



**COUNTY OF LOS ANGELES
DEPARTMENT OF ECONOMIC
OPPORTUNITY**

**REQUEST FOR PROPOSALS
LOS ANGELES COUNTY
AMERICA'S JOB CENTERS OF CALIFORNIA (AJCCs)
MODERNIZATION**

**RFP NUMBER: AJCC-2223
RELEASE DATE: MARCH 30, 2023**

Prepared By
County of Los Angeles

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1 INTRODUCTION	2
2 PURPOSED-AGREEMENT FOR WIOA SERVICES.....	4
2.1 Statement of Work (SOW).....	4
2.2 Sample Agreement: County Terms and Conditions	5
2.3 Funding Availability	5
2.4 Funding Methodology.....	8
3 PROPOSER’S MINIMUM MANDATORY REQUIREMENTS	12
4 COUNTY’S RIGHTS AND RESPONSIBILITIES	15
4.1 Representations Made Prior to Subaward Execution	15
4.2 Final Subaward Award by the Board of Supervisors	15
4.3 County’s Option to Reject Proposals.....	15
4.4 County’s Right to Amend Request for Proposals	15
4.5 Background and Security Investigations	16
5 NOTIFICATION TO PROPOSERS.....	16
5.1 Notice to Proposers Concerning the Public Records Act	16
5.2 Contact with County Personnel.....	17
5.3 Mandatory Requirement to Register on County’s WebVen	17
5.4 Protest Policy Review Process.....	17
5.5 Conflict of Interest	18
5.6 Determination of Proposer Responsibility	18
5.7 Proposer Debarment.....	19
5.8 Gratuities.....	20
5.9 Notice to Proposers Regarding the County Lobbyist Ordinance	20
5.10 Consideration of GAIN-GROW Participants for Employment.....	21
5.11 Jury Service Program.....	21
5.12 Notification to County of Pending Acquisitions/Mergers by Proposing Company.....	21
5.13 Proposer’s Charitable Contributions Compliance.....	22
5.14 Defaulted Property Tax Reduction Program.....	23

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
5.15	Proposer’s Acknowledgement of County’s Commitment to Zero Tolerance Policy on Human Trafficking.....23
5.16	Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)23
5.17	Proposer’s Acknowledgement of County’s Commitment to Fair Chance Employment Hiring Practices24
5.18	Prohibition from Participation in Future Solicitation(s)24
5.19	COVID-19 Vaccinations of County Contractor Personnel25
5.20	Community Business Enterprise (CBE) Participation25
6	COUNTY’S PREFERENCE PROGRAMS.....25
6.1	Overview of County’s Preference Programs26
6.2	Local Small Business Enterprise (LSBE) Preference Program26
6.3	Local Small Business Enterprise (LSBE) Prompt Payment Program26
6.4	Social Enterprise (SE) Preference Program.....26
6.5	Disabled Veteran Business Enterprise (DVBE) Preference Program.....27
7	BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION.....27
7.1	Truth and Accuracy of Representations27
7.2	RFP Timetable27
7.3	Proposers’ Questions.....28
7.4	Mandatory Virtual Proposers’ Conference28
7.5	Preparation of the Proposal.....29
7.6	Business Proposal Requirements and Evaluation.....29
7.7	Cost Proposal Requirements and Evaluation.....39
7.8	Firm Offer-Withdrawal of Proposal40
7.9	Proposal Submission40
8	SELECTION PROCESS OVERVIEW.....41
8.1	Selection Process41
8.2	Adherence to Minimum Requirements (Pass/Fail)41
9	PROTEST PROCESS OVERVIEW42
9.1	Solicitation Requirements Review.....42
9.2	Disqualification Review42

TABLE OF CONTENTS

<u>SECTION</u>		<u>PAGE</u>
9.3	Department's Proposed Contractor Selection Review.....	43
9.4	County Independent Review	45

APPENDICES

- A Sample Subaward**
- B Required Forms**
- C Transmittal Form to Request a Solicitation Requirements Review**
- D Background and Resources: California Charities Regulation**

0 SOLICITATION INFORMATION AND MINIMUM REQUIREMENTS

RFP Release Date	March 30, 2023
Request for a Solicitation Requirements Review Due	April 13, 2023 by 12:00 PM (PDT)
Deadline to Register for Mandatory Virtual Proposer's Conference	April 20, 2023 by 12:00 PM (PDT)
Mandatory Virtual Proposer's Conference	April 27, 2023
Notice of Intent to Submit Proposal Due	May 4, 2023 by 12:00 PM (PDT)
Written Questions Due	May 16, 2023 by 12:00 PM (PDT)
Questions and Answers Released via Addendum	June 1, 2023
Proposals Due	June 22, 2023 by 12:00 PM (PDT)
Anticipated Contract Term	January 1, 2024 – June 30, 2024
Proposer's Minimum Mandatory Requirements	Refer to Section 3.0 of the RFP
RFP Contact	Michael Yamashige, ASM III DEO-PRO@opportunity.lacounty.gov

1 INTRODUCTION

- 1.1 The County of Los Angeles through its Department of Economic Opportunity (County or DEO) is issuing this Request for Proposals (RFP) to solicit Proposers from qualified private non-profit organizations, for-profit organizations, public agencies, social enterprise agencies, public or private institutions of higher education, to operate as Los Angeles County's Comprehensive and Non-Comprehensive America's Job Centers of California (AJCCs), and their associated Affiliates, implementing the Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker (ADW) and Youth@Work Programs (collectively, Program Services unless otherwise specified) (Youth@Work includes WIOA Youth programs, and non-WIOA funded Youth programs), a County-wide Veterans Program, and a County-wide WIOA Rapid Response (RR) Program. Workforce Development Boards are precluded from applying for funding under this procurement.
 - 1.1.1 Through this RFP, the County is also seeking to issue a Subaward with a Secondary Subrecipient, as defined in Sub-section 2.4.1.4.2 below, that will be a partner to a Successful Primary Proposer (or Primary Subrecipient) in accordance with Appendix A, Sample Subaward, Exhibit A-1, Los Angeles County America's Job Centers of California Modernization: WIOA Title I Adult, Dislocated Worker, and Youth@Work Programs Statement of Work (ADW/Youth SOW), Section 1.7, Comprehensive AJCC Community Based Organization Partnership.
- 1.2 As further described herein, Comprehensive AJCCs will reflect and address the five (5) "North Star Principles," which characterizes the County's overarching vision for its workforce development system. These Principles shall shape the content and quality of Successful Proposer(s) (may also be referred to as "Subrecipient" or "Primary Subrecipient" herein and in the attached documents) proposal for Program Services and outcomes described throughout this solicitation. The five (5) North Star Principles are defined below in Section 1.7 of this RFP and in Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW, Section 1.4, AJCC Modernization North Star Principles.
 - 1.2.1 To achieve the North Star Principles objectives, the AJCC system shall serve as an all-inclusive access point to workforce education and training programs that provide demand-driven skills attainment, especially for individuals with barriers to employment.
- 1.3 County will fund Proposer(s) that offer the greatest likelihood of success with respect to Program Participant, as defined in Appendix A, Sample Subaward, Exhibits B, Definitions, employment and long-term self-sufficiency. Notwithstanding the foregoing, County reserves the right to award multiple Subawards to a single Successful Proposer in the event there are no Successful Proposer(s) in a designated Subregion to ensure the entire County is served.

1.4 County is also issuing this RFP to solicit Proposers from qualified private or public non-profit organizations, for-profit organizations, and public or private institutions of higher education to operate a Veterans AJCC and provide the Veterans Program Services as described in Appendix A, Sample Subaward, Exhibit A-2, Veterans AJCC SOW. The Veterans Program provides workforce Program Services to veterans and their eligible spouses in any workforce preparation, development, or delivery program or service directly funded in whole or in part, by the U.S. Department of Labor (38 U.S.C 4215).

1.5 In addition to Sections 1.1 through 1.4 above, County is also issuing this RFP to solicit Proposers from qualified private non-profit organizations, for-profit organizations, public agencies, to operate and provide County-wide WIOA RR Program Services as described in Appendix A, Sample Subaward, Exhibit A-3, WIOA RR Program SOW.

1.5.1 The WIOA RR Program provides workforce Program 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.

1.6 Operations staff at each Comprehensive AJCC will allow for a common and increased pool of customers with a common flow of customer services (Program Participants) jointly provided by the staff of both the Successful Proposer(s) Comprehensive AJCC and Employment Development Department (EDD) Wagner-Peyser program. The efficiencies reached through a coordinated system will result in an increase in the number of jobseekers served and improved employment outcomes in demand industries. Staffing requirements are described in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOW Attachment 3, Los Angeles County Comprehensive AJCC Staffing Model.

1.6.1 Successful Comprehensive AJCC and Non-Comprehensive AJCC Proposer(s), including WIOA RR Program and Veterans AJCC Proposer(s) shall adhere to applicable performance measure requirements pursuant to Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW, SOW Attachment 5, Performance Measures and Goals; Exhibit A-2, Veterans AJCC SOW, Attachment 4, Performance Measures and Goals; and Exhibit A-3, WIOA RR Program SOW, SOW Attachment 4, Performance Measures and Goals.

1.7 Implementation of Programs that Reflect the North Star Principles within the County of Los Angeles

The Los Angeles County workforce system consists of the following five (5) North Star Principles, and shall be reflected in the content and quality of Successful Proposers' proposal for Program Services and outcomes:

1.7.1 **Quality Jobs** that provide family-sustaining wages, health benefits, a pension, advancement opportunities, and collective worker input, and are

stable, predictable, safe, and free of discrimination. Quality jobs have the potential to transform lives and create resilient, thriving businesses and L.A. County communities, along with a more just and equitable economy;

- 1.7.2 **Economic Mobility** which reflects how an individual's income increases and economic well-being changes over time. The County's workforce development system is committed to providing services that enable all individuals to progress toward self-sufficiency, family-sustaining wages, and a middle-class livelihood;
- 1.7.3 **Equitable Outcomes** which are outcomes where all County residents can reach their full potential resulting in more economic opportunity for everyone irrespective of race, ethnicity, gender, immigration status, sexual orientation, or other factors;
- 1.7.4 **Inclusive Economic Growth** that increases opportunity and reduces income inequalities to improve overall well-being and foster resilient and prosperous families, businesses, and communities. L.A. County's economic and workforce development initiatives and strategies will promote shared prosperity across all communities; and
- 1.7.5 **Climate Resilience** which requires transitioning to a carbon-neutral economy. Equity in access to training that develops critical skills that industries need to address climate change is vital. To achieve economically and environmentally resilient communities, the County will contribute to a statewide reduction in greenhouse gas emissions; address the vulnerabilities of disadvantaged communities; and connect climate-change reduction to workforce development system strategies and practices.

- 1.8 Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and shall not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.

2 PURPOSED-AGREEMENT FOR WIOA SERVICES

2.1 Statement of Work (SOW)

If awarded a Subaward for a Comprehensive AJCC, Non-Comprehensive AJCC and associated Affiliate; including WIOA RR Program; and/or a Veterans AJCC; Successful Proposer(s) shall be required to provide Program Services commensurate with the Subaward(s) awarded, to eligible adults ages 18 and over, Youth ages 14-24, veterans and businesses as defined in WIOA. Successful Proposer(s) shall ensure it targets enrollments as detailed in Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW, Sub-section 1.12.10, Priority of Service Requirements. Based on the nature of the Subaward, Successful Proposer(s) shall provide Program Services as described in Appendix A, Sample Subaward, Exhibits A-1 through A-3, WIOA ADW/Youth SOW, Section 1.12, Program Eligibility and Services; Exhibit A-2, Veterans AJCC SOW, Section 1.11, Program Eligibility and

Services; and Exhibit A-3, WIOA RR Program SOW, Section 1.6, Specific WIOA RR Program Work Requirements.

2.2 Sample Agreement: County Terms and Conditions

Successful Proposer(s) will be expected to implement the requirements outlined in Appendix A, Sample Subaward, of this RFP.

2.2.1 Anticipated Subaward Term

2.2.1.1 The initial Subaward term is anticipated to be for a period of six (6) months from date of award, anticipated to commence on January 1, 2024, or Subaward effective date, whichever comes first, upon the County of Los Angeles County Board of Supervisors' (the Board of Supervisors) approval, and be effective through June 30, 2024. As further discussed below in Section 4.2, the Board of Supervisors is the ultimate decision-making authority in the County and any agreement is dependent on the Board's approval. Thereafter, three (3) additional one (1) fiscal year options to extend the Subaward term, beginning July 1st through June 30th of each fiscal year, based upon Successful Proposer(s) performance, and at County's sole discretion. For purposes of the RFP, Proposer(s) shall reflect funding for twelve (12) months in their proposals.

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

2.3 Funding Availability

2.3.1 It is the County's intention to fund Proposer(s) that address the needs of adults, dislocated workers, youth, veterans, and employers identified within this RFP. Approximately \$38,366,000 will be awarded to seven (7) Comprehensive AJCCs, two (2) Non-Comprehensive AJCCs (West Los Angeles and Veterans) and three (3) WIOA RR Programs as follows (note: the funding does not include costs for rent and leases (reference Sub-section 2.4.5, Sites, of this RFP):

Comprehensive AJCCs with 1 Affiliate – 5 Subawards, Rio Hondo, East Los Angeles, Pomona Valley, East San Gabriel Valley, and Southeast Los Angeles Subregions	
Adult and Dislocated Worker (WIOA) Operations Budget	\$1,105,000
Youth@Work (WIOA) Operations Budget	\$982,000
Youth@Work (Non-WIOA) Operations Budget	\$313,000
Operations Subtotal	\$2,400,000
Adult and Dislocated Worker (WIOA) Training Budget	\$795,800
Youth@Work (WIOA) Participant Training & Wages Budget	\$417,200
Youth@Work (Non-WIOA) Participant Training & Wages Budget	\$1,046,000
Training and Wages Subtotal	\$2,259,000
Secondary Subrecipient/Community Based Organization	\$200,000
GRAND TOTAL	\$4,859,000

Comprehensive AJCCs with 2 Affiliates each – 2 Subawards, Antelope Valley and Rancho Dominguez Subregions	
Adult and Dislocated Worker (WIOA) Operations Budget	\$1,213,100
Youth@Work (WIOA) Operations Budget	\$1,074,000
Youth@Work (Non-WIOA) Operations Budget	\$313,000
Operations Subtotal	\$2,600,000
Adult and Dislocated Worker (WIOA) Training Budget	\$796,000
Youth@Work (WIOA) Participant Training & Wages Budget	\$417,000
Youth (Non-WIOA) Participant Training & Wages Budget	\$1,046,000
Training and Wages Subtotal	\$2,259,000
Secondary Subrecipient/Community Based Organization	\$200,000

GRAND TOTAL	\$5,059,000
--------------------	--------------------

Non-Comprehensive AJCC – 1 Subaward, West Los Angeles Subregion	
Adult and Dislocated Worker (WIOA) Operations Budget	\$359,000
Youth@Work (WIOA) Operations Budget	\$352,000
Youth@Work (Non-WIOA) Operations Budget	\$118,000
Operations Subtotal	\$829,000
Adult and Dislocated Worker (WIOA) Training Budget	\$283,000
Youth@Work (WIOA) Participant Training & Wages Budget	\$149,000
Youth@Work (Non-WIOA) Participant Training & Wages Budget	\$396,000
Training and Wages Subtotal	\$828,000
GRAND TOTAL	\$1,657,000

Veterans' AJCC (Non-Comprehensive) – 1 Subaward County-wide	
Adult and Dislocated Worker (WIOA) Operations Budget	\$829,000
Participant Training and Wages (WIOA)	\$828,000
Total	\$1,657,000
Rapid Response – Up to 3 Subawards County-wide	
WIOA Funding	\$213,000
Total	\$213,000

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

2.3.3 The proposed Program Services will be funded by the following sources:

2.3.3.1 74% - WIOA (Assistance Numbers 17.258, 17.259 & 17.278)

2.3.3.2 10% - Temporary Assistance for Needy Families (TANF, Assistance Number 93.558)

2.3.3.3 16% - County Funded

2.4 Funding Methodology

2.4.1 Comprehensive and Non-Comprehensive AJCCs:

2.4.1.1 **Centers of Excellence:** Both Comprehensive and Non-Comprehensive AJCCs shall function as COEs for two (2) types within each center as referenced in Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW, Section 1.6, Centers of Excellence:

2.4.1.1.1 **Sector-Focused COE:** COEs will be responsible for forming sector partnerships and convening industry leaders.

2.4.1.1.2 **Population-Focused COE:** Population-Focused COEs will concentrate on the needs of vulnerable and under-served job seekers and workers, defined as individuals who have barriers to accessing social, economic, and environmental resources; assembling resources; identifying best practices; convening partners with specialized knowledge of communities served by the workforce system, including County departments; and otherwise supporting the development of strategies and practices to meet the unique needs of County-prioritized populations.

2.4.1.2 **Comprehensive AJCC with one Affiliate:** County shall award five (5) Comprehensive AJCCs across five (5) Subregions and each Comprehensive AJCC will also operate one (1) Affiliate. The following Subregions will fall under these criteria:

- 1) East Los Angeles/West San Gabriel Valley,
- 2) East San Gabriel Valley,
- 3) Pomona Valley,
- 4) Rio Hondo, and
- 5) Southeast Los Angeles.

Proposer(s) interested in applying for a Comprehensive AJCC with one (1) Affiliate shall review Appendix A, Sample Subaward, Exhibit A-1 ADW/Youth SOW and all its SOW Attachments.

2.4.1.3 Comprehensive AJCC with two (2) Affiliates: County shall award two (2) Comprehensive AJCCs across two (2) Subregions and each will also operate two (2) Affiliates. The following Subregions will fall under these criteria:

- 1) Antelope Valley and
- 2) Rancho Dominguez.

Proposer(s) interested in applying for a Comprehensive AJCC with two (2) Affiliates shall review Appendix A, Sample Subaward, Exhibit A-1 ADW/Youth SOW and all its SOW Attachments.

2.4.1.4 Comprehensive AJCCs shall be required to also provide the following:

2.4.1.4.1 Affiliates will function under the umbrella of the Comprehensive AJCC and serve as access points to the local AJCC system. Refer to Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW, Section 1.5, AJCC Sites and Subregions, for more information on Affiliate sites.

2.4.1.4.2 Comprehensive AJCCs shall also partner with a Secondary Subrecipient that is a smaller sized Community Based Organization (CBO), defined as a non-profit organization with an annual budget of no more than \$1.5 million. The Secondary Subrecipient shall provide one (1) or more WIOA Career Program Services designated by the Primary Subrecipient, as described in Appendix, A, Sample Subaward, Exhibit A-1, ADW/Youth SOW, Section 1.7.

2.4.1.4.2.1 The Secondary Subrecipient will be awarded a separate Subaward of up to \$200,000 of the annual Subaward budget and will operate in partnership with the Primary Subrecipient.

2.4.1.4.2.2 The Comprehensive AJCC shall be responsible for oversight of all AJCC operations, including oversight of the Program Services rendered by the Secondary Subrecipient.

2.4.1.4.2.2.1 Insurance Coverage of Secondary Subrecipient: Insurance requirements of the Secondary Subrecipient may not

be required to obtain insurance coverage at the levels stated in Appendix A, Sample Subaward, Paragraph 8.24, General Provisions for all Insurance Coverage, and Paragraph 8.25, Insurance Coverage, dependent upon Program Services assigned by the Primary Subrecipient; this determination shall be solely made by County by its designated representatives. Secondary Subrecipient(s) shall be required to obtain insurance requirements prior to Subaward award and may be required to coordinate directly with the Primary Successful Proposer(s) (Primary Subrecipient) to obtain coverage for both entities. If awarded, and dependent on availability of funds, insurance costs may be reimbursable through the Subaward.

2.4.2 Non-Comprehensive AJCCs: County shall award two (2) Non-Comprehensive AJCCs. The following AJCCs fall under these criteria: 1) West Los Angeles and 2) Veterans. Proposer(s) interested in applying for the West Los Angeles Non-Comprehensive AJCC shall review Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW and all its SOW Attachments. Proposer(s) interested in applying for the Veterans Non-Comprehensive AJCC shall review Appendix A, Sample Subaward, Exhibit A-2, Veterans AJCC SOW and all its SOW Attachments.

2.4.2.1 The Veterans AJCC shall be a separate, autonomous AJCC. Funding for this Program will support Veterans Program Services County-wide. The Veterans AJCC shall also operate as a COE for Veterans Program Services (Population-Focused COE) and apply to be a Sector-Focused COE.

2.4.2.2 The West Los Angeles AJCC will be funded by the City and County and the selected Subrecipient may be required to administer City of Los Angeles WIOA and related workforce funding to service Los Angeles County/City Residents.

2.4.3 Funding for three (3) WIOA RR Programs will be allocated to the top three (3) highest rated Comprehensive AJCC Proposer(s) that also apply for the WIOA RR Program. County reserves the right to fund less than three (3) Comprehensive AJCCs for the WIOA RR Program in the event that an inadequate number of proposals are received. The WIOA RR Program shall be applied for in conjunction with the Comprehensive AJCCs and will not be awarded on its own. Proposer(s) interested in applying for the WIOA RR Program shall review Appendix A, Sample Subaward, Exhibit A-3, WIOA RR Program and all its SOW Attachments.

2.4.3.1 The WIOA RR Program services may be subcontracted out, however, the Program shall be operated on-site at the Comprehensive AJCC, and Lower-Tier Subrecipients shall meet the minimum requirements as specified in Section 2.4.8, Lower-Tier Subawards, of this RFP.

2.4.4 **Service Areas and Mandatory Partners:** Each Comprehensive and Non-Comprehensive AJCC and its assigned Affiliates will provide coordinated Services in their awarded Subregion, as detailed in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOW Attachment 1, Los Angeles County Proposed AJCC Subregions and SOW Attachment 2, AJCC Subregion Cities and Unincorporated Areas and house mandatory programs and partners such as WIOA Adult and Dislocated Worker, Youth and Wagner-Peyser. The Comprehensive AJCC is a physical location where job seekers and employers have connections to the programs, services and activities of all the mandatory AJCC partners, which include the following: Veterans Employment Programs, Adult Education and Literacy, Vocational Rehabilitation, Perkins Career Technical Education, Trade Adjustment Assistance, Community Services Block Grant, HUD Employment and Training, State Unemployment Compensation, 2nd Chance Act, TANF, Native American programs, Migrant Seasonal Farm Workers, Job Corps, and YouthBuild, as detailed in Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW.

2.4.5 **Sites:** Proposer(s) applying to operate a Comprehensive AJCC or Non-Comprehensive AJCCs 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.

2.4.6 County reserves the right to fund more or less than the number of Subawards listed in this Section 2.4, of this RFP.

- 2.4.7 County reserves the right to move funding between the Adult and Dislocated Worker Programs, based on need and Subrecipient performance. As additional program funding is received by County, Subrecipient shall be able to show capacity to provide additional Program Services to additional targeted populations as needed.
- 2.4.8 **Lower-Tier Subawards:** Should Proposer(s) applying for a Comprehensive AJCC or Non-Comprehensive AJCC choose to subcontract any of its work, as detailed in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOWs, all Lower-Tier Subrecipients shall be procured in accordance with State procurement policies, as detailed in the EDD Directive WSD17-08, Procurement of Equipment and Related Services, Successful Proposer(s) shall provide at a minimum, either the ADW or Youth@Work Program as the primary program administrator; both Programs shall not be subcontracted out. Lower-Tier Subrecipients shall be held to all federal requirements under WIOA.
- 2.4.8.1 A Comprehensive AJCC or Non-Comprehensive AJCC may subcontract with another Comprehensive AJCC or Non-Comprehensive AJCC. However, an agency cannot be a Lower-Tier Subrecipient if it is awarded a Subaward to be a Comprehensive AJCC or Non-Comprehensive AJCC within the same Subregion.
- 2.4.8.2 Lower-Tier Subrecipient(s) shall be procured prior to Subaward execution, in accordance with this Section 2.4.8, Lower-Tier Subawards of this RFP, and in accordance with WIOA.

3 PROPOSER'S MINIMUM MANDATORY REQUIREMENTS (PASS/FAIL)

Interested and qualified Proposer(s) that can demonstrate their ability and qualifications to successfully provide the required Program Services outlined in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOWs, and SOW Attachments, are invited to submit a proposal(s), provided they meet the following minimum mandatory requirements:

- 3.1 If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller (AC) within the last ten (10) years, Proposer(s) shall not have unresolved questioned costs identified by the AC, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.
- 3.2 **Proposer's Background and Experience**
- 3.2.1 Proposer(s) applying for funding as a Comprehensive AJCC, or a Non-Comprehensive AJCC shall have a minimum of three (3) consecutive years of experience within the past five (5) years administering workforce employment

- and training programs for Adults, Dislocated Workers and/or Youth, respectively, with yearly funding of at least \$1,000,000 or more and Program Services equivalent or substantially similar to the Program Services stated in Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW, of this RFP. Proposer(s) may use combined experience operating Adult, Dislocated Worker, Youth Programs and/or similar workforce programs, as long as the total combined experience is three (3) consecutive years within the past five (5) years.
- 3.2.2 Proposer(s) submitting a proposal to provide WIOA RR Program Services shall also apply for Comprehensive AJCC funding, in any Subregion, and have a minimum of two (2) consecutive years of experience within the past five (5) years providing RR and lay-off aversion type Program Services equivalent or similar to the Program Services identified in Appendix A, Sample Subaward, Exhibit A-3, WIOA RR Program SOW, Section 1.6, Specific WIOA RR Program Work Requirements, of this RFP.
- 3.2.3 Proposer(s) submitting a proposal to provide Veterans Program Services shall have a minimum of two (2) consecutive years of experience within the past five (5) years providing veterans grant-specific employment and training services to veterans and their eligible spouses, equivalent or similar to the Program Services identified in Appendix A, Sample Subaward, Exhibit A-2 Veterans AJCC SOW, Section 1.11, Program Eligibility and Services, of this RFP.
- 3.3 Proposer(s) shall be a private non-profit organization, for-profit organization, public agency, social enterprise agency, or public or private institution of higher education, to operate as the Comprehensive AJCC and/or Non-Comprehensive AJCC. **Workforce Development Boards are precluded from applying for funding under this procurement.**
- 3.4 Proposer(s) shall attend the Mandatory Virtual Proposer's Conference or verify that they have viewed the recording when it becomes available.
- 3.5 Proposer(s) shall have a completed and signed Appendix B, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit, acknowledging and certifying that it meets and will comply with all of the Minimum Mandatory Requirements listed herein.
- 3.6 Proposer(s) shall complete and submit Appendix B, Required Forms, Exhibit 2, Certification of Compliance; Exhibit 4, Proposer's Debarment History and List of Terminated Contracts; Exhibit 5, Declaration, Exhibit 7, Minimum Mandatory Requirements, and Exhibit 8, Proposer's List of References.

- 3.7 Proposer(s) shall submit Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships, as described in Sub-section 7.6.4, of this RFP.
- 3.8 Proposer(s) shall submit Board of Directors Authorization Warranty, as described in Sub-section 7.6.5, of this RFP.
- 3.9 Proposer(s) shall accept all terms and conditions of Appendix A, Sample Subaward and Exhibits A-1 through A-3, SOWs and SOW Attachments, as detailed in Sub-section 7.6.10, of this RFP.

3.10 Secondary Subrecipient Minimum Mandatory Requirements (Pass/Fail)

3.10.1 Successful Primary Subrecipient, if awarded a Subaward, shall partner with a CBO to be a Secondary Subrecipient to complete specific work as detailed in Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW. The Minimum Mandatory Requirements for the Secondary Subrecipient are as follows:

3.10.1.1 Secondary Subrecipient(s) shall have a minimum of three (3) consecutive years of experience within the past five (5) years providing Program Services to the Subregion the Primary Subrecipient is applying to.

3.10.1.2 Secondary Subrecipient(s) shall be a non-profit organization and not have an annual operating budget of more than \$1.5 million.

3.10.1.3 Secondary Subrecipient(s) shall submit financial statements for the past three (3) years, and submit in Section G, along with the Primary Proposer's proposal, as detailed in Sub-section 7.6.12.2.2.

3.10.1.3.1 In an effort to assist Secondary Subrecipient(s) in building capacity for future County contract, a single audit may be required after grant award, which would be reimbursable through the Subrecipient agreement, dependent on availability of funds.

3.10.1.4 Secondary Subrecipient(s) shall submit corporate documents as detailed in Sub-section 7.6.11.2 of this RFP, along with the Primary Proposer's proposal. Secondary Subrecipient shall submit its IRS non-profit documentation and Certificate of Good Standing.

3.10.1.5 If Secondary Subrecipient(s)' compliance with a County contract has been reviewed by the Department of the AC within the last ten (10) years, Secondary Subrecipient(s) shall not have unresolved questioned costs identified by the AC, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such

disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

3.10.1.6 Secondary Subrecipient(s) shall complete and submit Appendix B, Required Forms, Exhibit 7-A, Secondary Subrecipient Minimum Mandatory Requirements and submit in Section F as part of the proposal.

3.10.1.7 Secondary Subrecipient shall accept all terms and conditions as detailed in Sub-section 7.6.10, of this RFP.

4 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Subaward Execution

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

4.2 Final Subaward Award by the Board of Supervisors

Notwithstanding a recommendation of a Department, agency, or individual, the Board of Supervisors 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 the County. The Board of Supervisors is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a Subaward.

4.3 County's Option to Reject Proposals

Proposer(s) are hereby advised that this RFP is a solicitation for proposals only and is not intended and/or to be construed as, an offer to enter into a Subaward or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The 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 this RFP in its entirety. The County will not be liable for any costs incurred by the Proposer(s) in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

4.4 County's Right to Amend Request for Proposals

The County has the right to amend the RFP by written addendum. The County is responsible only for what is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization, which County records indicate has received this RFP. 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 the County. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.5 Background and Security Investigations

Background and security investigations of Proposer's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Subaward. The cost of background checks is the responsibility of the contractor.

4.6 County's Quality Assurance Plan

After Subaward award, County or its agent will evaluate the Successful Proposer(s) performance under the Subaward on a periodic basis. Such evaluation will include assessing Successful Proposer(s) compliance with all terms in the Subaward and performance standards identified in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOWs and SOW Attachments. Successful Proposer(s)' deficiencies, which County determines are severe or continuing and that may jeopardize performance of the Subaward will be reported to County's Board of Supervisors and Workforce Development Board. 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 Subaward in whole or in part, or impose other penalties as specified in the Subaward.

5 NOTIFICATION TO PROPOSERS

5.1 Notice to Proposers Concerning the Public Records Act

- 5.1.1 Responses to this solicitation will become the exclusive property of the County. Absent extraordinary circumstances, the recommended Proposer(s)' proposal will become a matter of public record when 1) Subaward negotiations are complete; 2) DEO receives a letter from the recommended Proposer(s)' authorized officer that the negotiated Subaward is the firm offer of the recommended Proposer(s); and 3) DEO 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](#)).
- 5.1.2 Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's Proposers recommendation appears on the Board Agenda.
- 5.1.3 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".
- 5.1.4 The County will 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 will not be deemed sufficient notice of exception. The Proposer(s) shall specifically label only those provisions of their respective proposal which are "Trade Secrets", "Confidential", or "Proprietary", in nature.

5.1.5 In the event the 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(s) 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 shall be in writing, and e-mailed to:

Michael Yamashige, Administrative Services Manager III
DEO-PRO@opportunity.lacounty.gov

5.2.2 If it is discovered that Proposer(s) contacted and/or received information from any County personnel, including Board of Supervisors' offices, other than the person and manner 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

Prior to a Subaward award, all Subrecipients shall register in the County's WebVen. 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 the County's home page at: <http://camisvr.co.la.ca.us/webven/>. Secondary Subrecipient, as described in Sub-section 2.4.1.4.2 of this RFP, shall also register on the County's WebVen.

5.4 Protest Policy Review Process

5.4.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) any prospective Proposer(s) may request a review of the requirements under a solicitation for a Board-approved services contract (or subaward), as described in Sub-section 5.4.3, Grounds for Review, below. Additionally, any actual Proposer(s) may request a review of a disqualification or of a proposed Subaward award under such a solicitation, as described respectively in the Paragraphs below. It is the responsibility of the Proposer(s) 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 Subaward award.

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

5.4.3 **Grounds for Review**

Unless State or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract (or Subaward) provided for under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) are limited to the following:

5.4.3.1 Solicitation Requirements Review (referenced in Section 9.1)

5.4.3.2 Disqualification Review (referenced in Section 9.2)

5.4.3.3 Department's Proposed Contractor Selection Review (referenced in Section 9.3)

5.5 **Conflict of Interest**

5.5.1 No County employee whose position in the County enables them to influence the selection of a contractor for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, will be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a contractor. Proposer(s) shall certify that they are aware of and have read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Appendix B, Required Forms, Exhibit 2, Certification of Compliance.

5.6 **Determination of Proposer Responsibility**

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

5.6.2 Proposer(s) are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may determine whether the Proposer is responsible based on a review of the Proposer(s)' performance on any Subaward, including but is not limited to County Subawards. 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(s) against public entities. Labor law violations which are the fault of the Lower-Tier Subrecipient and of which the Proposer(s) had no knowledge shall not be the basis of a determination that the Proposer(s) is not responsible.

5.6.3 The County may declare a Proposer to be non-responsible for purposes of this Subaward if the Board of Supervisors, in its discretion, finds that the Proposer has done any of the following: 1) violated a term of a Subaward with the County or a non-profit corporation created by the County; 2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity

to perform a Subaward with the County, any other public entity, or a non-profit corporation created by the 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 the County or any other public entity.

- 5.6.4 If there is evidence that the apparent highest ranked Proposer(s) may not be responsible, the Department will notify the Proposer(s) in writing of the evidence relating to the Proposer(s)' responsibility, and its intention to recommend to the Board of Supervisors that the Proposer(s) be found not responsible. The Department will provide the Proposer(s) and/or the Proposer(s)' representative with an opportunity to present evidence as to why the Proposer(s) should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.6.5 If the Proposer(s) presents evidence in rebuttal to the Department, the Department will 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 the Proposer(s) will reside with the Board of Supervisors.
- 5.6.6 These terms will also apply to proposed Lower-Tier Subrecipient(s) of Proposer(s) on County Subawards.

5.7 Proposer Debarment

- 5.7.1 The Proposer(s) is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may debar the Proposer(s) from bidding or proposing on, or being awarded, and/or performing work on other County subawards/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 the County may terminate any or all of the Proposer(s)' existing subawards/contracts with County, if the Board of Supervisors finds, in its discretion, that the Proposer(s) has done any of the following: 1) violated a term of a subaward/contract with the County or a non-profit corporation created by the County; 2) committed an act or omission which negatively reflects on the Proposer(s)' quality, fitness or capacity to perform a subaward/contract with the County, any other public entity, or a non-profit corporation created by the 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 the County or any other public entity. These terms will also apply to proposed Lower-Tier Subrecipients of Proposer(s) on County subawards/contracts.
- 5.7.2 A listing of contractors that are currently on the Debarment List for Los Angeles County may be obtained on the following website:

<https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

5.8 Gratuities

5.8.1 Attempt to Secure Favorable Treatment

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 the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the subaward/contract or that the Proposer's failure to provide such consideration may negatively affect the County's consideration of the 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 subaward/contract.

5.8.2 Proposer's Notification to County

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 the County manager charged with the supervision of the employee or to the County AC's Employee Fraud Hotline at (800) 544 6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

5.8.3 Form of Improper Consideration

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

5.9 Notice to Proposers Regarding the County Lobbyist Ordinance

5.9.1 The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons that 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 subaward/contract shall 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, shall 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.

5.10 Consideration of GAIN-GROW Participants for Employment

5.10.1 As a threshold requirement for consideration for Subaward award, Proposer(s) shall demonstrate a proven record of hiring participants in the County's [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. Proposer(s) shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer(s)' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.10.2 Proposer(s) that are unable to meet this requirement will not be considered for Subaward award. Proposer(s) shall submit a completed Appendix B, Required Forms, Exhibit 2, Certification of Compliance, along with their proposal.

5.11 Jury Service Program

5.11.1 The prospective Subaward is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") ([Los Angeles County Code, Chapter 2.203](#)). Prospective Subrecipients should carefully review Appendix A, Sample Subaward, Paragraph 8.8, Compliance with the County's Jury Service Program, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Subrecipients and their Lower-Tier Subrecipients.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

5.11.2 Subrecipient shall certify compliance with County's Contractor Employee Jury Service Ordinance in Appendix B, Required Forms, Exhibit 2, Certification of Compliance. If a Proposer does not fall within the Jury Service Program's definition of "Subrecipient" or if it meets any of the exceptions to the Jury Service Program, then the Proposer shall so indicate in Appendix B, Required Forms, Exhibit 2, Proposer's Certification of Compliance, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Proposer's application, the 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. The County's decision will be final.

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

The Proposer(s) must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Proposer(s) is

restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information must be provided by the Proposer(s) in Appendix B, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit. Failure of the Proposer(s) to provide this information may eliminate its proposal from any further consideration. Proposer(s) will have a continuing obligation to notify the County and update any changes to its response in Appendix B, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit during the solicitation.

5.13 Proposer's Charitable Contributions Compliance

- 5.13.1 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 Subrecipients should carefully read Appendix D, Background and Resources: California Charities Regulation. These rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. The Nonprofit Integrity Act contains substantive requirements affecting 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) also have specific audit requirements.
- 5.13.2 All prospective Subrecipients must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the certification form attached as Appendix B, Required Forms, Exhibit 2, Certification of Compliance, certifying 1) they do not currently receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement or 2) they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts. A completed Appendix B, Required Forms, Exhibit 2, Certification of Compliance is a required part of any agreement with the County.
- 5.13.3 Prospective County Subrecipients that do not complete Appendix B, Required Forms, Exhibit 2, Certification of Compliance, as part of the solicitation process may, in the County's sole discretion, be disqualified from Subaward award. A County Subrecipient 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](#)).

5.14 Defaulted Property Tax Reduction Program

- 5.14.1 The prospective Subrecipient is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), ([Los Angeles County Code, Chapter 2.206](#)). Prospective Subrecipients should reference the pertinent provisions in Appendix A, Sample Subaward, Paragraph 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 Deduction Program, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Subrecipients and their Lower-Tier Subrecipients.
- 5.14.2 Proposer(s) will be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and must maintain compliance during the term of any Subaward that may be awarded pursuant to this solicitation or must certify that they are exempt from the Defaulted Tax Program by completing Appendix B, Required Forms, Exhibit 2, Certification of Compliance. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a Subaward or initiation of debarment proceedings against the non-compliant subrecipient ([Los Angeles County Code, Chapter 2.202](#)).
- 5.14.3 Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.15 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

- 5.15.1 On October 4, 2016, the Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits subrecipients engaged in human trafficking from receiving subaward/contract awards or performing services under a County subaward/contract.
- 5.15.2 Successful Proposer(s) are required to complete Appendix B, Required Forms, Exhibit 2, Certification of Compliance, certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Appendix A, Sample Subaward, Paragraph 8.54, Compliance with County's Zero Tolerance Policy on Human Trafficking. Further, Subrecipients are required to comply with the requirements under said provision for the term of any Subaward awarded pursuant to this solicitation.

5.16 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)

- 5.16.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under a

subaward/contract with the County must be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the AC.

- 5.16.2 Upon subaward award or at the request of the A-C and/or the contracting department, Subrecipient must submit a direct deposit authorization request with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 5.16.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.
- 5.16.4 Upon subaward award or at any time during the duration of the subaward/contract, a Subrecipient may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

5.17 Proposer’s Acknowledgement of County’s Commitment to Fair Chance Employment Hiring Practices

- 5.17.1 On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code [Section 12952](#).
- 5.17.2 Subrecipients are required to complete Appendix B, Required Forms, Exhibit 2, Certification of Compliance, certifying that they, and their Lower-Tier Subrecipients, are in full compliance with [Section 12952](#), as indicated in Appendix A, Sample Subaward, Paragraph 8.56, Compliance with Fair Chance Employment Practices. Further, Subrecipients are required to comply with the requirements under [Section 12952](#) for the term of any contract awarded pursuant to this solicitation.

5.18 Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Subrecipient or its subsidiary or Lower-Tier Subrecipient ("Proposer/Subrecipient"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Subrecipient has provided advice or consultation for the solicitation. A Proposer/Subrecipient is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Subrecipient has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Proposer/Subrecipient from participation in the County solicitation or the termination or cancellation of any resultant County Subaward. ([Los Angeles County Code, Chapter 2.202](#)).

5.19 COVID-19 Vaccinations of County Contractor Personnel

Proposer(s) are advised that it must comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 - Administration, Division 4 as a condition of performing work under any awarded Subaward resulting from this solicitation. Proposer(s) are advised to review the requirements of Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) and the sample Subaward requirements prior to submitting a proposal to this solicitation. A completed Appendix A, Sample Subaward, Exhibit F, COVID-19 Vaccination Certification of Compliance, is a required part of any Subaward with the County.

5.20 Community Business Enterprise (CBE) Participation

- 5.20.1 The County has adopted a CBE Program, which includes business enterprises owned by disabled veterans, disadvantaged business enterprises, minority and women-owned businesses, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprises. The County has established an annual goal that 25% of all County contract eligible procurement dollars will go to certified CBEs. The County also has a 25% and 3% utilization goal of Local Small Business and Disabled Veteran Business Enterprise (DVBE) certified firms, respectively. The program also maintains data on the types of businesses registered as CBEs and their utilization. The Proposer's CBE participation must be reflected in Appendix B, Required Forms, Exhibit 6, Community Based Enterprise Information form.
- 5.20.2 All Proposer(s) must document good faith efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under this Subaward. The Proposer(s) must make documents related to these good faith efforts available to the County upon request.
- 5.20.3 To obtain a list of firms that are certified by the County in the CBE Program, send an e-mail request to the County of Los Angeles Department of Economic Opportunity, Office of Small Business (OSB): CBESBE@opportunity.lacounty.gov with the subject "Request for CBE Listing." For additional information contact the Office of Small Business at: (844) 432-4900 or at OSB@opportunity.lacounty.gov.
- 5.20.4 The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on the Proposer(s)' ability to provide the best service and value to the County.

6 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

- 6.1.1 The County of Los Angeles has three (3) Preference Programs. The Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.
- 6.1.2 The Preference Programs (LSBE, SE and DVBE) require that a business complete certification prior to requesting a preference in a solicitation. This Program and how to obtain certification are further explained in below Sections 6.2, 6.4 and 6.5, of this RFP. Additional information on the County's Preference Programs is also available on the Department of Consumer and Business Affairs (DCBA) website at: <http://dcba.lacounty.gov>.
- 6.1.3 In no case will the Preference Programs (LSBE, SE and DVBE) price or scoring preference be combined with any other County preference program to exceed fifteen percent (15%) in response to any County solicitation.
- 6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, SE, or DVBE when not qualified.

6.2 Local Small Business Enterprise (LSBE) Preference Program

- 6.2.1 The County will give LSBE preference during the solicitation process to businesses that meet the definition of an LSBE for solicitations subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204.030C.2 of the Los Angeles County Code](#).
- 6.2.2 The business must be certified by OSB prior to requesting the LSBE Preference in a solicitation. To apply for certification as an LSBE, businesses should contact OSB with DEO at OSB@opportunity.lacounty.gov.
- 6.2.3 Businesses requesting the LSBE preference must complete and submit Appendix B, Required Forms, Exhibit 3, Request for Preference Consideration, and submit their LSBE certification approval letter ("Certification for Federally Funded Solicitations") from the DEO with their proposal.

6.3 Local Small Business Enterprise (LSBE) Prompt Payment Program

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice consistent with [Chapter 3.035 of the Los Angeles County Board of Supervisors Policy Manual](#).

6.4 Social Enterprise (SE) Preference Program

- 6.4.1 The County will apply the SE preference during the solicitation process to businesses that meet the definition of an SE for solicitations subject to the

federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).

6.4.2 The business must be certified by DCBA, prior to requesting the SE preference in a solicitation. To apply for certification as an SE, businesses should contact DCBA at <http://dcba.lacounty.gov>.

6.4.3 Businesses requesting the SE preference, must complete and submit Appendix B, Required Forms, Exhibit 3, Request for Preference Consideration, and submit their SE certification approval letter (“Certification for Federally Funded Solicitations”) from the DEO OSB with their proposal.

6.5 Disabled Veteran Business Enterprise (DVBE) Preference Program

6.5.1 The County will apply the DVBE preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).

6.5.2 The business must be certified by OSB, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.

6.5.3 Businesses requesting the DVBE preference must complete and submit Appendix B, Required Forms, Exhibit 3, Request for Preference Consideration and submit their DVBE certification approval letter from the DEO with their proposal.

7 BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION

Section 7, Business Proposal Requirements and Evaluation, contains key project dates and activities, provides Proposer(s) with proposal submission requirements and submittal instructions and identifies evaluation criteria.

7.1 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the Director of DEO’s or designee’s sole judgment and his/her judgment will be final. All proposals must 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

EVENT	DATE/TIME
Release of RFP	March 30, 2023

Deadline to submit request for Solicitation Requirements Review (Refer to Section 9 - Protest Process Overview)	April 13, 2023 by 12:00 PM (PDT)
Deadline to Register for Mandatory Virtual Proposer's Conference	April 20, 2023 by 12:00 PM (PDT)
Mandatory Virtual Proposers' Conference (Refer to Paragraph 7.4)	April 27, 2023
Deadline to submit Notice of Intent to Submit Proposal (Appendix B, Required Forms, Exhibit 10)	May 4, 2023 by 12:00 PM (PDT)
Written Questions Due	May 16, 2023 by 12:00 PM (PDT)
Questions and Answers Released via addendum (Subject to change at County's sole discretion)	June 1, 2023
Proposals Due	June 22, 2023 by 12:00 PM (PDT)

7.3 Proposers' Questions

7.3.1 Proposer(s) may submit written questions regarding this RFP by e-mail to: DEO-PRO@opportunity.lacounty.gov by the date and time specified in Section 7.2, RFP Timetable. All questions, without identifying the submitting company, will be compiled with the appropriate answers, and issued as an addendum to the RFP.

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

7.4 Mandatory Virtual Proposers' Conference

7.4.1 A Mandatory Virtual Proposers' Conference will be held to discuss the RFP requirements. It is mandatory that Proposer(s) either attend virtually or verify that they have viewed the recording when it becomes available; an addendum to this RFP will be released once the recording is available with instructions on how to access it. County staff will respond to questions from potential Proposer(s). The conference is scheduled as follows:

April 27, 2023

1:00 PM PDT

Virtually: Zoom link will be provided via addendum.
Please RSVP to ensure Proposer receives updates.

7.4.2 In order to receive updates for the Mandatory Virtual Proposer's Conference, agencies are encouraged to RSVP by sending an email confirming your RSVP to DEO-PRO@opportunity.lacounty.gov by **April 20, 2023 at 12:00 PM PDT**.

7.5 Preparation of the Proposal

7.5.1 Proposer(s) shall submit one (1) electronic copy, as detailed in Section 7.9, Proposal Submission below, containing a Business Proposal and a Cost Proposal. All proposals must be submitted in the prescribed format. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

7.5.2 The maximum number of Subregions a Proposer can apply for is three (3); this does not include the WIOA RR Program.

7.5.2.1 Proposer(s) shall prepare and submit a separate proposal for each Subregion, as detailed in Sub-sections 2.4.1.2 and 2.4.1.3, being applied for.

7.6 Business Proposal Requirements and Evaluation (2,910 Points)

Proposer(s) applying for the Comprehensive or Non-Comprehensive AJCCs will be scored without the addition of the points reflected for the WIOA RR Program and Veterans AJCC. The points for WIOA RR Program (200 Points) or Veterans AJCC (300 Points) will be added on top of the score Proposer(s) receives for their Comprehensive or Non-Comprehensive AJCC proposal, which is a maximum of 2,910 Points, including the points for WIOA RR Program and Veterans AJCC).

Any reviews conducted during the evaluation of the proposal may result in a point reduction. The content and sequence of the proposal must be as follows:

Business Proposal Format:

7.6.1 Cover Page

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 Subaward as a single Proposer (this is outside of the CBO/Secondary Subrecipient requirement). Proposer(s) may subcontract Program Services as detailed in Section 2.4.8, Lower-Tier Subawards, of this RFP. The Cover Page must contain a statement that Proposer will bear sole and

complete responsibility for all work as defined in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOWs, as applicable.

Proposal shall include a Cover Sheet that includes the following information:

- Name of agency submitting proposal
- Agency information (address, website, phone number, and entity type i.e. government agency, non-profit, etc.)
- Primary Subrecipient (primary person(s) who will serve as primary point of contact for the proposal)
- Secondary Subrecipient Information (name of Agency, address, website, and phone number)

7.6.2 Table of Contents

Proposals must include a table of contents that clearly identifies the content within the proposal identified by sequential page numbers and section reference numbers.

7.6.3 Proposer's Organization (PASS/FAIL)

Proposer(s) shall complete all items on Appendix B, 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 Subaward.

7.6.4 Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships (PASS/FAIL)

7.6.4.1 Taking into account the structure of Proposer(s)' (inclusive of the Secondary Subrecipient) organization, Proposer(s) shall determine which of the supporting documents listed in Sub-sections 7.6.4.3, Corporations and Limited Liability Companies Support Documents, and 7.6.4.4, Limited Partnership Support Documents of this RFP 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 Subawards.

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

7.6.4.3 Corporations and Limited Liability Companies Support Documents:

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

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

7.6.4.4 Limited Partnership Support Documents:

Proposer(s) shall submit one of the following documentations with the proposal:

7.6.4.4.1 Certificate of Limited Partnership (conformed copy)

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

7.6.5 Board of Directors Authorization Warranty (PASS/FAIL)

7.6.5.1 Proposer and Secondary Subrecipient 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 Subaward, and that all requirements have been fulfilled to provide such actual authority.

To support this warranty, Proposer and Secondary Subrecipient shall provide its Board of Director's Authorization Warranty, which shall include the following elements:

7.6.5.1.1 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.).

7.6.5.1.2 At a minimum, the warranty shall include a reference to this RFP (i.e., RFP Number); 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 Subaward if one is awarded by the Los Angeles County Board of Supervisors (and any amendments or addendums thereto), and approve and accept Subaward funds on behalf of Proposer's organization.

7.6.6 Executive Summary and Background/Experience (Section A) (100 Points) (1 Page Maximum)

7.6.6.1 Condense and highlight the contents of the Proposer's Business Proposal to provide County with a broad understanding of the Proposer's approach, qualifications, experience, and staffing. Proposal shall include resumes and biographies of current Executive Team, which must include the Executive Director/Chief Executive Officer, Chief Financial Officer, Project Manager, or equivalent. Insert resumes in this Section A.

7.6.6.2 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 Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOWs, as applicable. Proposer shall also state its organization type (i.e., non-profit, for-profit or public/government).

7.6.7 Proposer's Qualifications (Section B) (150 Points)

Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required Program Services based on information provided in this Section.

7.6.7.1 Proposer's List of References (Section B.2 – 50 Points)

Proposer will be evaluated on the verification of references provided in Appendix B, Required Form, Exhibit 8, Proposer's List of References. In addition to the references provided, a review will include the Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other Subawards. This review may result in point deductions up to one hundred percent (100%) of the total points awarded in this evaluation category.

Proposer must provide five (5) references where the same or similar scope of services was provided and must include public entity subawards for the last five (5) years. Proposer's completed form, Appendix B, Required Forms, Exhibit 8, Proposer's List of References, must be provided in Section F, Business Proposal Required Forms and Corporate Documents of Proposer's Business Proposal.

It is the proposer's sole responsibility to ensure that information provided for each reference is accurate.

County may disqualify a proposer as non-responsive and/or non-responsible if:

- 1) References fail to substantiate Proposer's description of the services provided; or

- 2) References fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
- 3) The Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact of normal working hours.

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. PDT).

7.6.7.2 Proposer's Debarment History and List of Terminated Contracts (Section B.3 – 50 Points)

The County will conduct a review of Proposer's terminated contracts and debarment history. Proposer must include a minimum of three (3) contracts terminated, including contracts that expired naturally, within the past five (5) years with a reason for termination in Appendix B, Required Forms, Exhibit 4, Proposer's Debarment History and List of Terminated Contracts. If the Proposer is unable to provide a minimum of three (3) terminated contracts within the last five (5) years, the Proposer may include contracts that have terminated in the last seven (7) years. Proposer's completed Appendix B, Required Forms, Exhibit 4, Proposer's Debarment History and List of Terminated Contracts, must be provided in Section F, Business Proposal Required Forms and Corporate Documents of Proposer's Business Proposal.

7.6.7.3 Proposer's Pending Litigation and Judgments (Section B.4 – 50 Points)

The County will conduct a review of Proposer's pending litigation and judgments. Proposer must identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Additionally, Proposer must provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer. Proposer's statement shall be provided and included in Section F, Business Proposal Required Forms and Corporate Documents of Proposer's Business Proposal. Notations such as "not applicable" or "NA" and statements that do not clearly indicate the number of years covered in its statement are not valid responses and will be rated as "non-responsive". County may reject/disqualify the proposal when such a rating is determined.

7.6.8 Proposal Narrative: Proposer's Approach to Providing Required Services (Section C – 2010 Points) (Veterans AJCC: 300 Points; WIOA Rapid Response Program: 200 Points) (35 page maximum)

- 7.6.8.1 Proposer(s) will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in this Section.
- 7.6.8.2 Proposer(s) must present a description of the methodology the Proposer(s) will use to meet Subaward work requirements. Describe in detail how the Program Services will be performed to meet the intent of the SOW.
- 7.6.8.3 In this Section C, Proposer(s) shall utilize Appendix B, Required Forms, Exhibit 11, AJCC RFP Questions, to develop responses to the questions asked in Exhibit 11. An outline of the questions in Exhibit 11 is referenced in Sub-section 7.6.8.5 below.
- 7.6.8.4 Except as noted in 7.6.8.4.1 through 7.6.8.4.3 below, all Proposers shall respond to all questions as detailed in Appendix B, Required Forms, Exhibit 11, AJCC RFP Questions.
- 7.6.8.4.1 Proposer(s) applying for the Non-Comprehensive AJCC in the West Los Angeles Subregion, shall not respond to questions in Sub-section 7.6.8.5.5, Request for Proposal Questions – Joint Venture Partnership (CBO/Secondary Subrecipient).
- 7.6.8.4.2 In addition to 7.6.8.4 above, Proposers applying for the Veterans AJCC shall answer Veterans AJCC specific questions in Sub-section 7.6.8.5.6.
- Proposer(s) applying for Veterans AJCC shall not respond to Sub-sections 7.6.8.5.5, Request for Proposal Questions – Joint Venture Partnership (CBO/Secondary Subrecipient), and 7.6.8.5.4, Request for Proposal Questions – Youth Services.
- 7.6.8.4.3 In addition to 7.6.8.4 above, Proposer(s) applying for the WIOA RR Program shall answer WIOA RR Program specific questions in Sub-section 7.6.8.5.7.
- 7.6.8.5 Proposer(s) shall restate each question in Appendix B, Required Forms, Exhibit 11, AJCC RFP Questions, provide responses, and insert as Proposer's Approach to Providing Required Services – Section C in the proposal in the following sequence:
- 7.6.8.5.1 Section I., Request for Proposal Questions – WIOA Service Delivery Plan **(450 Points)**
- 7.6.8.5.2 Section II., Request for Proposal Questions – Program Performance, Outcomes and Impact **(400 Points)**

7.6.8.5.3 Section III., Request for Proposal Questions – COEs Function for Sector-Focused COEs and Population-Focused COEs **(310 Points)**

7.6.8.5.4 Section IV., Request for Proposal Questions – Youth Services **(450 Points)**

7.6.8.5.5 Section V., Request for Proposal Questions – Joint Venture Partnership (CBO/Secondary Subrecipient) **(400 Points)**

7.6.8.5.6 Section VI., Request for Proposal Questions – Veterans AJCC **(if applicable – 300 Points)**

7.6.8.5.6.1 Only Proposers applying for the Veterans AJCC shall respond to these questions.

7.6.8.5.7 Section VII., Request for Proposal Questions – WIOA RR Program **(if applicable – 200 Points)**

7.6.8.5.7.1 Only Proposers applying for the WIOA RR Program shall respond to these questions.

7.6.9 Proposer’s Quality Control Plan (Section D - 60 Points) (1 page maximum)

The Proposer(s) will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this Subaward are provided as specified. Evaluation of the Quality Control Plan must cover the proposed monitoring system of all performance requirements stated in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOWs Attachment 5 and Attachment 4, Performance Measures and Goals, as applicable.

Proposer(s) must present a comprehensive Quality Control Plan to be utilized by the Proposer(s) as a self-monitoring tool to ensure the required services are provided as specified in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOWs.

The following factors shall be included in the plan, but is not limited to:

7.6.9.1 Activities to be monitored to ensure compliance with all Subaward requirements.

7.6.9.2 Monitoring methods to be used.

7.6.9.3 Frequency of monitoring.

7.6.9.4 Samples of forms to be used in monitoring.

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

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

7.6.10 Acceptance of Terms and Conditions of Sample Subaward and/or Requirements of Statement of Work and Attachments (Section E) (PASS/FAIL)

It is the duty of every Proposer(s) and Secondary Subrecipient(s) to thoroughly review Appendix A, Sample Subaward and Exhibits A-1 through A-3, SOWs and Attachments, to ensure compliance with all terms, conditions, and requirements.

7.6.10.1 Proposer(s) and Secondary Subrecipient(s) will be evaluated on their willingness to accept the Terms and Conditions outlined in Appendix A, Sample Subaward, and the requirements of the SOWs outlined in Exhibits A-1 through A-3. Proposer(s) and Secondary Subrecipient(s) shall accept all conditions of Appendix A, Sample Subaward, SOWs and SOW Attachments.

7.6.10.2 It is the County's expectation that in submitting a proposal, the Proposer(s) and Secondary Subrecipient(s) will accept, as stated, the County's terms and conditions in Appendix A, Sample Subaward, Paragraph 8.0, Standard Terms and Conditions and the County's requirements in the SOWs.

7.6.10.3 Proposer(s) and Secondary Subrecipient(s) are further notified that the County may, in its sole determination, disqualify any Proposer that does not accept the terms of Appendix A, Sample Subaward, SOWs and all its SOW Attachments.

7.6.10.4 Section E of Proposer's response must include:

- 1) A statement offering the Proposer's acceptance of or exceptions to all terms and conditions listed in Appendix A, Sample Subaward, Paragraph 8.0, Standard Terms and Conditions.
- 2) A statement offering the Proposer's acceptance of or exceptions to all requirements listed in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOWs (as applicable); and for each exception, the Proposer(s) must provide (1) an explanation of the reason(s) for the exception;(2) the proposed alternative language; and (3) a description of the impact, if any, to the Proposer(s)' price.

7.6.11 Business Proposal Required Forms and Corporate Documents (Section F) (40 Points)

7.6.11.1 Proposal must include all completed, signed, and dated forms identified in Appendix B, Required Forms. **(10 Points; 1 point per form)**

Exhibit 1 Proposer's Organization Questionnaire/Affidavit

Exhibit 2 Certification of Compliance

- Exhibit 3 Request for Preference Consideration
- Exhibit 4 Proposer's Debarment History and List of Terminated Contracts
- Exhibit 5 Declaration
- Exhibit 6 Community Business Enterprise (CBE) Information
- Exhibit 7 Minimum Mandatory Requirements
- Exhibit 7-A Secondary Subrecipient Minimum Mandatory Requirements
- Exhibit 8 Proposer's List of References
- Exhibit 9 Cost Proposal – AJCC Proposed Budget
- Exhibit 10 Notice of Intent to Submit Proposal (not required but preferred) (no points)

7.6.11.2 Primary Proposer(s) and Secondary Subrecipient(s) (as applicable) shall include copies of the following documentation (unless otherwise specified, these documents shall be current as of the date of the proposal submission) **(30 Points)**:

- 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. (5 Points)
- Board of Directors' Roster (5 Points)
- Federal Tax-Exempt Status (if applicable)
- Business License (5 Points)
- By-Laws, City Charter, or Joint Powers Agreement (5 Points)
- Articles of Incorporation: Proposer shall also provide any amendments made to the articles of incorporation (5 Points)
- Insurance for Primary Proposer: Primary Proposer shall provide proof of its ability to procure and maintain insurance coverage at levels required in Appendix A, Sample Contract, Paragraph 8.25, Insurance Coverage. (5 Points)

AND

- Insurance for Secondary Subrecipient: Secondary Subrecipient applying as the CBO with the Primary Proposer shall adhere to Sub-section 2.4.1.4.2.2.1, of this RFP.

7.6.12 Financial Capability (Section G) (50 Points)

7.6.12.1 Proposer(s) shall submit all of the financial information detailed below.

7.6.12.2 **Financial Document Submission Requirement and Evaluation**

Proposer(s) shall submit the financial package as follows:

7.6.12.2.1 Cost Allocation Plan Narrative (30 Points):

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 County Directive CCD-18-01, Cost Allocation and Indirect Cost Requirements.

7.6.12.2.2 Financial Capability (20 Points):

The County will conduct a review of proposer's financial capability. Proposer must provide copies of the company's most current and prior two (2) fiscal years financial statements. Statements should include the company's assets, liabilities, and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

7.6.12.3 If the Proposer is a subsidiary of another company, then any financial information above required by County shall 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.

7.6.12.4 If the Proposer passes the first determination, the Financial Document Submission Requirement, Sub-section 7.6.12.2 of this RFP, then an evaluation of the financial documentation submitted will occur as the Financial Document Evaluation, Sub-section 7.6.12.2 of this RFP.

7.6.12.4.1 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.

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

7.7 Cost Proposal Requirements and Evaluation (150 Points)

The content and sequence of the proposal must be as follows:

Cost Proposal Format:

7.7.1 Cover Page

Cover Page for the Cost Proposal must identify, at a minimum, the RFP (name and/or number) and the Proposer's name.

7.7.2 Cost Proposal

A complete Cost Proposal shall consist of a Budget (Appendix B, Required Forms, Exhibit 9) and a Budget Narrative.

7.7.2.1 The Budget Narrative shall provide 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 the Program(s). **Budget proposal narrative shall not exceed three (3) pages.**

7.7.2.1.1 The Cost Proposal Budget Narrative must demonstrate that costs are reasonable and program specific to the anticipated Subaward. **(100 Points)**

7.7.2.1.2 Proposer(s) must complete the Staffing Detail in Appendix B, Required Forms, Exhibit 9, Cost Proposal – AJCC Proposed Budget) which shall be based on competitive, professional industry standards as set forth in Appendix A, Sample Subaward, Exhibits A-1 through A-3, SOW Attachment 3, Los Angeles County Comprehensive AJCC Staffing Model and Exhibit A-1, SOW Attachment 4, Los Angeles County Non-Comprehensive AJCC Staffing Model for salaries and benefits information. **(50 Points)**

7.7.2.1.2.1 Appendix B, Required Forms, Exhibit 9, Cost Proposal – AJCC Proposed Budget contains separate tabs for the personnel cost breakdown

as follows: Comprehensive AJCC, Non-Comprehensive AJCC, Veterans AJCC and Rapid Response. The required staffing for each is listed and Proposer shall use an appropriate tab for the Program Services being applied for.

7.8 Firm Offer-Withdrawal of Proposal

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 (Business and Cost Proposals) with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

7.9 Proposal Submission

Proposals shall be submitted as follows:

7.9.1 DEO is only accepting online proposal submissions. Proposals shall be organized in the prescribed format stated in Section 7.5, Preparation of the Proposal and 7.6, Business Proposal Requirements and Evaluation, of this RFP. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion. Proposals shall be submitted to the email address listed below and the following text shall be listed in the subject line of the email: **"PROPOSAL FOR THE LOS ANGELES COUNTY AMERICAS JOB CENTERS OF CALIFORNIA MODERNIZATION RFP."** Proposals shall be submitted by: **June 22, 2023 12:00 NOON PDT to:**

Michael Yamashige, Administrative Services Manager III
Department of Economic Opportunity
DEO-PRO@opportunity.lacounty.gov

7.9.2 Proposer(s) must also include a redacted Business Proposal in searchable Adobe PDF format, with all confidential, proprietary and trade secret information redacted, as part of its proposal submission. With respect to this requirement, Proposer(s) must submit one (1) electronic copy in searchable Adobe PDF format, with confidential, proprietary and trade secret information redacted. Proposers must specifically redact only those parts of the Business Proposal that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of each page of the proposal as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected at the sole discretion of the County.

7.9.3 It is the sole responsibility of the submitting Proposer(s) to ensure that its proposal(s) is/are received before the submission deadline. Submitting Proposer(s) will bear all risks associated with delays in delivery by any person or entity, including errors in email transmission. 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.

7.9.4 All proposals will be firm offers and may not be withdrawn for a period of two hundred and seventy (270) days following the last day to submit proposals.

8 SELECTION PROCESS OVERVIEW

8.1 Selection Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on the date outlined in Section 7.2, RFP Timetable.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described in this RFP to select a prospective Subrecipient(s).

8.2 Adherence to Minimum Requirements (Pass/Fail)

County will review Appendix B, Required Forms, Exhibit 1, Proposer's Organization Questionnaire/Affidavit, Exhibit 2, Certification of Compliance, Exhibit 4, Proposer's Debarment History and List of Terminated Contracts, Exhibit 5, Declaration, Exhibit 7, Minimum Requirements, Exhibit 7-A, Secondary Subrecipient Minimum Requirements, and Exhibit 8, Proposer's List of References, to determine if the proposer meets the minimum requirements as outlined in Section 3, Proposer's Minimum Mandatory Requirements of this RFP.

Failure of the Proposer(s) to comply with the minimum requirements may eliminate its proposal from any further consideration. The County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

Evaluation of Business and Cost Proposals

All proposals will be evaluated based on the criteria listed in Section 7, Business Proposal Requirements and Evaluation, of this RFP, and will be scored and ranked in numerical sequence from high to low.

Proposer(s) must receive a minimum score of 70% of the maximum score for the proposal in order to be considered for Subaward award.

Determination of Highest-Overall Rated Proposer

The County will combine each Proposer(s)' business and cost proposal evaluation score to arrive at a total cumulative (or "final") score, which will be used to determine and select the highest-overall rated proposer for each Subregion.

After a prospective Subrecipient(s) has been selected, the County and the prospective Subrecipient(s) will negotiate a Subaward for submission to the Board of Supervisors

for its consideration and possible approval. If a satisfactory Subaward cannot be negotiated, the County may, at its sole discretion, begin Subaward negotiations with the next qualified Proposer that submitted a Proposal, as determined by County.

The recommendation to award a Subaward will not bind the Board of Supervisors to award a Subaward to the prospective Subrecipient(s).

The 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, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

9 PROTEST PROCESS OVERVIEW

9.1 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C, Transmittal Form to Request a Solicitation Requirements Review, to the Department conducting the solicitation. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all the following criteria:

- 9.1.1 The request is made within ten (10) business days of the issuance of this solicitation document;
- 9.1.2 The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a proposal;
- 9.1.3 The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 9.1.4 The request asserts either that:
 - 9.1.4.1 Application of the minimum mandatory requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - 9.1.4.2 Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective proposers.

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

9.2 Disqualification Review

A proposal may be disqualified from consideration because a department determined it was non-responsive at any time during the review/evaluation process. If a department determines that a proposal is disqualified due to non-responsiveness, the Department will notify the proposer in writing.

Upon receipt of the written determination of non-responsiveness, the proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 9.2.1 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
- 9.2.2 The request for a Disqualification Review asserts that the Department'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.

The Disqualification Review must be completed, and the determination will be provided to the requesting proposer, in writing, prior to the conclusion of the evaluation process.

Proposer can also be disqualified for Section 5.6, Determination of Proposer Responsibility, of this RFP.

9.3 Department's Proposed Contractor Selection Review

9.3.1 Departmental Debriefing Process

Upon completion of the evaluation, the Department will notify the remaining proposers in writing that the Department is entering negotiations with another proposer. Upon receipt of the letter, any non-selected proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting proposer's response to the solicitation document with the evaluation document. The requesting proposer will be debriefed only on its response. Because contract negotiations are not yet complete, responses from other proposers will not be discussed, although the Department may inform the requesting proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting proposer of the manner and timeframe in which the requesting proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Sub-section 9.3.2 Proposed Contractor Selection Review below) if the requesting proposer is not satisfied with the results of the Debriefing.

9.3.2 Proposed Contractor Selection Review

Any proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Sub-section 9.3.2, Proposed Contractor Selection Review, may submit a written request for a Proposed

Contractor Selection Review, in the manner and timeframe as will be specified by the Department.

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

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

9.3.2.2 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:

- 1) The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - Failure to correctly apply the standards for reviewing the proposal format requirements.
 - Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
- 2) The Department 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.
- 3) A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
- 4) Another basis for review as provided by state or federal law; and

9.3.2.3 The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failures, the proposer would have been the most responsive and responsible proposer or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative will 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 will additionally instruct the proposer of the manner and timeframe for requesting a County Independent Review as detailed in Section 9.4, below.

9.4 County Independent Review

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 the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

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

- 9.4.1 The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
- 9.4.2 The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review as listed in Sub-section 9.3.2, Proposed Contractor Selection Review above.

Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to the proposer.