REQUEST FOR PROPOSAL (RFP)

Asset Mapping of Case Management/Care Coordination Training Programs

SOUTHEAST LOS ANGELES COUNTY (SELACO) WORKFORCE DEVELOPMENT BOARD (WDB)

On behalf of the LA Regional Collaborative “Healthcare Care Coordination Career Pathway” project

10900 E. 183RD STREET, SUITE 350
CERRITOS, CA 90703
(562) 402-9336

PY 2016-2017

REQUEST FOR PROPOSAL (RFP)
RFP Release Date: November 8, 2016

Bidder’s Conference

November 21, 2016 – 2:00 P.M.

10900 E. 183rd Street, Suite 350
Cerritos, CA 90703

Proposal Submission Deadline:
November 28, 2016 – 3:00 P.M.
Request for Proposals
Asset Mapping of Case Management/Care Coordination Training Programs

1. Introduction
   1.1. Southeast Los Angeles County (SELACO) Workforce Development Board (WDB) is a local workforce area approved to administer and operate the federally funded WIOA programs to Adults, Dislocated Workers, and Youth for the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood and Norwalk.
   1.2. SELACO is issuing this Request for Proposals (RFP) on behalf of the LA Regional Collaborative “Healthcare Care Coordination Career Pathway” project funded under the California Workforce Investment Board’s SlingShot grant.
   1.3. The goal of the project is to work collaboratively with industry, education and workforce partners to identify skills gaps and develop regional training strategies and resources that meet industry demand for new and incumbent workers with case management and care coordination skills and requisite certifications.
   1.4. The LA Regional Collaborative is comprised of industry associations, educational entities, Workforce Development (Investment) Boards of six Los Angeles County WDBs (City of Los Angeles, County of Los Angeles, Foothill, SELACO, South Bay WIB, and Verdugo) and the Ventura County WDB. SELACO is the Administrative and Fiscal Agent for the SlingShot grant.
   1.5. This RFP solicits proposals from interested and eligible entities that can provide the services described in the draft Statement of Work.

2. About the Healthcare Care Coordination (Case Management) Career Pathway Project
Local healthcare providers, including hospitals, clinics, long-term care facilities and public/private provider networks, indicate significant growth in the demand for services as more and more Californians gain access to healthcare coverage under the Patient Protection and Affordable Care Act. With the increase in the number of individuals receiving care, the need for care coordination (also known as case management) across the continuum of healthcare is increasingly important in the delivery of quality and efficient care. The increased need for care coordination has created a growing demand for well-trained and qualified personnel across hospitals, community clinics, long-term care facilities, rehabilitation centers, and hospices. To respond to this growing need, local workforce boards and community colleges across the Los Angeles and Ventura counties region have worked in coordination with healthcare industry partners to form the LA Regional Collaborative. The Collaborative seeks to develop training strategies and resources to address the need for care coordination skills within the healthcare workforce for a variety of occupations including, but not limited to, registered nurses, licensed vocational nurses, social workers, case managers and patient navigators. The increased skills will lead to income mobility and regional economic prosperity in Los Angeles and Ventura counties.
3. Purpose of RFP
   3.1. On behalf of the LA Regional Collaborative, the SELACO WDB is seeking qualified individuals and organizations to provide professional consulting services to complete an Asset Mapping of Case Management/Care Coordination Training Programs as described in the draft Statement of Work.

4. Eligible Respondents
   4.1. Respondents may be public agencies, business organizations, public or private not-for-profit corporations, community-based organizations, local educational agencies, or private for-profit corporations organized in accordance with State and federal laws.
   4.2. Respondents are not eligible if the organization, or if 2/3 of the officers of the organization, have been debarred from any other public agency in the United States; including, at the time of proposal submission, those listed as “debarred, suspended, or proposed for debarment” on the Excluded Parties List System in use by the United States General Services Administration.
   4.3. SELACO, on behalf of the LA Regional Collaborative, will accept joint proposals (submitted by two or more entities) as long as the proposal identifies a lead agency to be the fiscal agent and responsible for the attainment of performance standards.

5. Limitations
   5.1. The release of this RFP does not commit SELACO on behalf of the LA Regional Collaborative, to award a contract or to pay any costs incurred in the preparation of the proposal.
   5.2. SELACO, on behalf of the LA Regional Collaborative, reserves the right to accept or reject any or all proposals received as a result of this RFP.

6. Estimated Funding
   6.1. Up to $5,000 is available for Asset Mapping.
   6.2. Funding is contingent upon the availability of funds. SELACO reserves the right to increase or decrease the estimated funding for each category based on the needs of the project.

7. Contract
   7.1. A fee-for-service contract will be developed with benchmarks for completion of each service.
   7.2. Contract funds will be awarded for the period of January 1, 2017 through October 1, 2017

8. Fiscal and Audit Requirements
   8.1. A sound financial management system, based upon generally accepted accounting principles (GAAP) must be maintained including internal accounting controls that will provide reasonable assurance that all program funds/assets are safeguarded against loss from unauthorized use or disposition. Further, accounting transactions affecting accountability are properly recorded to permit the preparation of accurate and supportable financial reports which are required to be submitted in accordance with the terms of the contract.
   8.2. All funds awarded must be audited in accordance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200 et al.). Audit reports must be submitted to the SELACO WDB no later than 6 months after the end of the audit period. These funds should be identified in the report by the Catalog of Federal Domestic Assistance (CFDA) number as passed through the Workforce Investment Board of Southeast Los Angeles County.
9. Record Keeping, Reporting Requirements and Monitoring
   9.1. Contractors are required to maintain participant activity records per the requirements delineated in the draft Statement of Work. The record retention period is five (5) years.
   9.2. Contractors are required to submit invoices on completion of each benchmark.
   9.3. Programs will be monitored at least once during the contract period by SELACO WDB staff to ensure compliance with applicable program and fiscal requirements and federal, state, and local policies and regulations. Audits or reviews by the State of California and/or the U.S. Department of Labor may also occur during or after the contract period.

10. RFP Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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</thead>
<tbody>
<tr>
<td>Request for Proposal (RFP) Release</td>
<td>11/7/2016</td>
</tr>
<tr>
<td>Bidders’ Conference</td>
<td>11/21/2016 @2:00pm</td>
</tr>
<tr>
<td>Last day to submit RFP Questions</td>
<td>11/18/2016</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>11/28/2016 @ 3:00pm</td>
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<tr>
<td>Contract Recommendation(s)</td>
<td>12/16/2016</td>
</tr>
<tr>
<td>Contract Negotiation/Execution</td>
<td>12/16/2016-1/1/2017</td>
</tr>
<tr>
<td>Contract Implementation</td>
<td>1/02/2017</td>
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11. Questions
   11.1. All questions must be submitted in writing to Sandra Michel by November 18, 2016 via email: sandram@selaco.com. Email must be sent with “Slingshot RFP Question” on the subject line.
   11.2. The Q&A will be posted on SELACO’s website: www.selacowib.com.

12. Appeals Process
   12.1. After the entire RFP process is completed, a Notice of Funding will be issued to all respondents providing notification of agency funding or non-funding status. An appeal must be based on at least one of the following reasons:
   12.1.1. The action of the Proposal Review Committee contradicts applicable laws and regulations.
12.1.2. It can be demonstrated that material was submitted in a timely and proper manner and, pertinent to the decision for award(s) was not presented to the Proposal Review Committee.

12.2. All appeals must be in writing and mailed or hand delivered to the address on the cover page of this RFP to the attention of Sandra Michel within 10 days of the date of the Notice of Funding. The SELACO WDB staff will review all submitted appeals and will present them to the SELACO WDB for final decision.

13. **RFP Submission Requirements**

13.1. The deadline for submission of proposals is **November 28, 2016 at 3:00pm (Pacific)**. Any proposals received after the deadline will be rejected and will not be evaluated. Rejected proposals will be returned to the respondent.

13.2. To be considered for funding, all responses to the RFP must include one (1) original and five (5) copies. The original must be clearly marked as original and contain wet signatures. The original and copies must be submitted to:

Southeast Los Angeles County Workforce Development Board  
10900 E. 183rd Street, Suite 350  
Cerritos, CA 90703  
Attn: Sandra Michel  
Department of Contracts and Compliance

14. **RFP Format Requirements**

14.1. Respondents must develop a proposal describing how they will provide the services described in the draft Statement of Work. Proposals must be in 12-pt font with 1” margins and single-spaced. **Proposals cannot exceed 5 pages.**

14.2. Forms 1-7 do not count against the page limit.

14.3. Completed proposals must be stapled in the upper left-hand corner. No covers, special binding or additional attachments are required.

14.4. Completed proposals shall be submitted in the following order with sequential pagination:

<table>
<thead>
<tr>
<th>Form #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proposal Information Form</td>
</tr>
<tr>
<td>2</td>
<td>Proposal Checklist</td>
</tr>
<tr>
<td>n/a</td>
<td>Proposal/Response (not to exceed 5 pages)</td>
</tr>
<tr>
<td>n/a</td>
<td>Resumes of key personnel (does not count against 5-page limit)</td>
</tr>
<tr>
<td>3</td>
<td>Assurance of Regulatory Compliance</td>
</tr>
<tr>
<td>4</td>
<td>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions</td>
</tr>
<tr>
<td>5</td>
<td>Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements</td>
</tr>
<tr>
<td>6</td>
<td>Certification of Drug Free Work Place</td>
</tr>
<tr>
<td>7</td>
<td>Vendor EEO Certification</td>
</tr>
</tbody>
</table>

15. **Proposal Evaluation**

15.1. Proposals will be evaluated by industry experts in compliance with the SELACO WDB RFP procurement process. Fundable proposals must score at least 70%. The scores for each section
of the proposal will be aggregated to determine the fundability of each project. Scores used in
the aggregate calculations are averages of scores received from an evaluation panel.

15.2. Respondents should not contact the LA Regional Collaborative WDB members and staff, or
elected officials charged with oversight of the SlingShot project to avoid conflicts of interest,
appearance of conflicts of interest, or undue influence over the process.

15.3. The Evaluation Team retains the right to accept, reject, or negotiate proposals received as well as
to vary or waive any provisions set forth in this RFP if it is in the best interest of the LA Regional
Collaborative.

15.4. A proposal will be rejected prior to evaluation if it:
15.4.1. Is received at any time after the exact submission date and time;
15.4.2. Is incomplete or fails to meet the requirement of the RFP specifications;
15.4.3. Does not include the required forms and attachments;
15.4.4. Is not prepared in the manner described; or
15.4.5. Contains misrepresentation(s) or lack of accurate and specific information.

16. Evaluation Criteria
16.1. Respondents must demonstrate that they have experience in Asset Mapping of public and
private education and training programs.

16.2. Respondents must clearly explain how they will complete the Asset Mapping of Case
Management/Care Coordination Training Programs within the timeframe identified in the draft
Statement of Work. This should include a detailed work plan, timeline, and significant
benchmarks.

16.3. Respondents must provide an hourly rate for completing the Asset Mapping of Case
Management/Care Coordination Training Programs, and the projected hours to complete each.
Respondents must provide a justification substantiating that the hourly rate and projected hours
are reasonable.

17. Scoring

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Demonstrated experience in completing Asset Mapping as described in the draft Statement of Work.</td>
<td>40%</td>
</tr>
<tr>
<td>A clear response describing how the Asset Mapping will be completed within the specified timeframes. A detailed timeline is included.</td>
<td>50%</td>
</tr>
<tr>
<td>Hourly rate and projected hours to complete the Asset Mapping is provided. A justification substantiating that the hourly rate and projected hours are reasonable is provided.</td>
<td>10%</td>
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</tbody>
</table>
# FORM 1: RFP Respondent Information

<table>
<thead>
<tr>
<th>Respondent Name</th>
<th></th>
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<tbody>
<tr>
<td>Contact Person &amp; Title</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
<tr>
<td>FEIN</td>
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</tbody>
</table>

## Type of Organization
- □ Government  
  Specify: ______________________
- □ Education  
  Specify: ______________________
- □ Nonprofit 501(c)(3)  
- □ Community Based Organization  
- □ Labor Organization  
- □ Business & Trade Association  
- □ For-Profit Corporation  
- □ Sole Proprietorship  
- □ Other  
  Specify: ______________________

*By signing this proposal Corporate Officer, or Public Officer certifies that no representative of the corporation has exerted any undue influence on the procurement process, violated any federal or state procurement, conflict of interests or ethics law in seeking funding for this proposal.*

<table>
<thead>
<tr>
<th>Typed Name of Authorized Representative</th>
<th></th>
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<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
FORM 2: Proposal Checklist

☐ Form 1: Proposal Information Form
☐ Form 2: Proposal Checklist
☐ Proposal/Response
☐ Resumes of Key Personnel
☐ Form 3: Assurance of Regulatory Compliance
☐ Form 4: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
☐ Form 5: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements
☐ Form 6: Certification of Drug Free Work Place
☐ Form 7: Vendor EEO Certification
FORM 3: Assurance of Regulatory Compliance

Name of Applicant: ____________________________
(Hereinafter called the "Applicant" hereby agrees that it will comply with the following laws and regulations regarding nondiscrimination under the Workforce Investment Act of 1998):

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of race, color, national origin, or religion;

Title IX of the Education Amendments of 1972 (P.L. 92-318) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and all regulations issued pursuant to that title, prohibiting discrimination based on handicap;

The Age Discrimination Act of 1975 and all regulations issued pursuant to that title, prohibiting arbitrary discrimination against persons age 40-70.

The rights of the State, the DOL, or any of their authorized representatives access to any books, records, papers or other pertinent documents (records retention for 3 years for the purpose of auditing or monitoring). (29 CFR Part 95, Section 95.48 (d).

For the performance of experimental developmental, or research work the DOL’s requirements pertaining to patent rights, copyrights, and rights in data. (29 CFR Part 95, Section 95.36)

Compliance with EEO provisions in Executive Order 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60.

The applicant gives further assurance that no officers of this organization have been convicted of fraud or misappropriation of funds within the last two years.

This assurance is given in consideration of and for the purpose of obtaining Federal funds through the Southeast Los Angeles County Workforce Investment Area. The applicant recognizes and agrees that such Federal assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees. The person whose signature appears below is authorized to sign on behalf of the Applicant.

Applicant Name ____________________________

Title ____________________________

Signature ____________________________

Date ____________________________

Released October 31, 2016
FORM 4: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Name of Applicant: ________________________________________________________________

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Before completing certification, read instructions for certification on following page.

1. The prospective recipient of Federal assistance funds certifies, by submission of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for participation in this transaction by any Federal Department or Agency.

2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this form.

Applicant Name

Title

Signature

Date
Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

1) The certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.

2) The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.

3) The terms "covered transaction", "debarred", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

4) The prospective recipient of Federal assistance funds agrees by submitting this proposal that the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

5) The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-Procurement Programs.

7) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8) Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.
FORM 5: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements

Name of Applicant: ____________________________________________________________

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form SF-LLL, "Disclosure of Lobbying Activities," pursuant to 31 U.S.C. 1352.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Applicant Name

Title

Signature

Date
Form 6: Certificate of Drug Free Work Place

Name of Applicant: ________________________________________________________________

Pursuant to the State of California, Government Code, Section 8355 ff., the Contractor hereby certifies that:

1. Contractor agrees to the incorporation of this Certification into the Contract and Certifies that the Contractor will provide all participants and employees a drug-free work place, pursuant to Government Code Section 8355 ff. of the State of California, by doing all of the following:
   a. Publishing a Statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person’s or organization’s work place and specifying the actions that will be taken against employees for violations of the prohibition.
   b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.

2. Contractor further understands that, pursuant to the State of California, Government Code Section 8355 ff., payments to Contractor under this Contract may be suspended and/or terminated if SELACO WIB determines that any of the following has occurred:
   a. Contractor has made a false certification under the State of California, Government Code Section 8355 ff.
   b. Contractor has violated the Certification by failing to carry out the requirements of this Certification.

3. This Certification shall not be construed to require the Contractor to insure that other business with which it conducts normal business also provides drug-free work places.

Applicant Name ________________________________________________________________

Title ________________________________________________________________

Signature ________________________________________________________________

Date ________________________________________________________________
FORM 7: Vendor EEO Certification

Name of Applicant: ________________________________

In accordance with Section 4.32.010 et.seq. of Los Angeles County Code, the supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

Applicant Name ________________________________

Title ________________________________

Signature ________________________________

Date ________________________________