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TO: RFP BIDDER'S AND OTHER INTERESTED PARTIES

FROM: FRANK RAMIREZ, PROGRAM EVALUATOR

DATE: NOVEMBER 21, 2011

SUBJECT: CONSULTANT FOR PROFESSIONAL SERVICES REQUEST FOR PROPOSALS (RFP#: FY11/12-WIA01) BIDDER'S QUESTIONS AND ANSWERS SUMMARY AND RELATED INFORMATION

BACKGROUND

The Southeast Area Social Services Funding Authority (SASSFA) is soliciting proposals to procure a qualified professional to oversee and facilitate a strategic planning meeting. SASSFA is funded by the Los Angeles County Workforce Investment Board (LACWIB) and serves as the Lead Agency of a "One Stop Network" under the Workforce Investment Act (WIA) and performs the functions of a "One Stop Operator" as defined in WIA Section 121 (d).

There are two separate meeting sessions for which qualified candidates may submit proposals: 1) Strategic Planning Meeting for "One Stop Partners". The facilitator will help SASSFA staff and "One Stop Partners" to develop and create a strategic plan that will promote collaboration, coordination and effective implementation of the services available through SASSFA's "One Stop Delivery System" as required by the WIA. The strategic plan will also incorporate goals and objective to address preparations for the upcoming "WorkSource Center" certification process utilized by the LACWIB to ensure that services provided are comprehensive, of high quality and are equally accessible by both jobseeker and employer customers. 2) Strategic Planning Meeting for "Youth Collaborative". The facilitator will help SASSFA staff and the "Youth Collaborative" to develop and create a strategic plan that will promote collaboration and coordination to help integrate activities and information for a comprehensive youth services delivery system accessible to all eligible youth within SASSFA's designated service area as required by WIA. The strategic plan will also incorporate goals and objective to address preparations for LACWIB's upcoming "Request For Proposal (RFP) process to procure services for youth for the next funding cycle.

The application period begins November 8, 2011 and proposals are due November 28, 2011 for the initial round of funding for professional services. At the close of this RFP, SASSFA may amend the RFP to extend the due date to allow for additional proposal submissions.

Please refer to the RFP for further details and information. The RFP is available for download and review at the SASSFA web site: www.sassfa.org.

RFP#: FY11/12-WIA01 BIDDER'S QUESTIONS AND ANSWERS SUMMARY AND RELATED INFORMATION

The next section of this memorandum provides a brief summary of the questions received concerning the RFP, the answers and other related information.

QUESTIONS AND ANSWERS SUMMARY

1. What are the requirements for Small Business Enterprise (SBE) Certification?

The RFP on page 5, Section III - RFP Guidelines and Information, Item A4, provides information regarding SBE certification. The requirements identified state: A Certified Local SBE is a business: 1) certified by the State of California as a small business enterprise; 2) having its principle office currently located in Los Angeles County for a period of at least the past 12 months; and 3) certified by the Los Angeles County Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above. If you do not meet those requirements no bonus points will be issued. The following website is provided for more specific details: <http://oaac.co.la.ca.us/contract/sbemain.html>.

2. How many budgeted hours are anticipated for the One-Stop Partners?

The RFP, starting on page 17, Section V. - Scope of Services, Item D, identifies about 9 hours for the main activities (Initial Staff Planning Meeting -3 hrs., Strategic Planning Meeting session – 3 hrs., and De-briefing Meeting/session – 3 hrs.) for the “One-Stop Partner” Session. The nine (9) hours referenced are for the main activities and are provided as a starting point. Additional hours may be proposed regarding planning/prep time of consultant that may be required in completing those main activities. The same is true for the “Youth Collaborative” Session.

3. Is this a one day project or one that will continue in a series of meetings?

Each “Strategic Planning Meeting” session (for either the “One Stop Partners” or “Youth Collaborative”) will involve three main activities as described in the answer provided for item number two. Although this RFP is for the specific services referenced in item number two, SASSFA operates many WIA programs that may require additional consultant services for similar services from the successful bidder. As such, the RFP states on page 7, Section III – RFP Guidelines and Information, Item G2, that a successful contract may be modified and/or renewed for additional time (up to three years) and for other similar professional services, when it is determined to be SASSFA's best interest. Should a new contract be awarded for subsequent years, SASSFA reserves the right to contract with the selected bidder for the same or similar professional services without the need for further competitive procurement, subject to: bidder completing contract negotiations with SASSFA; approval by Los Angeles County (Office of Community and Senior Services –CSS); the availability of sufficient

funds; and satisfactory performance by the selected bidder. However, there is no guarantee that a successful contract will be modified or extended for additional services.

RFP#: FY11/12-WIA01 BIDDER'S QUESTIONS AND ANSWERS SUMMARY AND RELATED INFORMATION

4. Are the insurance requirements in the RFP mandatory?

The insurance requirements for the RFP are identified on page 9, Section IV-General Conditions, Item B – Insurance. The insurance requirements listed are what L.A. County requires of their vendors. SASSFA may have the flexibility to negotiate other levels based on the specific services procured and bidder liability during final contract negotiations.

5. Clarification For Initial Round of Funding For Services

The submittal deadline for the RFP is November 28, 2011. The time was not identified in the RFP. For clarification, the time due shall be 5:00 p.m.

In addition, please note per the RFP Section III – RFP Guidelines and Information, Item G – Initial Round of Funding For Services, SASSFA will evaluate all proposals received within the time line established for this RFP for an initial round of funding for professional services. SASSFA may fund more than one bidder and may establish a rank of bids based on evaluation results and SASSFA's preference. Bidder(s) with the highest score(s) will be considered for funding. The bidder(s) with the next highest score may be identified as an alternate in the event a selected bidder fails to meet procurement requirements. At the close of this RFP, SASSFA may amend the RFP to extend the due day to allow for additional proposal submissions.