

COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES

CONSULTANT FOR IMPLEMENTATION OF WIOA TITLE I INTEGRATED SERVICES PROGRAMS  
REQUEST FOR PROPOSALS

RFP NO. WIOA-CONSULT-01

**QUESTIONS AND ANSWERS  
ADDENDUM NO. 1**

Q&A No.	RFP Paragraph	Page	Subject	Question
Q1	7.7.4	31	Page Limits	Can the County confirm if the page number count starts with Section A - Executive Summary and does not include Organization Questionnaire/Affidavit and the Table of Contents in the 20 page limit?
A1	Yes. Pursuant to Paragraph 7.7.4 of the RFP, the page count does <b>not</b> include exhibits or attachments (e.g., the Business Proposal Required Forms (Exhibit G); List of References (Exhibits 2, 3, and 4); Financial Statements (Section H)). Therefore, the Proposal page count begins with the Executive Summary (Section A) and does <b>not</b> include the Proposer's Organization Questionnaire/Affidavit (Exhibit 1) and the Table of Contents.			
Q2	7.8.6	33	Section B.2ii - Exhibit 3	This form requests a list of public entities for which the Contractor has provided service within the last five (5) years. If this list would include hundreds of contracts given the size of the firm, would the County like the list limited to those contracts with similar or like services as the scope?
A2	No. Pursuant to Paragraph 7.8.6 (B)(ii), Prospective Contractor List of Contracts, Exhibit 3, Proposer must provide a listing of ALL public entities contracts for the last five years. A limited list of contracts of similar services would not be acceptable.			

Q3	7.8.7.1	35	Qualifications of Proposer's Personnel	If a proposer chooses to include full resumes, will they be considered outside the 20 page limit for business proposals?
A3	Full resumes may be submitted as an <i>attachment</i> or <i>exhibit</i> to the Business Proposal in response to Paragraph 7.8.7.1 (Qualifications of Proposer's Personnel and will not be counted toward the 20 page limit only if the Proposer addresses each item in the aforementioned question in the Business Proposal itself in order to receive full consideration for its response to the question.			
Q4	7.8.11	42	Business Proposal Required Forms	Can County confirm that while all forms are listed in the RFP under Section G of the Business Proposal, each form will follow directly after the section it address and not all under Section G? For example, Exhibits 2, 3, and 4 will be placed under Section B - earlier in the proposal so that only Exhibits 5 - 23 will be placed within Section G of the Business Proposal? Or would the county prefer that all Forms (Exhibits 1 -23) be placed in order in Section G only of the Business Proposal?
A4	Yes. With the exception of Exhibits 1 (Proposer's Organization Questionnaire/Affidavit), 2 (Prospective Contractor References), 3 (Prospective Contractor List of Contracts), 4 (Prospective Contractor List of Terminated Contracts), and 11 (Budget Form), Proposer shall insert all other Required Forms in order under Section G of the Business Proposal. For example, Exhibit 11 – Budget Form shall be provided in the Cost Proposal only and not in the Business Proposal, and Exhibit 1 – Proposer's Organization Questionnaire/Affidavit Form shall precede the Table of Contents in the Business Proposal.			
Q5	7.8.11	43	Business Proposal Required Forms	Exhibit 7 - if a proposer is not an SBE, are they required to complete this form?
A5	Yes. Proposer shall complete Exhibit 7 – Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form even if the Proposer is not requesting Local SBE Preference. If a Proposer is not requesting Local SBE Preference, the Proposer shall indicate "N/A" under Section I and still complete Sections II, III, IV, and V of the form to be submitted with the proposal.			
Q6	7.8.11	43	Business Proposal Required Forms	Exhibit 11 - Please confirm that this exhibit will not be in business proposal?
A6	Yes. Exhibit 11 – Budget Form will be included in the Cost Proposal only and not in the Business Proposal.			

Q7	7.8.11	43	Business Proposal Required Forms	Exhibits 13-19 Because these were intentionally omitted, please advise if the County would like the blank sheet stating "intentionally omitted" submitted with a vendor's proposal or if those sheets should be removed before submittal.
A7	Yes. It is the County's preference for Proposer to include placeholder sheets stating "Intentionally Omitted" for each omitted Exhibit.			
Q8	7.8.11	43	Business Proposal Required Forms	Exhibit 21 - Transitional Job Opportunities Preference Application - if a proposer does not meet all requirements on this form, should it not be included in the proposal?
A8	If the Proposer does not meet all of the requirements of Exhibit 21 – Transitional Job Opportunities Preference Application, the Proposer shall indicate "N/A" on the form and submit with the proposal.			
Q9	7.8.11.1	44	Additional documents	Can you confirm if any of these forms will be considered part of the 20 page limit for Business Proposals?
A9	The documents requested under Paragraph 7.8.11.1 is an extension of the Business Proposal Required Forms under Paragraph 7.8.11. Therefore, the additional documents to be submitted (e.g., Organizational Chart, Board of Directors Roster, etc.) would <b>not</b> be considered part of the 20 page limit for Business Proposals.			
Q10	7.9	45	Cost Proposal Format	Will the Cover page and Table of Contents be counted in the 10 page limit for Cost Proposals?
A10	No. The Cover Page and Table of Contents are not counted in the 10 page limit for Cost Proposals.			
Q11	7.9	45	Cost Proposal Format	Can the County confirm that there is no place where a signature is required on the Cost Proposal? Would a transmittal letter with signature be acceptable, and if so, would it count against the 10 page limit?
A11	<p>Yes. The Cost Proposal does not require signature; however, pursuant to Paragraph 7.9, Cost Proposal Format, the Proposer is required to submit a Cover Page identifying, at minimum, the RFP and Proposer's name. The Proposer may submit a transmittal letter with signature to serve as the Cover Page of the Cost Proposal, provided it also identifies, at minimum, the RFP and Proposer's name.</p> <p>Pursuant to Paragraph 7.7.5 of the RFP, "...the limit for all <b>answers</b> combined is a total of ten (10) single-sided pages. The page limitation does not include exhibits or attachments." If the transmittal form serves as the Cover Page or is used solely to provide signature (i.e., not used to supply additional responses), it will not count toward the page limit.</p>			

Q12	7.9	44-45	Cost Proposal Format	Because all of the costs associated with this scope of work will be personnel costs, if a vendor were to submit an all-inclusive hourly rate, would that suffice for a budget submission?
A12	<p>No. If the Proposer submits an hourly rate, at minimum, the Proposer must also include the total number of hours it plans to work to complete the tasks in the Statement of Work to arrive at a Maximum Operational Cost. The Maximum Operational Cost must be determined as it will be used in the evaluation of the Proposers' overall costs as part of the price analysis (Paragraph 8.5.2, Price Analysis).</p> <p>The hourly rate and corresponding total personnel costs must be justified using the basis provided in Paragraphs 7.9, Cost Proposal Format and 8.5.1, Budget Narrative.</p> <p>All Budget Forms provided in the RFP must be completed and submitted with the Cost Proposal package.</p>			