REQUEST FOR INFORMATION (RFI)

FOR

GAIN VOCATIONAL INTERMEDIARY AND DIRECT SERVICES

LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC SOCIAL SERVICES
CONTRACT MANAGEMENT DIVISION
12900 Crossroads Parkway South
City of Industry, CA 91746-3411

Issued: December 28, 2009

REQUEST FOR INFORMATION
GAIN Vocational Intermediary and Direct Services

1.0 PURPOSE OF REQUEST FOR INFORMATION

1.1 The purpose of this Request for Information (RFI) is to determine the extent of interest from qualified agencies in providing the services listed in Section 3.0, SERVICES.

1.2 This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposals (RFP) or a promise to issue an RFP in the future. This RFI does not commit Los Angeles County (County) to contract for any services whatsoever. The County will not pay for any information or administrative costs incurred in response to this RFI. However, the County reserves the right to select one or more agencies with demonstrated capability to provide the requested services as part of this RFI process.

2.0 BACKGROUND ON THE PROPOSED SERVICES

On April 1, 1998, Los Angeles County implemented the California's Work Opportunity and Responsibility for Kids (CalWORKs) program. The County's CalWORKs plan provides for an array of Welfare-to-Work (WtW) activities to prepare WtW participants for employment and job advancement.

In an effort to ensure the availability of these activities, the Department of Public Social Services (DPSS) needs to develop and maintain service provider directories accessed by social services workers to refer WtW participants for vocational/academic training, work experience and supportive services. Also, DPSS must administer non-salaried and paid work experience in order to assist WtW participants to secure unsubsidized career-ladder employment that will lead to self-sufficiency.

2.1 Transitional Subsidized Employment (TSE)
On March 4, 2003, the Los Angeles County Board of Supervisors approved the implementation plan for the TSE program, which provides WtW participants with Paid Work Experience (PWE), on-the-job training (OJT) and vocational classroom training. On February 27, 2007, the Board expanded TSE to include Work Study to enable participants, enrolled in community colleges, to gain PWE in a public setting related to their course of study.

2.1.1 The PWE activity allows participants to work along side an organization's regular salaried employees. Participants are paid the minimum wage while learning new skills that help build confidence and self-esteem, along with the development of good work habits and the establishment of a recent work history. A quality PWE assignment helps prepare the WtW participant for unsubsidized employment and self-sufficiency by encouraging responsibility, dependability and a strong work ethic.

2.1.2 The Work Study activity allows WtW participants enrolled in Community Colleges to gain educational and employment experience while providing them with the opportunity for earnings. In the Work Study program, these earnings do not affect the participants' cash grant or Food Stamp benefits.

2.2 Provider Directories

The directories are an inventory of service providers that details the type of services offered and funding sources available. Some examples of services in these directories are Vocational Educational Training, Vocational English-as-a-Second Language (VESL) and Remedial Education which includes Adult Basic Education, General Education Diploma, High School Diploma and English as a Second Language.

3.0 SERVICES

DPSS is looking for interested and qualified agencies that can provide the following services:

1. Coordinate, maintain and distribute vocational education and training provider directories to Greater Avenues for Independence (GAIN) regional and sub-regional offices throughout the County.
2. Update and maintain an inventory of over 400 vocational training providers on GEARS (GAIN Employment Activity Reporting System), a computerized database.
3. Act as intermediary between County, Community Colleges and work experience providers. Also act as intermediary between County and One Stop Career Centers. These Centers are funded by local workforce investment boards and provide job search and career related information and services.
4. Maintain an on-line network of vocational training providers throughout the County of Los Angeles.
5. Act as the employer of record and provide payroll services to WtW participants.

4.0 QUALIFIED AGENCIES

To qualify, at the time of response to the RFI, an agency must certify that they currently meet the following qualifications:

1. Agency shall not be disqualified from doing business in the State of California.
2. Agency shall not be suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts.
3. Agency must be in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026) or certify that they are exempted pursuant to Chapter 2.206 of the Los Angeles County Code. This ordinance was implemented on October 20, 2009 and requires that agencies contracting with the County be current with their annual tax payments for secured/real and unsecured/personal property.
4. Agency must have current insurance coverage to include: general liability, automobile liability, worker's compensation, employer's liability, crime coverage, property coverage and professional liability. The preceding insurance coverage is required to respond to this RFI, however, during the procurement and contracting

process, the level of coverage required shall be at the established levels listed in Section 5.0, DESIRABLE QUALIFICATIONS.

5. Agency must have a minimum of three (3) years (within the last ten years) experience providing services or substantially similar services to those listed in Section 3.0, SERVICES.
6. Agency must be able to provide the services listed in Section 3.0, SERVICES.

5.0 DESIRABLE QUALIFICATIONS

Current compliance with the following qualifications is desired. However, interested agencies with demonstrated capability to provide the requested services in Section 3.0, SERVICES, shall be required to meet the following qualifications during the procurement and contracting process:

Agency shall be required to procure, maintain and provide County evidence of Agency's insurance at the coverage levels required by County:

- General Liability:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million
Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

- Automobile Liability insurance with a limit of liability of not less than $1 million for each accident.

- Worker's Compensation and Employer's Liability:

Each Accident:	$1 million
Disease-policy limit:	$1 million
Disease-each employee:	$1 million

- Crime Coverage:

Employee Dishonesty:	$25,000
Forgery, Alteration, Computer Fraud, Theft:	$25,000
Disappearance and Destruction:	$25,000
Burglary and Robbery:	$25,000

- Property Coverage (Personal and Real) as appropriate in the event of renting, leasing or using loaned County-owned equipment.

- Professional Liability:

Error, omission, negligent or wrongful act:	$1 million
Aggregate:	$3 million

6.0 REQUEST AND FORMAT FOR STATEMENTS OF INTEREST TO ENSURE FULL CONSIDERATON BY THE COUNTY

The County is requesting Statements of Interest (SOI) from qualified agencies to provide the services requested.

To ensure full consideration by the County, interested parties are required to submit a written SOI not to exceed five (5) pages (including all attachments), in the following format:

6.1 Introduction Letter

The introduction letter should be on the Agency's Letterhead, brief, concise, and must be typed. The introduction letter must include: (1) Agency's Full Legal Name, (2) Type of Entity, (public/private and for-profit/nonprofit), (3) Name and Title of the person authorized to make representations for the firm, (4) Mailing Address, and (5) Contact Person's Name, Phone and Fax Number, and Email Address.

6.2 Interested Party's Experience and Capabilities

Interested parties must provide: (1) their history of providing the services requested or substantially similar services as those requested, (2) how they plan to provide and implement these services and,(3) how they meet the qualifications listed in Section 4.0, QUALIFIED AGENCIES.

False, misleading, incomplete, deceptively unresponsive statements and missing documents/exhibits in connection with an SOI shall be sufficient causes for rejection of an Agency's SOI.

7.0 DEADLINE FOR SUBMISSION OF STATEMENT OF INTEREST

The County is interested in written submissions from qualified agencies with the capability to offer the services requested by **January, 21, 2010** AT **5:00 p.m., MONDAYS THROUGH THURSDAYS** only, except for County observed Martin Luther King Jr.'s Birthday on Monday, January 18, 2010. Late SOIs will not be accepted. Please send all Statements of Interest to the following address:

County of Los Angeles
Department of Public Social Services
Contract Management Division
12900 Crossroads Parkway South-2nd Floor
City of Industry, CA 91746-3411
Attention: Otilia Holguin

The outside of the envelope should be labeled: **"GAIN Vocational Intermediary and Direct Services: Statement of Interest."**

DISCLAIMER:

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT FOR DPSS.

The RFI is issued solely for the purpose of collecting information and for planning purposes. It does not constitute a solicitation for contracting, and should not be construed as a Request for Proposals (RFP), or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFI shall become the exclusive property of the County of Los Angeles. The

Department of Public Social Services reserves the right to incorporate into any future solicitation or contract, information or ideas that are found in the responses to this RFI. Moreover, all responses to this RFI shall become matter of public record, and shall be regarded as such. Exceptions will be those elements marked "trade secret," "confidential," or "proprietary" as described in the California Government Code, Section 6250 et seq. (Public Records Act). The County shall not in any way be liable or responsible for the disclosure of such records, without limitation and including those so marked, if disclosure is required by law, or by an order of a court of competent jurisdiction.