

ADDENDUM TWO
BUSINESS TECHNICAL ASSISTANCE PROGRAM REQUEST FOR PROPOSALS
RFP NO. BTA-01-2022

The purpose of this addendum is to answer questions received between the dated of March 8th, 2022 and March 15th, 2022.

QUESTION 1

Can an official list be posted of the cities and unincorporated areas included in each BTA region?

ANSWER 1

Yes. Attached is a spreadsheet containing all unique zip codes within each BTA service area as well as whether each area is in Unincorporated Los Angeles County. Please note that a given zip code may contain only *part* of a BTA service area.

QUESTION 2

How publicly accessible is the information that is required to be posted into CalJOBS?

ANSWER 2

Information related to the BTA program will only be accessible to the BTA provider(s) organizations as well as the County (for oversight purposes) and County AJCCs for purposes of referrals. It will NOT be visible/accessible to the general public or other businesses who use CalJOBS.

QUESTION 3

Would individuals, companies, AJCCs and/or Workforce Development Boards have the ability to view and/or download the BTA company and services information that is required to enter into CalJOBS under this RFP?

ANSWER 3

Limited access to the data entered in CalJOBS under this RFP will be made available to County AJCCs for purposes of referrals to AJCCs for continued service and may be made available to other County entities including the County's Workforce Development Board (WDB). In general, data entered into CalJOBS under this RFP will NOT be publicly accessible.

QUESTION 4

What measures are in place in Cal JOBS to ensure that sensitive business information is not made public or accessible to the public?

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ANSWER 4

The County will work with the CalJOBS provider (Geographic Solutions) to ensure accessibility filters are put into place so that only select users have access to sensitive business information that is part of the BTA program.

QUESTION 5

Will the names of at-risk businesses served and those receiving layoff aversion become publicly known or available through meetings, reports, and other means?

ANSWER 5

The names of at-risk businesses will only be made available in public settings if a business has given consent (electronic or written) to have their information discussed (i.e. for purposes of explaining a “success story”).

QUESTION 6

What is the [maximum] file size the [email server] can accept?

ANSWER 6

Typically, the County email server is able to support large attachments in email communications. However, proposers that are not able to submit all RFP proposal documents in one email are encouraged to send their proposal in multiple PDF files and clearly label/number the emails to ensure that all materials are delivered to County. Proposers will receive a confirmation from County upon their completed submission of their proposal.

QUESTION 7

Is there Application Programming Interface (API) capability between CalJOBS and Salesforce?

ANSWER 7

No, there is not a current API capability between CalJOBS and outside data systems such as Salesforce. However, the County is working with the CalJOBS vendor (Geographic Solutions) to see whether future API capability can improve data quality without compromising data accessibility/privacy.

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QUESTION 8

Did BTA SA 2 and 3 switch AJCCs and cities of coverage [from the last BTA RFP]? Is it possible to change them back to the way they were?

ANSWER 8

The geographic boundaries of BTA SA 2 and 3 changed slightly in this current procurement compared to the previous BTA procurement. This was done to better align BTA service areas with other region-based programs offered by the County.

QUESTION 9

Regarding 'Action Plans', would electronic confirmation by businesses or documentation of a conversation be acceptable?

ANSWER 9

Yes, electronic (e.g., email) confirmation by a business is sufficient to constitute agreement between a business and BTA provider regarding Action Plans.

QUESTION 10

How much client detail needs to be inputted into CalJOBS?

ANSWER 10

In general, client (business) detail is limited to the major program deliverables required by the BTA program as well as limited business data used by the County to determine trends in BTA services (e.g., industry NAICS codes, business address, business name). County can provide "minimal business data" requirements from CalJOBS to any and all BTA providers.

QUESTION 11

Will CalJOBS training be provided?

ANSWER 11

Yes, County will ensure CalJOBS trainings, both live virtual trainings and written document-based trainings, will be made available to all BTA providers.

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QUESTION 12

In Appendix B, Exhibit 4, page 7, it says Outreach must be conducted with both subrecipient and WDACS Business Services Manager. Does this mean the subrecipient cannot outreach on their own?

ANSWER 12

No. BTA providers *are* allowed to conduct BTA Outreach to businesses without consultation or agreement from the WDACS Business Services Manager.

QUESTION 13

Is the contractor responsible for entering job openings in CalJOBS and tracking down the recruitment process when a company is in need of labor force?

ANSWER 13

No. BTA providers are *not* required to enter job openings in CalJOBS if a business needs workers. However, hiring needs are a key example of when a referral to a County AJCC would be appropriate; the AJCCs themselves can handle the work of assisting a business with job postings should they need it.

QUESTION 14

Will the County be providing Dun & Bradstreet lists of distressed businesses in each BTA Service Area?

ANSWER 14

Yes, the County Business Services Manager will provide BTA providers with labor market intelligence from both Dun & Bradstreet (e.g. business “prospect” lists) and other sources (e.g. Emsi-Burning Glass for general labor market trends, job postings data, etc.).

QUESTION 15

Should the County receive additional layoff aversion funding, would it be possible for the Business Technical Assistance Program to be allocated additional funding?

ANSWER 15

Additional funding may be possible for the Business Technical Assistance Program and are at the discretion of County, should funding become available. Please note that funding for this program is contingent upon the availability of Federal and State funds, and the

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possible resulting Subaward may be recommended for additional or reduced funding than the amounts stated in the RFP (*BTA RFP, Section 1.4, Anticipated Funding Amounts*).

QUESTION 16

Is the subaward contract a cost reimbursement, not reimbursement by deliverables?

ANSWER 16

The Subaward is a cost reimbursement contract with programmatic performance measures that are developed according to funding allocations per Service Area.