

Business Technical Assistance RFP

Contracts Management Division Overview – RFP Requirements and Process

March 15, 2022

Funding Availability, Minimum Requirements and Contract Term



Funding Availability

RFP Section 1.4

A total of \$330,000 is available for BTA Services, and is broken down by Service Area:

Service Area 1: \$82,500

Service Area 2: \$82,500

Service Area 3: \$82,500

Service Area 4: \$82,500

Contract Term

RFP Section
2.2.2.1

ADDENDUM

Initial Contract Period:
July 1, 2022 through June
30, 2023

Two one (1) year options
to extend after the initial
contract term

Who Is Eligible to Apply?

RFP Section
3.1.1

Social Enterprise Agencies

Industry Organizations

Community Based Organizations

Please Note: Workforce Development Boards are not eligible to apply for this RFP.

Proposer's Minimum Qualifications

RFP Section 3.0

ADDENDUM

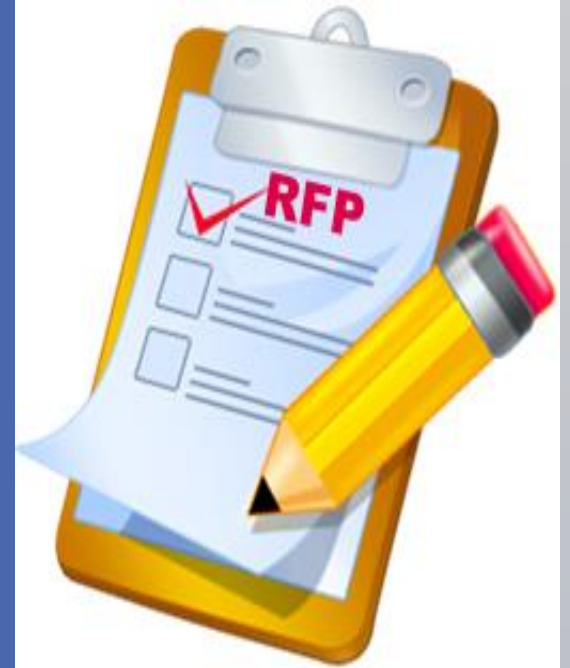
Proposer's Organization – Social Enterprise,
Industry Organization or Community Based
Organization

Proposer's Background and Experience – 3
years experience within last 5 years

Proposer's Staffing – Project Manager with a
minimum of 3 years in last 5 years.

Direct engagement in serving and/or
conducting economic development

Proposal Submission Requirements



RFP Timetable RFP 7.3

Item Description	Date
Release of RFP	March 8, 2022
Request for Solicitation Requirements Review Due	March 23, 2022
Proposer's Conference	March 15, 2022
Proposer's Written Questions Due	March 15, 2022 (2:00 p.m.)
Final Questions and Answers Posted	March 30, 2022
Proposals Due	April 8, 2022 (2:00 p.m.)
Effective Date to Commence Subaward Services	July 1, 2022

Proposers' Questions

All questions related to this RFP must be:

- Received by March 15, 2022 at 2:00 P.M. PDT

AJCCRFP@wdacs.lacounty.gov

All answers to written questions will be released on March 30, 2022 and posted at:

www.wdacs.lacounty.gov/bta-01-2022/

Proposal Preparation

RFP Section 7.7

A complete proposal shall include the following components:

Minimum Mandatory Qualifications

Business Proposal
(includes program narrative and required forms and documentation)

Cost Proposal

Business Proposal

RFP Section 7.8

Proposer's Organization/Affidavit and Business
Support Documents
RFP 7.8.2 – 7.8.4

Section A (Executive Summary)
RFP 7.8.6 – Addresses MMQs

Section B (Proposer's Qualifications)
RFP 7.8.7 (References/Letters of support)

Section C (Approach to Provide Services)
RFP 7.8.8

Business Proposal cont'd

RFP Section 7.8

Section D (Proposer's Quality Control Plan)
RFP 7.8.9

Section E (Proposer's Green Initiatives)
RFP 7.8.10

Section F (Acceptance of Terms and Conditions –
Subaward and SOW)
RFP 7.8.11

Section G (Business Proposal Required Forms)
RFP 7.8.12

Cost Proposal

RFP Section 7.9

Cost Proposal Format
RFP 7.9.1

Exhibit 12 – Certification of Independent Price
Determination form

Exhibit 23 – Proposers Budget and Narrative (RFP
7.9.1.3 – 7.9.1.4)

Budget shall not exceed funding amount per
Service Area

Proposal Submission

RFP Section 7.11

Proposal submission is being done **only** online and via email to AJCCRFP@WDACS.LACOUNTY.GOV

Proposals shall be organized in order listed in
Section 7.9 Business Proposal Format, and
Section 7.10, Cost Proposal Format

Submit in a single file if possible, otherwise, clearly label file names for ease of evaluation.

PDF only, no Word or Excel files

No hard copies will be accepted!

Due April 8, 2022 @ 2:00 Pacific Daylight Time

Selection Process



Selection Process / Evaluation Criteria RFP Section 8.0

2,830
Maximum
Possible
Points

Minimum Requirements Review (Pass/Fail)
RFP 8.2

Business Proposal Review (2,480 points)
RFP 8.4

Cost Proposal Review (350 points)
RFP 8.5



Questions?