

**ADDENDUM TWO (2) TO THE LOS ANGELES COUNTY AMERICA'S JOB CENTERS OF CALIFORNIA (AJCCs) MODERNIZATION REQUEST FOR PROPOSALS (RFP)**

**RFP NO. AJCC-2223**

The purpose of this Addendum is to amend the areas of the RFP listed below, and answer questions received during the Question-and-Answer period between the dates of April 21, 2023, and May 2, 2023. Questions asked during the Proposer's Conference are not included unless the submitting agency restated their emailed question at the Proposer's Conference.

Additionally, revisions to the following RFP language are noted as strikethrough and red font below.

1. RFP Section 7.6.7, Proposer's Qualifications (Section B), Subsection titles 7.6.7.1 through 7.6.7.3 are amended as follows:
  - 7.6.7.1 Proposer's List of References (Section B.~~21~~ – 50 Points)
  - 7.6.7.2 Proposer's Debarment History and List of Terminated Contracts (Section B.~~32~~ – 50 Points)
  - 7.6.7.3 Proposer's Pending Litigation and Judgments (Section B.~~43~~ – 50 Points)
  
2. Appendix B, Exhibit 11, WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH@WORK PROGRAMS, WIOA RAPID RESPONSE, AND VETERANS AJCC - AJCC MODERNIZATION RFP QUESTIONS; Section III., Question 2- Population-Focused COEs (150 points), sub-question C:
  - C Describe your organization's ~~planned plan~~ as the primary liaison between the Los Angeles County workforce development system and stakeholders representing your COE's assigned priority population. (10 points)
  
3. RFP Section 7.6.11, Business Proposal Required Forms and Corporate Documents (Section F), Subsection 7.6.11.1 is amended as follows:
  - 7.6.11.1 Proposal must include all completed forms (signed and dated when indicated) identified in Appendix B, Required Forms. **(10 Points; 1 point per form)**.
  
4. RFP Section 2.4.1.4.2.2.1, is amended as follows:
  - 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~~ within thirty (30) days of Subaward award and may be required to coordinate directly with the

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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.

- RFP Exhibit A-2, Los Angeles County America's Job Centers of California Modernization: Veterans AJCC Statement of Work, Attachment 3: Recommended Staffing Model is amended as follows:

Function	Staff Position	FTE	Annual Mean Salary <sub>1</sub>	Budgeted Amount (adjusted for FTEs)	Budgeted Amount (including 35.4% Fringe Benefits)	Occupation Notes
Career & Training Services	ADW Case Management	1.0	\$75,000	\$75,000	\$101,550	See BLS occupation category, Community and Social Services Specialists, All Other
	Training & Apprenticeship Coordinator	1.0	\$75,000	\$75,000	\$101,550	See BLS occupation category, Community and Social Services Specialists, All Other
<b>Subtotal</b>		<b>2.0</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$203,100</b>	
Business Services	Management	1.0	\$86,830	\$86,830	\$117,568	See BLS occupation category, Social and Community Service Manager
	Business Services	1.0	\$75,000	\$75,000	\$101,550	See BLS occupation category, Community and Social Services Specialists, All Other
<b>Subtotal</b>		<b>1.0</b>	<b>\$86,830</b>	<b>\$86,830</b>	<b>\$117,568</b>	
Sector-Focused COE	Specialist	1.0	\$86,830	\$86,830	\$117,568	
<b>Subtotal</b>		<b>1.0</b>	<b>\$86,830</b>	<b>\$86,830</b>	<b>\$117,568</b>	
Population-Focused COE	Specialist	1.0	\$86,830	\$86,830	\$117,568	See BLS occupation category, Community and Social Services Specialists, All Other
<b>Subtotal</b>		<b>1.0</b>	<b>\$86,830</b>	<b>\$86,830</b>	<b>\$117,568</b>	
Center Oversight & Operations	Center Management	1.0	\$132,030	\$132,030	\$178,769	See BLS occupation category, General and Operations Manager; Includes OSO
	Receptionist/Customer Flow/Intake	1.0	\$43,950	\$43,950	\$59,508	See BLS occupation category, Office Clerks General
<b>Subtotal</b>		<b>2.0</b>	<b>\$175,980</b>	<b>\$175,980</b>	<b>\$238,277</b>	
<b>Grand total</b>		<b>7.0</b>	<b>\$586,470</b>	<b>\$586,470</b>	<b>\$794,080</b>	

From BLS data; Occupational Employment and Wage Statistics, May 2021 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates Los Angeles-Long Beach-Anaheim, CA  
[https://www.bls.gov/oes/current/oes\\_31080.htm#43-0000](https://www.bls.gov/oes/current/oes_31080.htm#43-0000)

**QUESTIONS AND ANSWERS**

**QUESTION 1:**

Is the primary intent of the CBO subrecipient to: A) support the programmatic implementation of WIOA career services at the individual AJCC or B) to be a thought partner to the AJCC in supporting either the sector or population-based COE?

**ANSWER 1:**

The CBO subrecipient would support the programmatic implementation, inclusive of outreach and engagement activities, of WIOA Career Services at the individual AJCC AND also be a thought partner to the AJCC in supporting either the sector or population COE (or both COE functions).

**QUESTION 2:**

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What is the reasoning behind the annual organization revenue cap of \$1.5 million for the CBO partner?

**ANSWER 2:**

The County of Los Angeles has created an Equity in County Contracting Initiative where the County is invested in enhancing contracting and procurement opportunities for small, local and emerging businesses, CBOs and non-profit entities to foster inclusiveness, diversity and economic development, which has long been a key priority for the Board of Supervisors. To support this Initiative, DEO has built in a pathway to County contracts for smaller local CBOs through this RFP. The revenue, or budget cap of \$1.5 million sets the threshold to ensure that such CBOs are presented with the opportunity as the secondary subrecipient, as many CBOs that fall under that threshold invariably have barriers to contracting with the County.

**QUESTION 3:**

Is there the potential for any exceptions to the revenue restriction for the CBO partner if an AJCC cannot find a nonprofit with the relevant expertise?

Note: In our experience this would be a very small nonprofit that would not necessarily have established the required expertise or capacity to support the implementation of the Centers of Excellence as proposed. Since COVID, many nonprofit budgets have also expanded due to federal and state funding opportunities and greater investments in the social sector to meet rising community needs.

**ANSWER 3:**

We do not anticipate changing the \$1.5 million revenue, or budget threshold for the reasons stated in the answer to question #2, namely that the main thrust is to provide a more inclusive and equitable pathway to County contracting for CBOs that typically could not meet County contracting requirements otherwise. If an organization would like to work with a small CBO that falls within this threshold, nearly 40 organizations have completed the small CBO interest form. Organizations interested in this opportunity, along with a description of their services and where they provide services, can be found [here](#). Primary Proposers may also work with other organizations as part of their proposal through Lower-Tier. See response to Question 4 below.

**QUESTION 4:**

May an AJCC subcontract with another agency (private, public or nonprofit) separately outside of the CBO partner functions outlined in the RFP to effectively fulfill the SOW of one or more Centers of Excellence? For example – an AJCC proposes to partner with a small CBO via this RFP to support a CEO for LGBTQ individuals and then also proposes to subcontract with another CBO

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using their own AJCC award funding to support a CEO for the Child Care and early education sector.

**ANSWER 4:**

Proposer(s) shall partner with a small CBO to be a Secondary Subrecipient to complete specific work as detailed in Appendix A, Sample Subaward, Exhibit A-1, ADW/Youth SOW. In addition, Proposer(s) may also subcontract with a Lower-Tier to provide Program Services and are not limited to the number of Lower-Tiers to support the work as described within the ADW/Youth SOW. Additional information on Lower-Tier subawards can be found in Section 2.4.8, of the RFP.

**QUESTION 5:**

For the Population Centers of Excellence (COEs), are AJCCs expected to perform COE functions for both youth AND adults related to each priority population? If so, how will AJCCs be asked to and be held accountable to implement differentiated strategies for young people vs. dislocated workers?

**ANSWER 5:**

For the Population COEs, AJCCs are expected to perform COE functions related the stated COE population. Other factors, such as age, shall be considered if and when such factors would necessitate a consideration for a sub-specialization. The AJCC will be held accountable for, having as a function within their AJCC, the stated Population COE and shall seek to be the lead in developing regional strategies for that population for the entirety of the AJCC system.

**QUESTION 6:**

Can the Secondary Subrecipient (CBO) also be an affiliate site? For example, when a comprehensive AJCC has two affiliates, is it expected that the Secondary Subrecipient will be a third entity, or can they also be an affiliate site? (p. 9 of RFP)

**ANSWER 6:**

The Secondary Subrecipient shall be integrated into the ecosystem of the assigned AJCC. Keeping that in mind, a Primary Subrecipient and the Secondary Subrecipient may decide to have the Secondary Subrecipient operate out of the main AJCC site, or an Affiliate site, or both, depending on what makes the most sense in terms of optimizing service delivery. Note that the physical AJCC sites/locations, including affiliates, are set by the County.

**QUESTION 7:**

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Are applicants required to partner with the affiliate sites for their region in the proposal? Are applicants required to get any documentation from the affiliates in their region for their applications? (p. 9 of RFP)

**ANSWER 7:**

The term affiliate site means a site that is associated with, or part of, a Comprehensive AJCC, operating as an extension of a Comprehensive AJCC's reach in the community. Affiliates are to be access points for participants to enhance availability of LA County's workforce development programs in the community. As such, an affiliate is not a separate partner or entity and therefore there is no need for additional documentation, but rather, the affiliate is another physical location in which the AJCC Primary Subrecipient and/or Secondary Subrecipient is to operate and make available at least one, or more, WIOA Title I service.

**QUESTION 8:**

On Appendix B, Exhibit 7, Minimum Mandatory Requirements: if a proposer is not applying for Rapid Response (RR) or Veterans, do we check "no" for those questions or leave these blank?

**ANSWER 8:**

If there are any questions within the RFP that is not applicable to your agency, please leave the section blank/unchecked.

**QUESTION 9:**

For Appendix B, Exhibit 4, Proposer's Debarment History and List of Terminated Contracts: do you want applicants to list all contracts naturally expiring in the past 5 years, or just those that have been terminated for cause? If no contracts have been terminated for cause, do we leave these blank?

**ANSWER 9:**

Per Section 7.6.7.2 of the RFP, Proposer(s) shall include a minimum of three (3) contracts that have been terminated, including contracts that expired naturally, within the past (5) years. 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.

**QUESTION 10:**

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Are Secondary Subrecipients required to include a Board of Directors Authorization Warranty of their own in the proposal, or should the applicant just mention the name of their Secondary Subrecipient when completing their Board of Directors Authorization Warranty? (p. 31 of RFP)

**ANSWER 10:**

To clarify, Primary and Secondary Subrecipients shall each submit a Board of Directors Authorization Warranty. Please refer to Section 7.6.5, of the RFP for elements on what the Warranty shall include.

**QUESTION 11:**

We are a tech company who creates career navigation / workforce platforms. We launched a LA career navigation platform with the Los Angeles Economic Development Corporation, Gladeo LA ([losangeles.gladeo.org](http://losangeles.gladeo.org)) and we would like to participate in the modernization of job centers in Los Angeles County, specifically the Grow Place-Based & Virtual Services aspect of the RFP. We are finalists of the US Department of Education's Future Finder Challenge, a challenge specifically addressing the modernization of adult job centers, and we would like to participate in this modernization effort.

However, we noticed this RFP was for the operators of the AJCCs. How would you recommend us participating in the RFP? Do you recommend we reach out to the already existing operators and pitch them our platform? If so, is there a list with contact information of the current operators?

**ANSWER 11:**

We recommend that you check out the CBO/Secondary Subrecipient requirements of this RFP, as you may potentially qualify to work with Primary Applicants/Subrecipients of the AJCCs in that capacity. In order to be considered for award, CBOs interested in becoming a Secondary Subrecipient must co-apply with a Primary Proposer, as further described in RFP sections 1.1.1; 2.4.1.4.2; and 3.10. The relationship of the Primary Subrecipient and Secondary Subrecipient (CBO) is also further described in RFP 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, Section 1.7. We do highly encourage CBOs to indicate their interest in the RFP by completing the CBO interest form, **[AJCC Modernization RFP - CBO Interest Form.](#)**

Entities that are interested in partnering or collaborating with our existing AJCC operators for current workforce development efforts are free to contact those operators. A list of AJCC contacts may be accessed here: **<https://www.ajcc.lacounty.gov/ajcc>**.

Lastly, there will be an RFP coming soon for the County's first Virtual AJCC.

**QUESTION 12:**

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AJCC RFP pages 6-7, Section 2.3 Funding Availability: Are Supportive Services included in the Operations Budget or the Participant Training and Wages Budget?

**ANSWER 12:**

Supportive Services is a part of the Operations Budget, under Operating Costs. Please see Appendix B, Required Forms, Exhibit 9, Proposed Budget, of the RFP.

**QUESTION 13:**

RFP Page 20. Section 2.4.1.4.2 Secondary Subrecipient: Are there any requirements regarding the process for selecting the Secondary Subrecipient? Are Proposers limited to contacting only those small CBO's that attended the bidders conference? Will DEO be sharing contact information regarding small CBO's that have indicated an interest in this RFP?

**ANSWER 13:**

In order to be considered for award, CBOs interested in becoming a Secondary Subrecipient must co-apply with a Primary Proposer, as further described in RFP sections 1.1.1; 2.4.1.4.2; and 3.10. The relationship of the Primary Subrecipient and Secondary Subrecipient (CBO) is also further described in RFP 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, Section 1.7.

Proposers are not limited to contacting only those small CBOs that attended the bidders conference. We do highly encourage CBOs to indicate their interest in the RFP by completing the CBO interest form, [AJCC Modernization RFP - CBO Interest Form](#). This form is for CBOs interested in co-applying with a Primary Subrecipient. Primary Proposers/Subrecipients may connect with CBOs that submitted an interest form by accessing the list that is uploaded to DEO's AJCC Modernization RFP webpage: <https://opportunity.lacounty.gov/modernizing-la-countys-ajccs/>

**QUESTION 14:**

AJCC RFP Page 32. Section 7.6.7 Proposer's Qualifications (Section B). The content goes from Section B to Section B.2. Is there a Section B.1?

**ANSWER 14:**

It is a numbering error, and the sections have been amended as noted at the beginning of this document.

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**QUESTION 15:**

Appendix A, 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), Page 27, Section 1. 12.13.2 states: Subrecipient shall obtain written County approval prior to applying for, accepting funds, and using County designated AJCC to operate any program not funded under the County's Workforce Development system out of the AJCC to ensure appropriate usage of staff, space, application of cost-sharing principles, and to ensure programming promotes the County's North Star Principles, Mission, and Vision. Is there a form and process for requesting permission?

**ANSWER 15:**

The standard practice in place is to notify DEO's Workforce Development Programs and Operations Manager via email requesting permission to obtain written County approval prior to applying for, accepting funds, and using County designated AJCC to operate any program not funded under the County's Workforce Development system out of the AJCC. The Workforce Development Programs and Operations Manager will clear the request with DEO's Executive Team and will respond back to the requestor via email.

**QUESTION 16:**

Exhibit A-1, ADW/Youth Statement of Work, Page 20, Program Eligibility and Services Section 1.12.2.3 states: Subrecipient shall continue to provide any unfinished and needed services to participants within caseloads carried over and inherited from previous Provider(s) no longer funded to provide services. Will DEO be assigning caseloads from current AJCC sites that are not included in the modernization RFP to a comprehensive site under the new contract?

**ANSWER 16:**

Yes. DEO will assign caseloads from current AJCC sites that are not included in the AJCC Modernization RFP to the appropriate AJCC site based on sub-region responsibility. Please see Attachment 1, Los Angeles County AJCC Subregions Map and Attachment 2, AJCC Subregion Cities and Unincorporated Areas Exhibit A-1, ADW/Youth Statement of Work to see which areas fall within the purview of each AJCC site.

**QUESTION 17:**

RFP Section 7.6.9, Proposer's Quality Control Plan (Section D) states there is a 1-page maximum. Does the 1 page have to state the monitoring system and the Performance Measures and Goals, or the explanation of the plan to monitor the Performance Measures and Goals?

**ANSWER 17:**



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This section is to describe the system the agency has in place to ensure that all requirements under the Subaward with the County are met. Those requirements include ensuring the work described in Exhibits A-1 through A-3 (SOWs) are met. The RFP lists out a minimum of information to be included in this section (RFP Subsections 7.6.9.1 - 7.6.9.6).

**QUESTION 18:**

Appendix A, Exhibit A-1, ADW/Youth Statement of Work Page 27, Program Eligibility and Services Section 1.12.13.4 states: Provide training services to any eligible and suitable participant identified and/or directly referred by County and Partners, regardless of already meeting performance goals. Do we continue enrolling if we have exhausted funding? Do we need to request additional funding?

**ANSWER 18:**

In the rare circumstance that funding is exhausted, subrecipients are to notify DEO prior to such an occurrence. DEO will review the circumstances and act to ensure there are avenues of continued service provision which may include, but may not be limited to, de-obligation of funds from non-performing subrecipients and re-obligation of funds to the over-performing subrecipient(s). Further guidance on this will be provided to awardees through County Directive.

**QUESTION 19:**

Appendix A, Exhibit A-1, ADW/Youth Statement of Work, Page 65. Site Design and Equipment, Section 1.17.8.3 states:

“Regardless of location, the office shall be open and available to provide services at a minimum eight (8) hours a day, between the hours of 8:00am to 6:00 pm Pacific Standard Time, Monday through Friday” “Affiliates may have an alternative schedule of days and hours of operation, as approved by the County.”

Can a site be open 8am-5p or 10a-6p on various days? Or does it have to be open 8a-6p Monday-Friday but may close for up to two hours within that time?

Do sites need to be open until 6p, or just make sure they are providing services for 8 hours per day by 6pm?

Does this apply to subregion sites, or just the main region?

**ANSWER 19:**

AJCCs are to be open between 8:00am to 6:00pm. A minimum of 8 hours of operation between those hours is required, but best practice is to remain open the entire time from 8:00am to 6:00pm to ensure service continuity to the community. This is required of all AJCCs under this

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RFP, with the exception of affiliate sites, which may have alternative days and hours of operation, (mainly due to circumstances such as, but not limited to, being located on the campus of an educational institution which may have different hours of operation, but as approved by County.

**QUESTION 20:**

RFP, Section 5.2.1, Contact with County Personnel, (Page 17), stated: 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](mailto:DEO-PRO@opportunity.lacounty.gov) . Page 28. Section 7.3 Proposers' Questions 7.3.1 Proposer(s) may submit written questions regarding this RFP by e-mail to: [DEOPRO@opportunity.lacounty.gov](mailto:DEOPRO@opportunity.lacounty.gov). There are two different addresses, which one is correct?

**ANSWER 20:**

Both Sections, 5.2.1 and 7.3.1, of the RFP states the same email address, which is:  
[DEO-PRO@opportunity.lacounty.gov](mailto:DEO-PRO@opportunity.lacounty.gov).

**QUESTION 21:**

Regarding Appendix A, Exhibit A-2, Veterans AJCC Statement of Work, Attachment 3: Recommended Staffing Model. Attachment 3, page 56 of the Veterans Statement of Work does not include both Business Services Manager and Business Services Representative in the Salary Total or in the FTE total.

The Business Services Function shows 1 FTE Management person at \$86,830 and 1 FTE Business Services person at \$75,000. However, the staffing subtotal for that section reflects only 1 FTE rather than 2 FTEs and the \$76,000 salary is not included in the \$586,470 Grand Total.

**ANSWER 21:**

The Veterans AJCC recommended staff model is to include a business services function of 1 FTE Management staff at \$86,830. The extra line item reflecting a second business services staff is stricken from the recommendation and is reflected above in this addendum.

**QUESTION 22:**

Regarding Appendix B, Exhibit 11, WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH@WORK PROGRAMS, WIOA RAPID RESPONSE, AND VETERANS AJCC - AJCC MODERNIZATION RFP QUESTIONS, Section V., CBO Partner Engagement & Selection, sub-question A asks agencies to describe the process of engagement and outreach with CBO and how

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they were invited and selected. Do we need to conduct a competitive bid process to confirm a CBO partner?

**ANSWER 22:**

The CBO partner does not need to be procured by the primary proposer. This RFP essentially is procuring the CBO partner, or "Secondary Subrecipient," in addition to the primary proposer, or "Primary Subrecipient." Through this process, DEO will be ensuring the Secondary Subrecipient meets the Secondary Minimum Mandatory Requirements (RFP Section 3.10) and will evaluate questions in Section C of the proposal in regards to the CBO partnership (RFP Section 7.6.8.5.5, Section V., Request for Proposal Questions (CBO/Secondary Subrecipient)).

**QUESTION 23:**

Is DEO going to be providing site space for the subregions? Or will DEO be identifying the locations of the subregions? Will DEO pay for buildouts if necessary?

**ANSWER 23:**

All AJCCs under this RFP have site space identified by County, as such all locations of AJCCs (and by extension, the sub-regions under the purview of the AJCCs) already exist. DEO may consider buildout proposals. If the proposed buildouts meet the needs and standards of County. DEO may pay for County-approved buildouts only, dependent on the availability of funding.

**QUESTION 24:**

If we are awarded a contract currently operated by a provider, will we have to take over the lease or take on any expenses that the previous provider had obligated?

**ANSWER 24:**

Yes. The leases at each AJCC are re-assignable and the approved AJCC primary subrecipient shall take over the lease from the previous provider, upon award execution.

**QUESTION 25:**

Appendix B, Exhibit 11, WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH@WORK PROGRAMS, WIOA RAPID RESPONSE, AND VETERANS AJCC - AJCC MODERNIZATION RFP QUESTIONS. Section III. Center of Excellence (COE) Function for Sector-Focused COEs and Population-Focused COEs. Page 3 of 11, Question 1 Sector-Focused COEs

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Q.1 Are the 3 priority industries that we identify the only industries in which we can operate?

Q.2 We do not see manufacturing on the list of priority industries. Is manufacturing an allowable industry choice?

Q.3 As a County-wide AJCC, will the Veterans AJCC be expected to serve all eligible job seekers interested in its priority sector, or only all eligible Veteran job seekers interested in its priority sector?

**ANSWER 25:**

A.1 - No. Each AJCC shall provide services that link to any high-growth industry sector. However, each AJCC shall, as a function of the Sector-focused COE, be the lead on a particular industry sector, based on the list of sectors indicated in RFP 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 sub-section 1.6.1.1.1, Sector-Focused Centers of Excellence.

A.2 - The sectors targeted under this RFP include those that are listed in RFP 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 sub-section 1.6.1.1.1, Sector-Focused Centers of Excellence, which are:

1. Aerospace and defense;
2. Bio tech and life sciences;
3. Construction and infrastructure, with an emphasis on green jobs;
4. Creative sector, including film and digital media;
5. Healthcare;
6. Child care and early education;
7. Hospitality and tourism;
8. Information technology; or
9. Trade, transportation, and logistics

Manufacturing is not a choice in terms of a sector-focused COE, but AJCCs are encouraged to pursue manufacturing opportunities for its clientele should there be occupational fits within that industry super-sector.

A.3 - The Veterans AJCC is to only serve eligible Veterans and eligible Spouses of Veterans as indicated in section 1.11, Program Eligibility and Services and subsection 1.11.4, Veteran and

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Veteran Spouse Eligibility of RFP Exhibit A-2, Los Angeles County America's Job Centers of California Modernization: Veterans AJCC Statement of Work.

**QUESTION 26:**

In Section 2.4.1.4.2 it states a CBO/non-profit must have an annual budget of no more than \$1.5 million in order to be eligible to partner with an AJCC. The following questions are in regards to this requirement:

- Q.1 If a non-profit exceeds the 1.5 million annual budget, but has a smaller than 1.5 million designated for their workforce services, can they be considered?
- Q.2. If we want to work with a non-profit that provides meals to homeless, who has a very small staff to provide the services but has a large food donation amount in their budget that is used primarily for distribution of food, would they qualify if their actual operating budget is very small? Are food donations purchased by the agency part of their operating budget?
- Q.3. Does a non-profit with an annual operating budget under 1.5 million that runs a café that is manned by volunteers/homeless individuals/youth whose proceeds are used to support a women's shelter qualify?
- Q.4. If the CBO's current operating budget is under 1.5 million, but during the new AJCC contract they receive other funding that takes them over the 1.5 million, will they be disqualified as a partnering CBO?

**ANSWER 26:**

- A.1 - A CBO/secondary subrecipient must have a total budget of \$1.5 million or less, inclusive of all its services at the time of application.
- A.2 - Yes. In this scenario, assuming the CBO's budget is under \$1.5 million, they would qualify as a CBO/Secondary Subrecipient, as donations of goods and services do not count as revenue for the purposes of this RFP.
- A.3 - Yes. In this scenario, the operating budget of the CBO is under \$1.5 million, as such, they would qualify as a CBO/Secondary Subrecipient for the purposes of this RFP.

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A.4 - No. Funding received subsequent to award as a CBO/Secondary Subrecipient will not disqualify the entity that otherwise qualified at the time of application and award.

**QUESTION 27:**

In RFP section 3.10.1.1 is states Secondary Subrecipient must have a minimum of 3 consecutive years of experience within the past 5 years providing Program Services to the Sub-Region the primary Subrecipient is applying for. The following questions are in regards to this requirement:

- Q.1 If a non-profit wants to work with us, but their main office is not in our service area, but serves clients in portions of our service area can they be considered?
- Q.2 Does the provision of Employer/Business Services make a non-profit eligible as a Community Based Organization we can partner with under this RFP or do they need to provide pure WIOA Career Program Services? Can you more clearly define Program services that make a CBO to be eligible as a partner?
- Q.3 In the design of working with a CBO, is the accomplishment of providing a program service adequate or does it need to be linked to a performance measure like placement or retention?

**ANSWER 27:**

A.1 – Yes. If the CBO/Secondary Subrecipient can clearly demonstrate that they provide services to portions of the service area in the sub-region of which they are applying for, then then could qualify.

A.2 - One or more WIOA career services shall be provided by the CBO. A list of defined career services can be found in 20 CFR § 678.430, any one or more of which a CBO would need to provide to be considered as a secondary subrecipient. One of those career services that is distinctly defined is appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system, among other services that relate to employers/businesses. As such, a CBO could perform employer/business services as long as it ties into what is listed in the WIOA Final rule section noted above.

A.3 - The program design of the AJCC and work of both the primary subrecipient and the CBO/secondary subrecipient shall consider how program services provided/service inputs lead to meeting or exceeding the outputs of the performance measures that are defined in section 1.14 Performance Measures and Performance Incentives of RFP Exhibit A-1, Los Angeles County

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America's Job Centers of California Modernization: WIOA Title I Adult, Dislocated Worker, and Youth@Work Programs Statement of Work.

**QUESTION 28:**

In RFP Section 1.6, in regards to the budget and the recommended staffing Model (Appendix A, Exhibits A-1 through A-3, SOW Attachment 3, Los Angeles County Comprehensive AJCC Staffing Model), there are no positions listed, for example, for Executive Director, Fiscal Director, or Computer IT, These positions are critical for the functioning of the agency. We will need to add these positions in the budget form or are we held strictly to only the listed positions? Is there a reason these vital positions were not included?

**ANSWER 28:**

The positions listed Exhibits A-1 through A-3, SOW Attachment 3, Los Angeles County Comprehensive AJCC Staffing Model are recommended minimum staffing. They are not to be considered the only allowable staff, should it be demonstrated that additional staffing is reasonable and prudent for the operations of the AJCC, just that these are staff that we are recommending as being essential for the operations of an AJCC based on feedback received by the County.

**QUESTION 29:**

In RFP Section 2.4.1.4.2.1, it states the Secondary Subrecipient will be awarded a separate Subaward. Is the Subaward for one year/multiple years that reflect the AJCC contract?

**ANSWER 29:**

Although the Primary Subrecipient and Secondary Subrecipient will each be awarded a Subaward, both are co-applicants for the RFP, and the term of the Subawards will mirror one another. The term is anticipated to commence on January 1, 2024, through June 30, 2024, with three (3) additional one (1) fiscal year options to extend. Use of options to extend for both the Primary Subrecipient and Secondary Subrecipient are at the County's discretion. Please see Section 2.2.1, Anticipated Subaward Term, of the RFP for further detail on the term.

**QUESTION 30:**

In Section 2.4.1.4.2.2.1 it references Insurance requirements for the Secondary Subrecipient. Can you clarify how this will work?

**ANSWER 30:**

RFP Language on this requirement has been revised in number 4 of this addendum. Since the County cannot know until proposals are submitted and subawards are executed what services

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the Secondary Subrecipient will be providing, insurance requirements may vary depending on the services they will provide. DEO will consult with the County's Risk Management division once successful Primary and Secondary Subrecipients are identified, to determine what standard insurance requirements noted in Appendix A, Sample Subaward, Section 8.25, Insurance Coverage, will be required of the Secondary Subrecipient. Therefore, submission of insurance requirements will not be required for Proposal submission however will be required within 30 days of issuance of subaward.

**QUESTION 31:**

Can we get access to any interested CBOs identified by the County's questionnaire as being interested in being a Secondary Subrecipient?

**ANSWER 31:**

Primary Applicants/Subrecipients can access the list of interested CBOs identified by County by visiting our AJCC Modernization RFP website at: <https://opportunity.lacounty.gov/modernizing-la-countys-ajccs/>. There is a callout box/section for CBOs where a downloadable listing of interested CBOs can be accessed. Proposers may also click [here](#) to access the list via a quick link.

**QUESTION 32:**

On page 36/49 of RFP (RFP Section 7.6.11) it states that Exhibit 1 requires a signature. However, there is no signature block. Is signature still required?

**ANSWER 32:**

Language for this section has been revised per number 3 of this addendum.

**QUESTION 33:**

Secondary Subrecipient (CBO receiving \$200,00) required documents are listed throughout the RFP. So our application is complete, is it possible to respond to this question with a list of all documents required for submission by the secondary subrecipient?

**ANSWER 33:**

Compilation of Secondary Subrecipient required documents and corresponding sections within the RFP is listed below:



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RFP SECTION	SECONDARY SUBRECIPIENT REQUIRED DOCUMENTS
3.10.1.3	Financial Statements from past three (3) years
3.10.1.6	Exhibit -7A Secondary Subrecipient Minimum Mandatory Requirements
7.6.4	Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships - along with IRS non-profit documentation and Certificate of Good Standing
7.6.5	Board of Directors Authorization Warranty
7.6.10	Acceptance of all terms and conditions of the RFP
7.6.11.2	<ul style="list-style-type: none"> <li>• Organization Chart</li> <li>• Board of Directors’ Roster</li> <li>• Federal Tax-Exempt Status (if applicable)</li> <li>• Business License</li> <li>• By-Laws, City Charter, or Joint Powers Agreement</li> <li>• Articles of Incorporation: Proposer shall also provide any amendments made to the articles of incorporation</li> <li>• 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.</li> </ul>

**QUESTION 34:**

If there are no confidential, proprietary and trade secrets contained in the proposal, is a redacted application required? If it isn’t a requirement what response if any is required for RFP Section 7.9.2?

**ANSWER 34:**

Section 7.9.2, of the RFP, requires Proposer(s) to redact information that includes confidential, proprietary and trade secret information within the proposal. If the agency believes that there are no confidential, proprietary and trade secret information in the proposal, no further action is needed in this regard. Please ensure all other instructions in RFP Section 7.9.2 are followed.

**QUESTION 35:**

AJCC RFP Page 32. Section 7.6.7 Proposer’s Qualifications (Section B). The content goes from Section B to Section B.2. Is there a Section B.1?

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**ANSWER 35:**

This is a numbering error. Revisions to this section have been made per number 1 of this addendum.