

**ADDENDUM THREE (3) 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 answer questions received during the Question and Answer period between the dates of May 2, 2023, and May 16, 2023. In addition, written questions that were submitted during the Virtual Mandatory Proposer's Conference on April 27, 2023, have been included in this Addendum.

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

1. Appendix B, Exhibit 11, Section II. Program Performance, Outcomes, and Impact, Question B:

Describe your Agency's past performance in meeting outcomes like the outcomes as described in the Appendix A, Sample Subaward, Exhibit A-1 Adult/DW Statement of Work and Attachments, Attachment ~~6~~<sup>5</sup>, AJCC Performance Measures and Goals.

2. Appendix B, Exhibit 9, Proposed Budget, Tabs Comp AJCC, West LA Non-Comp AJCC, and Vets AJCC, Columns B, C, D, and E:

~~EMPLOYEE NAME &~~ POSITION TITLE

**QUESTIONS AND ANSWERS**

**QUESTION 1:**

Under Specific Work of the Agenda, it does not mention the Veterans Program. Is there additional info on the Veterans Program?

**ANSWER 1:**

Information regarding the Veterans AJCC Program can be found in Exhibit A-2, Veterans AJCC SOW, of the RFP. In addition, Section 3.2.2, Proposer's Minimum Mandatory Requirements, of the RFP, states the requirements for the Veteran's AJCC.

**QUESTION 2:**

Are Comprehensive AJCCs geography-based projects, as opposed to industry-based projects?

**ANSWER 2:**

Yes. The AJCCs are geography-based as it relates to service-delivery area for programming purposes. As 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, County has established nine (9) AJCCs to provide workforce development programs and

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services across County's local workforce development area. These AJCCs are strategically located across Los Angeles County to ensure all job seekers and businesses in communities small and large have access to services. Each AJCC will be responsible for providing access and delivering services to the residents of and businesses in all the cities and unincorporated areas in the designated workforce Subregion as listed in Attachment 1, Los Angeles County AJCC Subregions Map and Attachment 2, AJCC Subregion Cities and Unincorporated Areas.

With that being said, subrecipients shall operate Centers of Excellence (COEs), establishing COE functions within and as a part of the AJCC(s). There shall be two types of COE focuses within the AJCC: Sector-Focused COE and Population-Focused COE. The subrecipient establishment and maintenance of the COE function is intended to increase the overall capacity and effectiveness in addressing the needs of identified industries/sectors and populations through the County's entire workforce development delivery system. Each COE is supported with funding for a full-time staff and will serve as a resource for all County-funded Comprehensive AJCCs and Non-Comprehensive AJCCs and not focus exclusively on and for the AJCC, or subregion, where the COE is based.

**QUESTION 3:**

On page 8 of Exhibit A-1, Section 1.7.2.2, it states, "Subrecipient shall use the data and results of the County's Needs Assessment/Problem Statement for the AJCC's subregion to inform its plan." Where can we find the County's Needs Assessment/Problem Statement?

**ANSWER 3:**

The County Needs Assessment dashboards are linked within the AJCC Modernization RFP webpage, <https://opportunity.lacounty.gov/modernizing-la-countys-ajccs/>, and can be found by clicking [here](#) via quick link. Proposers may use this data to inform responses. Also, please see Exhibit A-1, ADW/Youth SOW, Attachment 6, Performance Measures and Goals and Exhibits A-2 and A-3, Veterans AJCC and WIOA Rapid Response Program SOW, Attachment 5 Performance Measures and Goals for the current performance goals.

**QUESTION 4:**

What is considered in reviewing applicants? Is a new business at a disadvantage?

**ANSWER 4:**

All proposers shall meet the Minimum Mandatory Requirements as stated in Section 3.0, of the RFP.

**QUESTION 5:**

How will "family sustaining wages" be defined and determined?

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**ANSWER 5:**

A family-sustaining wage, or living wage, is the income needed for a family to cover minimum necessary expenses, such as food, childcare, healthcare, housing, and transportation. For purposes of this RFP, determinations on family-sustaining wage, or living wage, are made using MIT's Living Wage Calculator set to Los Angeles County: <https://livingwage.mit.edu/counties/06037>

**QUESTION 6:**

How can technology vendors and subcontractors that can help with virtual service delivery be considered and connect with lead entities applying for this RFP? Will there be a separate RFP for this work?

**ANSWER 6:**

We recommend that you check out the CBO/Secondary Subrecipient requirements of this RFP, as you may potentially qualify to work with Primary Proposers/Subrecipients 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, linked here: **[AJCC Modernization RFP - CBO Interest Form.](#)**

However, there will be future opportunities to apply to an RFP for a Virtual AJCC on the horizon.

**QUESTION 7:**

Q1: Is there an exception to the \$1.5 million threshold for CBOs? For example, an organization with a single contract that puts them over that threshold?

Q2: Is the \$1.5 million operating budget for the CBO, only the personnel costs and annual facility operating costs?

Q3: Can the \$200,000 for CBO partners be split amongst 1-3 CBOs?

Q4: Are CBOs required for noncomprehensive AJCC Veteran site and Rapid Response applications?

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Q5: Can a CBO/Secondary Subrecipient partner with more than one Lead Agency applicant on separate proposals?

**ANSWER 7:**

A1 – There are no exceptions to the \$1.5 million threshold. 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 CBOs through this RFP. The annual budget cap of \$1.5 million sets the threshold to ensure that such CBOs are prioritized for the secondary subrecipient opportunity, as many CBOs that fall under that threshold invariably have barriers to contracting with the County.

A2 – For purposes of this RFP, the operating budget is the total annual budget (revenue) of the Secondary Subrecipient/CBO organization. The annual budget may not be greater than \$1.5 million.

A3 - The intent is to provide a contract funded in the amount of \$200,000 to one CBO per Comprehensive AJCC.

A4 - CBOs/Secondary Subrecipients are not required for non-comprehensive AJCCs, including the Veterans AJCC, or for the Rapid Response program. CBOs/Secondary Subrecipients are only required for Comprehensive AJCCs.

A5 - Yes. A CBO/Secondary Subrecipient may partner with more than one Lead Agency Applicant on separate proposals.

In addition, there are opportunities to subcontract with primary applicants/subrecipients. 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 8:**

Q1: Is it expected that the CBO subrecipient support the AJCC in implementing both the Sector and Population based COEs at a countywide level, or just one?

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Q2: Is the county looking for a direct correlation between Sector Focused and Population Focused Center of Excellence?

**ANSWER 8:**

A1 - The "CBO subrecipient," or CBO/Secondary Subrecipient, may support the AJCC in implementing either the sector COE or the Population COE, or potentially both, dependent upon the CBO's area of expertise. The CBO may also support the delivery of other WIOA allowable services. Services to be performed by the CBO should be agreed upon with the primary co-applicant and articulated in your proposal. Note also that the intent is for the CBO to also provide one or more WIOA career service through the AJCC.

A2 – There may be a mutual relationship or connection between the sector COE and the population COE, but they are intended to be separate functions within the COE. However, the work of the two COEs may intersect should there be mutually beneficial reasons to do so.

**QUESTION 9:**

Would Sector-Based Centers of Excellence be focused on one of the seven sub-regions as well? Or could a Sector-Based Center of Excellence provide programs across many of the sub-regions? The relationship between the Comprehensive AJCCs and the Centers of Excellence is unclear. Can you clarify? It sounds like the AJCC focuses on one region but the Centers of Excellence focus countywide.

**ANSWER 9:**

Both the Sector-Based and Population-Based Centers of Excellence (COE) are a function within the AJCC(s), but although the COEs will operate out of a particular AJCC(s), the intent is that they will be "thought leaders" for the assigned sector or population and will impart associated knowledge/best practices and related efforts across the entire workforce system.

**QUESTION 10:**

Q1: Are for profit staffing companies encouraged to participate?

Q2: Are start-ups allowed to apply. Innovations have been established since the pandemic occurred and the introduction of Web3. I think it would be great to open this up to new ideas.

Q3: Are 501(c)6 organizations eligible to participate as the community based organizations who will receive the \$200,000?

**ANSWER 10:**

Any agency, this includes CBOs, who meet the Minimum Mandatory Requirements, in Section 3.0 and 3.10, of the RFP, are encouraged to apply.

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**QUESTION 11:**

If the primary applicant is a nonprofit, are they subject to a max or minimum annual operating budget as well?

**ANSWER 11:**

No. However, per Section 3.2.1 of the RFP, Primary Proposer/Subrecipient 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.

**QUESTION 12:**

The reference to the yearly funding of \$1 million for Primary Subrecipient under Section 3.2.1 refers to program funding and not agency budget?

**ANSWER 12:**

Yes. The \$1 million in yearly funding for non-comprehensive AJCC Primary Subrecipients is the amount of award (program funding).

**QUESTION 13:**

Will these new agencies provide Countywide Youth Bridges Program certificates of completion like the current AJCC's?

**ANSWER 13:**

Yes. Countywide Youth Bridges is an effort tied to the Youth@Work program. Awarded Los Angeles County America's Job Centers of California Operators as designated through this procurement process will be required to follow all the policies and procedure that are in place across our system, including the delivery of services for the Youth@Work program.

**QUESTION 14:**

Q1: Can you explain what the required WIOA services are?

Q2: Will each subregion have a separate One-Stop Operator?

**ANSWER 14:**

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A1: A description of WIOA services may be found in section 1.12, Program Eligibility and Services, of Exhibit A- 1 of the RFP. Please also see WIOA Final Rule §§ 680.120, 680.130, 680.140, and 680.210 for Adult and Dislocated Worker and § 681.460 for Youth.

A2 – Yes. Each subregion will be served by an AJCC. Each AJCC Primary Subrecipient will be a One-Stop Operator, as 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 Section 1.8, One-Stop Operator Roles and Responsibilities.

**QUESTION 15:**

If I plan on partnering with a community college to bring an AJCC to their campus, would they need to complete the RFP with us or would they also need to apply?

**ANSWER 15:**

Proposer’s may subcontract any of its work to Lower-Tier Subrecipients, however, Proposer shall provide at a minimum, either the ADW or Youth@Work Program as the primary Program administrator; both Programs cannot be subcontracted out. Please see Section 2.4.8. Lower-Tier Subawards, of the RFP. Lower-Tier shall also be procured prior to Subaward execution, therefore, only one proposal is required. only one proposal is required.

**QUESTION 16:**

Please clarify if proposals should be organized in the order specified beginning on page 29 of the RFP under the header, “Business Proposal Requirements and Evaluation,” or if proposers should follow the order of Appendixes and Exhibits as presented on the AJCC Modernization RFP Submission Checklist.

**ANSWER 16:**

Proposals shall align with the required format as stated in Section 7.5 and the order specified in Sections 7.6 and 7.7, of the RFP and the AJCC Modernization RFP Submission Checklist.

**QUESTION 17:**

Once the interest form is submitted by the CBO, is it up to the lead agency to choose who they apply with? Are CBOs encouraged to take initiative to partner with these lead agencies?

**ANSWER 17:**

We highly encourage CBOs to take initiative to find lead agency partners. Please note that in addition to submitting an interest form, in order to be considered for award, CBOs interested in becoming a Secondary Subrecipient must co-apply with a Primary Proposer, as further described

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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.

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/>, or via quick link [here](#).

**QUESTION 18:**

Are applicants required to partner with the affiliate sites for their selected sub-region? If so, do the proposals submitted need to include documentation from their sub-region?

**ANSWER 18:**

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 19:**

On Appendix B, Exhibit 7- if a proposer is not applying for Rapid Response or Veterans, do we check no for these questions, or leave these questions blank?

**ANSWER 19:**

If your agency is not applying for Rapid Response or Veterans, you may leave those boxes blank.

**QUESTION 20:**

For Appendix B, Exhibit 4, do you want applicants to include all contracts that have naturally expired in the past five years, or just any terminated for cause? If no contracts have been terminated for cause, should this be left blank?

**ANSWER 20:**

Yes, include all contracts that have expired due to term and contracts terminated for cause. Proposers shall list three (3) contracts that have expired within the last five (5) years. If Proposers are unable to list at least three (3), they may include contracts that have expired within seven (7) years. Please refer to Section 7.6.7.2, of the RFP, for more information.



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**QUESTION 21:**

What is the timeline for when these new agencies be up and running?

**ANSWER 21:**

The anticipated start date is January 1, 2024, or upon Board of Supervisors approval, whichever is later.

**QUESTION 22:**

Q1: Was it stated previously in this meeting that the Secondary Subrecipient/Community Based Organization must be identified by May 4th, to be included on the mandatory Notice of Intent? If so, can they primary and secondary subrecipient submitted together?

Q2: Can the County confirm that the Secondary Subrecipient is the same as the required partner CBO. Can the County confirm the CBO partner information should be included on the cover page (RFP Instructions 7.6.1)

**ANSWER 22:**

A1: No, it is not mandatory to identify the CBO at that point, but if you happen to have that information available, it would be great to include that in the Notice of Intent form.

A2: Yes, Secondary Subrecipients are required to be CBOs, as stated in Section 2.4.1.4.2, of the RFP. County can also confirm that Secondary Subrecipient's information shall also be included in the Cover Sheet, as stated in Section 7.6.1, of the RFP.

**QUESTION 23:**

If your organization has a separate workforce development program which is included in their total annual budget above the \$1.5M - Do they still qualify? Please advise.

**ANSWER 23:**

A CBO/secondary subrecipient must have a total budget of \$1.5 million or less, inclusive of all its services/programs at the time of application.

**QUESTION 24:**

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 24:**

Yes, that is allowed. Please refer to Section 2.4.8, Lower Tier Subawards, of the RFP for details. An AJCC may subcontract separately from the CBO partnership so long as all applicable procurement rules are followed by the AJCC. For the Primary Subrecipient, it is expected that they provide either Adult/Dislocated Worker or Youth services and do not subcontract out both primary services under this RFP.

**QUESTION 25:**

Is there a minimum number of staff to submit for budgeting cost? Also, just to confirm what is the minimum wage for staff salary?

**ANSWER 25:**

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. Recommended wages are included in the attachment.

**QUESTION 26:**

Are Secondary Subrecipients are required to submit audits in the last three years or financial statements?

**ANSWER 26:**

Please refer to Section 3.10.1.3 of the RFP for additional details. Secondary Subrecipients shall submit financial statements for the past three (3) years, along with the Primary's proposals. Single audits may be required after grant award, as mentioned in Section 3.10.1.3.1, of the RFP.

**QUESTION 27:**

In Section 2.4.1.4.2, page 9 of the RFP it states, "The 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."

Q1: We have potential non-profits who may be interested in this contract/partnership, but they will need to seek their Board's approval for this effort. Being smaller non-profits, often their Board only meets bi-monthly or quarterly and would need to be provided a presentation

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regarding this effort. After that they could potentially vote to approve the partnership, but there is no guarantee of that. Given the very tight timeframe to work all of this out, and no guarantee after all the hard work to identify and secure a non-profit they still may not agree to this effort, it creates a real challenge to have a non-profit on board before the RFP submission. What could be done to address this challenge? Could the RFP be revised to exclude this requirement and have this aspect of working with a non-profit part of the statement of work to be completed after proposer selections or as a separate smaller RFP or another mechanism for contracting with non-profits? Or could the RFP be extended to allow extra time to allow for all the logistics to make this happen? Thank you for your consideration.

Q2: Could this threshold be increased? There are many non-profits that would be excellent partners but exceed this threshold (some by not a lot), and many of the ones who are under this threshold are not big enough to actually provide program services. If this could be considered, it would open up the doors to many more possibilities/opportunities to work with very valuable non-profits. Thank you for your consideration.

**ANSWER 27:**

A1: Board approval is not needed to apply and obtaining any needed board approvals can occur after award. We do suggest primary applicants/subrecipients reach out to CBOs that have already expressed interest in partnering on an application to this RFP. Nearly 40 organizations have completed the small CBO interest form and have identified that they are ready and willing to partner directly with Primary Subrecipients. Organizations interested in this opportunity, or who are struggling to identify a CBO ready to partner, are highly encouraged to reach out to these organizations. The list includes contact information, background, service areas, and a description of their services. As there are nearly 40 organizations on the list, DEO will not be extending the time allotted for proposers to submit the required materials for a complete proposal nor will DEO waive the requirement to co-apply with a small CBO. The list of interested and ready small CBOs can be found by clicking [here](#).

A2: 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. The main thrust is to provide a

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more inclusive and equitable pathway to County contracting for CBOs that typically could not meet County contracting requirements otherwise.

Primary Proposer(s) may also work with other organizations as part of their proposal that may not meet the \$1.5 million or below revenue requirement for CBOs/Secondary subrecipients. 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 28:**

Q1: We are applying within two regions and understand that for each region a separate application is required. We also are applying to operate a Veterans AJCC which is a separate site and not within the two regions we are applying for. Should we include responses to the Veteran questions in both of the regional proposals or just one?

Q2: If an applicant is applying to provide services in two regions and County-wide Veterans and WIOA Rapid Response (RR) Programs, do they include the Rapid Response (serving the whole county) and Veterans sections in both regional proposals or just one?

**ANSWER 28:**

A1: The Veterans AJCC is a separate, autonomous AJCC and should be treated as a standalone application. Per RFP section 2.42, 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. Further, RFP subsection 2.4.2.1 indicates that the Veterans AJCC shall be a separate, autonomous AJCC. Funding for this Program will support Veterans Program Services Countywide. The Veterans AJCC shall also operate as a COE for Veterans Program Services (Population-Focused COE) and apply to be a Sector-Focused COE.

A2: In regard to the Rapid Response (RR) program, per RFP section 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

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for the WIOA RR Program shall review Appendix A, Sample Subaward, Exhibit A-3, WIOA RR Program and all its SOW Attachments.

In regard to the Veterans AJCC, please see A1 response above.

**QUESTION 29:**

We note the Journey Map can be an attachment that will not count towards the page limit. For clarity, may bidders submit multiple Journey Maps. For example, should the youth job seeker be folded into the same journey map as A/DW job seekers? Or should a separate youth job seeker journey map be created? And likewise, should a Journey Map be included for just businesses (Appendix B Exhibit 11 Narrative Questions Section 1. B)

**ANSWER 29:**

Bidders may include one comprehensive journey map or may include multiple journey maps that speak to customer variation in service need.

**QUESTION 30:**

Q1: We would like to confirm that the narrative does not require staffing charts for the staffing plan of the Comprehensive AJCC for A/DW and Youth. For Rapid Response, we note that a staffing plan is requested in the narrative (Appendix B Exhibit 11 Narrative Questions Section VII. A)

Q2: Per the Executive Summary (Section A Executive Summary and Background/Experience 7.6.6.1) is a staffing chart requested of bidders here? We note that in the Section Required Forms (per RFP Checklist) an Organizational Chart is required there.

**ANSWER 30:**

A1: Per RFP section 7.6.11.2, Primary Proposer(s) and Secondary Subrecipient(s) (as applicable) shall include an 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.

Q2: In response to RFP section 6.6.1, proposers are to 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. Resumes are to be inserted in this section response. A staffing chart is not required here, but is required in response to section 7.6.11.2.

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**QUESTION 31:**

Can the County clarify if the final scanned PDF document is to be organized with PDF bookmarks or as just one composite scan of all pages?

**ANSWER 31:**

Proposers shall submit proposals as one (1) electronic copy in searchable Adobe PDF as referenced in Section 7.9, of the RFP. In the event the file is too large to send via email, Proposer's may separate the PDF file into multiple PDF files and send in separate emails. Proposers is responsible and shall make every effort to ensure the proposal is received in a timely manner as stated in Section 7.9.

**QUESTION 32:**

Q1: Can the County confirm that the RFP Checklist is the same as the order required in the Table of Contents?

Q2: Will a fillable form be provided or must bidders create their own Table of Contents document?

Q3: Regarding the list of required references and contracts (7.6.7.1), can the list of references include DEO?

**ANSWER 32:**

A1: The RFP Checklist provided on the AJCC Modernization RFP website does not align with the Table of Contents on the RFP document. The RFP Checklist orients with Sections 7.6 and 7.7, of the RFP.

A2: No, Proposer's shall create a Table of Contents document as in the prescribed format stated in Section 7.5, of the RFP. A fillable copy is not provided by the County. Please see Section 7.6.2 of the RFP for additional information.

A3: Yes, Proposers may include DEO as a reference if Proposer has had past or current contracts with the Department.

**QUESTION 33:**

Is Advanced Manufacturing omitted as a Sector of Excellence (Appendix B Exhibit 11 Section III. Center of Excellence (COE) Function for Sector-Focused COEs and Population-Focused COEs)? Or is Infrastructure inclusive of Advanced Manufacturing?

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**ANSWER 33:**

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. Childcare and early education;
7. Hospitality and tourism;
8. Information technology; or
9. Trade, transportation, and logistics

Advanced Manufacturing is not a choice in terms of a sector-focused COE, but AJCCs are encouraged to pursue advanced manufacturing opportunities for its clientele. Note that Advanced Manufacturing is the use of innovative technologies to create existing products and the creation of new products, including production activities that depend on information, automation, computation, software, sensing, and networking, as such, Advanced Manufacturing is found across several industry sectors. Infrastructure may include advanced manufacturing.

**QUESTION 34:**

Where do the forms listed in 7.6.11.2 go? Do they go after Exhibits 1-10?

**ANSWER 34:**

Required forms in Section 7.6.11.2 shall be included and after Required Forms in Section 7.6.11.1. All forms required in Section 7.6.11 shall be referenced as Section F in the proposal.

**QUESTION 35:**

Is there a time limit on the certificate of good standing that is required?

**ANSWER 35:**

Proposers shall submit a Certificate of Good Standing that was issued within twelve (12) months of when proposal is submitted.

**QUESTION 36:**

Can the County confirm that in two separate sections Corporate filing documents such as the Certificate of Good Standing in both Section 7.6.4 (Required Support Documents for

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Corporations, Limited Liability Companies and Limited Partnerships) and 7.6.11.2 Proposal Required Forms and Corporate Documents Section F. Additionally, should documents be included for the CBO here as well in two places?

**ANSWER 36:**

Required documents in Section 7.6.4, of the RFP, are separate corporate documents that identifies Proposer's organizational structure, as detailed in Sections 7.6.4.3 and 7.6.4.4, of the RFP. Required forms in Section 7.6.11.2, of the RFP, does not require the same documents as stated in Section 7.6.4. Both Sections 7.6.4 and 7.6.11.2, requires both Primary and Secondary Subrecipients to submit required forms and documents in the proposal.

**QUESTION 37:**

If the Subrecipient has most of the insurance required but only has 1.5 million of Cyber Liability Insurance, will this meet the minimum requirements for a Subrecipient? The Subrecipient indicates it would be very costly to increase this threshold?

**ANSWER 37:**

According to Paragraph 8.25.4.6, Cyber Liability Insurance, of Appendix A, Sample Subaward, Subrecipients shall secure and maintain Cyber Liability insurance coverage limits of \$5,000,000 per occurrence during the term of the Subaward. In addition to Cyber Liability, Subrecipients shall, at minimum, also meet the insurance requirements set forth in Paragraph 8.25, Insurance Coverage, of the Sample Subaward. Terms and Insurance requirements set forth in the Sample Subaward are standard County requirements and are not negotiable.

**QUESTION 38:**

In Appendix B, Exhibit 11, AJCC Modernization RFP Questions, it states the submitted narrative may not exceed 35 pages. We would like to submit attachment to support our answers. Will they be counted towards the 35-page limit?

**ANSWER 38:**

Narratives that provide support to questions in Exhibit 11, AJCC Modernization RFP Questions, will be counted towards the 35-page threshold, as stated in Section 7.6.8.

**QUESTION 39:**

Q1: When drafting the budget, will all staff wages and fringe need to come out of the operations subtotal (\$2.4M), or can some of the wages come from the training and wages subtotal (\$2.259M) for staff tied to those activities?

Q2: Can you provide a budget template with more rows available?



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**ANSWER 39:**

A1: Staff wages and fringe benefits may come from the personnel operations line item, or the indirect operations line item (for applicable staff). Training and wages are direct participant funds and are not to be used for staff wages and benefits with the exception of the Development and Management of WEX line item, which can reflect some of the Youth@Work staff costs associated with that activity.

A2: Please adhere to the provided budget template.

**QUESTION 40:**

Q1: If a subcontractor has been already procured as a WIOA contractor in another public system, does that satisfy RFP procurement requirements or would they need to be procured again for this specific program?

Q2: If a lead applicant has selected a partner to provide a particular mandated service or supportive role (for example, youth outreach or business engagement), does the lead applicant's RFP application satisfy procurement requirements, or does the lead applicant need to procure each partner's services separately? If the latter, does the lead applicant need to complete the procurement process before proposal submission or just before contract execution?

**ANSWER 40:**

The Lead Agency is required to procure their own subcontractor and may not use a prior procurement completed by another agency, or public system.

**QUESTION 41:**

Q1: The RFP requires the questions to be included in the response, but the questions themselves take up 8 pages which significantly cuts into the page count available for the response. Can we truncate the questions to allow for more room for our responses?

Q2: We understand the RFP to indicate that a proposer has 35 pages to respond to the narrative. Are there additional pages for proposers also applying to Veterans (Section VI) and Rapid Response (Section VII)?

**ANSWER 41:**

As stated in Exhibit 11, AJCC Modernization RFP Questions, the submitted narrative (whether Veterans AJCC and/or WIOA Rapid Response is applied for) shall not exceed 35 pages. In addition, Proposers shall include the questions and its corresponding response, respectively.

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**QUESTION 42:**

Q1: What is included in basic utilities as noted in 2.4.5 and if internet is not included as a basic utility, then shall a proposer include it as part of the budget?

Q2: Shall proposers budget for office furniture and technology (e.g. computers, telephones, printers, copiers, scanners and so on) per 1.17.8.4, 1.17.8.4.1 for the space?

Q3: Will the County ensure the space will be built out per 1.17.8.4.3 and 1.17.8.4.4 with sufficient enclosed office and classrooms as well as an area for a computer lab or shall the proposer budget for build out?

**ANSWER 42:**

Q1: As stated in Exhibit A-1, ADW/Youth SOW, Section 1.17.2, basic utilities are water, electricity, and gas only. Services such as internet may be reimbursable at County's discretion.

**QUESTION 43:**

There are 9 Comprehensive and Noncomprehensive AJCCs in total. There are 9 sectors and 8 target populations. Will there be 1 different target population and 1 different industry sector for each County AJCC?

**ANSWER 43:**

The intent is to have an AJCC lead for each sector-focused and population-focused center of excellence. Please note that there are 9 sectors and 9 target populations (inclusive of Veterans).

**QUESTION 44:**

Will the DEO help secure the sites and affiliate sites?

**ANSWER 44:**

Proposers are not required to have buildings/sites identified in their proposal, as stated in Section 2.4.5, of the RFP. Note that the physical AJCC sites/locations, including affiliates, are set by the County.

**QUESTION 45:**

Would you consider video format as a valuable tool for incorporating educational and informative videos within the contract to be awarded to a potential lower-tier subcontractor?

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**ANSWER 45:**

Proposers are responsible for providing potential Lower-Tier(s) with a description of the work to be performed, a draft copy of the Lower-Tier Subaward and pertinent information relative to this RFP to ensure potential Lower-Tier(s) have a thorough understanding of its obligations to perform and meet the County's Subaward terms and conditions and performance expectations. In addition, per Section 2.4.8, Lower-Tier Subawards, of the RFP, Lower-Tier(s) shall be procured prior to Subaward execution. The Lead Agency (Subrecipient) may provide this information by incorporating education and/or informative videos as long as the as procurement requirements are met.

**QUESTION 46:**

Los Angeles County will directly contract with a co-applicant, a nonprofit CBO non-profit for \$200,000. Please confirm that only a draft MOU and letter of partnership are required to document the relationship between the applicant and co-applicant.

**ANSWER 46:**

A draft MOU and a letter of partnership on their own is not sufficient to document the relationship between the application and co-applicant. CBOs/Secondary Subrecipients 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. 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 regard to the CBO partnership (RFP Section 7.6.8.5.5, Section V., Request for Proposal Questions (CBO/Secondary Subrecipient)).

**QUESTION 47:**

Are proposers required to procure, in accordance with state procurement policies, all lower-tier subrecipients? For example, if the proposer will not be subcontracting ADW or Youth@Work programming, but will subcontract only the sector-focused management and specialist identified in the Proposed Budget, does that lower-tier subrecipient agency have to be formally procured?

**ANSWER 47:**

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Yes, all Lower-Tier Subrecipients providing services on behalf of Primary Subrecipients shall be procured in accordance with State procurement policies, as stated in Section 2.4.8, of the RFP.

**QUESTION 48:**

It doesn't appear that South Los Angeles is included as a location being served under this RFP, is that correct? How is South Los Angeles being served?

**ANSWER 48:**

Much of South LA is under the jurisdiction of the City of Los Angeles Local Workforce Development Area, however, there are portions of the South LA area that are within the County of Los Angeles Local Workforce Development Area which, as part of this procurement, will be under the purview of the Rancho Dominguez AJCC. Please refer to 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, Attachment 1 - Los Angeles County Proposed AJCC Subregions and Attachment 2 – AJCC Subregion Cities and Unincorporated Areas for more detail.