select multiple Supervisory Districts to provide Out-of-School and/or In-School Youth? It appears that only one Supervisory District can be selected per application; however, an agency like mine has the ability to base its program in one high-density Supervisory District but also serve other Supervisory Districts through its satellite offices, which currently work with local youth.

Answer #6

Section 6.1 explains that a bidder may bid on multiple programs in multiple Supervisorial Districts, but will not be awarded work for more than two Programs countywide. This means agencies can either provide both an In-School and Out-of-School program in one Supervisorial District, or one Program in one District, and another Program in another District (e.g., In-School in District 1 and Out-of-School in District 3), but only two programs can be awarded Countywide.

Question #7

Work Order WIA-1, Paragraph, 1.3, Page 2 “The focus of the services for ISY is to ensure that a minimum of 300 eligible ISY, as defined in the Exhibit A to this Work Order, WIA Title I In-School Youth Program Statement of Work, Section 2.1 are provided with quality and effective Youth services that involve the participation of public Adult education and community colleges in the provision of education/training services to prepare Youth for postsecondary education and /or a career.” CSS currently provides \$8400 for an in school placement/or other positive outcome, or \$4944 per participant. This Work Order significantly less per participant. Although partners are providing in-kind services, the services that will be provided under this Work Order appear to be much less than are currently being provided by current WIA Youth Contractors. Has CSS considered the impact on amount and quality of services given this drastically reduced per participant cost?

Answer #7

This Work Order is consistent with the Major Tenets of WIA Redesigned approved by the WIB. The majority of funding is allocated for services to older youth in recognition of specific services they will need to be successful. At the same time, the Work Order also recognizes the needs of younger youth and provides a full array of services available to youth under WIA. Consistent with the State’s WIA Plan requirements, services will focus on outreach activities to reduce younger youth’s drop-out rate and recover older youths who have dropped out of school, with the goal of returning youth to school/training opportunities that will ultimately lead to employment. With respect to the amount of services, with this Work Order, the County is planning on serving over 3000 youth in its WIA Youth Program in FY 13-14.

Question #8

Work Order-01, Paragraph 7.3, Page 8 “For purpose of this Work Order, of the minimum yearly leverage amount, 50% must be in cash and 50% must be in leverage.” How will the cash contribution be tracked? Can the cash contribution be made every month based on the monthly expenditures or can there be a one-time contribution for the total amount at any time during the program year? Does the expenditures of this cash contribution need to follow WIA guidelines?

Answer #8

Please note the cash match requirement has been changed; reference Answer #2 above. All leveraged resources will be monitored during site visits. Cash would need to be used to support the WIA system and would be included in the Successful Bidder’s Budget and reported to CSS monthly via the invoice. Cash used would not need to follow WIA guidelines, as the cash could not be WIA money.

Question #9

Work Order WIA -01, Paragraph 5.2, Page 7, “no carryovers are allowed during the first year of the Work Order (FY 2013-14).” If no carry-overs will be allowed from FY 2012-13 into FY 2013-14 are all the WIA youth program participants at the end of June 30, 2013 to be terminated negatively? Will there be a

waiver for those participants that are in training or have not completed work experience hours? Won't this have a dramatic negative impact on 2012-13 performance?

Answer #9

Since the FY 12-13 contracts are due to expire on June 30, 2013 all activities must cease per the contract term. Currently, the County's policy is to not allow for any carryover. The County has taken in consideration the impact it may have on performance and will take necessary steps to mitigate the impact. All FY 12-13 Contractors are expected to meet their performance goals and contract terms. It is expected that follow up services will be assigned to new contractors to meet federal requirements.

Question #10

Work Order WIA -01, Paragraph 8.2, Page 14, "Bidders that demonstrate the ability to provide WIA Title 1 Youth In-School or Out-of School Program Services to the most participants at the lowest cost will be recommended for funding." On Work Order WIA -01, Paragraph 1 Page 1, " Community and Senior Services(CSS) is seeking to fund agencies with demonstrated experience in outcome –driven performance in the area of engaging Youth in education and unsubsidized job placements." The list of eligible providers was established based on having agencies meeting specific requirements and having met a set of **minimum** performance standards. How are you going to distinguish between agencies who have demonstrated an acceptable level of performance versus those that have exceeded the performance level as indicated above? How will you distinguish between those agencies who have no experience meeting WIA Year Round in-School and Out-of-School Youth goals (ie: gains in numeracy, literacy, etc.) and those who do have experience meeting the very specific goal of a WIA year Round Youth program? How does only considering cost as the determining factor meet the intent of the work order to " fund agencies with demonstrated experience in outcome –driven performance in the area of engaging Youth in education and unsubsidized job placements "?

Answer #10

CSS realizes this process is a new way of doing business. The Master Agreement that was signed and executed by all agencies on the Master Agreement list clearly stated Work Orders would be based on lowest cost only. Per Section 2.7, Subsection 2.7.4, CSS is implementing strict guidelines where agency's performance will be monitored on a 3, 6, 9, 12, 15 and 18 month basis. If Successful Bidder does not satisfactorily perform, the Work Order will be terminated per this section of the Statement of Work.

Question #11

Part B, section 7.3 (on page 13), states Bidder must submit a separate budget for each Program (ISY **OR** OSY), for each fiscal year (FY 13-14 and FY 14-15), for each proposed Supervisorial District. Bidder may not request less than \$500,000 and budget must reflect minimum leverage amount of \$100,000, or \$200,000 if Bidder is submitting budgets for both ISY and OSY Programs. Would *one* program be required to leverage a minimum of \$200,000? Or is our understanding from the other instructions in the RFP correct? That a bidder who proposed to serve both ISY and OSY in a given supervisorial district

would have to submit **two separate proposals** and that each proposal would include a budget with a minimum leverage amount of \$100,000.

Answer #11

The Bidder is to submit one Bid for the In-School program, and one bid for the Out-of-School program. If the bidder is applying for both In-School and Out-of-School programs, each budget would have a leverage amount of \$100,000, for a total of \$200,000 between both programs. Your understanding that a bidder who proposed to serve both ISY and OSY in a given Supervisorial District would have to submit **two separate proposals** and that each proposal would include a budget with a minimum leverage amount of \$100,000.

Question #12

On the budget form, where should a bidder include all operating costs such as mileage, consumable supplies, training and assessment materials, etc.? Does it all go into item #5 (other) as one sum, or should we add multiple items under #5?

Answer #12

Operating costs should be included under "Facility Costs/Rent/Lease." Other costs, such as phone, electricity etc. would go under "Utilities." Costs such as supplies, mileage, training supplies, etc. would go under "Other" and your agency must specify what is being included there.

Question #13

Will the bid require a written program narrative/scope of work detailing program implementation from the bidder?

Answer #13

No program narrative is being requested. Please follow the bid format exactly as noted in Section 7.0 of the Work Order. If a bidder deviates from this format by providing additional information, it may be grounds for dismissal.

Question #14

In reference to Exhibit C page 5 of 7 Budget narrative and Justification under General Information it states in bold "The budget should be based on the projected annual funding of the combination of WIA Title I Youth program funds and leveraged funds." It's our understanding that the requested amount of \$500,000 does not include the leveraged funds and the total budget amount may be over including the 20% of leveraged funds.

Answer #14

Yes, the budget must include a minimum of \$100,000 in leveraged costs. The total budget will be no less than \$600,000.

Question #15

Work Order Section 5.0 (Part A), Funding, states "Of the total \$8.5 million, \$3.5 million shall be utilized for ISY services to be provided to a minimum of 300 ISY annually and \$5 million shall be utilized for OSY services to be provided to a minimum of 100 OSY annually." Can you clarify if the minimum 300 ISY and minimum 100 OSY are county-wide or per program funded?

Answer #15

The minimum 100 OSY and 300 ISY are required per program funded.

Question #16

Will Successful Bidders be required to co-locate if they are only awarded In-School funding since the youth for that program are 14-17?

Answer #16

Yes, this would still be a requirement for Exhibit A, Statement of Work, In-School Youth, Section 1.0, Scope of Work, subsection 1.1.2 and Section 5.0, Co-Location of Services. This is consistent with the WIA Redesign tenets approved by the Workforce Investment Board (WIB). Co-location provides youth greater access to seamless services offered by WIA, as well as opportunities and resources provided the partners at the WorkSource Centers.

Question #17

If our agency plans to submit a bid for In-School Youth in Supervisorial District II, is it required that the project site be located in one of the four listed cities on Exhibit AA-1 (Culver City, Compton, Florence-Firestone, Lynwood)?

Answer #17

Per the Work Order, Part A, Section 5.0, Funding, it states that "Project sites will be located in or adjacent to areas of highest need as directed by County. Areas of highest need are reflected in Exhibit AA-1 to this Work Order, WIA Title I Youth Program Service Areas." Therefore, your agency's worksite would need to be in one of those areas, or adjacent to one of those areas.

Question #18

Due to the fact that the new WIA Youth contract 2013-2014 has changed and is requiring agencies to have \$100,000 leverage for each program, we are not going to be able to apply for both in-school and out-of-school. Is it possible for 2 agencies to somehow sub-contract with each other? In other words if one agency applies for the OSY program and another agency applies for ISY program, can each agency serve 50% of the other agency's Youth? I don't even know if this is sub-contracting but I know that agencies must have prior approval before they can sub-contract.

Answer #18

Only one agency will be awarded and must meet the leveraging and performance requirements. The scenario posed appears to be a partnership and not a sub-contracting situation and therefore, is unallowable.

Question #19

Can co-location be with a City of Los Angeles WorkSource Center or Youth program, or with an EDD office, as long as operational costs are shared?

Answer #19

No, per the Work Order, Part A, Section 8.0, Co-location, co-location must be at a County-funded WorkSource Center.

Question #20

Does the bidder have to submit one proposal for FY 2013-14 and a separate one for FY 14-15, even if both are for Out-of-School Youth?

Answer #20

No, the bidder needs to submit only one bid for each program; however, two budgets are required (one for FY 13-14 and FY 14-15) with each bid.

Question #21

Is personnel time (i.e. wages/fringe benefits) not allocated to WIA funds but paid by our agency under unreserved funding for marketing or intern recruitment fees specifically for the WIA program considered in-kind or cash?

Answer #21

This type of leverage would be considered in-kind leveraged resources. A cash contribution must be hard cash.

Question #22

If our agency applies for both ISY and OSY, should the budgeted costs be based on the assumption that only one program will be awarded?

Answer #22

The budgets should be developed independently from the other program being bid for.

Question #23

Work Order, Part B, Section 5.1 states that “the original bid and three copies shall be organized in a folder.” Can you describe what type of folder/binder? Should the original and all three copies be in the same folder? If one bid is required per program, and for each fiscal year, will each envelope include the two originals with three copies each?

Answer #23

If your agency is applying for both programs, each bid must be submitted in a separate folder or binder (either one is fine). The original will be in one folder/binder, and each copy will have its own folder/binder. One bid can be delivered in a box or envelope. However, the budgets for that program being bid for (whether its ISY, OSY or both), shall be in a sealed envelope separate from the rest of the bid.

Question #24

Can an existing WorkSource Center apply for this Work Order? I see that it’s a requirement that the successful bidder will relocate into a WorkSource Center within a year.

Answer #24

All agencies with an executed Youth Employment Services Program Master Agreement are eligible to apply for this Work Order. Some of those agencies are existing WorkSource Centers. Co-location is expected to occur within 12-24 months of Work Order execution.

Question #25

Is there an approximate timeline of when agencies will be informed of the submission/bid outcome?

Answer #25

Agencies will be notified sometime at the end of May, or early June of the outcome. CSS is required to first notify the Board of Supervisors of the agencies recommended for funding; thereafter, Award Notifications will be sent out.

Question #26

In reference to the 50% requirement that OSY must be disconnected youth, if our agency receives funding for an OSY program, will we only be allowed to accept referral or will we have the opportunity to conduct our own recruitment strategies?

Answer #26

Per Section 2.1.5 of Exhibit A-1, Statement of Work, Out-of-School Youth, Successful Bidders are directed to develop their own outreach strategies to target the OSY youth population, which includes disconnected youth.

Question #27

Per the Work Order, Part B, Section 1.3.1.2, Program Focus for ISY, it states that “successful bidders shall ensure that 10% of the ISY exits complete coursework in science, technology, engineering and math (STEM). Should the coursework be provided by the bidder or should it be provided by a partner such as high schools, community colleges and/or vocational schools?”

Answer #27

The coursework can be provided by either the successful bidder or the partner as long as they are qualified educational institutions.

Question #28

How does a successful bidder document that a Youth received coursework in STEM?

Answer #28

The following documentation shall be kept on file to demonstrate Youth received STEM coursework: 1) official school transcripts, 2) class schedule with youth participant information, 3) verification from the school/agency that the coursework has been completed.

Question #29

Per Exhibit A, Statement of Work, In-School Youth, Section 2.2.3, “successful bidders shall utilize the definition of Basic Skills Deficient pursuant to Exhibit B, Glossary of Terms and Acronyms, only when determining if a Youth should be served under the 5% window.” Why is it that youth being served under this 5% window can only be defined as Basic Skills Deficient? Can another barrier to employment be utilized?

Answer #29

The County has established the policy to allow only Basic Skills Deficient youth that meet the definition provided to qualify for the 5% window and no other barriers are considered under this policy.

Question #30

Per Work Order, Part A, Section 1.5, states that “Bidder shall provide services to Youth regardless of what area or Supervisorial District in which Youth resides.” Does this mean that successful bidders can enroll and are required to serve any youth into the program regardless of which Supervisorial District they reside in? If you resides in a City area, are they still eligible?

Answer #30

Please refer to the Statements of Work, Section 2.2.1 (#2), Program Eligibility. All Youth served under the program must reside within Los Angeles County. Youth can be served by the Successful Bidder regardless of the Supervisorial district they reside in, as long as they are residents of Los Angeles County.

Question #31

Our agency is proposing a bid for Supervisorial District 1 and we are located at 512 S. Indiana St., Los Angeles, which is also in Supervisorial District 1. Will our site qualify to serve the identified cities in Supervisorial District 1?

Answer #31

Awards will not be based on an agency's current location. Awards will be based on the lowest bid for each Supervisorial District; once Successful Bidders are identified, the County will work with the Successful Bidders on the location project sites within each Supervisorial District.

Question #32

Per Work Order, Part A, Section 8.1 states "Co-location shall occur within 12 to 24 months of Work Order execution, at the direction of the County." Does this mean that the whole program staff designated for this project must be co-located at the WorkSource Center, or only certain hours a week and/or only one staff?

Answer #32

This is at the discretion of the partners and their MOU. As long as the required services are provided, performance is met, and there is co-location of the Successful Bidder with a WorkSource Center by sharing space and resources, this requirement would be satisfied.

Question #33

Will the County assign the WorkSource Center that the Successful Bidder shall co-locate with, or can the Successful Bidder have to procure that relationship and MOU upon submitting a proposal with a WorkSource Center.

Answer #33

The co-location of a Successful Bidder will be assigned and directed by the County.

Question #34

In regards to co-location, the Work Order states that the Successful Bidder shall share operational costs with the WorkSource Center. How much should we budget for this (i.e. this would depend on how much space we get at the WorkSource Center, how much staff time is required at the WorkSource Center, etc)?

Answer #34

CSS has not defined specific requirements in this regard. It would be up to the operational agreement between the Successful Bidder and the WorkSource Center. This cost sharing would be outlined in a resulting MOU between the two agencies.

Question #35

Please provide clarification on the partnerships with K-12 institutions. Will the Successful Bidder be required to establish other relationships with K-12 institutions aside from the ones assigned by the County?

Answer #35

No, the Successful Bidder will only be required to partner with and enter into an MOU with the K-12 institution(s) identified by the County. However, it may be an appropriate option if it benefits the youth being served through your program.

Question #36

In regards to the Statements of Work (applicable to both ISY and OSY SOWs), Section 2.2.1, Program Eligibility, states that an eligible youth “is a citizen of the United States or an eligible non-citizen as determined by Right-to-Work requirements including the completion of Immigration and Naturalization Services (INS) form I-9.” Would undocumented youth with two-year work permits be eligible?

Answer #36

The Deferred Action for Childhood Arrivals (DACA) program, a Homeland Security Department policy change initiated last year, offers young undocumented immigrants a reprieve from deportation and a two-year renewable work permit. The program offers guidelines for law enforcement, but each State has the power to decide how they’d like to follow the guidelines. CSS is seeking guidance from the State EDD on how to move forward with the policy change.

Question #37

Please further define “collaboration with K-12 schools to reduce drop-out-rates.” What specifically should this collaboration entail? For example, does the Successful Bidder need to implement an after school program if one does not currently exist? Is the Successful Bidder supposed to target ALL students or just those who are participants in the program?

Answer #37

According to Section 2.5, Successful bidders must partner with K-12 to implement activities such as after school programs, counseling, mentoring and etc.

Question #38

Please clarify eligibility to youth who have been “alienated by sexual preference.” Would this include LGBT youth or only those LGBT youth who are facing a specific challenge resulting from their sexual orientation, such as those kicked out by their parents due to their sexual orientation?

Answer #38

Youth who fall into the LGBT category are not considered as having a barrier solely as being a part of this category. Only those who are “alienated by sexual preference” can be eligible for the program. By alienated we mean “feeling isolated or excluded, especially from society at large.” Youth that experience a negative reaction to their LGBT status could be considered as having a barrier.

Question #39

Is paying tuition for a specific job training program an approved use of funds for this program?

Answer #39

Paying for tuition for a specific job training program is only possible if the training is approved and listed on I-TRAIN or if a detailed procurement process for the allocation of funds to that program.

Question #40

Please elaborate on the goals and activities of the collaborative partners. Are the monthly meetings primarily supposed to be a way of coordinating services or are they supposed to address broader issues, such as the drop-out rates for an entire district?

Answer #40

Details of the goals and activities are up to the partners. However, those goals and activities must be aimed at benefitting the youth being served by the program.

Question #41

Please confirm the number of bids that can be submitted if we are applying for both ISY and OSY in two different locations. Is a bid for the OSY for FY 2013-14 and FY 2014-15 considered one bid?

Answer #41

An agency can submit as many bids as they like. Submitting a bid for a program (either ISY or OSY) for both Fiscal Years is considered one bid. An agency applying for both programs would be submitting two bids. Please note that an agency will not be awarded more than two programs countywide.

Question #42

If multiple bids are submitted with qualifying scores, how will selection be based by geographic area?

Answer #42

Bids will be awarded solely based on the lowest bid for that program in the area bid. Please reference the Work Order, Part A, Section 5.1 for the breakdown on programs to be awarded per Supervisorial

District. Again, as mentioned in Answer #4r2 above, no agency will be awarded more than two programs countywide.

Question #43

Altadena, East Los Angeles, South Los Angeles and other unincorporated areas are not listed in the service areas on Exhibit AA-1, WIA Title I Youth Program Services. Was this inadvertently omitted?

Answer #43

Exhibit AA-1 simply represents the cities/areas of highest need within each Supervisorial Districts where services shall be focused. There are cities noted in Exhibit AA-1, that are part of Supervisorial District II, such as Compton and Florence-Firestone that would be included in those areas mentioned above.

Question #44

Supervisorial District III does not show any provision for serving ISY. How does this comply with federal equal access provisions?

Answer #44

Supervisorial Districts are a local policy. WIA regulations do not break areas up into Supervisorial Districts. The new Youth Re-design system will ensure widespread coverage throughout the County and will ensure that all youth needs are met.

Question #45

Per Work Order, Part A, Section 1.4.5, Disconnected Youth lists several categories such as foster and probation youth. Disconnected usually implies youth who are not in-school or working. Please clarify.

Answer #45

In accordance with this Work Order solicitation, Disconnected Youth encompasses all the populations listed from Sections 1.4.5.1 through 1.4.5.7.

Question #46

If awarded, is it possible to split services between two Supervisorial Districts if location is within close proximity to both districts?

Answer #46

No.