ADDENDUM ONE TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR THE PROVISION OF SOCIAL ENTERPRISE EMPLOYMENT AND TRAINING SERVICES

Question 1: Section 1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.4.5 (Pages 6-8) Mandatory Minimum Qualifications give five different examples of how an organization might qualify for a Master Agreement. If an organization is eligible and applying to be a contractor for four of the five MMQ's (i.e.: workforce innovation, transitional/permanent employment for reentry populations, Calworks/TANF/Learn, and Veteran's) can that request be submitted in one proposal and outlined in the statement of qualifications, Section A?

Answer 1: **The objective for this Social Enterprise Request for Statement of Qualifications (RFSQ) is to secure a pool of Social Enterprise (SE) Agencies certified by the County which results in a Master Agreement with the County. This Master Agreement does not include any funding nor any work orders. This pool of certified SE agencies will now be allowed to participate in bidding for County Work Orders and if successful, the SE agencies will be awarded funding depending on the nature of the Work Order. Individual Work Orders will have applicable MMQs and requirements, an agency would provide the documentation to qualify for a specific Work Order at that subsequent time. If an agency has been certified as SE by the Department of Consumer and Business Affairs (DCBA) and has one year or more experience as a SE, then it should submit a Statement of Qualifications (SOQ) to be on this Master Agreement.**

Question 2: We do not meet the requirements of the first MMQ, which is to have been certified by the DCBA for at least one year as a Social Enterprise (SE); but the minimum qualifications are separated by 'or' statements so it appears our agency is not required to meet all of the subsections, but it is a little unclear as to how we are expected to submit our proposal if we are applying to contract on the other four subcategories? Subsection 1.4.1 is confusing because it is followed by an 'or' statement, leading the reader to believe it is not necessary to qualify for this subsection so long as you qualify for one of the following, all separated by 'or' statements. Please explain how the proposal narrative is to be laid out to demonstrate an application for one or more subsection.

Answer 2: **There is no requirement to have been certified by the DCBA for one year. The only qualification to be awarded a Master Agreement is that an agency must be certified as a SE by the Department of Consumer and Business Affairs and, in addition, must have one year of experience providing transitional or permanent employment services as an established SE. The other requirements (in Section 1.4.2, 1.4.3, 1.4.4 and 1.4.5) are all the other MMQ's as applicable for potential future Work Orders that may be issued by County Departments. We will be issuing an addendum which restates this to provide clarification.**

Question 3: Section 2.6.2 (Page 28) Required Support Documents (i.e.: Certificate of Good Standing and Statement of Information) are not listed in the requirements for Section B – Required Forms on page 30. Are we to include those two items at the end of Section A, behind the narrative outlining the proposer's qualifications, as opposed to Section B – Required Forms?

Answer 3: **When completing Section A, you can state "Please see Section B, Exhibits 6 and 7," and include them as part of Section B.**

Question 4: Section 2.6 (Page 27) – Preparation and format of the SOQ states "All SOQ's must be bound and submitted in the prescribed format." Does 'bound' refer to a binder clip, comb/wire binding, 3-ring binder, or any of the above? Also, are there any pages limitations, line spacing or font prohibitions in the Proposer's Qualifications Section?

Answer 4: **Any of the above satisfy the binding requirement. There are no page limitations, or font or line spacing requirements.**

Question 5: Appendix A – Required Forms; are there Required Forms documents that we can type in as opposed to scanned PDF's.

Answer 5: **NO, please add the information to scanned pdfs.**

Question 6: We've recently applied for Social Enterprise Certification, but we are not sure when we will receive a response. It notes on page 21, section 1.35.3 "Certified SEs may only qualify if the certification has been completed and certification is affirmed." If we receive confirmation about our Social Enterprise certification after the RFSQ is due, will there be future opportunities to submit a SOQ for this type of service?

Answer 6: **Yes, and we have extended the due date for submission to February 17, 2016. If you have one or more years of experience**

providing transitional or permanent employment and training services as a SE, then submit your SOQ upon becoming certified by the Department of Consumer and Business Affairs. Organizations that qualify will be added to the Master Agreement list upon review by the County.

Question 7: Are applicants expected to provide employment at our facility for participants?

Answer 7: **Not necessarily. The objective for this Social Enterprise RFSQ is to secure a pool of SE agencies certified by the County which will result in a Master Agreement with the County. The Master Agreement does not include any funding. Once placed on the Master Agreement list, the pool of qualified SE agencies will be allowed to participate in bidding for County Work Orders and, if successful, the SE agencies will be awarded funding depending on the nature of the Work Order.**

Question 8: Would we be able to link participants to employment?

Answer 8: **Again, this procurement is to be awarded a Master Agreement with the County. Once that happens, agencies can respond to particular Work Orders, if appropriate.**

Question 9: As an agency with an employment services program geared at the Targeted Workers (as described in the RFSQ), which provides services such as mock interview training, resume writing, job readiness training, access to job search tools, and other related services, would we be eligible to apply for this RFSQ?

Answer 9: **If your agency has been certified as a SE by the Department of Consumer and Business Affairs and has at least one year experience as a SE, it should submit a SOQ to be on this Master Agreement. The next step would be to respond when there is any release of Work Orders by any County department. Depending on the nature of the Work Order, your experience may qualify you if the nature of the Work Order is for employment and training geared at targeted workers. You will need to respond to any or all Work Orders released by County departments that may target the services your agency provides. If your agency meets the additional experience under the targeted worker component, your agency may be one of the successful bidders and may be awarded funding for providing services listed in the Work Order.**

Question 10: On page 29 at "C. Proposer's Pending Litigation…" the capitalized "C' seems out of place. There is no preceding capital B or A. Is there a typographical error?

Answer 10: **Yes. The correct heading is A.3.**

Question 11: On page 30, section 2.6.3 "Include…Appendix D." should the correct reference be to Appendix "A" which, in fact, contains the required forms exhibits?

Answer 11: **Yes. The correct reference is to Appendix A.**

Question 12: On page 28, Section 2.6, you list "Proof of Licenses (Section D), but on page 30, there is no Section 2.6.5, which would detail what would be included. Please provide instructions as to what should be included in the SOQ under "Proof of Licenses."

Answer 12: **Please disregard this instruction. You need not provide any licenses for this RFSQ.**

ADDENDUM TWO TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR THE PROVISION OF SOCIAL ENTERPRISE EMPLOYMENT AND TRAINING SERVICES

Item #1 **REVISED SECTION 1.4, PROPOSER'S MANDATORY MINIMUM QUALIFICATIONS**

Section 1.4 of the RFSQ has been revised. Please replace the original Section 1.4 with the following:

1.4 Proposer's Mandatory Minimum Qualifications

Interested and qualified Proposers that meet the Mandatory Minimum Qualifications (MMQs) stated below in Section 1.4.1 are invited to submit an SOQ to enter into a Master Agreement with Los Angeles County:

1.4.1 Master Agreement MMQ

1.4.1.1 Proposer must meet the definition of a Social Enterprise (SE), consistent with Chapter 2.205 of the Los Angeles County Code and be certified by the Department of Consumer and Business Affairs (DCBA) as a SE. Further information on SEs is available on the DCBA's website at http://dcba.lacounty.gov. Proposers must submit evidence of DCBA certification. Once certified by DCBA, SEs are eligible to submit an SOQ, provided they also meet the MMQ in Section 1.4.1.2.

1.4.1.2 Proposer must be established as a Social Enterprise for at least one (1) year and have one (1) year experience providing transitional or permanent employment and training services for targeted workers who face barriers to employment and/or qualified individuals to seek jobs in high-growth and other sectors including, but not limited to, Healthcare, Construction, Hospitality and Tourism, Energy and other Green Jobs, Bio-Med and Bio-Technology, Transportation and Logistics, Cafeteria or any Food Services which are equivalent or substantially similar to the services stated in Appendix K, Social Enterprise Employment and Training Program Statement of Work.

Once an organization is on the Master Agreement, it will be able to respond to and to compete on subsequent specific Work Orders that may eventually be released by the County. As Work Orders are released, Proposers will also need, as applicable, to meet the mandatory minimum qualifications pertaining to those Work Orders which may fall under the following

subsections: 1.4.1.2 (above) or 1.4.2 or 1.4.3 or 1.4.4 or 1.4.5 when responding to the Work Order, as applicable.

1.4.2 Workforce Innovation and Opportunity Act (WIOA) Work MMQ

1.4.2.1 Proposer applying to provide transitional or permanent employment and training services to WIOA Adult, Dislocated Worker and/or Youth participants must have a minimum of two (2) years' experience within the past five (5) years administering workforce employment and training program services, which are equivalent or substantially similar to the services stated in Appendix K, Social Enterprise Employment and Training Program Statement of Work, and

1.4.2.2 Proposer shall have a senior leadership or management team with WIOA/WIA experience;

1.4.2.3 Proposer shall have the ability to collect and report participant data which measures success within its social enterprise;

1.4.2.4 Proposer shall submit the following financial package: Copies of Proposer's audited financial statements, or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent three (3) full fiscal years;

1.4.3 Transitional Employment/Permanent Employment MMQ

1.4.3.1 Proposer applying to provide transitional or permanent employment and training services to re-entry or formerly incarcerated individuals must have a minimum of one (1) year experience within the past five (5) years providing employment services equivalent or substantially similar to the services stated in Appendix K, Social Enterprise Employment and Training Program Statement of Work, Sub-paragraph 1.0 (Scope of Work), and

1.4.3.2 Proposer shall have a senior leadership or management team with experience in working with incarcerated individuals returning to work;

1.4.3.3 Proposer shall have the ability to collect and report participant data which measures success within its social enterprise;

1.4.3.4 Proposer shall submit the following financial package: Copies

of Proposer's audited financial statements, or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent three (3) full fiscal years;

1.4.4 Veterans MMQ

1.4.4.1 Proposer applying to provide transitional or permanent employment and training services to Veterans must have a minimum of two (2) years' experience within the past five (5) years providing veteran grant-specific employment and training services to veterans and their eligible spouses, equivalent or substantially similar to the services stated in Appendix K, Social Enterprise Employment and Training Program Statement of Work, Sub-paragraph 1.0 (Scope of Work), and

1.4.4.2 Proposer shall have a senior leadership or management team with experience in working with Veterans;

1.4.4.3 Proposer shall have the ability to collect and report participant data which measures success within its social enterprise;

1.4.4.4 Proposer shall submit the following financial package: Copies of Proposer's audited financial statements, or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent three (3) full fiscal years;

1.4.5 Calworks/TANF/Cal LEARN General Relief Opportunities for Work MMQ

1.4.5.1 Proposer applying to provide transitional or permanent employment and training services to Participants who receive, or are a member of a family that receives CalWORKs/TANF/Cal LEARN, General Relief Opportunities for Work (GROW) benefits, or who are applying to provide transitional or permanent employment and training services to Participants who are recipients of General Relief or other public assistance, must have a minimum of two (2) years' experience within the past five (5) years administering youth employment and training program services, equivalent or substantially similar to the services to disconnected Participants including but not limited to, current, former and

emancipated Foster youth, Probation youth, Homeless youth, Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) youth, and other underserved youth as directed by County, stated in Appendix K, Social Enterprise Employment and Training Program Statement of Work, Sub-paragraph 1.0 (Scope of Work), and

1.4.5.2 Proposer shall have a senior leadership or management team with experience in working with the populations described above;

1.4.5.3 Proposer shall have the ability to collect and report participant data which measures success within its social enterprise;

1.4.5.4 Proposer shall submit the following financial package: Copies of Proposer's audited financial statements, or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent three (3) full fiscal years.

Item #2 EXTENSION OF SOQ SUBMISSION DUE DATE

Please note that the SOQ due date (Section 2.3, RFSQ Timetable) has been extended as follows:

SOQ due by 1:00 PM (Pacific Time) ..... February 17, 2017

Those SOQ's submitted by the date identified above will be initially reviewed. Subsequent to this date, SOQ's will still be accepted and reviewed as they are received to determine a proposer's qualifications and placement on the Master Agreement list. While rolling (continuous) submissions will be accepted, any SOQ received after the initial due date of February 17, 2017 at 1:00 p.m., will be reviewed at a later time to be determined by WDACS and any potential Master Agreement additions will take effect at a later date at the County's discretion. However, these potential contractors will not receive a full 3-year Master Agreement Term.

Question 1: Page 4, Item 1.1.3, "For purposes of this RFSQ, Social Enterprises shall include non-profit and for-profit businesses....." Is a public entity eligible to apply under this RFSQ?

Answer 1: Yes, a public entity may apply, as long as it is a Social Enterprise as defined by Chapter 2.205 of the Los Angeles County Code. Please refer to the Department of Consumer and Business Affairs website at http://dcba.lacounty.gov.

Question 2: If we are not certified as a Social Enterprise, can we partner with another entity that is a certified Social Enterprise to respond to the RFSQ?

Answer 2: **If your agency is not a Social Enterprise, you cannot apply. However, if your agency is a subcontractor to an agency that has been certified as a Social Enterprise, the Certified Social Enterprise can respond to the RFSQ. .**

ADDENDUM THREE TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR THE PROVISION OF SOCIAL ENTERPRISE EMPLOYMENT AND TRAINING SERVICES

Item #1 **REVISED SECTION 1.4, PROPOSER'S MANDATORY MINIMUM QUALIFICATIONS**

Section 1.4.1 of the RFSQ has been revised. A new Section 1.4.1.3 is added which states:

> Proposer shall submit copies of the proposing entity's financial statements, which have been reviewed and compiled by a Certified Public Accountant for the most current three full fiscal years. All financial documents or statements submitted shall be prepared in accordance with Generally Accepted Accounting Principles. Statements shall include the company's assets, liabilities, and net worth. At a minimum, statements must include a balance sheet (statement of financial position), income statement, and statement of cash flow. All pertinent schedules and footnotes, if applicable, shall be provided for evaluation. If audited statements are available, these shall be submitted. Self-prepared financial statements, income tax returns, and personal financial records are unacceptable. At the County's sole discretion, it may allow the submission of less than three years of financial information if the agency presents documentable special circumstances and at least one year of audited financial information, including the most current year, is submitted.

Item #2 **REVISED RFQ TIMETABLE**

Until further notification, all Statements of Qualifications are accepted on and ongoing basis.

ADDENDUM FOUR TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR THE PROVISION OF SOCIAL ENTERPRISE EMPLOYMENT AND TRAINING SERVICES

In accordance with the RFSQ, Section 1.8 (County Rights & responsibilities), County has the right to amend the RFSQ by written addendum.

PART I (CHANGES TO THE MASTER AGREEMENT)

Master Agreement Section 7.5, Background and Security Investigations, is deleted in its entirety and is replaced with the following:

7.5 BACKGROUND AND SECURITY INVESTIGATIONS

7.5.1 Each of Contractor's staff/employee performing Services under this Master Agreement who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform Services under this Master Agreement. This background investigation shall be conducted on an annual basis throughout the entire term of this Master Agreement. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and Federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of Contractor, regardless if the member of Contractor's staff passes or fails the background investigation. For purposes of this Master Agreement, a sensitive position is one in which the duties pose a potential threat or risk to Client when performed by persons who have a criminal history incompatible with those duties, whether those persons are employees of Contractor or other individuals who perform Services on behalf of Contractor pursuant to this Master Agreement. For Work performed under this Master Agreement, sensitive positions include (but is not limited to) the following:

7.5.1.1 Positions that involve the care, oversight, or protection of persons through direct contact with such persons (e.g., social worker, case manager, etc.).

7.5.1.2 Positions having direct or indirect access to funds or negotiable instruments (e.g., finance manager, accountant, bookkeeper, etc.).

7.5.1.3 Positions that require State and/or professional licensing (e.g., Certified Public Accountant, etc.).

7.5.1.4 Positions that have access to confidential or classified information including criminal conviction information (e.g., human resources manager, etc.).

7.5.1.5 Positions that involve the care, oversight, or protection of County, public, or private property (e.g., property custodian, etc.).

7.5.2 If a member of Contractor's staff does not pass the background Investigation, County may request that the member of Contractor's staff be immediately removed from performing Services under this Master Agreement at any time during the term of this Master Agreement. County will not provide to Contractor or to Contractor's staff any information obtained through County's background investigation.

7.5.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff who does not pass such investigation to the satisfaction of County or whose background or conduct is incompatible with County facility access.

7.5.4 Contractor and its staff, including all current and prospective employees, independent contractors, volunteers or subcontractors who may come in contact with people in the course of their work, volunteer activity, or performance of a subcontract, providing Services under this Master Agreement shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record or any pending criminal trial to County's Master Agreement Manager. Contractor shall inform its staff, including all current and prospective employees, independent contractors, volunteers or subcontractors who may come in contact with people in the course of their work, volunteer activity, or performance of a subcontract, providing Services under this Master Agreement of said obligation. Contractor shall maintain records of criminal convictions and/or pending criminal trials in the file of each such person.

7.5.5 Contractor shall immediately notify County's Master Agreement Manager of any arrest and/or subsequent conviction, other than for minor traffic offenses, of any Contractor staff, independent contractor, volunteer staff or subcontractor who may come in contact with children, elderly individuals or dependent adults while providing Services under this Master Agreement when such information becomes known to Contractor. Contractor

shall not engage or continue to engage the services of any person convicted of any crime involving harm to minors, or any crime involving conduct inimical to the health, morals, welfare or safety of others, and those crimes listed in the California Penal Code which involve murder, rape, kidnap, abduction, assault and lewd and lascivious acts.

7.5.6 Disqualification of any member of Contractor's staff pursuant to this Subparagraph 7.5 shall not relieve Contractor of its obligation to complete all Work in accordance with the terms and conditions of this Master Agreement.

ADDENDUM FIVE TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR THE PROVISION OF SOCIAL ENTERPRISE EMPOLYMENT AND TRAINING SERVCIES

Item #1 **REVISED SECTION 1.4, PROPOSER'S MANDATORY MINIMUM QUALIFICATIONS**

Section 1.4.1.3 of the RFSQ has been revised to read as follows:

> Proposer shall submit copies of the proposing entity's financial statements, which have been reviewed and compiled by a Certified Public Accountant for the most current three full fiscal years. All financial documents or statements submitted shall be prepared in accordance with Generally Accepted Accounting Principles. Statements shall include the company's assets, liabilities, and net worth. At a minimum, statements must include a balance sheet (statement of financial position), income statement, and statement of cash flow. All pertinent schedules and footnotes, if applicable, shall be provided for evaluation. If audited statements are available, these shall be submitted. Self-prepared financial statements, income tax returns, and personal financial records are unacceptable. At the County's sole discretion, it may allow the submission of less than three years of financial information if the agency presents documentable special circumstances and at least one year of audited financial information, including the most current year, is submitted. ***At the County's discretion, a Social Enterprise can submit documentation from a governmental agency dated within the last twelve (12) months that it has performed a successful financial capability review or accounting system review utilizing information submitted by your agency.***

ADDENDUM SIX TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR THE PROVISION OF SOCIAL ENTERPRISE EMPLOYMENT AND TRAINING SERVICES

REVISED SECTION 1.6.3

Section 1.6.3 of the RFSQ is deleted and hereby replaced as follows:

1.6.3 Work Orders shall include a Statement of Work which shall describe in detail the particular project and the work required for the performance thereof. Payment for all work shall be on a cost reimbursement basis, *unless otherwise specified in the Work Order,* subject to the total maximum amount specified on each Work Order.