

**ADDENDUM ONE TO THE FILM AND DIGITAL MEDIA CAREER PATHWAY REQUEST FOR
PROPOSALS (RFP), RFP NO. FDM-1-2020
SEPTEMBER 30, 2020**

The purpose of this addendum is to answer questions received via email beginning September 23, 2020 through September 28, 2020. Additionally, this addendum provides a clarification on the age range served in this RFP.

QUESTION 1

Can you please clarify if this budget is \$250,000 each year for 3 years or \$250,000 total for 3 years?

ANSWER 1

Funding for this program is contingent on the availability of funds. The first-year term's budget is for \$250,000. The option to extend for an additional year will depend on the availability of funds, therefore an additional year extension is not guaranteed and at the sole discretion of County.

QUESTION 2

If a proposer does not have five years of experience working the same required aspects listed in Proposer Qualifications, but, has more than 20 years-experience in the video industry, does that disqualify a proposer?

ANSWER 2

Yes, please see answer to question number 4 below.

QUESTION 3

My corporation has been providing mentioned services for a while however we became incorporated in Los Angeles county only 3 years ago. Do we qualify?

ANSWER 3

The RFP requires five (5) years of experience providing similar services as described in Section 10.0 of the Statement of Work. RFP Section 7.9.3.1 requires that the Proposer provide a copy of a Certificate of Good Standing from the state in which the entity was incorporated; it does not specify the entity must be incorporated within the State of California. In addition, a conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers, shall also be submitted as required RFP Section 7.9.3.2. If the supporting documentation confirms the Corporation's five years of experience, then the Corporation will qualify regardless of which state it was incorporated.

QUESTION 4

As referenced in RFP 3.1.4 (and throughout), how does the County define "Industry" for the purposes of this RFP?

ANSWER 4

Industries qualifying the proposer include but is not limited to Film, Television, Publishing, Broadcasting, Professional Services and Business Operations, Emerging Digital Media, Artists and Agents and Sound Production and Recording.

QUESTION 5

In the Statement of Work (SOW) Section 1.0 and elsewhere you reference the age range for the Pilot is ages 18-25 but in the RFP Section 3.1 and elsewhere in the RFP, the age range is noted as 16-24 (RFP Section 3.1 +). What is the age range?

ANSWER 5

The age range for this program is between 18 – 25. An addendum will be issued (see below) to correct this.

QUESTION 6

In reference to SOW Section 10.3.1.3.4, we want to clarify that intensive Case Management is to be provided to all 30 youth receiving training through the duration of the paid internship? We assume that frequency of case management services can vary, based on needs.

ANSWER 6

Correct, case management should be provided to each participant enrolled in the pre-internship course from enrollment through course completion and during the internship. Each participant will have individual needs that will need to be addressed as-needed.

QUESTION 7

There are several references to mentoring young people (SOW 10.3.1.2 & 10.3.1.3.5). Is there a particular phase of the pilot during which there is an expectation of mentoring (e.g., during training and through internship)? Or is there also an interest in mentoring during the exposure or explore phases?

ANSWER 7

There is an expectation that mentorship should be provided during the internship. However, the goal is to obtain mentors for the Participants as soon as possible so the Participant can establish the individual's own contacts in the Industry. Therefore, yes, there is interest in obtaining mentoring during the exposure phases.

QUESTION 8

Are the budget line items (Appendix D, Exhibit 23) firm in terms of line item type and amount?

ANSWER 8

The overall budget amount is firm and fixed, however, each line item can be adjusted during contract negotiations, or updated to reflect an agreed-upon plan developed for the Program.

QUESTION 9

According to the budget (Appendix D, Exhibit 23) the training is subcontracted. We are planning to provide the training in house. Is this responsive?

ANSWER 9

Yes, a Successful Proposer providing direct training is allowed under this Program. Subcontracting is optional.

QUESTION 10

In reference to RFP Section 3.1.5, what is the County expecting in terms of “extensive employer contacts”?

ANSWER 10

The County is looking for a contractor with demonstrable, already-established relationships within the Industry which can be leveraged to place Participants in internships or from which the Contractor can draw career exposure opportunities or mentors. Proposer shall describe in detail, their experience in RFP Section 7.9.5, which is further substantiated by the letters of support as required in RFP Section 7.9.5.2.1.1 and 7.9.5.2.1.2.

QUESTION 11

In reference to RFP Section 7.9.5.2.1.1 Proposer’s References, when referring to organizations/entities where similar services were provided, does “services” reference:

- a. Any of the activities outlined in “exposure” through “internships?”
- b. Entities who engaged the proposer’s organization/youth to create media content?
- c. Entities who engaged the proposer to collaboratively develop a creative pathway program?

ANSWER 11

We are looking for the Proposer’s experience in all aspects of the Program, as specified in the SOW Section 10.0, with a specific focus on experience in developing and successful creation of career placement programs for the specified target population.

QUESTION 12

RFP Section 7.9.6.4 asks for experience working with CBOs, etc., to provide/expand access to career pathways. Can this include building a career pathway program collaboratively with an industry partner?

QUESTIONS 12

Yes.

QUESTION 13

SOW Section 10.3.1.2 Level 2: Career Exploration specifies immersive workshops in “design, communications, and industry workplace culture.” Do the workshops need to focus on design and communications, specifically, or are these simply examples of what might be provided?

ANSWER 13

These are examples and career exploration should not be limited to just these categories.

QUESTION 14

SOW Section 10.3.1.4.6 references apprenticeship/job training for those who have completed the Pilot. Does this mean that the kind of training to be provided during the pilot must be equivalent to a pre-apprenticeship program?

ANSWER 14

Not necessarily. The initial goal is to place a Participant in a paid internship post internship training, meaning the pre-internship training should include those skills necessary to make the Participant a competitive applicant. There is a parallel goal of expanding apprenticeships and therefore pre-apprenticeships throughout the Industry, but the two paths do not necessarily need to be the same.

QUESTION 15

In reference to RFP Section 7.9.6, can we change the order of the activities in the Scope of Work in our narrative discussion?

ANSWER 15

Yes, please provide the information in the way you deem best or provide an alternative order of activities.

QUESTION 16

In reference to SOW 10.3., do the four (4) levels of programming (Exposure, Exploration, Readiness Training, and Intern Placement) have to run sequentially or can elements of them be concurrent?

ANSWER 16

We anticipate some elements will run concurrently, but the Program is intended to be a stepped process that allows the Participants to determine whether they want to continue to pursue employment in the Industry and then do so.

QUESTION 17

Our agency is including a subcontractor who we know is also included in the same/a similar capacity with another applicant. Is this an issue?

ANSWER 17

No, that is not an issue. However, please be aware that WDACS will only accept one proposal from a "team" of one contractor and it's subcontractor. WDACS will not accept two applications from two organizations with the intent of increasing the probability the "team" will receive an award.

QUESTION 18

Is it possible to provide links to sample youth media created through our organization?

ANSWER 18

No, unfortunately the proposal process is not equipped to receive and rate such samples.

QUESTION 19

Can images be embedded into the narrative?

ANSWER 19

Yes, but please keep in mind the total page limit indicated in RFP Section 7.8.3, as it will be included in that total page limit.

QUESTION 20

When does WDACS anticipate announcing the grant award?

ANSWER 20

WDACS anticipates awarding and the sending letters of determination and announcing the Successful Proposer the week of November 16, 2020. Please keep in mind this timeline is tentative.

RFP ADDENDUM

This section of the addendum addresses corrections to the age range of this RFP:

RFP Sections 3.1.2, 3.1.3, 3.1.6, 7.9.5.1.2, 7.9.5.1.6, 7.9.6.5, 7.9.6.6, 8.4.3.1.6, and 8.4.3.1.5 where the age range is referenced as 16-24, the age range shall be 18-25, and as referenced elsewhere in the RFP and SOW.