

**ADDENDUM THREE
TO THE REQUEST FOR PROPOSALS (RFP) FOR
LOS ANGELES COUNTY AMERICA'S JOB CENTERS OF CALIFORNIA SYSTEM (AJCCs)**

The purpose of this Addendum is to amend the following areas of the Los Angeles County AJCC System Request for Proposals, WIOA Adult and Dislocated Worker, Youth@Work and WIOA Rapid Response Program Statements of Work as it relates to required staffing.

Appendix A-1, Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Program Statement of Work:

Section 6.0, Responsibilities, Sub-section 6.2, Contract Manager, Sub-section 6.2.1, has been revised to read as follows:

- 6.2.1 Comprehensive AJCC and AJCC Contractors shall provide, at a minimum, one (1) full-time Contract Manager (Contract Manager), funded by, and dedicated to, the ADW and Youth@Work programs (including the Rapid Response and Title V Senior Community Service Employment Program (SCSEP), if applicable). **AJCC Contractor Contract Managers shall also take on the responsibilities of Program Supervisor, as described in this SOW, below in section 6.4.3.1.**

Section 6.0, Responsibilities, Sub-section 6.3, Comprehensive AJCC and AJCC Accounting Staff, Sub-section 6.3.1, has been revised to read as follows:

- 6.3.1 Comprehensive AJCC and AJCC Contractor staff shall include at a minimum one (1) full-time staff person, **proportionally** ~~fifty percent (50%)~~ funded by the ADW program (including the Rapid Response and SCSEP programs, if applicable) and ~~fifty (50%) funded by the Youth@Work program~~, who has knowledge of accounting principles, as further described herein.
- 6.3.1.1 Responsibilities: The accounting staff person will be responsible for all fiscal tasks related to the Programs operated by the Comprehensive AJCC or AJCC, under the authority of the Contractor's Contract Manager.

Section 6.0, Responsibilities, Sub-section 6.4., Comprehensive AJCC and AJCC Other Personnel, Sub-Section 6.4.3, Comprehensive AJCC ADW Staff Requirements, Sub-sections 6.4.3.1 through 6.4.3.3, 6.4.3.5, and 6.4.3.7, have been revised to read as follows:

- 6.4.3.1 A minimum of **one (1) two (2)** Program Supervisor: will perform general supervision of program staff, assisting the Comprehensive AJCC or AJCC Contract Manager in executing the day-to-day administrative and programmatic tasks of the program(s). ~~At a minimum, one (1)~~ **The Program Supervisor shall be dedicated to the ADW program (including the Rapid Response and Title V – SCSEP programs, if applicable). The and one (1) Program Supervisor dedicated to the Youth@Work program is covered in Appendix A-2, Youth@Work Program Statement of Work.**

- 6.4.3.1.1 Program Supervisor shall direct the work of the personnel listed in sections 6.4.3.2 through 6.4.4 below.
- 6.4.3.2 **Two (2)** ~~Three (3)~~ full-time, fully dedicated, Intake Specialists (ISD Welcome/Talent Engagement Team): will perform intake, eligibility and initial assessments, provide labor market information, provide Comprehensive AJCC partner system navigation information, and conduct informational workshops, as delineated in ISD Model, Section 10.7 below.
- 6.4.3.3 **Three (3)** ~~Five (5)~~ full-time, fully dedicated, Career Planner/Case Managers (Skills/Talent Development Team): will provide support and career guidance Services, including diagnostic testing and other assessments, information on occupations with clear career paths in high growth sectors, development of an individual employment plan, information on eligible training providers and specialized training, Comprehensive AJCC partners system navigation skills, and conduct workshops, using the Product Box style, as defined and delineated in ISD Model, Section 10.7 below.
- 6.4.3.5 One (1) full-time, fully dedicated, Business Services Manager (BSM) **proportionally funded by the ADW and Youth@Work Programs (and Rapid Response Program, if applicable)**: as the lead for the Comprehensive AJCC's Business Services and employer activities, the BSM shall work with the Los Angeles County Business Services team to support County identified business service strategies and initiatives such as, but not limited to, industry sector strategies, skills development and upgrading, private-public partnership, and customized employment and talent management Services. This includes initiating, maintaining, and developing Employer relationships; developing employment opportunities, internships, and work-based learning experiences that link to careers in high growth sectors, broker On-the-Job Training (OJT) contracts, and Customized Training as defined herein, Section 10.5.25, Comprehensive AJCC and AJCC Training Services and Training Services Eligibility, and any other business engagement and training tools identified and/or approved by the County. In addition, they will be responsible for developing and conducting group format workshops regarding Comprehensive AJCC employment Services, as delineated in ISD Model, Section 10.7 below for eligible participants and employers. The BSM shall work with the designated County Business Services Regional Manager to lead, coordinate, and promote County strategies in support of regional, scaled and countywide initiatives, and/or commitments. **The BSM shall also supervise the Rapid Response Coordinators, further defined in Appendix A-4, WIOA Rapid Response Statement of Work, section 6.5.2.1, if operating the Rapid Response program.**
- 6.4.3.7 One (1) full-time, fully dedicated, Clerical/Program Assistant: will provide support to the Contract Manager(s) and Comprehensive AJCC staff. **The cost of this staff is to be shared proportionally across ADW and the Rapid Response and Title V - SCSEP programs, if applicable.**

Section 6.0, Responsibilities, Sub-section 6.4, Comprehensive AJCC and AJCC Other Personnel, Sub-section 6.4.5, AJCC ADW Staff Requirements, Sub-sections 6.4.5.2 and 6.4.5.4 through 6.4.5.6 and 6.4.5.9, have been revised to read as follows:

- 6.4.5.2 **Two (2) ~~One (1)~~** full-time, fully dedicated, Career Planner/Case Managers (Skills/Talent Development Team). Refer above to Section 6.4.3.3 for functional description.
- 6.4.5.4 One (1) full-time, fully dedicated, Business Services Manager (BSM) **proportionally funded across the ADW and Youth@Work Programs**. Refer above to Section 6.4.3.5 for functional description.
- 6.4.5.5 ~~One (1) full-time, fully dedicated Business Service Representative (BSR). Refer to Section 6.4.3.6 for functional description.~~ **This position has been eliminated.**
- 6.4.5.6 One (1) full-time, fully dedicated, Clerical/Program Assistant. **The cost of this staff is to be shared proportionally across the ADW and the Youth@Work programs**. Refer above to Section 6.4.3.7 for functional description.
- 6.4.5.9 **For the Santa Clarita AJCC only: One (1) full-time, fully dedicated, Re-entry Navigator which will provide the ex-offender population from Pitchess navigation services into the Comprehensive AJCC system from the justice system, including re-entry employment assistance tailored specifically to this population. Re-entry Navigator(s) will provide ex-offenders career planning, job training, job development, placement in employment, on-the-job peer and coaching support, and follow-up services.**

6.4.5.9.1 Re-Entry Navigator(s) shall serve all WIOA-eligible ex-offenders but priority for service delivery shall be placed on the following:

- Youth returning from Division of Juvenile Justice (DJJ) institutions to the County on probation supervision that are aged 18 years or older;
- Female offenders linked through the Century Regional Detention Facility (CRDF); and
- Male offenders linked through the Pitchess Jail Based Affiliate

Section 10.0, Specific Work Requirements, Sub-section 10.6, Jail-Based Affiliate Site Work Requirements, Sub-section 10.6.3, has been revised to read as follows:

- 10.6.3 At minimum, **three (3) ~~two (2)~~** JB Affiliate staff shall be dedicated to implementing the JB Affiliate program elements as outlined below: (1) a Reentry Client Services Specialist (100% FTE); and, (2) a **Trainer & Group Facilitator (100% FTE)**; and **(3) a Reentry System Navigator (100% FTE)**. **All three staff will be cross trained in, and Both the Reentry Client Services Specialist and the Reentry System Navigator will provide, Seven Habits on the Inside: Reducing Recidivism Through Behavioral Change training, facilitate Seven Habits on the Inside Peer Support Groups, conduct Employment Readiness Soft Skills trainings.** The Client Services Specialist, in addition, will conduct all case management Services as outlined below. The Reentry System Navigator, in addition, will provide, particularly in the crucial few days post-release when successful re-entry is most compromised, intensive mentoring, coaching and support to participants in enrolling into WIOA program Services at the County AJCC closest to his or her home community. It is highly suggested that the Reentry System Navigator have experience themselves successfully transitioning

from incarceration to steady employment, preferably with the assistance of public workforce programs.

Appendix A-2, Youth@Work Program Statement of Work:

Section 6.0, Responsibilities, Sub-section 6.4, Youth@Work Other Personnel, Sub-section 6.4.3, Comprehensive AJCC Youth@Work Staff Requirements, Sub-sections 6.4.3.3 through 6.4.3.5 and 6.4.3.8, have been revised to read as follows:

- 6.4.3.3 **Three (3)** ~~Four (4)~~ full-time, fully dedicated, Career Planner/Case Managers (Skills/Talent Development Team): Contractor shall refer to Section 6.4.3.3 of Appendix A1, WIOA Title I ADW Statement of Work for full description of Career Planner/Case Managers' role and responsibilities.
- 6.4.3.4 **One (1)** ~~Two (2)~~ full-time, fully dedicated, Trainer (Skills/Talent Development Team): Contractor shall refer to Section 6.4.3.4 of Appendix A1, WIOA Title I ADW Statement of Work for full description Trainer's role and responsibilities.
- 6.4.3.5 **One (1)** ~~Two (2)~~ full-time, fully dedicated, Business Services Representative (BSR). Contractor shall refer to Section 6.4.3.6 of Appendix A1, WIOA Title I ADW Statement of Work for full description of the Business Services Representative's role and responsibilities.
- 6.4.3.8 One (1) part-time Payroll staff: will process all payroll (wages and fringe benefits) of the Youth@Work Participants that receive subsidized work experience. The Payroll Staff must possess a bachelor's degree or higher in Accounting, Business Administration, or a related field and have a minimum of one year of experience in payroll processing and timekeeping **or must be enrolled in an educational institution and pursuing a degree in Accounting, Business Administration, or a related field and have a minimum of two years of experience in payroll processing and timekeeping, or has three or more years of experience in payroll processing and timekeeping.** Payroll staff shall report directly to the designated Comprehensive AJCC Accounting staff (Accounting staff is defined in ADW SOW Section 6.3).

Section 6.0, Responsibilities, Sub-section 6.4, Youth@Work Other Personnel, Sub-section 6.4.5, AJCC Youth@Work Staff Requirements, Sub-section 6.4.5.5, has been revised to read as follows:

- 6.4.5.5 ~~One (1) full time, fully dedicated Clerical/Program Assistant. Contractor shall refer to Section 6.4.3.7 of Appendix A 1, WIOA Title I ADW Statement of Work for full description of the Use of Volunteers.~~ **This position has been eliminated.**

Appendix A-4 WIOA Rapid Response Program Statement of Work:

Section 6.0, Responsibilities, Sub-section 6.5, Personnel, Sub-section 6.5.2, Staff Requirements, Sub-section 6.5.2.1, has been revised to read as follows:

6.5.2.1 Contractor shall provide a minimum of two (2) full-time dedicated staff persons as Rapid Response Coordinators to cover all of the Los Angeles County area. Contractor's ~~shall~~ also ~~provide~~ a Rapid Response Supervisor ~~shall~~ ~~which may~~ be the same individual as the **Comprehensive AJCC Business Services Representative-Manager, further described in Appendix A-1, WIOA Title I Adult and Dislocated Worker Program Statement of Work Section 6.4.3.5..**