

**ADDENDUM TWO TO THE REQUEST FOR PROPOSALS FOR LOS ANGELES COUNTY AMERICA'S JOB
CENTERS OF CALIFORNIA SYSTEM (AJCCS), RFP NO. WIOA-01-2016**

This purpose of this addendum is to provide clarification and further direction, in the areas listed below, to the Los Angeles AJCC System Request for Proposals (RFP). Any deletions to RFP language are represented with a strike-through and additions are in bold.

1. RFP Subsections 1.1.1 and 1.1.2, "Local" is deleted from "...~~local~~-private non-profit organizations..."
2. RFP Sub-Section 1.1.1.1 is added as follows:
 - 1.1.1.1 A consortium is defined as an association of two or more individuals, companies, organization, or governments (or any combination of these entities) with the objective of participating in a common activity or pooling of their resources for achieving a common goal. For purposes of this RFP, consortiums must be pre-existing and not newly formed for this RFP. All requirements, including the ~~and~~ required background and experience must be clearly demonstrated for the consortium entity itself, ~~as a consortium~~, these requirements cannot be fulfilled utilizing the background or experience of the ~~not~~ individual entities that make up the consortia.**
3. RFP Subsection 1.1.10.8 is amended as follows:
 - 1.1.10.8 Maximize Access: County will fund eleven (11) contracts within the ten (10) workforce development sub-regions of Los Angeles County. Sites will be comprised of Comprehensive AJCCs, ~~Affiliates~~, and AJCCs as reflected in Appendices B-1 and B-2 to this RFP, Statement of Work Exhibits, Exhibit 6, Los Angeles County AJCC Sub-Region Service Areas.
4. RFP Subsection 1.1.10.9 is amended as follows:
 - 1.1.10.9 Technology for Efficiencies: **Comprehensive AJCCs and** AJCCs will use social media, online and other technology to increase efficiencies, enhance integration and coordination, strengthen accountability and transparency, and provide barrier-free access to programs and services. County will maximize features of the State's CalJOBS system to implement data and demand driven initiatives to improve employment outcomes for high-growth industries and priority populations.
5. RFP Subsection 1.1.10.10 is amended as follows:
 - 1.1.10.10 Performance Driven: **Comprehensive AJCCs and** AJCCs will be required to meet aggressive performance targets in close coordination with mandated partners. WIOA requires that employment and training programs be evidence-based, data-driven, and accountable to participants and the public. Toward this end, County will incorporate performance elements beyond the six **(6)** Accountability Measures required under WIOA as well as use unique performance measures to assess community impact beyond the basic measures. Performance outcomes will improve as a result of our strategic realignment, our partnerships, and co-investments with local and regional workforce and education systems. Strategies will be guided by analysis of economic development, labor market information, ~~and~~ the consensus of community partners and the public, **and**

policies adopted by the Los Angeles County Workforce Development Board. Training must align with labor market dynamics, with the primary measure of training being employment in high growth industry sectors consistent with training and credentials received. Evaluation of AJCC performance will include analysis of customer-centered strategies, assessments of effectiveness **and efficiencies**, quality improvement, staff capacity and integration of core and mandated partners in planning and program delivery

6. RFP Subsection 2.1.2 and Subsection 2.1.2.1 are amended as follows:

2.1.2 Proposer(s) of a Comprehensive AJCC ~~and AJCC Affiliate, and~~ or an AJCC shall also provide services for young adults 14 to 24 years of age. In addition, if awarded a contract, Proposer(s) that provide Youth services will be required to provide all Youth Program Services as described in Appendix A-2, Youth@Work Program Statement of Work, and as further defined by County, based on availability of funding.

2.1.2.1 Successful Proposer(s) may subcontract out all services, with the exception of Adult and Dislocated Worker, however, all services must be provided onsite at the Comprehensive AJCC **or AJCC**.

7. RFP Subsection 2.1.4, Funding Availability, Subsection 2.1.4.1 is amended to delete the funding charts and replace with the following charts:

Comprehensive AJCCs-7 contracts	
Adult Funding	\$529,000
Dislocated Worker Funding	\$227,000
WIOA Out-of-School Youth	\$619,000
Work-Based Learning - Academic & Career Development-In-School Youth	\$200,000
Employment Re-Entry Navigator	\$100,000
Operations Subtotal	\$1,675,000
Participant Training & Wages	\$1,325,000
Total	\$3,000,000

Santa Clarita AJCC -1 contract	
Adult Funding	\$132,000
Dislocated Worker Funding	\$56,000
PIF Funding for Jail Based Program	\$390,000
WIOA Out-of-School Youth	\$153,000

Work-Based Learning - Academic & Career Development-In-School Youth	\$30,000
Employment Re-Entry Navigator	\$100,000
Operations Subtotal	\$861,000
Participant Training & Wages	\$239,000
Total	\$1,100,000

South Los Angeles/Westside AJCC - 2 contracts	
Adult Funding	\$176,000
Dislocated Worker Funding	\$75,000
WIOA Out - of School Youth	\$206,000
Work-Based Learning - Academic & Career Development-In-School Youth	\$68,000
Operations Subtotal	\$525,000
Participant Training & Wages	\$475,000
Total	\$1,000,000

8. RFP Subsection 2.1.4.2 funding charts are deleted and replaced with the following charts:

Rapid Response-3 contracts	
Antelope Valley Region	\$250,000
San Gabriel Valley Region	\$250,000
Gateway Region	\$250,000

Senior Community Services Employment Program-3 contracts	
Antelope Valley Region	\$566,000*
San Gabriel Valley Region	\$566,000*
Gateway Region	\$566,000*

Veterans' AJCC-1 contract	
Countywide location	\$450,000
Participant Training & Wages	\$300,000
Total	\$750,000

9. Subsection 2.1.5, Funding Allocation Plan, is amended to delete the existing chart and add the following chart to demonstrate the breakdown of funding for Adult and Dislocated Worker and Youth Program funding allocations:

	Comprehensive AJCC	Santa Clarita AJCC	AJCC	Rapid Response	Veterans	Title V
Total Funding	\$ 21,000,000	\$ 1,100,000	\$ 2,000,000	\$ 750,000	\$ 750,000	\$ 1,700,000
<u>Funding for Operation</u>						
Adult	529,000	132,000	176,000		315,000	
DW	227,000	56,000	75,000		135,000	
OSY	619,000	153,000	206,000			
Work-Based Learning - Academic & Career Development-In-School Youth	200,000	30,000	68,000			
Jail Based*	-	390,000				
Employment Re-entry Navigators*	100,000	100,000				
Rapid Response*/Title V*				250,000		100,000
Operation - Total	\$ 1,675,000	\$ 861,000	\$ 525,000	\$ 250,000	\$ 450,000	\$ 100,000
<u>Funding for Training & Wages</u>						
Adult	436,000	85,000	160,000		210,000	
DW	187,000	37,000	68,000		90,000	
OSY	242,000	47,000	90,000			
Work Based Learning	460,000	70,000	157,000			
Title V Wages						466,000
Training & Wages - Total	\$ 1,325,000	\$ 239,000	\$ 475,000	\$ -	\$ 300,000	\$ 466,000
Total	\$ 3,000,000	\$ 1,100,000	\$ 1,000,000	\$ 250,000	\$ 750,000	\$ 566,000

* Will not be subject to the 10% Supportive Services requirement.
All other operational funding is subject to 10% Support Service requirement.

10. RFP Subsection 2.1.5 is amended as follows:

2.1.5 Comprehensive AJCCs with ~~AJCC~~ Affiliates, which includes funding for three (3) Countywide Rapid Response and Senior Community Service Employment Programs, respectively; three (3) AJCCs and one (1) Countywide Veterans AJCC strategically located within the ten (10) workforce development sub-regions, as reflected in Appendices B-1 and B-2 to this RFP, Statement of Work Exhibits, Exhibit 6, Los Angeles County AJCC Sub-Region Service Areas, in the County of Los Angeles to provide consistent and quality services in their areas. Site locations within Los Angeles County are determined by Workforce Regions as follows:

11. RFP Subsection 2.1.4.3 is deleted and replaced with:

2.1.4.3 The contract term is 30 months, effective January 1, 2017 through June 30, 2019, with initial funding based on a six (6) month allocation. For purposes of the RFP, Proposers should include funding for 12 months and not six months. Thereafter, two (2) additional one (1) fiscal year periods beginning in July and ending in June to extend the contract term are optional.

12. RFP Subsection 2.1.11.1 is amended as follows:

2.1.11.1 Successful Proposer(s) shall provide WIOA Adult, Dislocated Worker, **Youth@Work**, and/or Older Americans Act (OAA) Senior America's Job Centers of California RFP Page 14 Community Service Employment Program, and/or Rapid Response, and/or Veterans Program services and Jail based Program services through outreach and recruitment plans through Comprehensive AJCCs **and their** Affiliates ~~AJCCs~~, and AJCCs, in all cities and unincorporated areas as reflected in Appendices B-1 and B-2 to this RFP, Statement of Work Exhibits, Exhibit 6, Los Angeles County AJCC Sub-Region Service Areas and Exhibit 5, Los Angeles County SCSEP Coverage Area PSA 19 Zip Codes.

13. RFP Subsection 2.1.11.2 has been deleted.

14. RFP Subsection 2.2.4 is amended as follows:

2.2.4 County, at its sole discretion, may utilize various methods of establishing appropriate Comprehensive AJCCs and their associated Affiliates and AJCC sites including, but not limited to, direct leases, utilizing subleases or assigned leases, or reimbursing a sub-recipient to utilize a lease they have entered into to obtain the AJCC site pursuant to Appendix A-1, WIOA Adult and Dislocated Worker Integrated Program Statement of Work, Section 6.8, Contractor Sites/Facilities and Resources. **County will cover lease costs and base utility costs, including gas, electricity and water, which are not already covered in the lease.** ~~All related infrastructure costs not included in the AJCC site's lease terms (utilities, maintenance, repairs, etc.) will either be directly paid by County or reimbursed to the sub-recipient.~~ Any reimbursement to sub-recipients for lease or infrastructure costs will be separate from, and in addition to, their operations budget and allocation. Proposers cannot make any assumptions about where the specific site of an AJCC will be located within the region and should not consider the cost of rents and leases in their proposals.

15. RFP Subsection 2.4.2 is amended as follows:

2.4.2 Successful Proposer(s) operating a Comprehensive AJCC **and associated** Affiliates ~~AJCC~~, or AJCC shall implement branding and signage as directed by County.

16. RFP Subsection 2.6.1 is deleted and replaced with:

2.6.1 Provision of a financial instrument that puts in place a Payment Guarantee and a Performance Guarantee in the total combined amount of 25% of the annual contract amount is required as a condition of contract award. The guarantee must state that any or all of the guarantee amount can be used to remedy issues pertaining to either payment or performance. A Payment Guarantee is required to ensure payment to third party vendors, employees, creditors, etc. A Performance Guarantee is required to ensure compliance with all terms and conditions of any resulting contract and to remedy unsubstantiated and/or

disallowed costs. Successful Proposer(s) shall submit a financial instrument to the County, in the amount of 25% of the awarded annual contract amount in one of the following forms:

- Surety Bond*
- Bank Letter of Credit
- Cash or Certified Check
- Certificate of Deposit: which shall name Los Angeles County as being allowed to draw on the account

2.6.1.1 The performance guarantee must be executed by a corporate surety licensed to transact business as a surety in the State of California. The corporate surety must have an A.M. Best Rating of not less than A:VII, unless otherwise approved by the County.

2.6.1.2 The performance guarantee may not allow the bond surety to substitute another person to perform services. The performance guarantee must provide for payment of moneys to the County, including payment of any liquidated damages, late penalty payments, or County reimbursement costs.

2.6.1.3 All required forms and/or guarantee language will be provided to Successful Proposer(s) at a later date.

17. RFP Subsection 2.6.2 is deleted.

18. RFP Subsection 2.6.4, Days of Operation, is amended as follows:

2.6.4 Successful Proposer(s) shall publicly display at all Successful Proposer(s) office locations/sites the days and hours of operation for the provision of contracted Services. Successful Proposer(s) shall ensure that availability for Services is appropriate for the demographics associated with the Program service area. **Successful Proposer(s) shall operate in conjunction with the hours of the County and EDD, including observed holidays** ~~shall also be required to provide services on County-recognized holidays.~~

19. Subsection 3.6.3 is amended as follows:

3.6.3 Proposer(s) submitting proposals to for the Santa Clarita AJCC/ Jail Based Affiliate must have a minimum of ~~three (3)~~ **two (2)** years within the past five (5) years providing employment readiness services, to re-entry populations, connecting into job placement and career services, equivalent or similar to the services provided in *Appendix A-1 to this RFP, WIOA Title I ADW Program Statement of Work, Section 10.6 Jail Based Affiliate Site Work Requirements*.

20. Subsection 3.6.3.1 is added as follows:

3.6.3.1 Proposer(s) submitting a proposal for the Santa Clarita AJCC/Jail Based Affiliate may subcontract the Jail Based Affiliate Program Services, however, subcontractor must meet

the same minimum requirements required for the Santa Clarita AJCC proposer as detailed in section 3.6.3 of this RFP.

21. Section 5.0, Proposer's Requirements and Certification, Subsection 5.23, Subcontracts, is added as follows:

5.23 Should Proposer(s) choose to subcontract any of its work, as detailed in Appendices A-1 through A-5, Statements of Work, all subcontractors shall be procured in accordance with State procurement policies, as detailed in directive number WSD12-10 issued under the Workforce Investment Act.

5.23.1 A Comprehensive AJCC or AJCC may not subcontract with another Comprehensive AJCC or AJCC.

5.23.2 Any subcontractor named and described as a subcontractor in the proposal shall be previously procured in accordance with Section 5.23 of this RFP. Any subcontractor procured after the submission of the Proposal shall be procured no less than thirty (30) days prior to contract award.

22. RFP Subsection 7.5, Notice of Intent to Submit Proposal(s) has been amended as follows:

7.5 A Notice of Intent to submit a proposal(s) is required of all organizations planning to submit for the management and operation of a Comprehensive AJCC(s), ~~Affiliate~~ and or AJCC. In addition, if Comprehensive AJCC Proposer is applying for Rapid Response, Veterans, or SCSEP, this information must also be reflected in the Notice of Intent. This is a required step in the process and will be used to create the list of potential respondents. Organizations that do not submit a Notice of Intent to Submit will not be eligible to submit a proposal in response to this request. However, submitting a Notice of Intent to Submit does not commit the respondent to submitting a proposal(s). All Notices of Intent to Submit are due no later than June 21, 2016 by 5:00 p.m. to Jenifer De La Torre at AJCCRF@css.lacounty.gov The America's Job Centers of California System RFP Notice of Intent to Submit Proposal, Appendix Q, is attached as an Appendix to this RFP. The filing of a Notice of Intent to Submit is required. If a respondent has not filed a Notice of Intent to Submit, any proposal(s) submitted will be rejected.

23. RFP Subsection 7.7.1 has been amended as follows:

7.7.1 Proposer(s) applying for a Comprehensive AJCC ~~or and~~ AJCC Affiliate shall submit one (1) proposal only, identifying a maximum of three (3) sub-regions where proposer plans to provide program services, with the exception of the Veterans AJCC, which will be considered one (1) separate proposal and will be awarded separately. The Veterans AJCC, Rapid Response and Senior Community Service Employment Program services are Countywide. Proposers are to limit responses to only the sub-regions in which Proposer has ability to, or is willing to provide program services. The proposal shall include Minimum Mandatory Qualifications, an Executive Summary, a Business Proposal and a Budget Proposal.

24. RFP Subsection 7.9.2.1 has been amended as follows:

- 7.9.2.1 Identify this part of the proposal as the Business Proposal and include the RFP title, RFP number and Proposer's name. It shall also indicate whether or not the Proposer intends to perform the Contract as a single Proposer. ~~Comprehensive AJCC~~ Proposers may sub-contract all program services (Youth **and/or** Rapid Response and Senior Community Service Employment Program), with the exception of WIOA Adult and Dislocated Worker Program services, which shall be provided on-site by Comprehensive AJCC **or** **AJCC** staff. The Cover Page must contain a statement that Proposer will bear sole and complete responsibility for all work as defined in Appendices A-1 through A-5, as applicable.
25. RFP Subsection 7.9.6.1 has been amended as follows:
- 7.9.6.1 All Proposers applying for a Comprehensive AJCC ~~and Affiliate~~, or AJCC shall answer the following questions.
~~Comprehensive AJCC~~ Proposers must address the specific needs of each sub-region being applied for. The page limit for Sections 7.9.6.1.1 through 7.9.6.1.10 is: 1) 16 pages for those applying for ONE (1) sub-region; 2) 18 pages for those applying for TWO (2) sub-regions; and 3) 20 pages for those applying for THREE (3) sub-regions.
26. RFP Subsection 7.9.6.2 has been amended as follows:
- 7.9.6.2 Proposers applying for the Comprehensive AJCC **and** **AJCC** Youth@Work funding shall answer the questions as stated above in 7.9.6.1 of this RFP in addition to the following questions. Proposers that will be sub-contracting the Youth Program services out must identify its subcontractor(s) here and describe their role in delivery of services. The maximum number of pages for this section 7.9.6.2 is 10 pages for all questions.
27. RFP Subsection 8.1.3 has been amended as follows:
- 8.1.3 Proposals for the Comprehensive AJCC ~~or, Affiliate and~~ AJCCs will be ranked based on the combined score of both the Adult, Dislocated Worker and Youth Program proposals. The scores for the Adult, Dislocated Worker and Youth proposals will be ranked in numerical sequence from highest to lowest.
28. RFP Subsection 8.5.1 has been Amended has follows:
- 8.5.1 Proposer shall complete Appendix D-1, Unique Forms, Exhibit 2, Proposed Budget for **Los Angeles County America's Job Centers of California System** ~~Comprehensive AJCC Funding~~, based on the components/programs being applied for.
29. Appendix D-1, Unique Forms, Exhibit 2, AJCC and Affiliate Budget Template, has been revised and replaced with **Appendix D-1, Unique Forms, Exhibit 2, Proposed Budget for Los Angeles County America's Job Centers of California System, Fiscal Year 2016-17**, attached to this addendum, and posted at <http://css.lacounty.gov/business-opportunties/ajcc-system-rfp/>.

Please note a third page has been added for the Veteran's Match Verification; this would only apply to Proposer(s) submitting a proposal for the Veterans AJCC.

30. **Appendix D-1, Unique Forms, Exhibit 3, Proposal Submission Checklist** is added and is attached to this addendum and posted online at <http://css.lacounty.gov/business-opportunities/ajcc-system-rfp/>.

31. Section 7.9.10, Section G (Business Proposal Required Forms), Subsection 7.9.10.2 is added as follows:

7.9.10.2 Proposer shall have agencies listed on Appendix D, Required Forms, Exhibit 3, Prospective Contractor List of Contracts, complete and submit Appendix D-1, Exhibit 1, Unique Forms, Proposer's Experience Verification Form.

7.9.10.2.1 Proposer shall complete the top part of the form (Appendix D-1, Exhibit 3, Proposer's Experience Verification Form, Sections A through I) and send it to the five agencies that they have had past contracts with, as listed in Appendix D, Required Forms, Exhibit 1, Prospective Contractor List of Contracts. The contracted agency completing the form will complete and sign the rest of the form (Sections J through O) to demonstrate the Proposer's past performance and shall send it directly to CSS PRIOR to the Proposal due date of July 29, 2016, either via email, at AJCCRF@css.lacounty.gov, or by mail:

**Community & Senior Services
Attention: Carol Domingo, Program Manager
3175 W. 6th Street, Room 403
Los Angeles, CA 90020**

32. Appendix P, America's Job Center of California Organizational Identity and Style Guide is deleted and replaced with the revised Appendix P, which is attached to this addendum and posted online at <http://css.lacounty.gov/business-opportunities/ajcc-system-rfp/>.

33. Appendix B-1, WIOA Adult and Dislocated Worker Program Statement of Work Exhibits, Exhibit 4, Performance Measures and Goals, is deleted and replaced with the attached Appendix B-1, Exhibit 4. The revised Performance Measures and Goals will also be posted online at <http://css.lacounty.gov/business-opportunities/ajcc-system-rfp/>.

34. Appendix B-2, Youth@Work Program Statement of Work Exhibits, Exhibit 4, Performance Measures & Goals, is deleted and replaced with the attached Appendix B-2, Exhibit 4. The revised Performance Measures & Goals will also be posted online at <http://css.lacounty.gov/business-opportunities/ajcc-system-rfp/>.

35. Appendix B-3, Veterans AJCC Program Statement of Work Exhibits, Exhibit 4, Performance Measures & Goals, is deleted and replaced with the attached Appendix B-3, Exhibit 4. The revised Performance Measures & Goals will also be posted online at <http://css.lacounty.gov/business-opportunities/ajcc-system-rfp/>.

36. Appendix R, Definitions, "Barrier to Employment" is amended to add the following definition:

Barrier to Employment - The term “barrier to employment” means the obstacle faced by a member of 1 or more of the following populations:

- a) Displaced homemakers;
- b) Low-income individuals;
- c) Indians, Alaska Natives, and Native Hawaiians;
- d) Individuals with disabilities, including youth who are individuals with disabilities;
- e) Older individuals;
- f) Ex-offenders;
- g) Homeless individuals;
- h) Youth who are in or have aged out of the foster care system;
- i) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- j) Eligible migrant and seasonal farmworkers;
- k) Individuals within 2 years of exhausting lifetime eligibility Block Grants to States for Temporary Assistance for Needy Families in the Social Security Act (42 U.S.C. 601 et seq.);
- l) Single parents (including single pregnant women);
- m) Long-term unemployed individuals;
- n) Such other groups as the Governor involved determines to have barriers to employment;
- o) A low-income youth aged 17 to 24 who requires additional assistance to enter or complete an educational program or to secure or hold employment. Youth who require additional assistance include:
 - i. Referred to or are being treated by an agency for substance abuse related problem;
 - ii. Experienced recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional;
 - iii. Have serious emotional, medical or psychological problems as documented by qualified professional;
 - iv. Is 20 to 24 years old and have never held a job;**
 - v. Involved in gang activities;
 - vi. Little or no family support, direction or negative role identification;
 - vii. Alienated by sexual orientation;
 - viii. Physically or mentally challenged;
 - ix. Language or cultural barriers;
 - x. Are emancipated youth;

xi. Aged out or foster care;

xii. Are court or agency referrals mandating school attendance.

**PROPOSED BUDGET FOR LOS ANGELES COUNTY AMERICA'S JOB CENTERS OF CALIFORNIA SYSTEM
FISCAL YEAR 2016-17**

Bidder's Name:
Location:
Total Proposed Funding:

BUDGET CATEGORIES	FUNDING									
	Comprehensive AJCC and AJCC Required Programs						Comprehensive AJCC Additional Programs <i>(only complete if bidding for these programs)</i>			TOTAL
	Adult & Dislocated Worker Program		Youth@Work Program		Re-Entry Program	Jail-Based Program	Veterans' Program ****	Rapid Response Program	Senior Community Services Employment Program	
	Adult	Dislocated Worker	Out-of-School Youth	Work-Based Learning Academic & Career Development In-School Youth	Re-Entry Navigators**	Jail-Based Affiliate***				
I. OPERATIONAL COSTS										
PERSONNEL COSTS										
A. 1. Staff Salaries and Wages										\$ -
2. Staff Fringe Benefits										\$ -
OPERATING COSTS										
1. Supportive Services*										\$ -
2. Staff Development										\$ -
B. 3. Travel/Conference										\$ -
4. Equipment and Supplies										\$ -
5. Indirect Cost										\$ -
6. Other (Specify)										\$ -
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
II. PARTICIPANT TRAINING AND WAGES										
TRAININGS****										
A. 1. Training										\$ -
2. High Growth Sectors Training										\$ -
PAID WORK EXPERIENCE (Out-of-School Youth only)										
B. 1. Pre-apprenticeship										\$ -
2. Internships and Job Shadowing										\$ -
3. On-the-Job Training										\$ -
C. WAGES/SUBSIDIZED EMPLOYMENT*****										\$ -
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*10% of total operational funding allocation required for the Adult & Dislocated Worker Program and the Youth@Work Program.

** Applicable to Comprehensive AJCCs and Santa Clarita AJCC only.

*** Jail-Based Affiliate applicable to Santa-Clarita AJCC only.

**** For the Adult, Dislocated Worker and Veterans Program, the Trainings Budget Category is inclusive of the following services: Occupational Skills Training, On-the-Job Training, Incumbent Worker Training, Skill Upgrading and Retraining, Adult Education and Literacy, and Customized Training. For the Out-of-School Youth Program, the Trainings Budget Category is inclusive of Occupational Skills Training and Entrepreneurial Skills Training.

***** If applying for the Veterans' program please include grant funds and match/leverage for a total of \$1.0M

*****Wages/Subsidized Employment for Out-of-School Youth enrolled in the Work-Based Learning component of Youth@Work program is to be accounted for under Column F.

Note: Proposer to identify name of contract(s) and amounts on page 3 of this Exhibit to substantiate the minimum \$250k required match for Veteran's Services

PERSONNEL SCHEDULE

TEAM NAME & POSITION TITLE (1STAFF PER LINE)	ANNUALSALARY RATE (A)	% TIME SPENT (B)	TOTAL WIOA COST (A x B)	LEVERAGE
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
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			\$ -	\$ -
		Salary Subtotals	\$ -	\$ -
EMPLOYER EXPENSES, CONTRIBUTIONS, AND BENEFITS				
FICA			\$ -	\$ -
State Unemployment Insurance			\$ -	\$ -
Workers Compensation			\$ -	\$ -
Other (Please list: eg. Health, SDI, Life, etc)			\$ -	\$ -
Employer Benefits Subtotal			\$ -	\$ -
TOTAL PERSONNEL COSTS (Salaries & Benefits)			\$ -	\$ -

**LOS ANGELES COUNTY AMERICA'S JOB CENTERS OF CALIFORNIA SYSTEM
VETERANS' AJCC LEVERAGE VERIFICATION**

Name of Funding Source/Grant	Address of Funding Source/Grant	Contact Person	Telephone Number	Email	Type of Funding Source	Grant Term Begin and End Date	Dollar Amount
Total							\$ -

On behalf of _____ (Proposer's name), I _____ (Name of Proposer's authorized representative), certify that the information contained in this Veterans' AJCC Leverage Verification Form is true and correct to the best of my information and belief.

Signature _____

Date _____

Los Angeles County AJCC System RFP

PROPOSAL PACKAGE CHECKLIST

Minimum Mandatory Qualifications Submission

- Checklist (this document)
- Cover Page (as described in RFP Subsection 7.8.1.1)
- Table of Contents (as described in RFP Subsection 7.8.1.2)
- Section A – Proposer’s Organization (RFP 7.8.1.3): submit all information as detailed in RFP Subsection 7.8.1.3:
 - Appendix D, Exhibit 1, Proposer’s Organization Questionnaire/Affidavit
 - Documentation for Corporations, LLCs and Limited Partnerships, as applicable (refer to RFP Subsection 7.8.1.3.1)
 - Support Documentation for Corporations and LLCs, as applicable (refer to RFP Subsection 7.8.1.3.2)
 - Support Documentation for Limited Partnerships, as applicable (refer to RFP Subsection 7.8.1.3.2)
 - DUNS Number (as described in RFP Subsection 7.8.1.3.4)
 - Board of Director’s Authorizations Warranty (submit information as described in RFP Subsection 7.8.1.3.5)
- Section B – Proposer’s Background and Experience: provide written summary as described in RFP Subsection 7.8.2
- Section C – Proposer’s Financial Capability – provide financial document information as described in RFP Subsection 7.8.4

Business Proposal Format

- Cover Page (as described in RFP Subsection 7.9.2)
- Table of Contents (as described in RFP Subsection 7.9.3)

- Section A – Executive Summary (as described in RFP Subsection 7.9.4)
- Section B – Proposer’s Qualifications (as described RFP Subsection 7.9.5)
 - Section B.1 – Proposer’s References (Appendix D – Required Forms, Appendix D-1, Unique Forms)
 - Appendix D, Exhibit 2 – Prospective Contractor References
 - Appendix D, Exhibit 3 – Prospective Contractor List of Contracts
 - Appendix D, Exhibit 4 – Prospective Contractor List of Terminated Contracts
 - Appendix D-1, Exhibit 1 – Proposer’s Experience Verification Form: this form is to be completed by Proposer and previously contracted agencies listed on Exhibit 3, Prospective Contractor List of Contracts, and sent to CSS PRIOR to Proposal submission deadline of July 29, 2016. Refer to RFP Subsection 7.9.10.2, which was added via addendum #2.**
 - Section B.2 – Pending Litigation and Judgements (RFP 7.9.5.2.1)
- Section C – Proposer’s Approach to Provide Required Services (RFP 7.9.6)

FOR SECTION C, CHECK APPROPRIATE BOX FOR THIS PROPOSAL:

- Comprehensive AJCC Proposer Questions: include narrative answering all questions in RFP Subsection 7.9.6.1
- Youth@Work Questions: include narrative answering all questions in RFP Subsection 7.9.6.2
- Veteran’s AJCC Questions: include narrative answering all questions in RFP Subsection 7.9.6.3
- WIOA Rapid Response Questions: include narrative answering all questions in RFP Subsection 7.9.6.4
- SCSEP Questions: include narrative answering all questions in RFP Subsection 7.9.6.5
- Santa Clarita AJCC/Jail Based Affiliate Questions: include narrative answering all questions in RFP Subsection 7.9.6.6
- Section D – Proposer’s Quality Control Plan: include narrative addressing the requested information in Section D of the RFP (RFP 7.9.7)

- Section E – Proposer’s Green Initiatives: include narrative addressing the requested information in Section G of the RFP (7.9.8)
- Section F – Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract, Terms and Conditions: include narrative addressing the requested information in Section F of the RFP (7.9.9)
- Section G – Business Proposal Required Forms: include the following forms from Appendix D, Required Forms, completed and signed as required on each form:
 - Appendix D, Exhibit 5 – Certification of No Conflict of Interest
 - Appendix D, Exhibit 6 – Familiarity with the County Lobbyist Ordinance Certification
 - Appendix D, Exhibit 7 – Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form
 - Appendix D, Exhibit 8 – Proposer’s Equal Employment Opportunity Certification
 - Appendix D, Exhibit 9 – Attestation of Willingness to Consider GAIN/GROW Participants
 - Appendix D, Exhibit 10 – Contractor Employee Jury Service Program Certification Form and Application for Exception
 - Appendix D, Exhibit 11 – Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
 - Appendix D, Exhibit 12 – Charitable Contributions Certification
 - Appendix D, Exhibit 13 – Transition Job Opportunities Preference Application
 - Appendix D, Exhibit 14 – Certification of Compliance with the County’s Defaulted Property Tax Reduction Program
 - Appendix D, Exhibit 15 – Request for Disabled Veteran Business Enterprise Preference Program Consideration
- Include copies of the following documentation:
 - Organization Chart
 - Board of Directors’ Roster

- Federal Tax-Exempt Status
- Business License
- By-Laws, City Charter, or Joint Powers Agreement
- Articles of Incorporation
- Proof of Insurance in compliance with Appendix C and C-1, Sample Contracts, Paragraph 8.25 (Insurance Coverage)
- Budget Proposal (RFP 7.10)
 - Proposed Budget for LA County AJCC System: include all information as detailed in Subsection 7.10 of the RFP.
- Include four (4) copies of the RFP
- Include one (1) thumb drive of the RFP



Los Angeles County AJCC System: One Identity, One Brand

Los Angeles County has adopted the one identity/one brand name: America's Job Centers of California (AJCC).

Under our new system, successful awardees will no longer be permitted to use their respective agency name as part of the Los Angeles County AJCC branding. All awardees will be required to operate solely as a Comprehensive AJCC or AJCC, along with their sub-region designation of award. The Comprehensive AJCC or AJCC must reflect the sub-region awarded. For example, the operator of the AJCC in Santa Clarita will henceforth be known as the "Santa Clarita AJCC." The name in specified format is the only name all Comprehensive AJCCs and AJCCs will be known as in Los Angeles County.

Successful awardees will receive a detailed directive on the new Los Angeles County AJCC brand, outlining the following areas:

- The Los Angeles County One Identity AJCC Brand
- Specific rules on the use of the AJCC Name/Logo
- Color, Sizing, Font, and Spacing
- Configurations
- Informational Brochures and specifications
- Signage
- Stationery/Letterhead
- Business Cards
- E-Mail Signatures
- Window Decals
- PowerPoint Templates
- Other Media, including but not limited to, Web Pages, Social Media Sites, Promotional items/Event Giveaways, etc.

**LOS ANGELES COUNTY AMERICA'S JOB CENTER OF CALIFORNIA
COMPREHENSIVE AJCC**

PERFORMANCE MEASURES AND GOALS

AJCC BASIC CAREER SERVICES MEASURES[‡]						
AJCC Basic Career Services Participants Served	17,000					
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD					TBD
Entered Employment (4th quarter after exit)						TBD
Median Earnings						TBD
Credential Rate						TBD
In-Program Skills Gain						TBD
Employer measures						TBD
DEPARTMENT OF LABOR WIOA PROGRAM ACCOUNTABILITY MEASURES						Adult
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD				N/A	TBD
Youth Placement in Employment/Education/Training (2nd quarter after exit)					N/A	TBD
Entered Employment (4th quarter after exit)					N/A	TBD
Youth Placement in Employment/Education/Training (4th quarter after exit)					N/A	TBD
Median Earnings					N/A	TBD
Credential Rate					N/A	TBD
In-Program Skills Gain					N/A	TBD
Employer Measures					N/A	TBD
LOS ANGELES COUNTY LOCAL PERFORMANCE MEASURES	Adult	DW	Out of School Youth	In School Youth	Work Based Learning	Total
New Enrollments	520	230	460	110	270	1,590
Training enrollments	220	100	170	N/A	N/A	490
Priority Population Enrollments (Adult Only)**	55%	N/A	N/A	N/A	N/A	55%
Re-Entry Population Enrollments (Adult and Out of School Youth Only)	10%	N/A	10%	N/A	N/A	10%
Individuals with Barriers Enrollments (i.e. Veterans, Disabled, Homeless, Limited English Proficient, Foster Youth)	40%	40%	40%	40%	N/A	40%
Exits*	85%	85%	85%	85%	85%	85%
WIOA Adult & Dislocated Worker Placements	75%	75%	N/A	N/A	N/A	75%
WIOA Youth Placements	N/A	N/A	65%	65%	N/A	65%
% of Required Follow-ups Due Completed	100%	100%	100%	100%	N/A	100%
LOS ANGELES COUNTY LOCAL BUSINESS SERVICES MEASURES						
# of New Businesses Engaged	Goals are subject to change based on final regulations and/or County policy					TBD
% of Businesses Served that are Repeat Businesses						TBD
% Increase in Number of Businesses Served (measured in year 2)						TBD
% of Businesses Engaged within Identified Priority/High Growth Sectors						TBD
% of Businesses Engaged that Submitted Job Orders						TBD
% of Businesses Engaged in Priority/High Growth Sectors that Submitted Job Orders						TBD
% of Job Orders Filled						TBD
% of of Job Orders Filled within Identified Priority/High Growth Sectors						TBD
Average Number of Days to Fill Job Orders						TBD
LOS ANGELES COUNTY LOCAL TRAINING MEASURES						
Training Expenditures	100%	100%	100%	N/A	100%	TBD
Training Expenditures in Priority Sectors	50%	50%	50%	N/A	N/A	50%
% of High Growth Sector Trainings that were Successfully Completed	85%	85%	85%	85%	N/A	85%
% of Trainings Completed that Result in Training Related Employment	75%	75%	65%	65%	N/A	TBD
% of Trainings Conducted that are Apprenticeships	TBD	TBD	TBD	TBD	N/A	TBD
% of Expended Work Experience Allocation	N/A	N/A	100%	N/A	100%	100%

[‡] Formerly known as Universal Access under WIA, this will be used to measure and track overall AJCC performance.

* Percentage will be calculated based on total exits (Closures plus soft exits) in the FY divided by Participants Served (Carryovers plus New Enrollments).

** Priority Population refers to participants that are basic skills deficient, on public assistance or other low-income individuals.

**LOS ANGELES COUNTY AMERICA'S JOB CENTER OF CALIFORNIA
SOUTH LOS ANGELES AJCC & WESTSIDE AJCC**

PERFORMANCE MEASURES AND GOALS

AJCC BASIC CAREER SERVICES MEASURES[‡]						
AJCC Basic Career Services Participants Served	8,000					
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD					TBD
Entered Employment (4th quarter after exit)						TBD
Median Earnings						TBD
Credential Rate						TBD
In-Program Skills Gain						TBD
Employer measures						TBD
DEPARTMENT OF LABOR WIOA PROGRAM ACCOUNTABILITY MEASURES						Adult
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD				N/A	TBD
Youth Placement in Employment/Education/Training (2nd quarter after exit)					N/A	TBD
Entered Employment (4th quarter after exit)					N/A	TBD
Youth Placement in Employment/Education/Training (4th quarter after exit)					N/A	TBD
Median Earnings					N/A	TBD
Credential Rate					N/A	TBD
In-Program Skills Gain					N/A	TBD
Employer Measures					N/A	TBD
LOS ANGELES COUNTY LOCAL PERFORMANCE MEASURES	Adult	DW	Out of School Youth	In School Youth	Work Based Learning	Total
New Enrollments	180	80	160	40	100	560
Training enrollments	40	20	30	N/A	N/A	90
Priority Population Enrollments (Adult Only)**	55%	N/A	N/A	N/A	N/A	55%
Re-Entry Population Enrollments (Adult and Out of School Youth Only)	10%	N/A	10%	N/A	N/A	10%
Individuals with Barriers Enrollments (i.e. Veterans, Disabled, Homeless, Limited English Proficient, Foster Youth)	40%	40%	40%	40%	N/A	40%
Exits*	85%	85%	85%	85%	85%	85%
WIOA Adult & Dislocated Worker Placements	75%	75%	N/A	N/A	N/A	75%
WIOA Youth Placements	N/A	N/A	65%	65%	N/A	65%
% of Required Follow-ups Due Completed	100%	100%	100%	100%	N/A	100%
LOS ANGELES COUNTY LOCAL BUSINESS SERVICES MEASURES						
# of New Businesses Engaged	Goals are subject to change based on final regulations and/or County policy					TBD
% of Businesses Served that are Repeat Businesses						TBD
% Increase in Number of Businesses Served (measured in year 2)						TBD
% of Businesses Engaged within Identified Priority/High Growth Sectors						TBD
% of Businesses Engaged that Submitted Job Orders						TBD
% of Businesses Engaged in Priority/High Growth Sectors that Submitted Job Orders						TBD
% of Job Orders Filled						TBD
% of of Job Orders Filled within Identified Priority/High Growth Sectors						TBD
Average Number of Days to Fill Job Orders						TBD
LOS ANGELES COUNTY LOCAL TRAINING MEASURES						
Training Expenditures	100%	100%	100%	N/A	100%	TBD
Training Expenditures in Priority Sectors	50%	50%	50%	N/A	N/A	50%
% of High Growth Sector Trainings that were Successfully Completed	85%	85%	85%	85%	N/A	85%
% of Trainings Completed that Result in Training Related Employment	75%	75%	65%	65%	N/A	TBD
% of Trainings Conducted that are Apprenticeships	TBD	TBD	TBD	TBD	N/A	TBD
% of Expended Work Experience Allocation	N/A	N/A	100%	N/A	100%	100%

[‡] Formerly known as Universal Access under WIA, this will be used to measure and track overall AJCC performance.

* Percentage will be calculated based on total exits (Closures plus soft exits) in the FY divided by Participants Served (Carryovers plus New Enrollments).

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**LOS ANGELES COUNTY AMERICA'S JOB CENTER OF CALIFORNIA
VETERANS' PROGRAM AJCC**

PERFORMANCE MEASURES AND GOALS

AJCC BASIC CAREER SERVICES MEASURES[‡]			
AJCC Basic Career Services Participants Served	2,000		
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD	TBD	
Entered Employment (4th quarter after exit)		TBD	
Median Earnings		TBD	
Credential Rate		TBD	
In-Program Skills Gain		TBD	
Employer Measures		TBD	
DEPARTMENT OF LABOR WIOA PROGRAM ACCOUNTABILITY MEASURES		Adult	DW
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD	TBD	
Entered Employment (4th quarter after exit)		TBD	
Median Earnings		TBD	
Credential Rate		TBD	
In-Program Skills Gain		TBD	
Employer Measures		TBD	
LOS ANGELES COUNTY LOCAL PERFORMANCE MEASURES		Adult	DW
New Enrollments	290	120	410
Training enrollments	30	10	40
Priority Population Enrollments (Adult Only)**	55%	n/a	55%
Re-Entry Population Enrollments (Adult Only)	10%	n/a	10%
Individuals with Barriers Enrollments (i.e. Disabled, Homeless, Limited English Proficient)	TBD	TBD	TBD
Exits*	85%	85%	85%
Entered Unsubsidized Employment Placements	75%	75%	75%
Individuals with Barriers Unsubsidized Employment Placements	TBD	TBD	TBD
% of Required Follow-ups Due Completed	100%	100%	100%
LOS ANGELES COUNTY LOCAL BUSINESS SERVICES MEASURES			
# of New Businesses Engaged	Goals are subject to change based on final regulations and/or County policy	TBD	
% of Businesses Served that are Repeat Businesses		TBD	
% Increase in Number of Businesses Served (measured in year 2)		TBD	
% of Businesses Engaged within Identified Priority/High Growth Sectors		TBD	
% of Businesses Engaged that Submitted Job Orders		TBD	
% of Businesses Engaged in Priority/High Growth Sectors that Submitted Job Orders		TBD	
% of Job Orders Filled		TBD	
% of of Job Orders Filled within Identified Priority/High Growth Sectors		TBD	
Average Number of Days to Fill Job Orders		TBD	
LOS ANGELES COUNTY LOCAL TRAINING MEASURES			
Training Expenditures	100%	100%	TBD
Training Expenditures in Priority Sectors	50%	50%	50%
% of High Growth Sector Trainings that were Successfully Completed	85%	85%	85%
% of Trainings Completed that Result in Training Related Employment	75%	75%	TBD
% of Trainings Conducted that are Apprenticeships	TBD	TBD	TBD

[‡] Formerly known as Universal Access under WIA, this will be used to measure and track overall AJCC performance.

* Percentage will be calculated based on total exits (Closures plus soft exits) in the FY divided by Participants Served (Carryovers plus New Enrollments).

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**LOS ANGELES COUNTY AMERICA'S JOB CENTER OF CALIFORNIA
SANTA CLARITA AJCC AND PITCHESS AFFILIATE**

PERFORMANCE MEASURES AND GOALS

AJCC BASIC CAREER SERVICES MEASURES[‡]						
AJCC Basic Career Services Participants Served	4,000					
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD					TBD
Entered Employment (4th quarter after exit)						TBD
Median Earnings						TBD
Credential Rate						TBD
In-Program Skills Gain						TBD
Employer measures						TBD
DEPARTMENT OF LABOR WIOA PROGRAM ACCOUNTABILITY MEASURES						Adult
Entered Employment (2nd quarter after exit)	Goals will be based on final negotiations between DOL and EDD				N/A	TBD
Youth Placement in Employment/Education/Training (2nd quarter after exit)					N/A	TBD
Entered Employment (4th quarter after exit)					N/A	TBD
Youth Placement in Employment/Education/Training (4th quarter after exit)					N/A	TBD
Median Earnings					N/A	TBD
Credential Rate					N/A	TBD
In-Program Skills Gain					N/A	TBD
Employer Measures					N/A	TBD
LOS ANGELES COUNTY LOCAL PERFORMANCE MEASURES	Adult	DW	Out of School Youth	In School Youth	Work Based Learning	Total
New Enrollments	270	120	110	20	50	570
Training enrollments	30	10	20	N/A	N/A	60
Priority Population Enrollments (Adult Only)**	55%	N/A	N/A	N/A	N/A	55%
Re-Entry Population Enrollments (Adult and Out of School Youth Only)	10%	N/A	10%	N/A	N/A	10%
Individuals with Barriers Enrollments (i.e. Veterans, Disabled, Homeless, Limited English Proficient, Foster Youth)	40%	40%	40%	40%	N/A	40%
Exits*	85%	85%	85%	85%	85%	85%
WIOA Adult & Dislocated Worker Placements	75%	75%	N/A	N/A	N/A	75%
WIOA Youth Placements	N/A	N/A	65%	65%	N/A	65%
% of Required Follow-ups Due Completed	100%	100%	100%	100%	N/A	100%
LOS ANGELES COUNTY LOCAL BUSINESS SERVICES MEASURES						
# of New Businesses Engaged	Goals are subject to change based on final regulations and/or County policy					TBD
% of Businesses Served that are Repeat Businesses						TBD
% Increase in Number of Businesses Served (measured in year 2)						TBD
% of Businesses Engaged within Identified Priority/High Growth Sectors						TBD
% of Businesses Engaged that Submitted Job Orders						TBD
% of Businesses Engaged in Priority/High Growth Sectors that Submitted Job Orders						TBD
% of Job Orders Filled						TBD
% of of Job Orders Filled within Identified Priority/High Growth Sectors						TBD
Average Number of Days to Fill Job Orders						TBD
LOS ANGELES COUNTY LOCAL TRAINING MEASURES						
Training Expenditures	100%	100%	100%	N/A	100%	TBD
Training Expenditures in Priority Sectors	50%	50%	50%	N/A	N/A	50%
% of High Growth Sector Trainings that were Successfully Completed	85%	85%	85%	85%	N/A	85%
% of Trainings Completed that Result in Training Related Employment	75%	75%	65%	65%	N/A	TBD
% of Trainings Conducted that are Apprenticeships	TBD	TBD	TBD	TBD	N/A	TBD
% of Expended Work Experience Allocation	N/A	N/A	100%	N/A	100%	100%

[‡] Formerly known as Universal Access under WIA, this will be used to measure and track overall AJCC performance.

* Percentage will be calculated based on total exits (Closures plus soft exits) in the FY divided by Participants Served (Carryovers plus New Enrollments).

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