



COUNTY OF LOS ANGELES COMMUNITY AND SENIOR SERVICES

REQUEST FOR PROPOSALS

LOS ANGELES COUNTY ONE STOP OPERATOR (OSO) FOR THE AMERICA'S JOB CENTERS OF CALIFORNIA (AJCCs)

RFP No: WIOA-01-2016 (revised)

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County of Los Angeles

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1.0	INTRODUCTION.....	1
2.0	PURPOSE: AGREEMENT FOR PROGRAM SERVICES	8
3.0	PROPOSER’S MINIMUM MANDATORY QUALIFICATIONS.....	19
4.0	COUNTY’S RIGHTS AND RESPONSIBILITIES	24
	4.1.2 Final Contract Award by the Board of Supervisors.....	24
	4.1.3 County Option to Reject Proposals	25
	4.1.4 County’s Right to Amend Request for Proposals	25
	4.1.5 Background and Security Investigations	25
	4.1.6 County’s Quality Assurance Plan	25
5.0	PROPOSER’S REQUIREMENTS AND CERTIFICATIONS	26
	5.1 Notice to Proposers Concerning the Public Records Act.....	26
	5.2 Contact with County Personnel	27
	5.3 Mandatory Requirement to Register on County’s WebVen	27
	5.4 Protest Policy Review Process.....	27
	5.5 Injury and Illness Prevention Program.....	28
	5.6 Confidentiality and Independent Contractor Status	28
	5.7 Conflict of Interest.....	28
	5.8 Determination of Proposer Responsibility.....	28
	5.9 Proposer Debarment	29
	5.10 Adherence to County’s Child Support Compliance Program.....	31
	5.11 Gratuities.....	31
	5.12 Notice to Proposers Regarding the County Lobbyist Ordinance	32
	5.13 Federal Earned Income Credit	32
	5.14 Consideration of GAIN/GROW Participants for Employment	33
	5.15 Recycled Bond Paper	33
	5.16 Safely Surrendered Baby Law.....	33
	5.17 Jury Service Program	33
	5.18 Intentionally Omitted	35
	5.19 Notification to County of Pending Acquisitions/Mergers	35
	5.20 Proposer’s Charitable Contributions Compliance	35

5.21	Defaulted Property Tax Reduction Program	36
5.22	Time Off for Voting	37
5.23	Subcontracts	37
6.0	COUNTY’S PREFERENCE PROGRAMS	38
6.1	County Policy on Doing Business with Small Business	38
6.2	Intentionally Omitted.....	38
6.3	Intentionally Omitted.....	38
6.4	Disabled Veteran Business Enterprise Preference Program	38
6.5	Transitional Job Opportunities Preference Program	39
7.0	PROPOSAL SUBMISSION REQUIREMENTS.....	40
7.1	Truth and Accuracy of Representations	40
7.2	RFP Timetable	40
7.3	Solicitation Requirements Review	41
7.4	Proposers’ Questions	42
7.5	Notice of Intent to Submit Proposal(s).....	42
7.6	Mandatory Proposer’s Conference	43
7.7	Preparing the Proposal in Response to the RFP.....	43
7.8	Minimum Mandatory Qualifications Submission Format.....	45
7.9	Business Proposal Format	49
7.10	Budget Proposal Format.....	70
7.11	Firm Offer/Withdrawal of Proposal.....	71
7.12	Proposal Submission.....	71
8.0	SELECTION PROCESS AND EVALUATION CRITERIA	72
8.1	Selection Process.....	72
8.2	Intentionally Omitted.....	73
8.3	Disqualification Review.....	73
8.4	Business Proposal Evaluation and Criteria	74
8.5	Budget Proposal Evaluation Criteria	77
8.6	Scoring Matrices.....	78
8.7	Appeals Process.....	82

APPENDICES:

- A Statements of Work:** In conjunction with the Statement of Work Exhibits, it explains in detail the required services to be performed by Contractor.

A-1 WIOA Title I Adult and Dislocated Worker Program Statement of Work

A-2 Youth@Work Program Statement of Work

A-3 Veterans AJCC Statement of Work

A-4 WIOA Rapid Response Program Statement of Work

A-5 Senior Community Service Employment Program Statement of Work

- B Statement of Work Exhibits:** Attachments which accompany the Statement of Work.

B-1 WIOA Title I Adult and Dislocated Worker Program Statement of Work Exhibits

B-2 Youth@Work Program Statement of Work Exhibits

B-3 Veterans AJCC Statement of Work Exhibits

B-4 WIOA Rapid Response Program Statement of Work Exhibits

B-5 Senior Community Service Employment Program Statement of Work Exhibits

- C Sample Contract:** Identifies the terms and conditions in the Contract.
Appendix C- One Stop Operator for America's Job Center of California (AJCC)
Appendix C-1- Senior Community Service Employment Program (SCSEP)

- D Required Forms:** Forms that must be completed and included in the proposal.

- D-1 Unique Forms:** Forms that are unique to this RFP and must be completed and included in the proposal.

- E Request for Proposals (RFP) Transmittal to Request a Solicitation Requirements Review:** Transmittal sent to Department requesting a

Solicitation Requirements Review.

- F County of Los Angeles Policy on Doing Business With Small Business:** County Policy
- G Jury Service Ordinance:** County Code
- H Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with the County for a specific length of time.
- I Internal Revenue Service Notice 1015:** Provides information on Federal Earned Income Credit.
- J Safely Surrendered Baby Law:** County Program
- K INTENTIONALLY OMITTED**
- L Determination of Contractor Non-Responsibility and Contractor Debarment:** County Code
- M INTENTIONALLY OMITTED**
- N Background and Resources: California Charities Regulation:** An information sheet intended to assist Non-profit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources.
- O Defaulted Property Tax Reduction Program:** County Code
- P Los Angeles County AJCC System: One Identity, One Brand**
- Q One-Stop Operator for AJCC RFP Notice of Intent to Submit Proposal**
- R Definitions**
- S Criteria and Standards for Letters of Credit and Certificates of Deposit**

N.B.: This Request for Proposals, and the attached model statements of work, and associated attachments and exhibits, employs the County of Los Angeles' standard contracting terms such as "contract", "Contractor", "Sub-Contractor", etc.; these terms will be replaced in any final documents with the terms and corresponding definitions, such as "Sub-award," "Agreement," "Sub-recipient", "Lower-tier Sub-recipient", etc., required under the United States Office of Management and Budget's Uniform Grant Guidance, codified at 2 CFR 200 et seq.

1.0 INTRODUCTION

1.1 Purpose/Overview

1.1.1 The County of Los Angeles, by and through Community and Senior Services (County) is re-issuing this revised Request for Proposals (RFP) to solicit Proposers from private non-profit organizations, for-profit organizations, public agencies, social enterprise agencies, public or private institutions of higher education, and collaboratives/consortia of these organizations, to operate as the One Stop Operator (OSO) for the Comprehensive America's Job Centers of California (AJCCs), and their associated Affiliates, or AJCCs, implementing the WIOA Adult/Dislocated Worker (ADW) and Youth@Work programs (ADW and Youth@Work includes both WIOA and non-WIOA programs, such as the Jail Based Job Center and the Los Angeles County Youth Jobs Program) and also a County-wide Veterans AJCC. **Workforce Development Boards are precluded from applying for funding under this procurement.** Some Comprehensive AJCCs may also be awarded Rapid Response and Senior Community Service Employment Program (SCSEP) Programs. Comprehensive AJCCs will manifest the Integrated Service Delivery (ISD) model; ensuring coordination with other WIOA mandated and non-mandated partner programs; carrying out the workforce development aspects of County Special Initiatives, such as: Jail-Based Job Center; Proposition 47 Initiative; My Brother's Keeper Initiative; Homelessness Initiative; and the Community Recidivism Reduction Grant Program. Services will be provided to businesses, employers, adult and youth job seekers, dislocated workers, veterans, low-income/public assistance recipients, homeless, Native Americans, foster youth, probation youth, disconnected youth, mature workers, the disabled community, re-entry individuals, limited English proficient, and other underrepresented groups throughout Los Angeles County as described in *Appendix A-1, WIOA Title I Adult & Dislocated Worker Program (ADW) Statement of Work (SOW), Appendix A-2, Youth@Work Program SOW, Appendix A-3, Veterans AJCC SOW, Appendix A-4, WIOA Rapid Response Program SOW, and Appendix A-5, Senior Community Service Employment Program SOW.* To achieve these objectives, the AJCC system must serve as an all-inclusive access point to education and training programs that provide demand-driven skills attainment, especially for individuals with barriers to employment.

- 1.1.1.1 A consortium is defined as an association of two or more entities, companies, organizations, 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 required background and experience must be clearly demonstrated for the consortium entity itself; these requirements cannot be fulfilled utilizing the background or experience of the individual entities that make up the consortia.
- 1.1.1.2 Social enterprise is defined as a nonprofit and for-profit business whose primary purpose is the "common good" and which "use the methods and disciplines of business and the power of the marketplace to advance their social, environmental and human justice agendas, wherein the organization that applies commercial strategies to maximize improvements in human and environmental wellbeing, that may include maximizing social impact rather than profits for external shareholders."
- 1.1.2 County is also re-issuing this RFP to solicit private non-profit organizations, for-profit organizations, public agencies, and collaboratives/consortia of these organizations, to operate and provide countywide WIOA Rapid Response Program Services and Senior Community Service Employment Program Services as described in *Appendix A-4, WIOA Rapid Response Program and Appendix A-5, Senior Community Service Employment Program Statements of Work*.
 - 1.1.2.1 The WIOA Rapid Response (RR) Program provides workforce services to directly assist affected businesses and workers in order to mitigate the impact on the local economy created by mass layoffs, business closures, and natural or other disasters.
 - 1.1.2.2 The Older Americans Act (OAA), Section 192, as recently reauthorized, aligns the Senior Community Service Employment Program (SCSEP) services with WIOA. The SCSEP is designed to provide and promote useful part-time opportunities in subsidized community service employment for older workers and assist in the transition of participants to private or other unsubsidized job placements.
- 1.1.3 Proposer(s) must apply for the Comprehensive AJCC, as discussed in *Section 1.1.1 of this RFP*, in order to apply for the RR Program and/or the SCSEP, as discussed in *Sections 1.1.2.1 and 1.1.2.2 of this RFP*. These Programs will not be awarded separately. RR and SCSEP services will operate out of the San Gabriel Valley, Antelope Valley and Gateway Cities Workforce regions.
- 1.1.4 In addition to the goals of *Sections 1.1.1 and 1.1.2* above, County is re-issuing this RFP to solicit Proposers from private non-profit organizations, for-profit

organizations, public or private institutions of higher education, and collaboratives/consortia of these organizations, to operate a Veterans AJCC and provide the Veterans Program services as described in *Appendix A-3, Veterans AJCC SOW*. The Veterans Program provides workforce services to veterans and their eligible spouses in WIOA Title I, including direct access to Partner programs that target services to veterans that are directly funded in whole or in part, by the U.S. Department of Labor (38 U.S.C 4215). Proposer(s) applying for the Veterans AJCC may apply solely for the Veterans AJCC Program, or may also apply to operate as a Comprehensive AJCC; however, the Veterans AJCC site and staff must be autonomous from the Comprehensive AJCC.

- 1.1.5 In addition to Comprehensive AJCCs established under this RFP, three (3) additional AJCCs with sites in South Los Angeles, Westside and Santa Clarita (as illustrated in *Appendix B-1, WIOA Title I ADW Program, SOW Exhibits, Exhibit 2, Los Angeles County AJCC Sub-Region Service Areas*), will be funded. The Santa Clarita AJCC will operate a Jail Based Affiliate site, which will be a joint effort with the Los Angeles County Sheriff's Department and other County departments to establish a jail-based job center inside the Pitchess Detention Center (PDC)-South Facility. At a later date, it is also the intent of the County to ensure that Comprehensive AJCCs and AJCCs may provide a gender-responsive, trauma-informed Jail-Based program, dependent on the availability of funding, which shall include: jail in-reach employment readiness services for those currently incarcerated; system navigation into community-based Comprehensive AJCC or AJCC services once inmate is released; and re-entry-specific employment services at the Comprehensive AJCC or AJCC to include wrap-around services, by partnering with other County departments and other agencies, including but not limited to; housing, substance abuse, mentorship, and family reunification services leveraged with WIOA partner programs. Jail Based Program services are further defined in *Appendix A-1, WIOA Title I ADW SOW, Section 10.6, Jail-Based Job Center Affiliate Site Work Requirements*.
- 1.1.6 Los Angeles County has launched a demand-driven, skill-based Integrated Service Delivery (ISD) model for workforce services. In partnership with the State of California Employment Development Department (EDD), several Local Areas within California's workforce development system began the use of the ISD model in PY 2008 to explore opportunities for an integrated service system that responds to industry demand; aligns services and training with current local and regional labor market requirements; provides job seekers with skills that lead to self-sufficiency; responds to employer demand; improves efficiency; and reduces the duplication of services.
- 1.1.7 County's implementation of an ISD design is based on a "footprint" of complementary services through a network of regional partners and service delivery providers, with the intent of reaching more job seekers with varying skill levels, education and backgrounds.

- 1.1.8 Operations staff at each Comprehensive AJCC will allow for a common and increased pool of customers with a common flow of customer services jointly provided by the integrated staff of both the County's Comprehensive AJCC contractors and EDD Wagner-Peyser program. The efficiencies reached through an integrated system will result in an increase in the number of jobseekers served and improved employment outcomes in demand industries.
- 1.1.9 Successful Comprehensive AJCC and AJCC Proposer(s), including Rapid Response, Veterans, and SCSEP shall adhere to performance measure requirements pursuant to *Appendices B-1 and B-2 to this RFP, WIOA Title I ADW and Youth@Work Programs SOW Exhibits, Exhibit 7, Performance Measures and Goals; Appendix B-3 to this RFP, Veterans AJCC SOW Exhibits, Exhibit 4, Performance Measures and Goals; Appendix B-4 to this RFP, WIOA RR Program SOW Exhibits, Exhibit 2, Performance Measures and Goals; and Appendix B-5 to this RFP, SCSEP SOW Exhibits, Exhibit 4, Performance Measures and Goals.*

1.1.10 Design Implementation of WIOA Guiding Principles within the County of Los Angeles

- 1.1.10.1 The County of Los Angeles' workforce system will include the following ten (10) local design features as approved by the Los Angeles County Workforce Development Board (LACWDB), on December 9, 2015:

- 1.1.10.1.1 **Regional Planning, Partnerships and Coordination:** WIOA requires regional planning and coordination among workforce development stakeholders and alignment with economic development. County has adopted an economic development model for regional planning that is comprised of eight (8) workforce regions that encompass all of LA County, as shown in *Appendices B-1 and B-2 to this RFP, WIOA Title I ADW and Youth@Work Programs SOW Exhibits, Exhibit 1, Los Angeles County Workforce Regions*. In order to effectively reach communities across our Local Workforce Development Area, these regions are further divided into ten (10) sub-regions, as shown in *Appendices B-1 and B-2 to this RFP, WIOA Title I ADW and Youth@Work Programs SOW Exhibits, Exhibit 2, Los Angeles County AJCC Sub-Region Service Areas*, under which each Contractor will be responsible for coordination of partners and services for all the Cities and Unincorporated areas attributed to the specific workforce sub-region, as listed in *Appendices B-1 and B-2 to this RFP, WIOA Title I ADW and Youth@Work Programs SOW Exhibits, Exhibit 3, Break Out of Cities and Unincorporated Areas by Proposed AJCC Sub-Region*, through a Comprehensive AJCC or AJCC. Comprehensive AJCCs and AJCCs will be responsive to regional workforce

issues in the areas assigned to them and will engage universities, community colleges, adult schools, regional occupational programs and other eligible training providers to deliver the best occupational and technical training for today's jobs with industry-defined pathways for career advancement. Comprehensive AJCCs and AJCCs will engage economic development entities and industry associations to better understand and meet the needs of businesses. They will engage unions to provide pre-apprenticeship and apprenticeship programs and work closely with Los Angeles County agencies to maximize employment and training opportunities for Los Angeles County residents.

- 1.1.10.1.2 **Consistent Branding as America's Job Center of California:** County's branding will ensure consistent standard of quality, menu of services, customer flow and professional staffing through a single common brand: America's Job Center of California (AJCC), as further detailed in *Section 2.4 of this RFP*. County will play a pivotal role in developing, testing and implementing a common countywide system that operates collectively and is responsive to the unique challenges of every region in the County of Los Angeles.
- 1.1.10.1.3 **Strategic Business Engagement:** This includes elements of Business Intelligence leading to Labor Market Information and Regional Business and Employer Engagement, as well as services to businesses which include recruitment events and a sustainable supply chain of qualified and trained workers.
- 1.1.10.1.4 **Integrated Service Delivery:** WIOA redefined workforce development to align workforce and education systems to strengthen the coordination and integration of services to jobseekers and businesses. Comprehensive AJCCs and AJCCs will be responsible for providing access to a wide range of employment-related supports and services in partnership with (EDD) Workforce Services Branch, Department of Rehabilitation, Adult and Higher Education systems, in addition to Los Angeles County agencies and other workforce development entities and programs.
- 1.1.10.1.5 **Regional Coordination and Integration of Adult and Youth Programs:** County has committed all WIOA youth funding to out-of-school youth; services to in-school youth

will be funded through other sources which may include Temporary Assistance to Needy Families (TANF) and Net County Costs (NCC). Comprehensive AJCCs and AJCCs will deliver adult and youth programs from the same location to provide a continuum of services to youth. Providing a continuum of services will enable older youth to benefit from the services available under both the youth and adult programs. Due to the continued commitment of the Los Angeles County Board of Supervisors (BOS) and Los Angeles County departments to youth programs, Comprehensive AJCCs and AJCCs will deliver and coordinate regional workforce and educational services to in-school youth with non-WIOA funding for year-round and summer employment, work experience, career exploration and paid internship opportunities.

- 1.1.10.1.6 **Specialized Programs & Services for Priority Populations:** Consistent with WIOA's emphasis on innovation and opportunity, County will establish specialized programs that focus on services to individuals with limited English proficiency, disabled individuals, recipients of public assistance, other low-income individuals, veterans, individuals who are basic skill deficient and re-entry customers, Youth priority populations such as foster youth, probation youth, homeless youth, and other disadvantaged populations identified by Department of Labor (DOL), Employment Development Department (EDD) and/or County. County will leverage other resources to supplement WIOA funding to provide innovative and tailored services to these high priority populations.
- 1.1.10.1.7 **Strategic Training:** County will lead a coordinated approach to enhance capacity throughout the system and develop new and innovative partnerships and approaches to training with adult education and community colleges. This training will meet industry demands and better align shared investments from workforce development and education with a greater emphasis on cohort, customized and on the job training, along with pre-apprenticeships and apprenticeships, to increase the pipeline of qualified talent and close the skills gap. Strategic investments in training will result in a more competitive workforce for in-demand occupations in high growth industry sectors.
- 1.1.10.1.8 **Maximize Access:** County will fund up to a total of seventeen (17) contracts, eleven (11) of which will be to fund Comprehensive AJCCs or AJCCs within the ten (10)

workforce development Sub-Regions of Los Angeles County. Sites will be comprised of Comprehensive AJCCs, and AJCCs as reflected in *Appendices B-1 and B-2 to this RFP, WIOA Title I ADW and Youth@Work Programs SOW Exhibits, Exhibit 2, Los Angeles County AJCC Sub-Region Service Areas*. In addition, County will fund three (3) RR and three (3) SCSEP contracts separately to be operated by selected successful Comprehensive AJCCs.

1.1.10.1.9 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.

1.1.10.1.10 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. To 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, 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 Comprehensive AJCC and AJCC performance will include analysis of customer-centered strategies, assessments of effectiveness and efficiency, quality improvement, staff capacity and integration of core and mandated partners in planning and program delivery.

2.0 PURPOSE: AGREEMENT FOR PROGRAM SERVICES

2.1 Outline of Services

- 2.1.1 If awarded a contract for a Comprehensive AJCC and associated Affiliate; including Rapid Response Program; and/or Senior Community Employment Service Employment Program; a Veterans AJCC; or an AJCC; Proposer(s) shall be required to provide Program services, dependent upon Contract award, to Adults ages 18 and over, Youth ages 14-24, mature workers, Veterans and businesses as defined in the Workforce Innovation and Opportunity Act (WIOA) and OAA. Depending upon which program(s) a Successful Proposer(s) is awarded a contract, Successful Proposer(s) shall ensure it targets enrollments to populations described herein, including, but not limited to, individuals with disabilities, re-entry individuals, Native Americans, and other disadvantaged populations, and shall give priority to veterans; Successful Proposers(s) which will operate Comprehensive AJCCs and AJCCs providing services under the Title I Adult program will give priority to individuals as noted in WIOA Section 134, namely, recipients of public assistance, other low income individuals, and individuals who are basic skills deficient as further defined in Appendix R, Definitions, of this RFP, or defined by County based on availability of funding, who reside in Los Angeles County. Based on Contract award, Contractor shall provide Program services as described in *Appendices A-1 through A-5, Statements of Work (as applicable by program), Section 10.0, Specific Work Requirements.*
- 2.1.2 Proposer(s) of a Comprehensive AJCC, or an AJCC shall provide services to adults and dislocated workers and/or to youth 14 to 24 years of age, or both. Proposer(s) that provide ADW and/or Youth services will be required to provide all Program Services as described in *Appendix A-1, WIOA Title I ADW SOW, and/or Appendix A-2, Youth@Work Program SOW*, and as further defined by County, based on availability of funding.
- 2.1.2.1 Proposer(s) applying for the Comprehensive AJCC or AJCC shall be held to *Appendix C, Sample Contract, Exhibit BB, Los Angeles County Comprehensive AJCC or AJCC One Stop Operator Unique Requirements.*
- 2.1.3 **Authority:** Proposer's proposal and any resulting agreement will be required to meet all of the applicable provisions and criteria in Older Americans Act (OAA), Section 192 (if proposing for SCSEP); WIOA, as defined by Public Law of 2014 (Public Law 113-128); WIOA Final Rule (CFR 20 603-688), Department of Labor (DOL) Employment and Training Administration (ETA) Training and Employment Guidance Letter (TEGL) No. 19-14; current and newly released State of California, Employment Development Department (EDD) and/or County Program Memoranda/Directives; as well as all applicable federal, State and local regulations or requirements.

2.1.4 Funding Availability

2.1.4.1 Approximately \$27,000,000, which includes funds for training and wages, will be awarded to Comprehensive AJCCs and AJCCs through this RFP as follows (note: the \$27,000,000 does not include costs for rent and leases (reference *Section 2.2 of this RFP*)):

Comprehensive AJCCs-7 contracts	
Adult Funding	\$529,000
Dislocated Worker Funding	\$227,000
Youth@Work (WIOA Out-of-School Youth)	\$619,000
Youth@Work (In-School) Work-Based Learning - Academic & Career Development	\$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
Youth@Work (WIOA Out-of-School Youth)	\$153,000
Youth@Work (In-School) Work-Based Learning - Academic & Career Development	\$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
Youth@Work (WIOA Out-of-School Youth)	\$206,000
Youth@Work (In-School) Work-Based Learning - Academic & Career Development	\$68,000
Operations Subtotal	\$525,000
Participant Training & Wages	\$475,000
Total	\$1,000,000

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

Note: Veterans Program requires a non-WIOA match of \$250,000 of Veteran specific workforce funds, for a total contract amount of \$1,000,000.

2.1.4.2 In addition, three (3) RR and three (3) SCSEP contracts will be separately awarded to selected successful Comprehensive AJCCs in the following Workforce Regions: San Gabriel Valley, Gateway Cities and Antelope Valley.

Rapid Response-3 contracts	
Rapid Response Funding	\$250,000

Senior Community Services Employment Program-3 contracts	
Operations	\$100,000
Participant Training & Wages	\$466,000
Total	\$566,000

2.1.4.3 County reserves the right to fund more or less than the number of contracts listed in *RFP Section 2.1.4.1 and 2.1.4.2*, above.

2.1.4.4 If awarded a contract, the contract term shall be from July 1, 2017 through June 30, 2019. For purposes of the RFP, Proposers shall reflect funding for 12 months. Thereafter, two (2) additional one (1) fiscal year periods beginning in July and ending in June to extend the contract term are optional.

2.1.4.5 Proposers shall be aware that funding for these Programs is contingent upon the availability of Federal, State and Local funds, and the possible resulting contract may be recommended for additional or reduced funding than the amount proposed. It is the intent of County to have the proposal submitted made a part of the resulting contract should the proposal be recommended for funding. County may negotiate a modification of the contract that is awarded after the proposal has been selected to ensure that all necessary Program requirements are met.

2.1.5 **Funding Allocation Plan:** Notwithstanding County's right to fund more or less than the number of contracts described herein, County is proposing to fund up to a total of seven (7) Comprehensive AJCCs with Affiliates, three (3) Rapid Response contracts, three (3) Senior Community Service Employment Program contracts, 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, WIOA Title I ADW and Youth@Work Program SOW Exhibits, Exhibit 2, 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:

	Comprehensive AJCC	Santa Clarita AJCC	AJCC	Rapid Response	Veterans	SCSEP (Title V)
Funding for Program Operations						
Adult (1)	\$ 529,000	\$ 132,000	\$ 176,000	\$ -	\$ 315,000	\$ -
Dislocated Worker (1)	227,000	56,000	75,000		135,000	
Youth@Work (WIOA Out-of-School Youth) (1)	619,000	153,000	206,000			
Youth@Work (In-School) WBL & ACD Total (1)	200,000	30,000	68,000			
Rapid Response Total (1) (2)				250,000		
Title V Total (2)						100,000
Jail Based (2)		390,000				
Employment Re-entry Navigators (2)	100,000	100,000				
Program Operations - Total	\$ 1,675,000	\$ 861,000	\$ 525,000	\$ 250,000	\$ 450,000	\$ 100,000
Funding for Training & Wages						
Adult	436,000	85,000	160,000		210,000	
DW	187,000	37,000	68,000		90,000	
Youth@Work WIOA OSY	242,000	47,000	90,000			
Youth@Work (In-School) WBL & ACD	460,000	70,000	157,000			
SCSEP (Title V) Wages						466,000
Training & Wages - Total	\$ 1,325,000	\$ 239,000	\$ 475,000	\$ -	\$ 300,000	\$ 466,000
Total Per Contract	\$ 3,000,000	\$ 1,100,000	\$ 1,000,000	\$ 250,000	\$ 750,000	\$ 566,000

(1) 5% of total operations' allocation may be used for administrative activities for the Adult, Dislocated Worker, Out of School Youth, and Rapid Response f

(2) Will not be subject to the 10% Supportive Services requirement. All other operational funding is subject to 10% Supportive Services requirement.

- 2.1.6 County reserves the right to move funding between the ADW Programs, based on need and contractor performance. As additional program funding is received by County, Successful Proposer(s) must show capacity to provide additional services to additional targeted populations as needed.
- 2.1.7 County shall award a maximum of one (1) Comprehensive AJCC or AJCC contract to each Successful Proposer, with the exception of the Veterans AJCC which may be an additional award. The Veterans AJCC contract may be awarded separately without also having to apply for the Comprehensive AJCC or in conjunction with a Comprehensive AJCC. It is County's desire to fund Proposers who address the needs of adults, dislocated workers, youth, older individuals, veterans and employers identified within this RFP. County will fund Proposers who offer the greatest likelihood of success with respect to participant employment and long-term self-sufficiency. Notwithstanding the foregoing, County reserves the right to award multiple contracts to a single Successful Proposer outside of a designated Sub-Region in the event there are no Successful Proposers in the designated Sub-Region.
- 2.1.8 Funding for three (3) RR and three (3) SCSEP contracts will be allocated to the Comprehensive AJCCs that applied for RR and/or SCSEP funding in San Gabriel Valley, Gateway Cities, and Antelope Valley Workforce Regions, and also receive the highest scores for the RR and/or SCSEP programs. Proposals

for the RR and SCSEP will be evaluated and scored separately from the Comprehensive AJCC proposals. County reserves the right to fund less than three (3) Comprehensive AJCCs for the RR and/or SCSEP in the event that an inadequate number of proposals are received. RR and/or SCSEP must be applied for in conjunction with the Comprehensive AJCC and will not be awarded on their own.

2.1.8.1 The RR and SCSEP programs may be subcontracted out, as long as Comprehensive AJCC complies with *Subsection 5.23, Subcontracts, of this RFP*. The respective programs must also be operated out of the awarded Comprehensive AJCC and its respective Affiliate.

2.1.9 Each Comprehensive AJCC will provide integrated services in their particular Sub-Region and house mandatory programs and partners such as Wagner-Peyser. A Comprehensive AJCC is a physical location where job seekers and employers have connections to the programs, services and activities of all the mandatory and additional WIOA partners which include, but are not limited to, the following: Veterans Employment Programs, Adult Education and Literacy, Vocational Rehabilitation, Older Americans Act, Perkins Career Technical Education, Trade Adjustment Assistance, Community Services Block Grant, HUD Employment and Training, State Unemployment Compensation, 2nd Chance Act, Social Security Act, TANF, Native American programs, Migrant Seasonal Farm Workers, Job Corps, YouthBuild and National Emergency Grants, as detailed in *Appendix A-1, WIOA Title I ADW SOW*.

2.1.10 Comprehensive AJCCs will each have annual funding in the amount of \$3 million. Refer to *RFP Subsection 2.1.5* for the funding breakdown.

2.1.11 Each Comprehensive AJCC will be required to have an Affiliate by year two of the contract, or at the direction of the County, with the exception of the Santa Clarita AJCC, which is required to have a Jail Based Affiliate (located in the Pitchess Detention Center) at the start of the contract. The funding amount for an Affiliate is included in the total Comprehensive AJCC funding of \$3 million, and in Santa Clarita AJCC funding, as detailed above in *Section 2.1.4.1 of this RFP*.

2.1.11.1 Affiliates will function under the umbrella of the Comprehensive AJCCs and serve as access points into the local AJCC system. Affiliate sites will be established in collaboration with community colleges and adult schools, upon County approval. The Santa Clarita AJCC Jail Based Affiliate will be required to provide services specified in *Section 10.6 of Appendix A-1, WIOA Title I ADW SOW*.

2.1.12 AJCCs in South Los Angeles and Westside will have annual funding in the amount of \$1,000,000. Refer to *RFP Subsection 2.1.5* for the funding breakdown.

- 2.1.13 The Santa Clarita AJCC will have annual funding in the amount of \$1,100,000; \$390,000 of which is to fund the Jail-based Job Center Affiliate at Pitchess Detention Center. Refer to *RFP Subsection 2.1.5* for the funding breakdown.
- 2.1.14 Rapid Response Program funding will be distributed to three (3) Successful Comprehensive AJCC Proposers who receive the highest RR score, in the amount of \$250,000 each, to provide RR program services Countywide.
- 2.1.15 Veterans' AJCC funding will be \$750,000; Proposer must match \$250,000 with Veterans workforce funding, for a total of \$1,000,000 to be dedicated exclusively to providing Veterans' workforce services.
- 2.1.16 Senior Community Service Employment Program funding will be distributed to three (3) Successful Comprehensive AJCC Proposers who receive the highest SCSEP score in the amount of \$566,000 each, to provide SCSEP services Countywide.
- 2.1.17 **Funding Methodology Criteria**

2.1.17.1 The funding methodology for WIOA Program is based on State approved criteria.

2.1.18 **Service Areas**

2.1.18.1 Successful Proposer(s) shall provide WIOA Title I ADW, Youth@Work, and/or Older Americans Act (OAA) Senior Community Service Employment Program, and/or Rapid Response, and/or Veterans Program services, and Jail based Program services, as appropriate for the Program services that a Successful Proposer may be awarded a contract, through outreach and recruitment plans through Comprehensive AJCCs and their Affiliates, and AJCCs, in all cities and unincorporated areas as reflected in *Appendices B-1 and B-2 to this RFP, WIOA Title I ADW and Youth@Work Programs SOW Exhibits, Exhibit 2, Los Angeles County AJCC Sub-Region Service Areas and Appendix B-5, Exhibit 2, Los Angeles County SCSEP Program Coverage Area PSA 19 Zip Codes.*

2.1.18.2 Successful Proposer shall provide Veterans' Program services countywide to veterans and their eligible spouses at a Veterans' AJCC site location, to be determined by County in coordination with the Successful Proposer.

2.1.18.3 Three (3) Successful Comprehensive AJCC Proposers who also receive the highest Rapid Response scores, shall provide Rapid Response Program services to businesses and their employees countywide at a location to be determined by County in coordination

with the Successful Proposer. Rapid Response services are outlined in *Appendix A-4, WIOA Rapid Response Program SOW*.

2.1.18.4 Three (3) Successful Comprehensive AJCC Proposers who also receive the highest SCSEP scores, shall provide SCSEP services to mature individuals countywide as outlined in *Appendix A-5, SCSEP SOW*.

2.2 Operating Sites

2.2.1 Proposers applying to operate a Comprehensive AJCC or AJCC are not required to have building(s) identified in their proposal. Funding allocations for rents and leases are not included in this RFP. County will separately fund the cost of rents and leases, as well as basic utilities not included in the lease.

2.2.2 Comprehensive AJCCs, their associated Affiliates, and AJCCs will be separately located within their respective Sub-Regions with the goal of providing geographic coverage, access for varied demographical constituencies, fiscal efficiencies, access for the business sector, and the ability to prepare candidates for employment in high growth job sectors. Designated sites may be located close or inside feeder systems such as community colleges or adult schools. County has begun the process of identifying locations for the Comprehensive AJCCs, associated Affiliates, and AJCCs. In submitting a proposal, Proposers acknowledge that Comprehensive AJCCs will have partner programs housed on site, as directed by the County.

2.2.3 County may directly manage the property arrangements and leases for the Comprehensive AJCCs and their associated Affiliates and AJCCs. In submitting a proposal, Proposers acknowledge that it is very unlikely that County will have identified sites for all of the Comprehensive AJCCs and their associated Affiliates and AJCCs at the time of award. Awarded contractor may have to begin operations at an interim site and at a later date, transition operations to the permanent site, and/or assist the County in the identification of an appropriate site(s) within designated Sub-Region, contingent upon request and subject to final County approval.

2.2.3.1 County may require awarded Contractor to enter into site leases directly. Successful Proposer(s) entering into a lease on their own will be required to submit a separate budget indicating all applicable leasing costs. Budget must be approved by County prior to execution of the lease.

2.2.4 County, at its sole discretion, may utilize various methods of establishing appropriate Comprehensive AJCCs, and any associated Affiliate sites, as well as AJCC sites including, but not limited to, direct leases, utilizing subleases or assigned leases, or reimbursing a Contractor to utilize a lease they have entered into to obtain the site pursuant to *Appendix A-1, WIOA Title I ADW SOW, Section 6.7, 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. Any reimbursement to Contractor 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 a Comprehensive AJCC, Affiliate or AJCC will be located within the Sub-Region and should not consider the cost of rents and leases in their proposals.

2.3 Leveraging

- 2.3.1 With the exception of the Veteran's AJCC, leverage is not required under this RFP; however reporting to the County of any leverage is required. Pursuant to EDD Directive Number, WSD12-3, dated July 18, 2012, EDD guidelines emphasize that leveraging for all WIOA Title I ADW and Youth@Work Programs is highly encouraged.
- 2.3.2 Leveraged resources include a combination of both cash and/or in-kind non WIOA funded benefits from personnel, volunteers, facilities, materials and direct participant costs paid from other public and private resources. This does not include shared/public space in EDD offices. Public resources can include co-enrollment in other federal funded programs, private grants, paid internships, supervisor hours, public education instructional services, donated materials, etc.

2.4 Branding

- 2.4.1 For the purpose of this RFP, ***America's Job Center of California (AJCC)***, is the official name of the workforce system in Los Angeles County. Successful Proposer(s) shall acknowledge that the America's Job Center of California name and logo is a service mark of the State of California and that the name, acronym, and the logo shall be used in accordance with the guidelines reflected in *Appendix P* to this RFP, *Los Angeles County AJCC System: One Identity, One Brand*. A policy on County AJCC Branding will be provided upon contract award.
- 2.4.2 Successful Proposer(s) operating a Comprehensive AJCC and an associated Affiliate, or Successful Proposer(s) operating an AJCC, shall implement branding and signage as directed by County.

2.5 Performance Based/Cost Reimbursement Contracts

- 2.5.1 County shall enter into performance based/cost reimbursement contracts with Successful Proposer(s).
- 2.5.2 Successful Comprehensive AJCC and AJCC Proposer(s), including Rapid Response, Veterans, and SCSEP, shall adhere to performance measures pursuant to *Appendices B-1 and B-2, WIOA Title I ADW and Youth@Work Program SOW Exhibits, Exhibit 7, Performance Measures and Goals; Appendix B-3, Veterans AJCC SOW Exhibits, Exhibit 4, Performance Measures and*

Goals; Appendix B-4, WIOA RR Program SOW Exhibits, Exhibit 2, Performance Measures and Goals; and Appendix B-5 SCSEP SOW Exhibits, Exhibit 4, Performance Measures and Goals.

2.6 **Sample Agreement: Standard County Terms and Conditions**

2.6.1 If awarded a contract, Proposer shall implement the requirements outlined in *Appendices C and C-1 (as applicable), Sample Contracts*, of this RFP.

2.7 **Performance and Payment Guarantees**

2.7.1 The County, at its sole discretion, reserves the right during the entire term of the Contract as well as during any renewals or extensions, to require that a contractor provide a Payment and/or a Performance Guaranty in the amount and form directed by the County at its sole discretion. The County, in its sole discretion, may issue such direction to the contractor, with not less than 15 days to comply, if County becomes aware of problems with Contractor's performance under this Contract that reveal potential liability to the County in an aggregate excess of \$25,000 including, but not limited to, disallowed costs, unsubstantiated costs, non-payments of vendors, etc. Should such a Payment or Performance Guaranty be required at any time during the performance of this Contract, the County reserves the right, at its sole discretion, to remove an imposed requirement for a Payment and/or Performance Guaranty at the start of each subsequent contract term, renewal, or extension. The costs to implement and pay for the guarantees are potentially allowable costs, however, there will be no additional funding added to the contractor's contract allocation or budget to pay for those costs. Therefore, Contractor will have to submit and seek approval of a budget modification, pursuant to *Appendices C and C-1, Sample Contracts, Subsection 9.9.2, Budget Modifications*, from the County to pay for these costs if Contractor intends to use other operational funds to do so while remaining responsible to meet all other required tasks, performance measures, and other requirements of this Contract. Contractor may provide the required Performance Guaranty in its choice of any of the following forms:

- **Surety Bond:** More information concerning surety bonds and companies may be obtained from the Surety Association of America (www.surety.org), the Surety Information Office (www.sio.org), state insurance departments, the U.S. Small Business Administration (SBA) and U.S. Department of the Treasury.
- **Bank Letter of Credit:** Reference *Appendix S, Criteria and Standards for Letters of Credit and Certificates of Deposit*.
- **Cash or Certified Check**
- **Certificate of Deposit:** which shall name Los Angeles County as being allowed to draw on the account. Reference *Appendix S, Criteria and Standards for Letters of Credit and Certificates of Deposit*.

- 2.7.1.1 The Performance or Payment Guaranty 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.
- 2.7.1.2 The Performance Guaranty may not allow the bond surety to substitute another person to perform services. The performance guaranty must provide for payment of moneys to the County, including but not limited to, payment of any liquidated damages, late penalty payments, or County reimbursement costs.
- 2.7.1.3 All required forms and/or guaranty language will be provided to Successful Proposer(s) at a later date.
- 2.7.2 The Performance and Payment Guaranty shall occur at the discretion of the County, based on Contractor performance. Once required, at no time during the term of any contract shall the coverage fall below the required levels, as stated in *Section 2.7.1 of this RFP*.
 - 2.7.2.1 Non-payment of third-party vendors may be considered a violation of contract requirements and may require a Performance and/or Payment Guaranty.
 - 2.7.2.1.1 The purpose of the Payment Guaranty is to ensure that all parties who supply labor, materials, services, etc. to Contractors have recourse if they do not get paid by Contractor. Payment Guarantees allow third-party vendors to file a claim with the surety issuer who would review the claim and issue payment to the third party that was not paid. County will not be involved in this process other than to validate that the surety bond is in place from a qualified issuer and to ensure that Contractor informs third-party vendors of Payment Guaranty existence.
 - 2.7.2.1.2 A Payment Guaranty shall only be secured by a surety bond as described in *Section 2.7.1* above.
 - 2.7.2.2 Use of the Performance Guaranty would only be after the resolution process has been completed and “questioned costs” have been determined to be unsubstantiated costs, disallowed costs, etc.

2.8 Days of Operation

- 2.8.1 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 and access to 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. All closures, except for emergency situations, would require prior County approval.

2.9 Indemnification and Insurance

2.9.1 Successful Proposer(s) shall be required to comply with the indemnification provisions contained in *Appendices C and C-1, Sample Contracts, Subparagraph 8.23, Indemnification*. Successful Proposer(s) shall procure, maintain, and provide to County proof of insurance coverage for all the programs of insurance along with associated amounts specified in *Appendices C and C-1, Sample Contracts, Subparagraphs 8.24, General Provisions for all Insurance Coverage and 8.25, Insurance Coverage*.

2.10 SPARTA Program

2.10.1 A County program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by County's insurance broker, Merriwether & Williams. For additional information, Proposers may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at www.2sparta.com.

3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS

- 3.1 Interested and qualified Proposers that can demonstrate their ability to successfully provide the required Program services outlined in *Appendices A-1 through A-5, Statements of Work*, of this RFP will be invited to submit a Proposal, provided they meet the minimum mandatory qualifications outlined herein:
- 3.2 To apply for funding under this RFP, and to subsequently be eligible to enter into a contract(s) with County, Proposer(s) must meet specific criteria with regard to eligibility, organizational capacity, and experience with providing workforce development services, location, staffing, linkages, and proposal submission. Proposer(s) must provide satisfactory evidence that it meets all the criteria described in this *Section 3.0 of this RFP, Proposer's Minimum Mandatory Qualifications*. Determination of whether a Proposer satisfies the minimum qualifications shall be at the sole discretion of County.
- 3.3 In accordance with *Section 7.5 of this RFP*, Proposer(s) shall submit *Appendix Q, OSO for AJCC RFP Notice of Intent to Submit Proposal*. **Proposer(s) who do not submit Appendix Q will not be allowed to submit a proposal in response to this RFP.**
- 3.4 In accordance with *Section 7.6 of this RFP, Mandatory Proposers' Conference*, Proposer shall attend the Mandatory Proposers' Conference. **Proposer(s) who do**

not attend ONE (1) of the Mandatory Proposers' Conferences, as detailed in Section 7.6 of this RFP, will not be allowed to submit a proposal in response to this RFP.

3.5 Proposer's Organization Questionnaire/Affidavit: **(Pass/Fail)**

3.5.1 Proposer shall have a completed and signed *Appendix D, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit*, acknowledging and certifying that it meets and will comply with all of the Minimum Mandatory Qualifications listed herein.

3.6 Proposer's Background and Experience **(Pass/Fail)**

3.6.1 Proposer(s) applying for funding as a one-stop operator of a Comprehensive AJCC or an AJCC must have a minimum of three (3) consecutive years of experience within the past five (5) years administering workforce employment and training program services specifically designed and earmarked for either Adults or Youth, respectively, regardless of the targeted age range for eligibility. The three consecutive years must be for a single program, either Adult or Youth workforce employment and training program services. This requirement cannot be met using a combination of experience for the two programs. This experience must be with programs that had yearly funding of at least \$1,000,000 or more (in either Adult or Youth) and services equivalent or substantially similar to the services stated in *Appendix A-1 to this RFP, WIOA Title I Adult and Dislocated Worker Program SOW; and Appendix A-2, Youth@Work Program SOW*.

3.6.1.1 Proposer(s) applying for funding as a one-stop operator of a Comprehensive AJCC or an AJCC and choosing to operate both the ADW and Youth@Work programs themselves shall meet the minimum requirements stated above in *Section 3.6.1* for either Adult or Youth programs; the minimum experience required to operate the second program (either Adult or Youth) shall be three (3) consecutive years within the past five (5) years administering workforce employment and training program services specifically designed and earmarked for either Adults or Youth, respectively, regardless of the targeted age range for eligibility. The three consecutive years must be for a single program, either Adult or Youth workforce employment and training program services. This requirement cannot be met using a combination of experience for the two programs. This experience must be with programs that had a yearly funding amount of \$500,000 (in either Adult or Youth). A Proposer not meeting the minimum requirements to operate the second program may choose to subcontract it out with a qualified subcontractor, as detailed in *RFP Section 5.23, Subcontracts*.

3.6.1.2 Proposer shall clearly demonstrate the experience above in *Section 3.6.1, on Appendix D, Required Forms, Exhibit 3, Prospective Contractor List of Contracts.*

3.6.2 Proposer(s) submitting proposal to provide WIOA Rapid Response Program services must also apply for Comprehensive AJCC funding and have a minimum of three (3) years of experience within the past five (5) years providing Rapid Response and lay-off aversion type services equivalent or similar to the services identified in *Appendix A-4 to this RFP, WIOA Rapid Response Program SOW, Section 10.0, Specific Rapid Response Program Work Requirements.*

3.6.3 Proposer(s) submitting proposal for the Santa Clarita AJCC and Jail Based Affiliate must have a minimum experience of 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 SOW, Section 10.6, Jail-Based Job Center Affiliate Site Work Requirements.*

3.6.3.1 Proposer(s) submitting a proposal for the Santa Clarita AJCC and Jail Based Affiliate may subcontract the Jail Based Affiliate Program Services, however, subcontractor must meet the same minimum requirements as for the Santa Clarita AJCC proposer as detailed in *Section 3.6.3 of this RFP* and shall follow guidelines as outlined in *Section 5.23 of this RFP, Subcontracts.*

3.6.4 Proposer(s) submitting proposal to provide Veterans AJCC services must have a minimum of two (2) years of experience within the past five (5) years providing veteran grant-specific employment and training services to veterans and their eligible spouses, equivalent or similar to the services identified in *Appendix A-3 to this RFP, Veterans AJCC SOW, Section 10.0, Specific Work Requirements.*

3.6.5 Proposer(s) submitting proposals for the Senior Community Service Employment Program must also apply for Comprehensive AJCC funding and have a minimum of two (2) years of experience within the past five (5) years delivering mature and/or older individual-specific workforce services equivalent or similar to the services identified in *Appendix A-5 to this RFP, Senior Community Service Employment Program SOW, Section 10.0, Specific Work Requirements.*

3.6.6 Successful Proposers must be able to provide Program services as described in *Appendices A-1 through A-5, Statements of Work, Section 10.0, Specific Work Requirements, by July 1, 2017.*

3.7 Organizational Capacity (PASS/FAIL)

3.7.1 Proposer must provide a written statement that Proposer has organizational capacity in the following areas:

- 3.7.1.1 That it has not been debarred from participation in government contracting at any level (i.e., Federal, State, County or other Local-level).
- 3.7.1.1.1 Proposer must disclose any debarments, in addition to any instances where Proposer has been disqualified from participating in a government contract solicitation within the past two years and the reason(s) for such disqualification. County may, at its discretion, disqualify a Proposer based on a past debarment or disqualification.
- 3.7.1.2 Proposer must be in good standing with County to be recommended for contract award. Failure to comply with this provision will be grounds for not recommending the Proposer to be awarded a contract and/or not executing the contract. At County's sole discretion, Proposer may be deemed to be not in good standing, if it does not meet contract history/performance/other conditions including but not limited to:
- 3.7.1.2.1 Proposer has outstanding overpayments or disallowed costs that have been determined through a completed resolution process and have not been covered by a County approved Corrective Action Plan (CAP) or a County or a County approved repayment plan.
- 3.7.1.2.2 Proposer is delinquent or has failed to make payments or provide documentation for required corrective actions as outlined by a County approved CAP or a County approved repayment plan.
- 3.7.1.2.3 Proposer has failed to respond to a County-issued Initial Determination Letter (IDL) or Final Determination Letter (FDL), issued pursuant to resolution procedures, or has failed to submit a CAP concerning outstanding issues.
- 3.7.1.2.4 Proposer has failed to comply with the resolution processes in a timely manner as required by Directive CCD-15-1 (<http://css.lacounty.gov/programs/program-directives/>) to address fiscal, program, or other issues.
- 3.7.1.2.5 Proposer has failed to complete a required Single Audit report.
- 3.7.1.2.6 Proposer has been debarred from participating in governmental contracting at any level (i.e. Federal, State, local, etc.).

3.8 Financial Capability (PASS/FAIL)

3.8.1 Proposer shall submit all of the financial information detailed below. There will be two pass/fail determinations in order for County to determine the Proposer's financial capability. The first pass/fail will occur at the point where the financial documents are submitted with the submission of the proposal as follows:

3.8.2 Financial Document Submission Requirement

Proposer shall submit the financial package as follows:

3.8.2.1 Cost Allocation Plan Narrative: Proposers are required to provide a cost allocation plan narrative that complies with the Office of Management and Budget's Uniform Administrative Requirements for Federal grants and CSS Directive CCD-15-03, which can be found at <http://css.lacounty.gov/programs/program-directives>.

3.8.2.2 Copies of the Proposer's audited financial statements, or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent three (3) full fiscal years.

3.8.2.3 Copies of Financial Audit Reports from other County Departments, including Corrective Action Plans (CAPs) and Resolution, if applicable.

3.8.2.4 Statements/Audits shall include:

- Balance Sheet (Statement of Financial Position) – Including all supporting schedules (i.e. Detailed Aged Payables, Aged Receivables, Notes Payable, etc.)
- Income Statement (Profit and Loss Statement)
- Statement of Cash Flow
- Retained Earnings
- Any footnotes to the statements.

3.8.3 If the Proposer is a subsidiary of another company, then any financial information above required by County must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Proposer. In addition, the financial capability of a parent cannot be substituted for the financial capability of the Proposer itself unless an agreement by the parent company to sign a Parental Guarantee is provided with the required information.

If the Proposer **passes** the first determination, the *Financial Document Submission Requirement, Section 3.8.2 of this RFP*, then an evaluation of the

financial documentation submitted will occur as the second pass/fail determination, *Financial Document Evaluation, Section 3.8.4 of this RFP.*

3.8.4 Financial Document Evaluation

Upon Proposer receiving a **pass** on the Financial Document Submission Requirement, County will conduct a Financial Capability Evaluation of the financial documents submitted. County may require additional financial information as part of this evaluation.

If Proposer passes the second determination of the Financial Document Evaluation, then the proposal will move forward in the evaluation process and be evaluated for award selection, provided it meets all of the other minimum mandatory qualifications as identified in this RFP.

3.8.5 Organizational Experience

3.8.5.1 Proposer(s) is the entity authorized to conduct business in the State of California that will serve as the fiscal agent under the contract and operator/administrator of the site under this RFP. Proposer(s) may not use or combine the history or performance of an associate, affiliate, or national office to qualify under this RFP unless the national office is the parent company that will be the fiscal agent and will be responsible for the performance of any resultant contract.

3.8.5.2 Proposer(s) shall not be disqualified from conducting business in the State of California.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1.1 County is not responsible for representations made by any of its officers or employees prior to the execution of the contract unless such understanding or representation is included in the contract.

4.1.2 Final Contract Award by the Board of Supervisors

4.1.2.1 Notwithstanding a recommendation of a Department, agency, individual, or other, the Board of Supervisors ("the Board") retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of County. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

4.1.3 County Option to Reject Proposals

4.1.3.1 Proposers are hereby advised that this RFP is an informal solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract. County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel the RFP in its entirety. County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. County reserves the right to waive inconsequential disparities in a submitted proposal.

4.1.4 County's Right to Amend Request for Proposals

4.1.4.1 County has the right to amend the RFP by written addendum. County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available on CSS' website listed below. It is recommended that all Proposers check the website periodically for information pertaining to this solicitation and for any posted addenda:

<http://css.lacounty.gov/>
"Doing Business with CSS"

4.1.4.2 Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of County. County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.1.5 Background and Security Investigations

4.1.5.1 Background and security investigations of Successful Proposer(s) staff will be required at the discretion of County as a condition of beginning and continuing work under any resulting contract. The cost of background checks is the sole responsibility of Contractor.

4.1.6 County's Quality Assurance Plan

4.1.6.1 After contract award, County or its agent will evaluate the Successful Proposer(s) performance under the contract on a periodic basis. Such evaluation will include assessing Successful Proposer(s) compliance with all terms in the contract and performance standards identified in *Appendices A-1 through A-5, Statements of Work*. Successful Proposer(s)'s deficiencies which County determines are severe or continuing and that may jeopardize performance of the contract will be reported to County's Board of

Supervisors. The report will include improvement/corrective action measures taken by County and Successful Proposer(s). If improvement does not occur consistent with the corrective action measures, County may terminate the contract in whole or in part, or impose other penalties as specified in the contract.

5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS

5.1 Notice to Proposers Concerning the Public Records Act

5.1.1 Responses to this solicitation shall become the exclusive property of County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when (1) contract negotiations are complete; (2) County receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer; and (3) County releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 (Services Contract Solicitation Protest).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's Proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

5.1.2 County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

5.1.3 In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "confidential," "trade secrets," or "proprietary," Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

5.2 Contact with County Personnel

5.2.1 All contact regarding this RFP or any matter relating thereto must be in writing and e-mailed, as follows:

Jenifer De La Torre, Administrative Services Manager I
Community and Senior Services
Contracts Management Division
AJCCRFPA@css.lacounty.gov

5.2.2 If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

5.3.1 Prior to a Contract award, all potential Contractors must register in County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing County's home page at <http://camisvr.co.la.ca.us/webven>

5.4 Protest Policy Review Process

5.4.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 5.4.3 below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the Sections below. It is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

5.4.2 Throughout the review process, County has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, County reserves the right to make an award when it is determined to be in the best interest of County of Los Angeles to do so.

5.4.3 Grounds for Review

5.4.3.1 Unless State or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 are limited to the following:

- Review of Solicitation Requirements (Reference *Section 7.3* in the Proposal Submission Requirements Section)
- Review of a Disqualified Proposal (Reference *Section 8.3* in the Selection Process and Evaluation Criteria Section)
- Review of Proposed Contractor Selection (Reference *Section 8.7.2* in the Selection Process and Evaluation Criteria Section)

5.5 Injury and Illness Prevention Program

5.5.1 Successful Proposer(s) shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

5.6 Confidentiality and Independent Contractor Status

5.6.1 As appropriate, Successful Proposer(s) shall be required to comply with the Confidentiality provision contained in *Appendices C and C-1, Sample Contracts, Subparagraph 7.6, Confidentiality, and Subparagraph 8.22, Independent Contractor Status*, respectively.

5.7 Conflict of Interest

5.7.1 No County employee whose position in County enables him/her to influence the selection of a Successful Proposer(s) for this RFP, or any competing RFP, nor any spouse or economic dependent of such employee, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Successful Proposer(s). Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in *Appendix D, Required Forms, Exhibit 5, Certification of No Conflict of Interest*.

5.8 Determination of Proposer Responsibility

5.8.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible Proposers.

5.8.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of County Code, County may determine whether the Proposer is responsible based on a review of the Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws

related to employee compensation and benefits, and evidence of false claims made by the Proposer against public entities. Labor law violations which are the fault of the subcontractors and of which Proposer had no knowledge shall not be the basis of a determination that Proposer is not responsible.

- 5.8.3 County may declare a Proposer to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that Proposer has done any of the following: (1) violated a term of a contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.
- 5.8.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department shall notify Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the Board of Supervisors that Proposer be found not responsible. The Department shall provide Proposer and/or Proposer's representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.8.5 If Proposer presents evidence in rebuttal to the County, the County shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of Proposer shall reside with the Board of Supervisors.
- 5.8.6 These terms shall also apply to proposed subcontractors of Proposers on County contracts.
- 5.8.7 In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

5.9 Proposer Debarment

- 5.9.1 Proposer is hereby notified that, in accordance with Chapter 2.202 of County Code, County may debar Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and County may terminate any or all of Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that Proposer has done any of the

following: (1) violated a term of a contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

- 5.9.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, the County shall notify Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 5.9.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. Proposer and/or Proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Proposer should be debarred, and, if so, the appropriate length of time of the debarment. Proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 5.9.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 5.9.5 If a Proposer has been debarred for a period longer than five (5) years, that Proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Proposer has adequately demonstrated one (1) or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.
- 5.9.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) Proposer has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request,

the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

5.9.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.9.8 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

5.9.9 *Appendix H, Listing of Contractors Debarred in Los Angeles County*, provides a link to County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

5.10 Adherence to County's Child Support Compliance Program

5.10.1 Proposers shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

5.11 Gratuities

5.11.1 Attempt to Secure Favorable Treatment

5.11.1.1 It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the award of the Contract or that Proposer's failure to provide such consideration may negatively affect County's consideration of Proposer's submission. A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of

securing favorable treatment with respect to the award of the contract.

5.11.2 Proposer Notification to County

5.11.2.1 A Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in Proposer's submission being eliminated from consideration.

5.11.3 Form of Improper Consideration

5.11.3.1 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

5.12 Notice to Proposers Regarding the County Lobbyist Ordinance

5.12.1 The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing *Appendix D, Required Forms, Exhibit 6, Familiarity with the County Lobbyist Ordinance Certification*, and submitting it as part of their proposal.

5.13 Federal Earned Income Credit

5.13.1 Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be

provided in accordance with the requirements set forth in *Appendix I, Internal Revenue Service Notice No. 1015*.

5.14 Consideration of GAIN/GROW Participants for Employment

- 5.14.1 As a threshold requirement for consideration for contract award, Proposers shall demonstrate a proven record of hiring participants in the County of Los Angeles Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers shall attest to a willingness to provide employed GAIN/GROW participants access to Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.
- 5.14.2 Proposers who are unable to meet this requirement shall not be considered for contract award. Proposers shall complete *Appendix D, Required Forms, Exhibit 9, Attestation of Willingness to Consider GAIN/GROW Participants*, and submit it as part of the proposal.

5.15 Recycled Bond Paper

- 5.15.1 Proposer shall be required to comply with County's policy on recycled bond paper as specified in *Appendices C and C-1, Sample Contracts, Subparagraph 8.39, Recycled Bond Paper*.

5.16 Safely Surrendered Baby Law

- 5.16.1 Successful Proposer(s) shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in *Appendix J, Safely Surrendered Baby Law*, of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

5.17 Jury Service Program

- 5.17.1 The prospective Contract is subject to the requirement of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the Jury Service Ordinance, *Appendix G, Jury Service Ordinance*, and the pertinent jury service provisions of the *Appendices C and C-1, Sample Contracts, Subparagraph 8.8*, both of which are

incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their Subcontractors.

- 5.17.2 **If the Proposer fails to comply with the requirements of the Jury Service Program, it will be considered non-responsible and excluded from further consideration.**
- 5.17.3 The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with Contractor or that Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on County project. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.
- 5.17.4 There are two (2) ways in which a Contractor might not be subject to the Jury Service Program. The first is if Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. The second is if Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten (10) or fewer employees; and, 2) annual gross revenues in the preceding twelve (12) months which, if added to the annual amount of this contract is less than five hundred thousand dollars (\$500,000), and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
- 5.17.5 If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program,

then the Contractor must so indicate when completing *Appendix D, Required Forms, Exhibit 10, Contractor Employee Jury Service Program Certification Form and Application for Exception*, and shall submit the completed form long with all necessary documentation to support the claim (such as tax returns or a collective bargaining agreement, if applicable) with its proposal. Upon reviewing the Contractor's application, County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. County's decision will be final.

5.18 Intentionally Omitted

5.19 Notification to County of Pending Acquisitions/Mergers by Proposing Company

5.19.1 Proposer shall notify County of any pending acquisitions/mergers of their company. This information shall be provided by Proposer on *Appendix D, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit*. Failure of the Proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in *Appendix D, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit*, during the solicitation period by providing a revised *Appendix D, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit*, to County upon the occurrence of any event giving rise to a change in its previously-reported information.

5.20 Proposer's Charitable Contributions Compliance

5.20.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractors should carefully read *Appendix N, Background and Resources: California Charities Regulations*. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over two million dollars (\$2,000,000) of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

5.20.2 All prospective Contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete *Appendix D, Required Forms, Exhibit 12, Charitable*

Contributions Certification. A completed *Exhibit 12, Charitable Contributions Certification*, is a required part of any agreement with County.

5.20.3 In *Appendix D, Required Forms, Exhibit 12, Charitable Contributions Certification*, prospective Contractor shall certify either that:

- It has determined that it does not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if it becomes subject to coverage of those laws during the term of a County Contract, or
- It is currently complying with its obligations under the Charitable Purposes Act, attaching a copy of its most recent filing with the Registry of Charitable Trusts.

5.20.4 Prospective County Contractor that does not complete *Appendix D, Required Forms, Exhibit 12, Charitable Contributions Certification*, and submit it along with its proposal may be disqualified from a Contract award at County's sole discretion. A County Contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

5.21 Defaulted Property Tax Reduction Program

5.21.1 The prospective contract is subject to the requirements of County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read *Appendix O, Defaulted Property Tax Reduction Program*, and the pertinent provisions of *Appendices C and C-1, Sample Contracts, Subparagraph 8.51, Warranty of Compliance with County's Defaulted Property Tax Reduction Program*, and *8.52 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program*, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractor and its Subcontractors.

5.21.2 Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing *Appendix D, Required Forms, Exhibit 14, Certification of Compliance with the County's Defaulted Property Tax Reduction Program*. Failure to maintain compliance, or to timely cure

defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

- 5.21.3 Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.22 Time Off for Voting

- 5.22.1 Successful Proposer(s) shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every Contractor and Subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

5.23 Subcontracts

- 5.23.1 Should Proposer(s) for a Comprehensive AJCC or AJCC choose to subcontract any programs, 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. Successful Proposer(s) shall provide at a minimum, the WIOA Title I ADW or Youth@Work program; both programs shall not be subcontracted out.
- 5.23.2 Subcontractors must meet the minimum experience requirements for program services being subcontracted for as stated in *RFP Section 3.6*. In addition, subcontractors must have the experience of administering workforce employment and training programs for WIOA Title I ADW and/or Youth, respectively, with a yearly funding amount of at least \$500,000.
- 5.23.2.1 The Jail Based Affiliate may be subcontracted out; however, any subcontract must meet the same experience providing employment readiness services to re-entry populations, as detailed in *RFP Section 3.6.3*, with a yearly funding amount of at least \$200,000.
- 5.23.2.2 A Comprehensive AJCC or AJCC may subcontract with another Comprehensive AJCC or AJCC. However, an agency cannot be a subcontractor if it applies to be a Comprehensive AJCC or AJCC within the same Sub-Region.

5.23.2.3 Subcontractor(s) shall be procured prior to submission of proposal, in accordance with *Section 5.23 of this RFP*.

5.23.2.4 The WIOA RR and SCSEP program services may be subcontracted out; however, the programs must be operated on-site at the Comprehensive AJCC, and subcontractors shall meet the minimum requirements as specified in RFP *Sections 3.6.2 and 3.6.5*.

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 County Policy on Doing Business with Small Business

6.1.1 County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business. For more information on the Small Business Preference program, see *RFP Section 8.5.2*.

6.1.2 The Jury Service Program provides an exception to the Program if a company qualifies as a Small Business. Further explanation of this Program is provided in *Section 5.17, Jury Service Program*, of this RFP.

6.2 Intentionally Omitted

6.3 Intentionally Omitted

6.4 Disabled Veteran Business Enterprise Preference Program (DVBE)

6.4.1 County will give preference during this solicitation process to Proposers that meet the definition of a Disabled Veteran Business Enterprise (DVBE), consistent with Chapter 2.211 of the Los Angeles County Code. A Disabled Veteran Business Enterprise vendor is defined as: 1) A business which is certified by the State of California Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS) as a Disabled Veteran Business Enterprise; or 2) A business which is certified by United States Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business (SDVOSB).

6.4.1.1 Information about the State's DBVE certifications regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the State of California DGS PD OSD website (<http://www.pd.dgs.ca.gov>)

6.4.1.2 Information on Department of Veteran Affairs' SDVOSB certification regulations is found in Title 38 Code of Federal Regulations Part 74 (38 CFR 74) and is also available on Department of Veterans Affairs website (<http://www.vetbiz.gov>)

6.4.2 Certified DVBE Proposers may request the preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification is affirmed by either State of California DGS PD OSDS or United States Department of Veteran Affairs.

6.4.3 In no case shall the DVBE Preference Program price or scoring preference be combined with any other County preference program to exceed eight percent (8%) in response to any County solicitation.

6.4.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a DVBE.

6.4.5 To request the DVBE Preference, Proposer must complete *Appendix D, Required Forms, Exhibit 15, Request for Disabled Veteran Business Enterprise Preference Program Consideration*, and submit along with all supporting documentation with its proposal.

6.5 Transitional Job Opportunities Preference Program

6.5.1 In evaluating proposals, County will give preference to Proposers that are certified by County as Transitional Job Opportunity (TJO) vendors, consistent with Chapter 2.205 of the Los Angeles County Code. Proposer may be certified as a TJO vendor if all of the following criteria are met:

6.5.1.1 Proposer is a non-profit organization recognized as tax exempt pursuant to Section 501 (c) (3) of the Internal Revenue Service Code and has been such for at least three (3) years

6.5.1.2 Under penalty of perjury, Proposer shall set forth, such information as requested by County on either electronic or hard copy forms, along with their application form and three (3) most recent annual tax returns to County with its proposal.

6.5.1.3 Proposer must have been in operation for at least one (1) year providing transitional job and the related supportive services to program participants.

6.5.1.4 Proposer shall also provide the following information:

6.5.1.4.1 A profile of its program participants (e.g., homeless individuals, individuals with addictions, at-risk youths, etc.)

6.5.1.4.2 A description of the entity’s program components designed to help program participants transition towards unsubsidized competitive employment, including a description of the supportive services offered to participants.

6.5.1.4.3 The number of participants in the program during the last calendar year.

6.5.1.4.4 Any other information requested by County.

6.5.2 Transitional Job Opportunities (TJO) Proposers must request the preference in their proposals and may not receive the preference until certification has been affirmed by County. County must verify the TJO vendor certification prior to applying the preference. Sanctions and financial penalties may apply to Proposers that knowingly and with intent to defraud seeks to obtain or maintain certification as TJO vendors.

6.5.3 To request the TJO Preference, Proposer must complete *Appendix D, Required Forms, Exhibit 13, Transitional Job Opportunities Preference Application*, and submit it along with all supporting documentation with its proposal.

7.0 PROPOSAL SUBMISSION REQUIREMENTS

7.1 Truth and Accuracy of Representations

7.1.1 False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Director’s sole judgment and his/her judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

7.2 RFP Timetable

7.2.1 The timetable for this RFP is as follows:

Original release of RFP April 29, 2016

1st Mandatory Proposer’s Conference May 11, 2016

Release of Revised RFPSeptember 30, 2016

Request for a Solicitation Requirements Review Due..... October 14, 2016

2 nd Mandatory Proposers' Conference	October 19, 2016
(Only mandatory for Proposers who did not attend May 11, 2016 conference; however all are welcome)	
Written Questions Due.....	October 24, 2016
Posting of Final Questions and Answers	November 8, 2016
Notice of Intent Due.....	November 9, 2016
Proposals due by (Pacific Standard Time).....	December 19, 2016 at 12:00 p.m.
Evaluation Panel Review	January 3- January 27, 2017
Notification of Contract Recommendation.....	February 14, 2017
Contract and Services Begin	July 1, 2017

7.3 Solicitation Requirements Review

7.3.1 Any person or entity may seek a Solicitation Requirements Review by completing *Appendix E, Request for Proposals (RFP) Transmittal to Request a Solicitation Requirements Review*, and submitting it to County as described in this Paragraph. A request for a Solicitation Requirements Review may be denied, at County's sole discretion, if the request does not satisfy all of the following criteria:

7.3.1.1 The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;

7.3.1.2 The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal;

7.3.1.3 The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and

7.3.1.4 The request for a Solicitation Requirements Review asserts either that:

7.3.1.4.1 Application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,

7.3.1.4.2 Due to unclear instructions, the process may result in County not receiving the best possible responses from prospective Proposers.

7.3.2 The Solicitation Requirements Review shall be completed and the County's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

7.4 Proposers' Questions

7.4.1 Proposers may submit questions regarding this RFP by e-mail to the individual identified below. All questions must be received by **October 24, 2016**. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP and posted at <http://css.lacounty.gov/business-opportunities/>.

7.4.2 When submitting questions, please specify the RFP section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the section can be quickly found in the RFP. County reserves the right to group similar questions when providing answers.

7.4.3 Questions may address Proposer's concerns about the RFP document, process or requirements. All questions should be addressed to:

Jenifer De La Torre, Administrative Services Manager I
Community and Senior Services
Contracts Management Division
AJCCRFP@css.lacounty.gov

7.5 Notice of Intent to Submit Proposal(s)

7.5.1 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) 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.

7.5.2 **All organizations interested in submitting a Proposal must submit a new Notice of Intent.**

7.5.3 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).

7.5.4 All Notices of Intent to Submit are due no later than **November 9, 2016 by 5:00 p.m.** to Jenifer De La Torre at AJCCRFP@css.lacounty.gov

- 7.5.5 The OSO for AJCC 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.**

7.6 Mandatory Proposers' Conference

- 7.6.1 A **Mandatory Proposers' Conference** will be held to discuss the RFP Requirements for all Proposers that did not attend the first Mandatory Proposers Conference that was held on May 11, 2016. County staff will respond to questions from potential Proposers. The conference is scheduled as follows:

October 19, 2016
2:00 p.m.-4:00 p.m.
133 North Sunol Drive
Los Angeles, CA 90063

- 7.6.2 Although encouraged, agencies that attended the first mandatory proposers' conference, on May 11, 2016, are not required to attend the second proposers' conference in *Section 7.6.1* above.
- 7.6.3 Agencies must RSVP to ensure sufficient space is available. Send an email confirming your RSVP to AJCCRFP@css.lacounty.gov by October 17th at 4:00 P.M. Please note that due to space restrictions, only two (2) individuals from each Proposer will be allowed to attend. In the event sufficient space is not available to accommodate all interested Proposers, County may add an additional date and/or time for the Mandatory Proposer's Conference. Proposers who submit an RSVP will be kept apprised of additional dates and/or times via email.
- 7.6.4 Proposers are encouraged to bring a copy of the RFP to the Proposers' Conference. No copies of the RFP will be distributed at the Proposers' Conference.
- 7.6.5 Information is available regarding the preparation and development a Cost Allocation Plan, at <http://lacoworkforce.css.lacounty.gov/wioa-administrative-notice/>. Proposers are required to submit a narrative of how the agency plans to allocate funding if awarded a contract (*reference Sections 3.8.2.1 and 7.8.3 of this RFP*). Any questions Proposers may have regarding CAPs may be addressed at the Mandatory Proposers' Conference (*Section 7.6.1 above*).

7.7 Preparing the Proposal in Response to the RFP

- 7.7.1 Proposer(s) applying for a Comprehensive AJCC or AJCC 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.**

7.7.1.1 Minimum Mandatory Qualifications include those items described in RFP *Section 3.0 (Proposer's Minimum Mandatory Qualifications)* and RFP *Section 7.8, Minimum Mandatory Qualifications Submission Format.*

7.7.1.2 An Executive Summary, as described in RFP *Section 7.9.4*, includes a brief summary of the Proposer's proposal with the intent to provide County with a broad understanding of Proposer's approach, experience, qualifications, and staffing in providing the requested Program services.

7.7.1.3 The Business Proposal, as described in RFP *Section 7.9, Business Proposal Format*, includes both required forms and narratives detailing Proposer's qualifications and the proposed Program services.

7.7.1.4 The Budget Proposal, as described in RFP *Section 7.10, Budget Proposal Format*, includes the Proposer's operational and training budget to administer the Program and does not include lease costs.

7.7.2 One (1) original and four (4) complete and numbered copies for each proposal being applied for shall be submitted. In addition to the original and four (4) copies, include in the submission one (1) thumb drive with the proposal in PDF format; if an agency is submitting more than one proposal, all proposals may be included on the same thumb drive (i.e. Veterans' Proposal). The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. On the cover, state the Sub-Regions (maximum of three) being applied for, and whether the proposal is for a Comprehensive AJCC, which may include Rapid Response Program and/or Senior Community Employment Program; or AJCC. The original and copies shall be placed in separate three-ringed binders. Copies must also be numbered on the upper right-hand corner. Specialized covering, paper clips, or other removable fasteners are not acceptable.

7.7.3 Proposals shall be typed (on 8 ½" by 11" paper), single-spaced between each line and double-spaced between paragraphs, with margins set at 1.0 inch on each side, and a standard twelve (12) point Arial font.

- 7.7.4 For every response in the proposal, Proposer shall clearly indicate the RFP Section Heading, Section Letter and/or Number it applies to (if applicable) (e.g., Section C (Proposer's Approach to Provide Required Services Comprehensive AJCC, or AJCC sites).
- 7.7.5 Each section of the proposal shall be tabbed and clearly identified in the table of contents and shall follow the order specified in *Sections 7.8, Minimum Mandatory Qualifications Submission Format, 7.9 Business Proposal Format, and 7.10 Budget Proposal Format, of this RFP*. All attachments must be attached immediately after the Section to which Proposer is responding.
- 7.7.6 For the Minimum Mandatory Qualifications for each Comprehensive AJCC, which may include WIOA Rapid Response Program and/or Senior Community Service Employment Program; or AJCC proposal; or Veterans AJCC proposal Proposer is applying for, instructions for each requirement is detailed in *Section 7.8 of this RFP*.
- 7.7.7 For the Business Proposal for each Comprehensive AJCC, which may include WIOA Rapid Response and/or Senior Community Service Employment Program; or AJCC proposal; or Veterans AJCC proposal, the limit for all answers is noted next to each section the Proposer is responding to (*reference Section 7.9.4 through 7.9.8 of this RFP*). The page limits do not apply to exhibits or other attachments. Pages that exceed the maximum limit will not be reviewed and will not be counted towards the evaluation of the Proposal.
- 7.7.8 For the Budget Proposal for each Comprehensive AJCC, which may include WIOA Rapid Response Program and/or Senior Community Service Employment Program; or AJCC proposal; or Veterans AJCC proposal Proposer is applying for, Proposer shall submit *Appendix D-1, Unique Forms, Exhibit 2, Proposed Budget for Los Angeles County OSO for AJCC Funding*.
- 7.7.9 *Appendix D-1, Unique Forms, Exhibit 3, Los Angeles County OSO for AJCC Proposal Package Checklist*, is included to ensure all items and forms required for the proposal are included in the proposal package.

7.8 Minimum Mandatory Qualifications Submission Format

- 7.8.1 The content and sequence of the Minimum Mandatory Qualifications must be as follows:
- 7.8.1.1 Cover Page
- 7.8.1.1.1 Identify this part of the proposal as the Minimum Mandatory Qualifications and include the RFP title, RFP number and Proposer's name.

7.8.1.2 Table of Contents

7.8.1.2.1 Sequentially list all material included in the Minimum Mandatory Qualifications. Include a clear definition of the material, identified by sequential page numbers and by Section reference numbers.

7.8.1.3 Section A (Proposer's Organization)

Proposer shall complete all items on *Appendix D, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit*, and Proposer's authorized representative shall sign and date it. The person signing this document must be authorized to sign on behalf of the Proposer and to bind Proposer in the Contract.

7.8.1.3.1 Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships.

7.8.1.3.1.1 Taking into account the structure of Proposer's organization, Proposer shall determine which of the supporting documents listed in *Subsection 7.8.1.3.2, Corporations and Limited Liability Companies Support Documents*, and *7.8.1.3.3, Limited Partnership Support Documents* that County requires. If Proposer's organization does not fit into one (1) of these categories, upon receipt of the proposal or at some time later, County may, in its sole discretion, request additional documentation regarding Proposer's business organization and authority of individuals to sign Contracts.

7.8.1.3.1.2 If Proposer does not have these required documents available at the time of proposal submission, Proposer must request the appropriate documents from California Secretary of State and provide a statement on the status of the Proposer's request.

7.8.1.3.2 Corporations and Limited Liability Companies Support Documents:

7.8.1.3.2.1 Certificate of Good Standing (as filed with the State of incorporation/ organization).

7.8.1.3.2.2 Statement of Information (a conformed copy of the most recent filing with the California Secretary of State, listing corporate officers or members and managers).

7.8.1.3.3 Limited Partnership Support Documents:

Proposer shall submit one of the following documentation with the proposal:

7.8.1.3.3.1 Certificate of Limited Partnership (conformed copy)

7.8.1.3.3.2 Application for Registration of Foreign Limited Partnership (as filed with the California Secretary of State, and any amendments thereto)

7.8.1.3.4 Dun and Bradstreet Universal Numbering System (DUNS Number): Proposer shall provide its DUNS Number as indicated on the Questionnaire/Affidavit.

7.8.1.3.5 Board of Directors Authorization Warranty

7.8.1.3.5.1 Proposer represents and warrants that the person signing the proposal on behalf of Proposer is an authorized agent who has actual authority to bind Proposer to each and every term, condition and obligation of this RFP and any resulting contract, and that all requirements have been fulfilled to provide such actual authority.

7.8.1.3.5.2 To support this warranty, Proposer shall Provide its Board of Director's Authorization Warranty which shall include the following elements:

7.8.1.3.5.2.1 Warranty may take the form of a resolution, order, motion or letter (on Proposer organization official letterhead) from Proposer's governing body (i.e., Board of Directors, City Council, etc.).

7.8.1.3.5.2.2 At a minimum, the warranty shall include a reference to this RFP;

authorize submission of the proposal on behalf of Proposer's organization in response to this RFP; indicate the person who is authorized to sign this proposal; bind Proposer to any resulting contract if one is awarded by the Los Angeles County Board of Supervisors (and any amendments or addendums thereto), and approve and accept Contract funds on behalf of Proposer's organization.

7.8.2 Section B (Proposer's Background and Experience)

7.8.2.1 Proposer shall provide a written summary of relevant background and experience information to demonstrate that Proposer meets the minimum background and experience for each Comprehensive AJCC or AJCC and/or program being applied for, as applicable, and as stated in *Section 3.6 of this RFP*.

7.8.3 Section C (Proposer's Financial Capability)

7.8.3.1 Proposer shall submit a financial package (as referenced in *Section 3.8.2 of this RFP*), consisting of the following:

- Cost Allocation Plan Narrative: Proposers are required to provide a cost allocation plan narrative that complies with the Office of Management and Budget's Uniform Administrative Requirements for Federal grants and CSS Directive CCD-15-03, which can be found at <http://css.lacounty.gov/programs/program-directives>.
- Copies of the Proposer's audited financial statements, or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent three (3) full fiscal years.
- Financial statements shall disclose Proposer's assets, liabilities and net worth and shall include auditor's unqualified opinion. At a minimum, Proposer shall provide the Balance Sheet (Statement of Financial Position), Income Statement (Statement of Operations) and the Retained Earnings Statement (Statement of Cash Flows). It should be noted that depending on the nature of Proposer's organization, (i.e., the non-profit, for-profits, government, etc.) the title of these

statements may differ. For example, the “Balance Sheet” for a non-profit entity is referred to as the “Statement of Financial Position.” Income Tax returns will not meet the Proposer’s Financial Capability requirement. Financial statements will be kept confidential if Proposer makes the appropriate notation on each page thereof.

- Copies of Financial Audit Reports from other County Departments, including Corrective Action Plans (CAPs) and Resolution, if applicable.
- Statements/Audits shall include:
 - Balance Sheet (Statement of Financial Position) – Including all supporting schedules (i.e. Detailed Aged Payables, Aged Receivables, Notes Payable, etc.)
 - Income Statement (Profit and Loss Statement)
 - Statement of Cash Flow
 - Retained Earnings
 - Any footnotes to the statements.

7.8.3.2 If the Proposer is a subsidiary of another company, then any financial information above required by County must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Proposer. In addition, the financial capability of a parent cannot be substituted for the financial capability of the Proposer itself unless an agreement by the parent company to sign a Parental Guarantee is provided with the required information.

7.9 Business Proposal Format

7.9.1 The content and sequence of the Business Proposal must be as follows:

- Cover Page
- Table of Contents
- Section A (Executive Summary)
- Section B (Proposer’s Qualifications)
- Section C (Proposer’s Approach to Provide Required Services)
- Section D (Proposer’s Quality Control Plan)

- Section E (Proposer’s Green Initiatives)
- Section F (Acceptance of/or Exceptions to Statement of Work Requirements and Sample Contract Terms and Conditions)
- Section G (Business Proposal Required Forms)

7.9.2 Cover Page

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. Proposers may sub-contract program services as detailed in *Section 5.23, Subcontracts, of this RFP*. 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, Statements of Work*, as applicable.

7.9.3 Table of Contents

7.9.3.1 List all material included in the Business Proposal. Include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

7.9.4 Section A (Executive Summary) – Two (2) pages maximum, not including resumes and biographies.

7.9.4.1 Provide Proposer’s mission statement; give a brief history of the organization, indicate the number of years in operation and indicate Proposer’s experience in providing Program Services or services equivalent or substantially similar to the Services identified in *Appendices A-1 through A-5, Statements of Work*, as applicable. Proposer shall also state its organization type (non-profit, for-profit or public/government). Proposal shall include resumes and biographies of current Executive Team.

7.9.5 Section B (Proposer’s Qualifications) – Two (2) page maximum not including the forms.

7.9.5.1 Proposer shall demonstrate that its organization has the experience and financial capability to perform the required services. Proposer shall provide a narrative describing their experience and financial capability. The following sections must be included in the Proposal:

7.9.5.1.1 Section B.1 (Proposer’s References)

Proposer shall provide references to substantiate its qualification. It is Proposer's sole responsibility to ensure that the reference's name, and point of contact's name, title phone number and email address are accurate. The same references shall be listed on *Appendix D, Required Forms, Exhibit 2, Prospective Contractor References, and Appendix D, Required Forms, Exhibit 3, Prospective Contractor List of Contracts*, if the reference falls within both categories.

7.9.5.1.2 County reserves the option to contact references by telephone, mail, or e-mail to ascertain Proposer's qualifications and accountability. In the event that County elects to call the references, County will contact Proposer's references during normal business hours, Monday through Friday (8:00 a.m. to 5:00 p.m.). Proposer shall complete and include the following forms in the proposal:

7.9.5.1.2.1 *Appendix D, Required Forms, Exhibit 2, Prospective Contractor References*: Proposer must provide five (5) references where the same or similar scope of Services was provided.

7.9.5.1.2.2 *Appendix D, Required Forms, Exhibit 3, Prospective Contractor List of Contracts*: The listing must include all contracts with public entities for the last five (5) years. Use additional sheets if necessary.

7.9.5.1.2.3 *Appendix D, Required Forms, Exhibit 4, Prospective Contractor List of Terminated Contracts*: The listing must include all contracts terminated within the past ten (10) years with a reason for each termination, which may include, but is not limited to: non-compliance with the contract terms, loss of funding, failure to complete the contract, etc.

7.9.5.1.3 County may disqualify Proposer as non-responsive and/or non-responsible if any of the following occur:

7.9.5.1.3.1 References fail to substantiate Proposer's description of the services provided;

7.9.5.1.3.2 References fail to support that Proposer has a continuing pattern of utilizing capable, productive and skilled personnel;

7.9.5.1.3.3 County is unable to reach the point of contact with reasonable effort. It is Proposer's responsibility to inform the point of contact of the normal working hours during which time County will conduct reference checks.

7.9.5.2 Section B.2 (Proposer's Pending Litigation and Judgments and Outstanding Regulatory Findings)

7.9.5.2.1 Proposer shall Identify by name, case and court jurisdiction any pending litigation(s) in which Proposer is involved, or judgments against Proposer in the past five (5) years. Proposer shall provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of Proposer. If Proposer does not have any pending litigation(s) or judgment(s), Proposer shall provide a written statement indicating there are no such pending litigation or judgment actions within the last five (5) years. Notations such as "Not Applicable" or "n/a" will not be considered a valid response and will be rated as non-responsive. In addition, Proposer must identify any outstanding regulatory findings, which includes the date of the finding, name of the agency reporting the findings and any questioned costs associated with the report(s).

7.9.6 Section C (Proposer's Approach to Provide Required Services at Comprehensive AJCC, or AJCC sites).

7.9.6.1 Proposer must address all Sub-Regions it is applying for within its response.

7.9.6.2 This section must present a description of the methodology that will be used to meet contract work requirements. Responses should be complete, specific, and as quantifiable as possible.

7.9.6.3 Program Services Approach: Proposer's program services approach must address the ten (10) local design features listed in *RFP, Section 1.1.10, Design Implementation of WIOA Guiding Principles within the County of Los Angeles*, as the policy framework for the implementation of the Comprehensive AJCC or AJCC. All Comprehensive AJCCs and AJCCs shall follow the Integrated Service Delivery Model (ISD) Customer flow, as demonstrated in

Appendices B-1 and B-2, WIOA Title I ADW and Youth@Work Programs SOW Exhibits, Exhibit 5, Customer Flow, of this RFP. However, AJCCs can propose an abridged form of ISD considering the funding level and on-site partner availability.

7.9.6.4 All Proposers applying for a Comprehensive AJCC or AJCC shall answer the following questions. Proposers must address the specific needs of each Sub-Region being applied for. Proposer(s) that will be subcontracting the ADW Program services must identify its subcontractor(s) here and describe their role in delivery of services for each section.

7.9.6.4.1 One-Stop Operator

The maximum number of pages for this section is 4 pages

7.9.6.4.1.1 As the One-Stop Operator, will Proposer directly deliver Adult/Dislocated Worker and/or Youth@Work Services? If Proposer is electing to have a Sub-Contractor directly provide Adult/Dislocated Worker or Youth@Work Program Services, name the Program that will be Sub-Contracted and the entity that will be delivering those Program Services. Please indicate "Not Applicable" if Proposer will not be subcontracting the Adult/Dislocated Worker or Youth@Work programs. In addition, describe how you will ensure seamless services amongst all programs applied for under this RFP.

7.9.6.4.1.2 Describe in detail how you will operationalize and meet all the requirements of the One-Stop Operator as set forth in *Appendix C, Sample Contract, Exhibit BB, Los Angeles County Comprehensive AJCC or AJCC One Stop Operator Unique Requirements*.

The page limit for Sections 7.9.6.4.2 through 7.9.6.4.12 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.

7.9.6.4.2 Regional Understanding

- a. Labor force
- b. Businesses

7.9.6.4.2.1 Describe the Sub-Region(s) for which you are submitting a proposal. This description should include your understanding of both the Sub-Regional labor force – demographics, characteristics, educational attainment, needs, etc. and the business climate – key Sub-Regional employers, occupations, current and projected needs, etc. In addition, this section should also include a description of the Sub-Regional skill gaps and the opportunities to bridge those gaps within the Sub-Region.

7.9.6.4.2.2 Describe in detail which specialized industry sector(s) the Proposer will specialize in for each Sub-Region being applied for.

7.9.6.4.3 Outreach Plan

7.9.6.4.3.1 Describe your marketing, outreach and recruitment plan to ensure awareness and service delivery to all the Cities and Unincorporated areas for all the target Sub-Region(s). Also describe your marketing, outreach and recruitment plan to ensure awareness and service delivery to all the Priority Populations as listed in *Section 1.1.10.1.6 of this RFP* residing in the Cities and Unincorporated areas of the target Sub-Region(s). Describe the educational and community partnerships you will leverage to ensure you are reaching all the residents of the target Sub-Region(s).

7.9.6.4.4 Service Delivery System

7.9.6.4.4.1 Provide an overview of the entirety of the Integrated Services Delivery System (ISD) as described in *Section 1.1.10.1.4 of this RFP* and the methods by which services are delivered to both jobseekers and businesses. Describe the experience of both the jobseekers and businesses as they engage in the services you are proposing and how those services are addressing their needs.

7.9.6.4.5 Customers

7.9.6.4.5.1 Describe how Proposer will serve populations such as veterans, mature workers, American Indians, foster youth, probation youth, displaced workers, individuals with disabilities, Limited English Proficient, Temporary Aid to Needy Families (TANF/CalWORKs), Homeless and other underrepresented groups. Describe the Proposer's approach to increasing the number of basic education students, under-prepared job seekers and displaced workers who complete training programs in high demand industries. In addition, describe how you will provide services to populations that do not traditionally access services through the AJCC system such as the professional and incumbent worker populations. What is your experience serving all of the above populations? What steps would Proposer take to ensure that its participant enrollments be comprised of priority populations, as defined in *Appendix A-1, WIOA Title I ADW Program SOW, Section 10.3, Priority Requirements*, and *Appendix A-2, Youth@Work SOW, Section 10.2.2, Priority of Services*, and *Appendix A-3, Veterans AJCC SOW, Section 10.4, Priority Requirements*. Describe the methods and mechanisms you will employ to source for customers in the populations listed above and how those sourcing avenues will be connected to the Comprehensive AJCC or AJCC.

7.9.6.4.6 Product Box

7.9.6.4.6.1 Describe the service offerings that will comprise the Product Box, as described in *Appendix A-1, WIOA Title I ADW SOW, Section 10.7.3.1.4, which is also applicable to the Youth Program Services*; and/or *Appendix A-3, Veterans AJCC SOW, Section 10.7.3.1.4*. What is Proposer's experience providing these services? Describe how

Proposer will meet the staffing needs to ensure that the service offerings comprising the Product Box are effectively provided. How will Proposer ensure that the Product Box is maintained and updated to support the activities of the Comprehensive AJCC and AJCC Affiliate, or AJCC, and/or Veterans AJCC and its participants as they move towards becoming more employable? Describe how the proposer will maintain quality of all Product Box services and offerings as well as how you will ensure relevance to the on-going needs of both jobseekers and employers.

7.9.6.4.7 Partnerships

7.9.6.4.7.1 Describe how the Proposer will approach partnerships both strategically and tactically. Outline how these partnerships will benefit jobseekers, businesses or the system as a whole. Include critical and mandatory partnerships that will be onsite as well as those that are intended to be referral/connection points. Describe how these partnerships work within the ISD framework. In addition, provide an overview of all of the leveraged resources, staff, and programs that will be garnered through these partnerships.

7.9.6.4.7.2 Describe Proposer's partnerships with high growth sector training programs that have a track record of working with business and labor.

7.9.6.4.8 Employer/Business Services

7.9.6.4.8.1 Describe the Proposer's approach to employer services and business services. Describe Proposer's ability and experience in providing workforce planning and talent acquisition services that include job matching, job placement, coaching, job retention, development of career pathway strategies, and the provision of Supportive Services to skilled and qualified jobseekers

that meet the needs of Sub-Regional employers. Provide an overview of the Comprehensive AJCC's or AJCC's connection to Regional strategies/priorities, i.e. Sector Navigators, Career Pathways, and Centralized Business Services. Describe your approach to enhancing business engagement and increasing the Comprehensive AJCC's or AJCC's relevance to the employer community as well as a description of your current business and employer connections, strategies to engage new businesses and identification of employers that will provide employment opportunities. Employers listed must provide commitment to hire qualified trainees, confirming skills and credentials for occupation and play a role in curriculum design.

7.9.6.4.9 Technologies / Innovations

7.9.6.4.9.1 Provide an overview of the Proposer's approach to technologies and innovations. Describe the types of technologies/innovations that will be leveraged in your design. Provide specific benefits of these innovations to the jobseekers, businesses, or the system as a whole. Describe how the Proposer will ensure that technologies are current and meet the needs of both customers: jobseekers and employers.

7.9.6.4.9.2 Describe the Proposer's approach to Performance Management. Provide an overview of how performance will be measured operationally. Include all metrics to be used, which should include common measures, quasi measures and process measures that will gauge operational effectiveness and success. Describe the overall practice of data collection/aggregation, performance monitoring, corrective actions, and reporting (i.e. dashboards and frequency).

7.9.6.4.9.3 Describe Proposer's Management Information System Capabilities. How will Proposer ensure that all data collection related to case management activities and the tracking and recording of WIOA performance is captured in the statewide automated case management system (currently known as CalJOBS)?

7.9.6.4.9.4 Describe Proposer's experience working with the State of California's automated case management system and/or with other automated systems. If no verifiable experience is available, describe Proposer's prior experience with other automated systems to register, track, and report Participant services.

7.9.6.4.9.5 Describe Proposer's use of social media and online resources to access information and communicate with participants.

7.9.6.4.10 Capacity of staff, management, and team

7.9.6.4.10.1 Provide an overview of the proposed Integrated Staffing, as well as the leadership team of the Comprehensive AJCC or AJCC. Include information on each person's experience and role on the team. Provide an overview of all classifications and the functions each will play in the operation as it pertains to the ISD framework. Describe how the leadership team will function in the context of the ISD framework.

7.9.6.4.11 Staff Development Plan

7.9.6.4.11.1 Provide an overview of the Proposer's approach to staff development at all levels and across all partners within the Comprehensive AJCC or AJCC. Describe minimum (core) competencies and expectations of each classification and the plan to

ensure all staff are trained and meet the standards for their respective positions. Describe the methods and mechanisms for staff development/training – provide projected timelines, training priorities, as well as how training/competencies will be tracked and monitored for all staff.

7.9.6.4.12 Continuous Improvement

7.9.6.4.12.1 Describe the Proposer’s approach to continuous improvement. Categories of improvement to be described shall minimally include your plan/approach to improving - operations, quality of products and services, types of products and services, performance, customer satisfaction, and impact to the community.

7.9.6.5 Proposers applying for Comprehensive AJCC or AJCC shall answer the questions as stated above in *Section 7.9.6.4 of this RFP in addition* to the following Youth@Work questions. **Proposer(s) that will be subcontracting the Youth@Work Program services must identify its subcontractor(s) here and describe their role in delivery of services.**

The maximum number of pages for this Section 7.9.6.5 is 10 pages for all questions.

7.9.6.5.1 If Proposer plans on subcontracting the Youth@Work portion of the services, explain how Proposer plans to execute the subcontract and ensure the delivery of services described in *Appendix A-2, Youth@Work SOW*. Please indicate “Not Applicable” if Proposer will not be subcontracting Youth@Work.

7.9.6.5.2 Describe the Proposer’s understanding of the Sub-Region’s youth population. Describe the specific challenges the youth within the Sub-Region face. Include any barriers to education or employment, demographics, regional/community description, and service needs of the youth populations, both In-School and Out of School.

- 7.9.6.5.3 Describe the proposed approach to providing services to the In-School Youth population. Provide a complete overview of the process from outreach to program exit. Describe the experience of the youth participant and the intended outcomes. Include descriptions of each phase of the Proposer's program design and the services to be provided. Please also include an overview of program operations such as hours, location of services, and accessibility.
- 7.9.6.5.4 Describe the proposed approach to providing services to the Out of School Youth population. Provide a complete overview of the process from outreach to program exit. Describe the experience of the youth participant and the intended outcomes. Include descriptions of each phase of the Proposer's program design and the services to be provided. Please also include an overview of program operations such as hours, location of services, and accessibility.
- 7.9.6.5.5 Describe the proposed approach to increasing learning through experience for youth. Provide an overview of the Proposer's designed experiences for youth throughout their participation, from career exploration to entered employment. In addition, please describe how the Proposer intends to incorporate all facets of work based learning into the experience of each youth. Include design elements, outcomes and metrics.
- 7.9.6.5.6 Describe the Proposer's approach to business services/business engagement in the youth services program design. Provide a detailed descriptions of the Proposer's business service strategies, products and services. Additionally, describe how the Youth@Work program's business services strategies align with, leverage, or coordinate with, the efforts of the employment teams of the Comprehensive AJCC or AJCC and the Countywide Business Services Team.
- 7.9.6.5.7 Describe how the Proposer's Youth@Work Program design utilizes the product box of the Comprehensive AJCC or AJCC as defined in *Appendix A-1, WIOA Title I ADW SOW, Section 10.7.3.1.4*, which is also applicable to the Youth@Work Program Services. Provide an overview of the types of services that will be

leveraged/used in the product box. Describe the Youth@Work Program's contribution to the expansion of the product box. List examples of the products or services to be added to the product box for all youth to access.

7.9.6.5.8 Describe how the Proposer will integrate the Youth@Work program with, or collaborate with, the other programs offered through the Comprehensive AJCC or AJCC and/or partner programs. Describe how youth will flow in and out of center services. Additionally, describe how the Proposer intends to ensure that all youth have a working understanding of the types of services and resources found in the Comprehensive AJCC or AJCC.

7.9.6.5.9 Describe how the Proposer intends to ensure that all performance objectives are met within the program. Please include strategies to monitor progress on performance metrics, descriptions of types of reports to be used, and procedures for following up with participants. Additionally, please provide an overview of the proposed process for ensuring compliance with federal, state, and local program requirements for tracking and documentation for each participant.

7.9.6.6 Proposers applying for the Veterans AJCC shall answer the questions as stated above in *Section 7.9.6.4 of this RFP*, in addition to the following questions.

The maximum number of pages for the section is 10 pages.

7.9.6.6.1 **Composition of the Veterans AJCC:** Responses to this section shall address Proposer's plan to meet requirements as defined in *Appendix A-3, Veterans AJCC SOW*.

7.9.6.6.1.1 Describe Agency's approach, experience and outcomes in providing workforce services to Veterans.

7.9.6.6.1.2 Provide an overview of the Proposer's understanding of the Veteran population, their needs, and the services that are currently available. Include data such as demographics, asset inventory of

organizations that serve veterans, available services and education/skills gaps that are prevalent in the Veterans community.

7.9.6.6.1.3 Describe linkages with employers that are committed to hiring Veterans in high-growth and emerging sectors.

7.9.6.6.1.4 Describe partnerships with training providers and/or certification organizations that have expressed an intent to implement accelerated programs for Veterans;

7.9.6.6.1.5 Describe proposed partnership service model with other Veteran workforce programs sponsored by USDOL and those veterans' service and benefit programs sponsored by the Department of Veterans Affairs (VA), and the Employment Development Department (EDD), to ensure Veterans receive wrap around services for long term employment retention and success.

7.9.6.6.1.6 Describe the Proposer's plan to coordinate services and collaborate on services with the broader workforce system, i.e. other AJCCs and with County's Business Services Division. Additionally, please describe the integration of the DVOPs and LVERs into the plan for coordinated services.

7.9.6.6.1.7 Describe plan to coordinate and lead Countywide initiatives focused on veterans, such as those implemented by educational organizations, employer associations, and Veterans Service Organizations.

7.9.6.7 Proposers applying for the WIOA Rapid Response Program shall answer the questions as stated above in *Section 7.9.6.4*, in addition to the following questions.

The maximum number of pages for this section is 5 pages.

7.9.6.7.1 Composition of the Rapid Response Program:
Responses to this section shall address Proposer's plan

to meet requirements as defined in *Appendix A-4, WIOA Rapid Response Program SOW*.

- 7.9.6.7.1.1 Describe the Proposer's experience in providing Rapid Response and Lay-off Aversion Services.
- 7.9.6.7.1.2 Provide an overview of the entirety of the Rapid Response Services. Include descriptions of the coordination of activities and the engagement of employers and partners. In addition, please describe other planned strategies or services in the proposer's overall service design for Los Angeles County Workforce Development Area (LACWDA) complete coverage.
- 7.9.6.7.1.3 Describe the Proposer's strategies for increasing Rapid Response NON-WARN and Lay-off Aversion activities. Provide an overview of the proposer's strategies for notification of layoffs, engagement of employers, and methods of outreach and communications.
- 7.9.6.7.1.4 Rapid Response is part of the ecosystem of the overall system design. Describe how the proposer will work with the Comprehensive AJCCs or AJCCs and the County Business Services Division. Describe how the proposer will integrate Rapid Response activities with both the Comprehensive AJCCs or AJCCs and County's Business Services Division. Please articulate the benefits of engagement/connection to each team. Describe how the proposer plans to ensure a seamless transition of participants from the Rapid Response activities to relevant services in the Comprehensive AJCCs or AJCCs.
- 7.9.6.7.1.5 Please provide an overview of the Proposer's performance plan. Describe how performance will be achieved, monitored, reported and managed.

Describe the Proposer's approach to continuous improvement, including compliance with all mandated Rapid Response and Lay-off Aversion time frames and services.

7.9.6.7.1.6 Describe the overall staffing plan. In addition, please describe the Proposer's training and development plan for all staff working on Rapid Response. Describe the methods and frequency of training that are planned for staff and management within the Rapid Response program.

7.9.6.8 Proposers applying for the Senior Community Service Employment Program (SCSEP) shall answer the questions as stated above in Section 7.9.6.4, in addition to the following questions.

The maximum number of pages for this section is 5 pages.

7.9.6.8.1 Describe the Proposer's understanding of the Title V SCSEP as well as the organization's experience with both the population and the services as outlined by the program.

7.9.6.8.2 Provide an overview of the proposed approach to implementing the Title V program (SCSEP). Describe the entire experience for the program participant. Please include all phases of the proposed design.

7.9.6.8.3 Describe the Proposer's approach to the provision of services to program participants. Include an overview of the recruitment, intake, orientation and assessment processes, proposed goals, intents and outcomes of each of the services to be provided. In addition, include a description of all types of follow-up services to be provided.

7.9.6.8.4 Describe the proposed approach to business engagement. Provide an overview of the entire strategy for engaging organizations to participate with the program. Include your strategies for identification of appropriate businesses/organizations, methods of outreach and engagement, and strategies for creating long term employment opportunities for program participants.

- 7.9.6.8.5 Please describe how the Proposer intends to maximize the outcomes for each of the participants in the program. Provide an overview of the proposed strategies to leverage products/services to increase the number of participants that are placed into unsubsidized employment and retained for at least 1 year. Provide a detailed plan for ensuring that participant wages are maximized timely and effectively.
- 7.9.6.8.6 Describe how the SCSEP will be utilized throughout the entire AJCC network. Include how the Proposer will coordinate activities and services with both the AJCCs and the County's Business Services Division. In addition, please provide an overview of the proposer's approach to being an engaged member of the Comprehensive AJCC or AJCC mandatory partners.
- 7.9.6.8.7 Describe how the Proposer intends to ensure that all performance indicators (fiscal and programmatic) are met within the program. Please include strategies to monitor progress on program objectives, descriptions of types of reports to be used, and procedures for following up with participants. Additionally, please provide an overview of the proposed process for ensuring compliance with federal, state, and local program requirements for tracking and documentation for each participant.
- 7.9.6.8.8 Describe your marketing, outreach and recruitment plan to ensure awareness and service delivery to all the Cities and Unincorporated areas for the target Workforce Region. Also describe your marketing, outreach, and recruitment plan to ensure awareness and service delivery to all priority populations as listed in *Section 10.1.1.1.3 of Appendix A-5, SCSEP SOW*, residing in Los Angeles County, Planning Service Area (PSA) 19, including the Cities and Unincorporated areas for the target Workforce Region. Describe the educational and community partnerships you will leverage to ensure you are reaching all the residents of the target Workforce Region.

7.9.6.9 Proposers applying for the Santa Clarita AJCC/Jail-Based Affiliate shall answer the questions as stated above in Section 7.9.6.4, in addition to the following questions.

The maximum number of pages for this section is 5 pages.

- 7.9.6.9.1 Describe your agency's experience preparing those who are incarcerated for jobs, including obstacles faced, strategies proven successful in overcoming those obstacles, and best practices discovered and utilized in preparing the incarcerated and formerly incarcerated for employment.
- 7.9.6.9.2 Describe a specific model your agency uses to prepare and place re-entry individuals into employment, including specific training and curriculum utilized.
- 7.9.6.9.3 Describe your agency's experience developing employment opportunities and career pathways for the formerly incarcerated, including specific jobs developed, relationships with employers established, and specific strategies and tactics employed. Please include a description of your agency's track record of success in placing the formerly incarcerated into employment including the number of people placed per year, the average length of time of the placements, and the jobs/industries into which your agency has placed the formerly incarcerated.
- 7.9.6.9.4 Describe your agency's current and past relationships with correctional institutions and any experience your agency has in delivering programs within these institutions.
- 7.9.6.9.5 Please describe the partnerships your agency has established, or that your agency utilizes, to support the placement of the formerly incarcerated into jobs and/or career paths, and to support the formerly incarcerated in maintaining those jobs.

7.9.7 Section D (Proposer's Quality Control Plan) (maximum of 1 page)

- 7.9.7.1 Present a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in *Appendices A-1 through A-5, Statements of Work*, as applicable by program, and *Appendices B-1 and B-2, WIOA Title I ADW and Youth@Work SOW Exhibits, Exhibit 6, Performance Requirements Summary Chart, Appendix B-3, Veterans AJCC SOW Exhibits, Exhibit 3, Performance Requirements Summary Chart; Appendix B-4, WIOA RR Program SOW Exhibits, Exhibit 1, Performance Requirements Summary*

Chart; and Appendix B-5, SCSEP SOW Exhibits, Exhibit 3, Performance Requirements Summary Chart, as applicable by program.

7.9.7.1.1 The following factors may be included in the plan:

7.9.7.1.1.1 Activities to be monitored to ensure compliance with all Contract requirements;

7.9.7.1.1.2 Monitoring methods to be used;

7.9.7.1.1.3 Frequency of monitoring;

7.9.7.1.1.4 Samples of forms to be used in monitoring;

7.9.7.1.1.5 Title/level and qualifications of personnel performing monitoring functions;

7.9.7.1.1.6 Documentation methods of all monitoring results, including any corrective action taken.

7.9.8 Section E (Proposer's Green Initiatives) (maximum of 1 page)

7.9.8.1 Proposer shall present a description of proposed plan for complying with the green requirements as described in *Appendices A-1 through A-5, Statements of Work, Section 14.0, Green Initiatives*. Proposer shall describe its current environmental policies and practices and those proposed to be implemented during the term of any resulting contract that may be awarded.

7.9.9 Section F (Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract Terms and Conditions)

7.9.9.1 Proposer shall thoroughly review *Appendices A-1 through A-5, Statements of Work*, as applicable, and *Appendices C and C-1, Sample Contracts*, as applicable, to ensure understanding with all terms, conditions and requirements included therein. It is County's expectation that in submitting a proposal, Proposer will accept, as stated, County's requirements in *Appendices A-1 through A-5, Statements of Work*, as applicable, and the terms and conditions in *Appendices C and C-1, Sample Contracts*. However, Proposer has the opportunity to take exception(s) to County's requirements, terms and conditions, as provided herein.

Proposer shall provide written statements for the following:

7.9.9.1.1 A statement offering the Proposer's acceptance of all requirements listed in *Appendices A-1 through A-5, Statements of Work*, as applicable, notwithstanding any exceptions pursuant to *Section 7.9.9.1 of this RFP*.

7.9.9.1.2 A statement offering the Proposer's acceptance of all requirements listed in *Appendices C and C-1, Sample Contracts*, as applicable notwithstanding any exceptions pursuant to *Section 7.9.9.1 of this RFP*.

7.9.9.1.3 For each exception, the Proposer shall provide:

7.9.9.1.3.1 An explanation of the reason(s) for the exception;

7.9.9.1.3.2 The proposed alternative language; and

7.9.9.1.3.3 A description of the impact, if any, to the Proposer's cost to operate Program.

7.9.9.2 Proposer shall indicate all exceptions to *Appendices A-1 through A-5, Statements of Work*, as applicable, and/or *Appendices C and C-1, Sample Contracts*, as applicable, by providing a 'red-lined' version of the language in question. County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at County's sole discretion, from later making such exceptions.

7.9.9.3 County reserves the right to determine if Proposers' exceptions are material enough to deem the proposal non-responsive and not subject to further evaluation.

7.9.9.4 County reserves the right to make changes to *Appendices C and C-1, Sample Contracts*, as applicable, and its appendices and exhibits at its sole discretion.

7.9.10 **Section G (Business Proposal Required Forms)**

7.9.10.1 Proposal shall include completed, signed, and dated forms identified in *Appendix D, Required Forms*. These forms include the following:

7.9.10.1.1 Exhibit 1 (Proposer's Organization Questionnaire/Affidavit)

- 7.9.10.1.2 Exhibit 2 (Prospective Contractor References) – include duplicate of form submitted under subsection 7.9.5.1.2.1 of this RFP.
 - 7.9.10.1.3 Exhibit 3 (Prospective Contractor List of Contracts) – include duplicate of form submitted under subsection 7.9.5.1.2.2 of this RFP.
 - 7.9.10.1.4 Exhibit 4 (Prospective Contractor List of Terminated Contracts) – include duplicate of form submitted under subsection 7.9.5.1.2.3 of this RFP.
 - 7.9.10.1.5 Exhibit 5 (Certification of No Conflict of Interest)
 - 7.9.10.1.6 Exhibit 6 (Familiarity with the County Lobbyist Ordinance Certification)
 - 7.9.10.1.7 Exhibit 7 (Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form)
 - 7.9.10.1.8 Exhibit 8 (Proposer’s Equal Employment Opportunity Certification)
 - 7.9.10.1.9 Exhibit 9 (Attestation of Willingness to Consider GAIN/GROW Participants)
 - 7.9.10.1.10 Exhibit 10 (Contractor Employee Jury Service Program Certification Form and Application for Exception)
 - 7.9.10.1.11 Exhibit 11 (Certification of Independent Price Determination and Acknowledgement of RFP Restrictions)
 - 7.9.10.1.12 Exhibit 12 (Charitable Contributions Certification)
 - 7.9.10.1.13 Exhibit 13 (Transitional Job Opportunities Preference Application)
 - 7.9.10.1.14 Exhibit 14 (Certification of Compliance with the County’s Defaulted Property Tax Reduction Program)
 - 7.9.10.1.15 Exhibit 15 (Request for Disabled Veteran Business Enterprise Preference Program Consideration)
- 7.9.10.2 Proposers 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 1, 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 3, 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 December 19, 2016, via email, at AJCCRFP@css.lacounty.gov.

7.9.11 Proposer shall include copies of the following documentation (unless otherwise specified, these documents shall be current as of the date of the proposal submission):

7.9.11.1 Organization Chart: The chart should include the staff whose time (any portion thereof) will be spent working on the Program Services and the percentage of time dedicated to the Work.

7.9.11.2 Board of Directors' Roster

7.9.11.3 Federal Tax-Exempt Status

7.9.11.4 Business License

7.9.11.5 By-Laws, City Charter, or Joint Powers Agreement

7.9.11.6 Articles of Incorporation: Proposer shall also provide any amendments made to the articles of incorporation

7.9.11.7 Insurance: Proposer shall provide proof of its ability to procure and maintain insurance coverage at levels required in *Appendices C and C-1, Sample Contracts, as applicable, Paragraph 8.25 (Insurance Coverage)*.

7.10 Budget Proposal Format

7.10.1 The budget proposal must contain cost detail and demonstrate that the proposed operational and training costs are based realistically on reasonable costs that are specific to the anticipated contract. Complete one set of budget forms for each Sub-Region and program being proposed. The required budget forms are included in *Appendix D-1, Unique Forms, Exhibit 2, Proposed Budget for Los Angeles County OSO for AJCC Funding*.

7.10.2 All budget proposals must have a narrative attached to the budget providing a thorough and clear explanation of each projected line item budget cost. The narrative must follow the same sequence as the line item budget and must include an explanation of the methods of allocating costs for any joint or shared budget item. All proposals must have a Personnel Schedule attached to the budget that clearly indicates the position to be charged to this grant. Budget proposal narrative shall not exceed three (3) pages.

7.10.3 Proposer must indicate staff salaries on budget which shall be based on competitive, professional industry standards as set forth in the U.S. Department of Labor Employment and Training Administration, Bureau of Labor Statistics and Employment Development Department of California. Additional information can be found at <http://www.bls.gov/cpi/home.htm>.

7.11 Firm Offer/Withdrawal of Proposal

7.11.1 Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals (one (1) original and four (4) copies) with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

7.11.2 The proposal shall be a firm offer and may not be withdrawn for a period of two hundred seventy (270) days following the last day to submit proposals.

7.12 Proposal Submission

7.12.1 The original proposal and four (4) copies, in addition to one (1) thumb drive shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Proposer and bear the words:

"PROPOSAL FOR LA COUNTY OSO FOR THE AJCC"

7.12.2 The proposal(s) shall be delivered or mailed, so that it is received by **12:00 Noon** Pacific Standard Time, to:

Community & Senior Services
Carol Domingo, Program Manager
Contracts Management Division (CMD),
LA COUNTY OSO FOR THE AJCC RFP Submission
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

7.12.3 It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in *Section 7.2, RFP Timetable*, will not be accepted and will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

8.0 SELECTION PROCESS AND EVALUATION CRITERIA

8.1 Selection Process

8.1.1 County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and determine the score of the proposals. The selection process will begin with receipt of the proposal on **December 19, 2016**.

8.1.2 Adherence to Proposer's Minimum Mandatory Qualifications (Pass/Fail Review)

8.1.2.1 Upon receipt of the proposal (which shall include the Minimum Mandatory Qualifications, Business Proposal and Budget Proposal), County will conduct a review of Proposer's Minimum Mandatory Qualifications (Pass/Fail Review). Proposer's failure to comply with the Minimum Mandatory Qualifications will cause its proposal to be eliminated or disqualified from any further consideration as non-responsive. Upon such elimination, County will issue Proposer notification indicating that its proposal has been disqualified.

8.1.2.2 If County determines that Proposer has met and passed the Pass/Fail Review process, evaluation of the proposals will be made by an Evaluation Committee selected by County. The Evaluation Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective Contractor(s). The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation process.

8.1.3 Proposals for the Comprehensive AJCC or AJCCs will be ranked based on the combined score of both the ADW and Youth@Work Program responses to the questions listed in section *7.9.6 through 7.10 of this RFP*. The scores will be ranked in numerical sequence from highest to lowest.

8.1.3.1 Rapid Response and the Senior Community Service Employment Program funding will be allocated to the three (3) highest scoring Successful Comprehensive AJCC Proposers in the San Gabriel

Valley, Gateway Cities, and Antelope Valley Workforce Regions. Proposals for the Rapid Response and Senior Community Service Employment Program will be evaluated and scored separately from the Comprehensive AJCC proposals. Successful Proposer(s) with the highest scoring Comprehensive AJCC proposal, and highest scoring Rapid Response and/or Senior Community Service Employment Program proposal(s) will be awarded funding. County reserves the right to fund less than three (3) Comprehensive AJCCs for the Rapid Response and/or Senior Community Service Employment Program in the event that an inadequate number of proposals are received.

- 8.1.3.2 Proposer(s) receiving highest score in multiple Sub-Regions will be awarded funds in the Sub-Region at County discretion, based on need.
- 8.1.3.3 Proposer's applying for Comprehensive AJCCs and AJCCs and Veterans AJCC will be ranked from highest to lowest score.
- 8.1.4 County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.
- 8.1.5 After prospective Contractor(s) has been determined, County and the prospective Contractor(s) will negotiate a contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory contract(s) cannot be negotiated, County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by County.
- 8.1.6 The recommendation to award a Contract(s) will not bind the Board of Supervisors to award a Contract(s) to the prospective Contractor.
- 8.1.7 County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion that another Proposer is the most overall qualified, cost-effective, responsive, responsible, and in the best interests of County.

8.2 Intentionally Omitted

8.3 Disqualification Review

- 8.3.1 A proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. A proposal may also be disqualified due to a determination of Proposer's non-responsibility (*See RFP Subsection 5.8, Determination of Proposer Responsibility*). When County determines that a proposal is

disqualified due to non-responsiveness, County shall notify the Proposer in writing (i.e., written determination of non-responsiveness).

- 8.3.2 Upon receipt of the written determination of non-responsiveness, Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination of non-responsiveness.
- 8.3.3 A request for a Disqualification Review shall satisfy all of the following criteria:
 - 8.3.3.1 The person or entity requesting a Disqualification Review is a Proposer;
 - 8.3.3.2 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination of non-responsiveness);
 - 8.3.3.3 The request for a Disqualification Review asserts that County's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.
- 8.3.4 At County's sole discretion, the request for a Disqualification Review may be denied if the request does not meet all of the criteria listed in *RFP Section 8.3.3*. The Disqualification Review shall be completed by County and a written determination shall be provided to the non-selected Proposer prior to the conclusion of the evaluation process. The results of the Disqualification Review are final and no further appeals will be allowed.

8.4 Business Proposal Evaluation and Criteria (13,000 Maximum Points)

8.4.1 Executive Summary (Pass/Fail)

Proposer will be evaluated on its mission statement, the number of years in operation, experience providing Program Services or services equivalent or substantially similar to the Services identified in *Appendices A-1 through A-5, Statements of Work, as applicable, Section 10.0, Specific Work Requirements*. Proposer to provide resumes and biographies of current Executive Team.

8.4.1.1 Proposer's Qualifications (3,000 Points)

8.4.1.1.1 Proposer's Contractor References (1,000 Points):

Proposer will be evaluated on the verification of references provided in Section B.1 of the proposal (reference *RFP Section 7.9.5.1.1*). County will attempt to obtain five (5)

references for overall satisfaction with Proposer's services, with priority given to services provided in the following order: County of Los Angeles departments, other counties, cities, governmental entities, non-profit entities, private companies, etc. Proposer may receive up to a maximum of 150 points for each responding reference up to a total of five responding references. In addition to the references provided, County will review the County of Los Angeles' Contractor Alert Reporting Database (CARD).

8.4.1.1.2 Prospective Contractor List of Contracts (750 Points):

Proposer must provide a brief description and a list of all contracts Proposer has or had within the last five (5) years including any contracts with Los Angeles County or any contract with any other public entity. The description shall include the contract period, type of services provided, dollar amount, location of other parties, and contact person's name and title.

8.4.1.1.3 Prospective Contractor List of Terminated Contracts (750 Points):

The listing shall include all contracts that have terminated within the past five (5) years, including any contracts with Los Angeles County or any contract with any other public entity. The description shall include the contract period, type of services provided, dollar amount, location of other parties, and contact person's name, and title, and reason for termination. If there are no contract terminations, a maximum of 750 points will be awarded.

8.4.1.1.4 Proposer's Pending Litigation and Judgment and Outstanding Regulatory Findings (500 Points):

A review will be conducted to determine the significance of any litigation or judgments pending against the Proposer, as well as any outstanding regulatory findings as provided in Section B.2 (reference *RFP Section 7.9.5.2*) of the proposal.

8.4.1.2 Proposer's Approach to Providing Required Services (13,500 Points):

The Proposer will be evaluated on the methodology to be used to meet County's requirements based on information provided in Section C (reference *RFP Section 7.9.6*) of the proposal.

8.4.1.2.1 Proposer's Approach to Providing Services (9,500 Points):

Proposer will be evaluated on its description of the methodology to be used to meet County's

requirements based on information provided in *Section 7.9.6, Proposer's Approach to Provide Required Services*. The components to be evaluated will include:

- A. One-Stop Operator (1,000 points)
- B. Regional Understanding (500 points)
- C. Outreach Plan (500 points)
- D. Service Delivery System (500 points)
- E. Customers (500 points)
- F. Product Box (500 points)
- G. Partnerships (500 points)
- H. Employer/Business Services (500 points)
- I. Technologies/Innovations (500 points)
- J. Capacity of Staff, Management and Team (500 points)
- K. Staff Development Plan (250 points)
- L. Continuous Improvement (250 points)
- M. Youth@Work Program (3,500)

8.4.1.2.2 Program Services (3,500 Points Each): Proposer will be evaluated on the approach to providing WIOA and non-WIOA (Veterans, RR, Jail Based Affiliate and SCSEP) Program services to eligible Participants as referenced in *Sections 7.9.6.6 through 7.9.6.9 of this RFP*.

8.4.1.3 Green Initiative (200 Points): Proposer will be evaluated on Proposer's plan for complying with the green requirements as described in *Appendices A-1 through A-4, SOWs, Section 14.0, Green Initiatives and Appendix A-5, SCSEP SOW, Section 12.0, Green Initiatives*.

8.4.1.4 Quality Control Plan (300 Points): Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of any prospective Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on *Appendices B-1 and B-2, WIOA Title I ADW and Youth@Work SOW Exhibits, Exhibit 6, Performance Requirements Summary Chart, Appendix B-3, Veterans AJCC SOW Exhibits, Exhibit 3, Performance Requirements Summary Chart; Appendix B-4, WIOA RR Program SOW Exhibits, Exhibit 1, Performance Requirements Summary Chart; and Appendix B-5, SCSEP SOW Exhibits, Exhibit 3, Performance Requirements Summary Chart*, as applicable by

program, based on the information provided in Section D of the proposal (reference *RFP Section 7.9.7*).

8.4.1.5 Exceptions to Terms and Conditions of Sample Contract and/or Requirements of the Statement of Work

8.4.1.5.1 Proposer will be evaluated on their willingness to accept the Terms and Conditions outlined in the *Sample Contracts, Appendices C and C-1*, as applicable, and the Requirements of the *Statements of Work* outlined in *Appendices A-1 through A-5* as stated in Section F of the proposal. County may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

8.4.1.5.2 Proposers are further notified that County may, in its sole determination, disqualify any Proposer with whom County cannot satisfactorily negotiate a contract.

8.5 Budget Proposal Evaluation Criteria (500 points)

8.5.1 Proposer shall complete *Appendix D-1, Unique Forms, Exhibit 2, Proposed Budget for Los Angeles County OSO for AJCC Funding* based on the components/programs being applied for.

8.5.1.1 Proposer shall also complete the Personnel Schedule (see second page of *Appendix D-1, Unique Forms, Exhibit 2* listed above in *Section 8.5.1*) detailing the Proposed Team and Position Title of each staff projected to be assigned to the program(s) being applied for.

8.5.2 Should one or more Proposer(s) be granted the Local Small Business Enterprise (SBE) Preference, the cost component points will be determined as follows:

8.5.2.1 **Local SBE Preference:** Eight percent (8%) of the lowest cost proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference, to extent allowable by law.

8.5.3 Should one or more of the Proposers request and be granted the Transitional Job Opportunities Preference or the Disabled Veteran Business Enterprise Preference, the cost component points will be determined as follows:

8.5.3.1 **Transitional Job Opportunities Preference:** Eight percent (8%) of the lowest cost proposed will be calculated and that amount will be

deducted from the Cost submitted by all Proposers who requested and were granted the Transitional Job Opportunities Preference.

8.5.3.2 Disabled Veteran Business Enterprise Preference: Eight percent (8%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all Proposers who requested and were granted the Disabled Veteran Business Enterprise Preference up to the maximum of \$50,000.

8.5.4 In no case shall any Preference be combined to exceed eight percent (8%) in response to any County solicitation.

8.6 SCORING MATRICES

8.6.1 COMPREHENSIVE AJCC SCORING MATRIX

The scoring for the Comprehensive AJCC's is made up of the following possible points:

8.6.1.1 Base Points: 13,500 (Business Proposal excluding RR, SCSEP and Jail Based Affiliate points) + Cost Proposal

- RFP Section 8.4.1.1 (Proposer's Qualifications) 3,000 points
 - RFP Section 8.4.1.2.1 (Proposer's Approach to Providing Services, A. – M.) 9,500 points
 - RFP Section 8.4.1.3 (Green Initiative) 200 points
 - RFP Section 8.4.1.4 (Quality Control Plan) 300 points
 - 8.5 (Budget Proposal) 500 points
- TOTAL: 13,500 points

SUB-REGION	BASE POINTS (includes ADW & Youth)	TOTAL	PROPOSER WITH HIGHEST SCORE
Antelope Valley	13,500	13,500	Proposer 1
East San Gabriel Valley	13,500	13,500	Proposer 2

East LA/West San Gabriel Valley	13,500	13,500	Proposer 3
Gateway Cities	13,500	13,500	Proposer 4
Pomona Valley	13,500	13,500	Proposer 5
Rancho Dominguez	13,500	13,500	Proposer 6
Rio Hondo	13,500	13,500	Proposer 7

8.6.2 RAPID RESPONSE SCORING MATRIX

8.6.2.1 Base Points: 13,500 (Business Proposal excluding RR, SCSEP and Jail Based Affiliate points) + Cost Proposal

Base points for Rapid Response will be comprised of the base points received under the Comprehensive AJCC score.

Rapid Response Program Points: 3,500

8.6.2.2 RFP Section 8.4.1.2.2 (Program Services): 3,500 points – Proposer to address questions related to the Rapid Response program in Section 7.9.6.7 of the RFP. The potential score for Rapid Response is 17,000.

	BASE POINTS (includes ADW & Youth)	RAPID RESPONSE PROGRAM POINTS *	TOTAL
Rapid Response	13,500	3,500	17,000

*The highest qualified proposer(s) as identified above (*Section 8.6.1*) will then be considered for the Rapid Response program if they applied.

8.6.3 **SCSEP SCORING MATRIX**

8.6.3.1 **Base Points: 13,500 (Business Proposal excluding RR, SCSEP and Jail Based Affiliate points) + Cost Proposal**

Base points for SCSEP will be comprised of the base points received under the Comprehensive AJCC score.

8.6.3.2 **SCSEP Program Points: 3,500**

8.6.3.2.1 RFP Section 8.4.1.2.2 (Program Services): 3,500 points – Proposer to address questions related to the SCSEP program in Section 7.9.6.8 of the RFP. The potential score for SCSEP is 17,000.

	BASE POINTS (includes ADW & Youth)	SCSEP PROGRAM POINTS *	TOTAL
SCSEP	13,500	3,500	17,000

*The highest qualified proposer(s) identified above (Section 8.6.1) will then be considered for the SCSEP program if they applied.

8.6.4 **AJCC SCORING MATRIX**

The scoring for the AJCC's is made up of the following possible points:

8.6.4.1 **Base Points: 13,500 (Business Proposal excluding RR, SCSEP and Jail Based Affiliate points) + Cost Proposal**

- RFP Section 8.4.1.1 (Proposer's Qualifications) 3,000 points
- RFP Section 8.4.1.2.1 (Proposer's Approach to Providing Services, A. – M.) 9,500 points
- RFP Section 8.4.1.3 (Green Initiative) 200 points
- RFP Section 8.4.1.4 (Quality Control Plan) 300 points
- 8.5 (Budget Proposal) 500 points

TOTAL: 13,500 points

8.6.4.2 **Additional Program Services Points (Jail-Based Affiliate): 3,500**

- RFP Section 8.4.1.2.2 (Program Services): 3,500 – Proposer to address questions related to the Jail-Based Affiliate in Section 7.9.6.9 of the RFP.

SUB-REGION	BASE POINTS (includes ADW & Youth)	ADDITIONAL PROGRAM POINTS* (Jail Based)	TOTAL
Westside	13,500		13,500
South Los Angeles	13,500		13,500
Santa Clarita	13,500	3,500	17,000

*Proposers applying for the Santa Clarita AJCC must also apply for the Jail-Based Affiliate.

8.6.5 **VETERANS AJCC SCORING MATRIX**

The scoring for the Veterans AJCC is made up of the following possible points:

8.6.5.1 **Base Points: 13,500 (Business Proposal excluding RR, SCSEP and Jail Based Affiliate points) + Cost Proposal**

- RFP Section 8.4.1.1 (Proposer’s Qualifications) 3,000 points
 - RFP Section 8.4.1.2.1 (Proposer’s Approach to Providing Services, A. – M.) 9,500 points
 - RFP Section 8.4.1.3 (Green Initiative) 200 points
 - RFP Section 8.4.1.4 (Quality Control Plan) 300 points
 - 8.5 (Budget Proposal) 500 points
- TOTAL: 13,500 points

8.6.5.2 **Veterans Program Services: 3,500**

- RFP Section 8.4.1.2.2 (Program Services): 3,500 – address questions related to the Veterans program in Section 7.9.6.6 of the RFP.

	BASE POINTS (includes ADW & Youth)	VETERANS PROGRAM POINTS *	TOTAL
Veterans AJCC	13,500	3,500	17,000

* All proposers may apply for Veterans AJCC as a stand-alone.

8.7 Appeals Process

8.7.1 County Debriefing Process

8.7.1.1 Upon completion of the evaluation, County shall send written notification to those Proposers who are not selected, indicating that County is negotiating with another Proposer(s). In this written notification, County will provide non-selected Proposer an opportunity to request a Debriefing meeting within a specified timeframe. Upon receipt of the letter, non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the written notification. At County's sole discretion, non-selected Proposer's request for a Debriefing may be denied if the request is not received within the specified timeframe.

8.7.1.2 The purpose of the Debriefing is to compare non-selected Proposer's proposal to the evaluation document. The non-selected Proposer shall be debriefed only on its response. Because contract negotiations are not yet complete, proposals from other Proposers shall not be discussed, although County may inform non-selected Proposer of its relative ranking.

8.7.1.3 If non-selected Proposer is not satisfied with the results of the Debriefing meeting, during or following the meeting, County will inform non-selected Proposer of its right to request a Proposed Contractor Selection Review. County will provide non-selected Proposer a copy of the Notice of Intent to Request a Proposed Contractor Selection Review form and will instruct non-selected Proposer on the procedures to complete and submit the form to County within the designated timeframe.

8.7.2 Proposed Contractor Selection Review

8.7.2.1 Any Proposer that has timely submitted a Notice of its Intent to request a Proposed Contractor Selection Review as described in this Section may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by County.

8.7.2.2 A request for a Proposed Contractor Selection Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

8.7.2.2.1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer;

8.7.2.2.2 The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by County);

8.7.2.2.3 The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:

a. County materially failed to follow procedures specified in its solicitation document. This includes:

i. Failure to correctly apply the standards for reviewing the proposal format requirements.

ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.

iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.

b. County made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor;

c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation; and/or

d. Another basis for review as provided by State or federal law.

8.7.2.2.4 The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for County's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

8.7.2.2.5 Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written

decision shall additionally instruct the Proposer of the manner and timeframe for requesting a County Independent Review (see *Section 8.7.3* below).

8.7.3 County Independent Review Process

8.7.3.1 Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by County in the County's written decision regarding the Proposed Contractor Selection Review.

8.7.3.2 The request for a County Independent Review shall satisfy all of the following criteria:

8.7.3.2.1 The person or entity requesting a County Independent Review is a Proposer;

8.7.3.2.2 The Transmittal Form to Request a Request for Proposals County Independent Review form is submitted timely (i.e., by the date and time specified by County

8.7.3.2.3 On the Transmittal Form to Request a Request for Proposals County Independent Review form, the person or entity requesting County Independent Review has limited the scope of this request to assertions raised in the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and new items that:

A. arise from County's written decision; and

B. are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in *Section 8.7.2 (Proposed Contractor Selection Review)* above.

8.7.3.3 County Independent Review shall be completed by Los Angeles County Internal Services Department (ISD). Upon completion, ISD shall issue its written decision and County will provide a copy of this written decision to the non-selected Proposer.