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DEPARTMENT OF PUBLIC SOCIAL SERVICES

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Board of Supervisors
HILDA L. SOLIS
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June 15, 2016

**ADDENDUM ONE
TO THE REQUEST FOR PROPOSALS
FOR GROW JOB SERVICES
RFP CMD #16-03**

This is Addendum One to the GROW Job Services Request for Proposals (RFP CMD #16-03), which was released on May 23, 2016.

Part One of this Addendum contains the answers to the questions that were submitted prior to and during the Proposer's Conference held on June 2, 2016. Part Two of the Addendum contains portions of the RFP that have been revised.

The information contained in this Addendum One supersedes any related information previously provided.

The Addendum will be posted on the following websites:

<http://dpss.lacounty.gov/dpss/contracts/default.cfm>

and

http://doingbusiness.lacounty.gov/main_db.htm

Proposals are due and must be received by DPSS no later than 12:00 p.m. Pacific Time, on June 23, 2016. No late proposals will be accepted.

Please continue to access the above-mentioned websites for updates.

"To Enrich Lives Through Effective And Caring Service"

ADDENDUM ONE

PART ONE

QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS

Question 1: The table in Section 1.1, page 1 shows different information for the column entitled Location to be Provided By compared to a similar table in Technical Exhibit B-3, p. 103. For example, on page 1, for Service Area 1, it shows that the contractor must provide locations in San Gabriel Valley and Pomona, but on page 103, Technical Exhibit B-3, the table shows that the contractor needs to provide a location in San Gabriel Valley only and locations are provided by the County in Pomona and Metro East. Please clarify the discrepancies between the two tables for Regions 1 and 5.

Answer 1: Pomona is a Contractor site in Service Area 1 and Rancho Park is a Contractor site in Service Area 5. Technical Exhibit B-3 has been revised to correct discrepancies. Please see revised Technical Exhibit B-3 as Attachment II of this Addendum.

Question 2: Service areas? Are you dividing those like the Service Planning Areas (SPAs)? Is there a list online?

Answer 2: Service Areas were not divided like the County's SPAs for the purpose of this Contract. Please refer to table in RFP Subsection 1.1 for a listing of the 6 service areas and corresponding GR Districts/GROW sites.

Question 3: Are you going to be awarding more than one contract per service area or just one?

Answer 3: A separate Proposal must be submitted for each Service Area, and only one contract per Service Area will be awarded. Please refer to the RFP, Subsection 1.2.

Question 4: On page 14, Subsection 5.15 Recycled Bond Paper, do we need to use recycled paper for the proposal?

Answer 4: Yes, to the maximum extent possible. Please refer to the RFP Subsection 5.15, Recycled Bond Paper and Appendix C, Sample Contract, Paragraph 8.39.

Question 5: Pages 30-31, Subparagraph 7.8.9.1 Knowledge of the Service Area, in order to illustrate our knowledge of the Service Area and community as well as community agencies, can bidders include MOU's?

Answer 5: Proposer shall use the page limit to provide a description of the Proposer's knowledge of the Service Area that is to be served. Please refer to RFP Subparagraph 7.8.9.1 for more detailed information.

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Question 6: If we do attach MOUs, where will they be placed? Are these excluded from page count?

Answer 6: See answer to question 5, and refer to RFP Subparagraph 7.8.9.1 for more detailed information.

Question 7: Page 31, Subparagraph 7.8.9.2 Relationships within the Community, in order to illustrate relationships with local employers, can bidders include letters of support as attachments?

Answer 7: Yes, proposers may submit letters of support as additional attachments to the 4 page limit. Please refer to RFP Subparagraph 7.8.9.2 for more detailed information.

Question 8: Where can letters of support be placed? Will pages attached be excluded from page count?

Answer 8: See answer to question 7, and refer to RFP Subparagraph 7.8.9.2 for more detailed information.

Question 9: On page 36, Subparagraph 7.8.11.1 Qualifications of Staff, number 1e, for client references, can we use email in lieu of facsimile numbers?

Answer 9: Yes, please see revised Subparagraph 7.8.11.1, Qualifications of Staff language refer in Part Two of this Addendum.

Question 10: On page 36, Subparagraph 7.8.11.1 Qualifications of Staff, number 1e, is there a standard form for required client references requested?

Answer 10: There is no standard form.

Question 11: On page 36, Subparagraph 7.8.11.1, Qualifications of Staff, are job descriptions acceptable in lieu of resumes for this section?

Answer 11: If the Contract Manager or other staff is not yet hired, the Proposer must include the complete job specifications for the position. Please refer to RFP Subsection 3.2 and Paragraph 7.8.11 for more detailed information.

Question 12: In Section 7.8.13 Proposer's Quality Control Plan (page 38), under "The following factors may be included in the plan," you list "Samples of forms to be used in monitoring". Do the Sample Forms count as part of the 3 page limit? Or are the Sample Forms in addition to the 3 page limit?

Answer 12: The Sample Forms will be considered additional attachments to the 3 page limit for the Quality Control Plan.

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Question 13: On page 43, Paragraph 7.9.5 Supplemental Schedule, I see that South Special is not on the list, I am unsure about the Supplemental Schedule and if that would be applicable to South Special.

Answer 13: Supplemental Schedules are to be submitted only for sites in which the County provides the space. A Supplemental Scheduled is not needed for South Special as space is provided by the Contractor. Please refer to the table in RFP Subsection 1.1 for which GR Districts/GROW sites are provided by the Contractor or by the County.

Question 14: On page 45, Subsection 7.11, third paragraph states that the files must be in Adobe Acrobat 7.0 format. This version is outdated and no longer supported by Adobe. Can the proposer use the latest version of Adobe Acrobat?

Answer 14: The proposer may use the latest version of Adobe Acrobat.

Question 15: Do we need to print 2-sided copies of the business proposal?

Answer 15: Although not required, we would prefer single sided copies. Please refer to the RFP Subsection 7.11, Proposal Submission for other proposal submission information.

Question 16: When is the proposal due? On page 46, Subsection 8.1, states June 2, 2016.

Answer 16: The proposals are due no later than 12:00 P.M. on June 23, 2016. Please see revised Subsection 8.1, Selection Process language in Part Two of this Addendum.

Question 17: In Subsection 8.5 Cost Proposal Evaluation Criteria, when you talk about local SBE Preference, if you are a subcontractor to a prime contractor, will that be taken into consideration in the evaluation process?

Answer 17: The preferences do not apply to Subcontractors and therefore are not applicable to proposals.

Question 18: Required Forms- D-1 - D-20: Forms are not available in Word format, can we get the Word version?

Answer 18: These forms are not available in Word format at this time.

Question 19: On page 242, Appendix D, Form D-7, do government agencies need to complete and turn in Form D-7 with their proposal?

Answer 19: For government agencies, please also submit Appendix D, Request for local SBE Preference Program Consideration and CBE Firm/Organization Information Form D-7.

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Question 20: On page 254, D-14 Form, Employee Benefits, do we complete the form as a generic form? How do we complete it? Do we complete one for each staff?

Answer 20: Yes, the D-14 Employee Benefits form may be completed as a generic sample form, a copy does not have to be completed for every employee.

Question 21: Can I find out if there are incumbents in Service Area 2? Can I get a list of incumbents providing these services?

Answer 21: The following are the four current contractors and corresponding Service Areas:

Jewish Vocational Area - Service Areas 3 and 6
Los Angeles County Office of Education (LACOE) – Service Area 4
Managed Career Solutions, Inc. – Service Areas 1 and 5
Weingart Center Association – Service Area 2

Question 22: Is there a yearly projected budget countywide for this RFP?

Answer 22: Disclosing the estimated projected budget for this solicitation may discourage cost-effective strategies and competition based on price. Part of the objective of this RFP is for the County to engage in cost-effective endeavors to achieve potential savings. Therefore, Cost Proposals for each Service Area must demonstrate that the proposed costs are realistically based on reasonable costs specific to this Contract. Please refer to RFP Subsection 7.9 Cost Proposal Format for more information.

Question 23: Can I get a copy of the contracts with current contractors?

Answer 23: This information is not part of this RFP. A sample format of the current contracts was approved by our Board on December 3, 2013. The adopted Board Letter with the sample contract can be found at the following link:

<http://file.lacounty.gov/bos/supdocs/81472.pdf>

For personalized contracts, a Public Records Act request should be submitted to:

Derrick Robinson, Special Assistant
12860 Crossroads Parkway South,
City of Industry, CA 91746
Email: derrickrobinson@dpss.lacounty.gov
Phone: (562) 908-8311

For more information, visit the following website:
<http://www.lacounty.gov/government/public-information-records/submit-a-records-request>

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Question 24: Can you post the power point presentation on your website?

Answer 24: No, we do not post the power point presentation. All official information is in your RFP.

Question 25: When will the answers to our questions be posted? They will be posted in about a week?

Answer 25: The questions and answers will be posted in Addendum One and released by June 16, 2016.

Question 26: Any idea on extending proposal deadline?

Answer 26: No. Proposals are due by 12:00 P.M. (Local Time) on June 23, 2016.

Question 27: Will there be a list of people attending this meeting with contract information?

Answer 27: Yes, please see Attachment I for a copy of sign-in sheets.

STATEMENT OF WORK

Question 28: Orientation still provided at DPSS site and JRT/JRY at agencies site. JRT/JRY orientations should be provided sites, then in another section, it's still a DPSS site, I want to confirm that orientations are still conducted at DPSS sites and JRT/JRY are conducted at contractor sites.

Answer 28: Per SOW, Paragraph 6.1.1, Facilities; County shall provide necessary space to conduct Orientation. Please refer to the table in the RFP Subsection 1.1 for information on which JRT/JRY sites are provided by County or Contractor.

Question 29: How many referrals or clients to JRT and Orientations? Please provide range in volume of clients?

Answer 29: Please see Attachment III, Technical Exhibit B-4, Page 1 for the number of referrals to JRT.

Please also see Attachment III, Technical Exhibit B-4, Page 2 with new table that provides the GROW Orientation Data for Fiscal Year 2014-15. The table includes the number of individuals scheduled, showed/attended and those who completed Orientation.

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Question 30: Please provide historical data for the Quarterly Job Placement Rate broken out by GROW Service Area for the past two years.

Answer 30: This information is not part of this RFP. To obtain the information via a Public Records Act request, please submit it to:

Derrick Robinson, Special Assistant
12860 Crossroads Parkway South,
City of Industry, CA 91746
Email: derrickrobinson@dpss.lacounty.gov
Phone: (562) 908-8311

For more information, visit the following website:

<http://www.lacounty.gov/government/public-information-records/submit-a-records-request>

Question 31: Please provide historical data for this measure (participants continue to be engaged and enrolled in the activity for the duration of the JRT/JRY activity), broken out by GROW Service Area and percent engaged/enrolled at weeks one, two, and three.

Answer 31: This information is not part of this RFP. To obtain the information via a Public Records Act request, please submit it to:

Derrick Robinson, Special Assistant
12860 Crossroads Parkway South,
City of Industry, CA 91746
Email: derrickrobinson@dpss.lacounty.gov
Phone: (562) 908-8311

For more information, visit the following website:

<http://www.lacounty.gov/government/public-information-records/submit-a-records-request>

Question 32: The paragraph at the bottom of the table on Technical Exhibit B-3, references a Technical Exhibit C-4 for Average Monthly Orientation and JRT and JRY attendance by GROW Site, but there doesn't appear to be a Technical Exhibit C-4. If the reference is supposed to be Technical Exhibit B-4, please clarify that the average monthly orientation number is the same as the number scheduled for JRT attendance in the table. If not, please provide the average monthly number of orientations by GROW Site.

Answer 32: Technical Exhibit C-4 should be B-4. Please see revised Technical Exhibit B-3 as Attachment II of this Addendum.

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SAMPLE CONTRACT

Question 33: On page 261, Form D-20, when we submit an application, do we need to have a lease in place? Is it sufficient to have a building identified? Or would we have to have an executed lease?

Answer 33: Proposers shall provide the address for office locations; however, the lease does not have to be finalized by the proposal submission date.

Question 34: On page 208, Appendix C, Contract Standard Exhibits, Exhibit C, Sample Bonus Invoice, bonus form reflects current figures for placements and not future figures. Will there be a revised Sample Bonus Invoice?

Answer 34: The Sample Bonus Invoice is only a sample for the sample contract. Once the contract is executed, a Sample Bonus Invoice with the correct information will be included.

ADDENDUM ONE

PART TWO

Addendum One, Part Two to the Request for Proposals, RFP CMD #16-03 shall cause the following revisions.

1. RFP, Subparagraph 7.8.11.1, Qualifications of Staff (Proposal Section 6.1), number 1e, has been revised to read as follows (**revision in bold**).
 - e. Three relevant client references, including the contact person's name and current telephone and facsimile numbers **or email addresses**.
2. RFP, Paragraph 7.8.15, Business Proposal Required Forms (Section 10), has been revised to read as follows (**revision in bold**).

7.8.7 Business Proposal Required Forms (Section 10)

Proposal shall include all completed, signed, and dated forms identified in Appendix D - Required Forms.

Form D-1	Proposer's Organization Questionnaire/Affidavit
Form D-2	Prospective Contractor Reference
Form D-3	Prospective Contractor List of Contracts
Form D-4	Prospective Contractor List of Terminated Contracts
Form D-5	Certification of No Conflict of Interest
Form D-6	Familiarity with the County Lobbyist Ordinance Certification
Form D-7	Request for Local SBE Preference Program Consideration and CBE Firm-Organization Information
Form D-8	Proposer's EEO Certification
Form D-9	Attestation of Willingness to Consider GAIN/GROW Participants
Form D-10	Contractor Employee Jury Service Program Certification Form and Application for Exception
(Forms 11–14	Cost Forms, shall be included in the Cost Proposal)
Form D-15	Charitable Contribution Certification
Form D-16	Transitional Job Opportunities Preference Application
Form D-17	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
Form D-18	Request for Disabled Veteran Business Enterprise Preference Program Consideration
Form D-19	Five-Year Disclosure Summary
Form D-20	Contractors Certification of Office Locations

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3. RFP, Subsection 7.11, Proposal Submission, has been revised as follows (**revision in strikethrough**).

7.11 Proposal Submission

Proposals for each service are to be submitted in separate sealed packages.

The original Business Proposal must be typewritten using Century Gothic print, font size 12, on 8 ½" by 11" white paper, and submitted in a three-ring binder separated by labeled dividers. No erasures are permitted. Mistakes shall be crossed out and corrections printed, dated and initialed. Four hard copies, and two electronic copies on two CDs, containing files in Adobe Acrobat ~~7.0 Professional format~~, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name, address, and phone number of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR GROW JOB SERVICES RFP #16-03
FOR SERVICE AREA _____"**

The original Cost Proposal and four copies must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name, address, and phone number of the Proposer and bear the words:

**"COST PROPOSAL FOR &SUPPLEMENTAL SCHEDULES
FOR GROW JOB SERVICES RFP #16-03 FOR SERVICE AREA _____"**

The Proposal(s) shall be delivered or mailed to:

Department of Public Social Services
Contract Management Division
12900 Crossroads Parkway South – East Annex, 2nd Floor
City of Industry, CA 91746-3411
Attn: Angelica Vicente

It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in paragraph 2.3, RFP Timetable, will not be accepted and returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of 365 days following the last day to submit proposals.

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

ADDENDUM ONE

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4. RFP, Subsection 8.1, Selection Process, has been revised as follows (**revision in bold**).

8.1 Selection Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal no later than 12:00 P.M. local time on June **23**, 2016.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective Contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective Contractor has been selected, the County and the prospective Contractor(s) will negotiate a Contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a Contract will not bind the Board of Supervisors to award a Contract to the prospective Contractor.

The County retains the right to select a Proposal other than the Proposal receiving the highest number of points if County determines, in its sole discretion, another Proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

5. RFP, Appendix B, Technical Exhibits, Technical Exhibit B-3, GROW Service Area and Projected Caseloads, has been deleted in its entirety and replaced with Attachment II.
6. RFP, Appendix B, Technical Exhibits, Technical Exhibit B-4, GROW Orientation Data FY 2014-15 table has been added as a second page to Technical Exhibit B-4. Please refer to Attachment III.
7. RFP, Appendix C, Sample Contract, Section 5.0, Basic Compensation, Subsection 5.3, has been revised as follows:

5.3 Basic Compensation

The fixed monthly fee for Orientation and Job Readiness Training as set forth in Exhibit B, Contractor Line Item Budgets, shall be as follows:

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GROW SERVICE AREA	ORIENTATION & JRT	TOTAL MONTHLY FIXED FEE

Payments for Orientation and JRT/ JRY services will be made monthly in **arrears** provided that Contractor is not in default under any provisions of the Contract and has submitted a complete and accurate invoice, with documentation attached, supporting the invoice.

8. RFP, Appendix C. Sample Contract, Section 5.0, Contract Sum, Subsection, 5.9 Unspent Funds, Paragraph 5.9.1, has been revised as follows (**revision in bold**):
 - 5.9.1 To ensure that Contractor fully utilizes County funds for contracted services, Contractor shall submit to DPSS Contract Management Division an Expenditure Report by the 31st of July following the end of each FY, as stipulated in Section 5.10.2, regardless of whether Contractor has any unspent funds. At the end of each FY, all funds paid to Contractor in excess of actual costs, for the provision of **GROW Job Services** that have been properly earned, including interest, are to be treated as unspent funds.
9. RFP, Appendix C. Sample Contract, Section 5.0, Contract Sum, Subsection, 5.9 Unspent Funds, Paragraph 5.9.2, has been revised as follows (**revision in bold**):
 - 5.9.2 The unspent funds shall be returned to County within twenty (20) business days of notification by County of the amount due. Contractor agrees to be bound by applicable County disallowed cost procedures, rules and regulations, and to repay to County any amount which is found to violate the terms of this Contract or applicable provisions. Contractor shall be responsible for tracking all Contract payments and expenditures for the **GROW Job Services** program, including submission of the following:
 - An Expenditure Report reflecting Contract revenues versus expenditures which follows standard accounting practices per Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and related OMB Guidance, shall be submitted to CMD by September 1st following the end of each FY and at the end of the contract term.
 - Upon request by County, Contractor shall provide verification of expenditures within two (2) business days of request, unless a different

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timeframe is agreed upon by both parties. The purpose of the Expenditure Report is to identify the amount of unspent funds.

GROW Job Services
Mandatory Proposer's Conference
Sign-In Sheet
June 2, 2016
2:00 p.m.
4837 East 3rd St.
Los Angeles, CA 90022

	Name (First/Last) Please Print	Agency/Company	Address/City/State/Zip Code	Phone Number	FAX Number	E-mail Address
1	GLORIA GAITAN	MCS	LA 90016 3333 Wilshire Blvd	323 355-5300		ggaitan@mcs-career-group.com
2	BRENDAN SULLIVAN	SULLIVAN INTERNATIONAL	110 PINE AVE #910 LOGG PARK	562 590-0512	562 598-4829	bsullivan@sullivan-international.com
3	TARYN KEDNER	JVS	6505 Wilshire Blvd., Suite 200, LA	323 761-8888		T.KEDNER@JVS.LA.ORG
4	Mahwash Attaradieh	JVS	2505 Wilshire Blvd. Suite 800 L.A. CA 90048	626-1584- 5896		Mahwash@jvs-la.org
5	LINDA KELLY	FMWC	10975 S. VERMONT AVE Los Angeles CA 90044	323-247 7667		linda@fmwc.org
6	Vivian Cardona Gonzalez	LACOE	9505 E. Imperial Hwy, Dm, CA	562 922-8600		Cardona-gonzalez_v@lacoe.edu
7	Steve Yamarone	LACOE	"	"		Yamarone-Steve@lacoe.edu
8	Philip Starr	MCS	3333 Wilshire Blvd #405 LA CA 90010	213 355-5312		Pstarr@mcs-career-group.com
9	Kim Fedrick	JVS	6505 Wilshire Blvd. LA CA	323-761- 8888		kfedrick@jvs-la.org
10	Sindjona Lanny	MCS				johnyab@gmail.com
11						

GROW Job Services
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Sign-In Sheet
June 2, 2016
2:00 p.m.
4837 East 3rd St.
Los Angeles, CA 90022

	Name (First/Last) Please Print	Agency/Company	Address/City/State/Zip Code	Phone Number	FAX Number	E-mail Address
12	Edward Zamarriga	Weingart Center Assoc.	566 S. San Pedro L.A., CA 90013	(213) 698-2195		edzamarriga@weingart.org edwardz@weingart.org
13	Anthony Luna	MCS	3333 Wilshire LA CA 90210	(213) 355-5355		aluna@mcs-career-group.com
14	Cynthia Chavez	Safe Refuge	1041 Redondo Ave Long Beach 90804	(562) 987-5722	(562) 987-4586	cchavez@saferetuge.org
15	Raul Carpio	LACOE	9300 Imperial Hwy Downey 90242	562 922 8668		carpio-Raul@lacoe.edu
16	Brandy Villaveal	Fathers + Mothers Wife Care	10975 S Vermont Ave LA, CA 90044	323-247- 7667		Brandy@FMWC.org
17	SEBASTIAN DEVIVO	MCS	3333 WILSHIRE LA CA 90010	213 355 5300		SDEVIVO@ MCSLOSANGELES.COM
18	Doreene Eason	FMWC	10975 S. Vermont LA CA 90044	323 - 247-7667		doreeneason@gmail.com
19	JESSICA	STEVE MUR	6464 Sunset LA, CA 90020	818-242- 3044		JStevemur@ipi.usa.com
20	BETTY ARISTON	WEINGART CENTER ASSOC	566 S. SAN PEDRO L.A., CA 90013	(213) 689-2235		bettya@weingart.org
21	Deborah Redding	MAXIMUS	3307 N. Glenoaks Burbank, CA 91504	(818) 729-8800		deborahredding@maximus.com
22	Kandy McCauley	LACOE	9300 Imperial Hwy Downey, CA 90242	(562) 922- 8655		mccauley-kandy@lacoe.edu

GROW Job Services
Mandatory Proposer's Conference
Sign-In Sheet
June 2, 2016
2:00 p.m.
4837 East 3rd St.
Los Angeles, CA 90022

	Name (First/Last) Please Print	Agency/Company	Address/City/State/Zip Code	Phone Number	FAX Number	E-mail Address
23	Jackie Cooper	CMD/DPSS	Crossroads	X 3053		jacob@dpss.lacounty.gov DPSS.lacounty.gov
24	Angelica Vicente	CMD/DPSS	Crossroads	X 3576		angelicavicente@dpss
25	CAROLE JONES	WEST LA COLLEGE	9000 Culver City	310 944 5182		jonescy@wlaac.edu
26	Ge. MORA	GROW Program	Crossroads	562 - 908 6745	—	gemora@dpss. lacounty.gov
27	Rita Murgas Lee	DPSS/CMD	DPSS HQ	562 908-3007	—	growjobsvesrff@dpss. lacounty.gov
28	Ruben Lopez	DPSS/CMD	DPSS HQ	562 908-3551	—	growjobsvesrff@dpss. lacounty.gov
29						
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GROW Job Services
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Sign-In Sheet
June 2, 2016
2:00 p.m.
4837 East 3rd St.
Los Angeles, CA 90022

	Name (First/Last) Please Print	Agency/Company	Address/City/State/Zip Code	Phone Number	FAX Number	E-mail Address
34	STEPHANIE DOUGLAS	VOA	3604 S. BROADWAY PL L.A 90037	323 410-0318	323 231-8194	sdouglas@voala.org
35	Alexis Altounian	MCS	3333 Wilshire Blvd. Suite 405 LA 90010	626 354-3514	-	aaltounian@mcslosangeles.com
36	Carole Jones	Sullivan International		310 944- 5182		cjones@ sullivaninternational.com
37	ORLANDO WARD	VOALA	3600 Mt. Vernon Dr. LA	213 216-6910	-	oward@voala.org
38	Nicole Calhoun	Let US Inc.	1133 E. Compton Blvd Compton, CA	310 631 3642		fbiggers@gmail.com
39	VAJEZATHA PAYNE	GIGTI	2220 E. Palmdale Blvd # 901588 Palmdale 93590	310 200 4573		gettingettingettingettin gettingettingettingettin
40	Pilar Buelna	Salvation Army	150 E. Ocean Blvd. Suite 700 Long Beach, CA 90802	562-264-3628		pilar.buelna@usw. salvationarmy.org
41	Prof. Debra McNamee Email: MCNAMEED@LASC.EDU	Education and Health Services	3600 MT. VERNON DR. View Park, CA 90008	323-296-4180		MCNAMEED@LASC.EDU
42	VAJEZATHA PAYNE	GIGTI	2220 E. Palmdale Blvd. Ste 901588 Palmdale, CA 93590	661 267 9950		gettingettingettingettin gmail.com
43						
44						

GROW Service Area and Projected Caseloads

GROW SERVICE AREA	GROW SITE	JRT SITE PROVIDED BY	August 2015 Caseload per GROW Site	August 2015 Caseload Per GROW Service Area
1	San Gabriel Valley	Contractor	2,759	7,784
	Pomona	Contractor	1,498	
	Metro East	County	3,527	
2	Civic Center	Contractor	2,148	7,183
	Metro Special	County	5,035	
3	San Fernando	Contractor	2,734	6,613
	Lancaster	Contractor	3,879	
4	Southwest Special	County	5,293	15,840
	South Central	County	1,997	
	South Special	Contractor	8,550	
5	Rancho Park	Contractor	3,079	5,469
	Wilshire Special	Contractor	2,390	
6	Glendale	Contractor	1,593	2,615
	Pasadena	Contractor	1,022	
	TOTAL		45,504	45,504

Note: This chart reflects the total number of participants in the GROW caseload as of August 2015. Refer to Exhibit B - Technical Exhibit **B-4** for Average Monthly Orientation and JRT and JRY attendance by GROW Site. Participants will be assigned to Orientation and JRT/JRY based on an established limit that can be accommodated in the class.

Average JRT Participation in FY 2014-2015																
Month	Service Area # →	Service Area 1			Service Area 2		Service Area 3		Service Area 4			Service Area 5		Service Area 6		Total per Month
	Site Name →	San Gabriel	Pomona	Metro East	Civic Center	Metro Special	San Fernando	Lancaster	Southwest Special	South Central	South Special	Rancho Park	Wilshire Special	Glendale	Pasadena	
Jul-14	Scheduled	143	47	153	57	236	99	90	185	87	178	69	158	82	70	1,654
	Showed	78	34	70	34	139	51	48	85	36	62	49	79	46	39	850
	Completed	70	22	68	18	112	45	43	50	20	45	35	43	41	22	634
Aug-14	Scheduled	142	62	127	56	256	95	128	156	80	181	70	153	71	68	1,645
	Showed	75	38	59	30	143	51	75	67	22	51	30	71	47	37	796
	Completed	94	34	59	41	161	61	72	56	26	57	49	78	46	49	883
Sep-14	Scheduled	125	42	164	62	247	108	133	159	65	197	86	138	64	71	1,661
	Showed	66	20	85	39	127	53	78	66	20	62	36	59	40	45	796
	Completed	69	23	59	21	118	39	64	57	14	51	21	50	53	32	671
Oct-14	Scheduled	160	36	176	78	224	80	129	163	48	145	72	147	44	79	1,581
	Showed	89	21	76	46	122	37	80	79	20	44	37	86	22	44	803
	Completed	58	18	52	31	101	39	74	42	14	49	26	47	32	50	633
Nov-14	Scheduled	80	18	111	64	188	68	87	125	45	115	44	119	54	53	1,171
	Showed	42	7	45	29	98	23	39	56	24	32	24	56	31	29	535
	Completed	59	19	56	43	106	22	73	42	20	31	29	80	17	36	633
Dec-14	Scheduled	188	72	200	103	311	137	149	222	91	216	119	179	103	63	2,153
	Showed	111	45	103	43	159	59	88	105	29	68	56	91	65	41	1,063
	Completed	63	19	56	23	92	42	51	67	20	40	43	56	44	37	653
Jan-15	Scheduled	84	17	109	68	173	73	75	74	51	83	64	108	53	42	1,074
	Showed	49	11	69	43	106	37	42	37	30	30	22	53	29	17	575
	Completed	70	21	60	30	117	36	68	42	25	47	30	38	53	22	659
Feb-15	Scheduled	123	45	158	64	255	79	121	176	67	111	88	141	77	61	1,566
	Showed	57	28	71	40	133	35	63	85	30	28	33	82	45	31	761
	Completed	34	24	49	37	119	42	50	43	21	18	26	83	41	29	616
Mar-15	Scheduled	149	53	119	79	194	117	116	161	70	141	70	111	78	59	1,517
	Showed	69	29	57	47	105	44	66	65	33	53	30	60	45	34	737
	Completed	57	15	51	23	73	12	37	45	14	37	22	42	34	20	482
Apr-15	Scheduled	106	32	165	94	204	96	139	195	52	121	70	132	67	63	1,536
	Showed	53	15	74	45	108	48	74	72	21	33	25	81	41	30	720
	Completed	50	22	36	34	85	44	72	43	21	29	24	54	38	28	580
May-15	Scheduled	132	52	122	84	167	125	103	137	71	109	33	96	62	64	1,357
	Showed	69	25	66	46	85	65	56	45	31	39	17	52	32	34	662
	Completed	45	14	58	32	80	36	55	33	11	32	20	52	36	29	533
Jun-15	Scheduled	118	35	170	92	217	98	119	155	45	111	57	114	65	40	1,436
	Showed	68	18	82	46	113	39	66	61	17	42	23	47	42	21	685
	Completed	51	12	49	39	76	49	56	47	19	32	14	47	31	31	553
Average	Scheduled	129	43	148	75	223	98	116	159	64	142	70	133	68	61	1,529
	Showed	69	24	71	41	120	45	65	69	26	45	32	68	40	34	749
	Show Rate*	53%	57%	48%	54%	54%	46%	56%	43%	41%	32%	45%	51%	59%	55%	49%
	Completed	60	20	54	31	103	39	60	47	19	39	28	56	39	32	628
Completion Rate**	87%	84%	76%	76%	86%	86%	92%	69%	72%	86%	89%	82%	96%	96%	84%	

*Show Rate - calculated based on number of participants who showed up on the first day compared to the number scheduled or referred to the activity.

**Completion Rate - calculated based on number of participants who completed satisfactorily or completed-employed compared to the number who showed on the first day of the activity.

GROW ORIENTATION DATA FY 2014-15																
Month	Service Area ---->	Service Area 1			Service Area 2		Service Area 3		Service Area 4			Service Area 5		Service Area 6		Total Pet Month
	Site Name ---->	San Gabriel	Pomona	Metro East	Civic Center	Metro Special	San Fernando	Lancaster	Southwest Special	South Central	South Special	Rancho Park	Wilshire Special	Glendale	Pasadena	
Jul-14	Scheduled	625	436	787	341	1,269	533	839	1,274	325	1,238	640	626	390	233	9,556
	Showed	517	364	678	236	873	401	673	798	250	987	481	398	232	177	7,065
	Completed	375	277	504	192	717	286	483	660	199	695	395	328	194	142	5,447
Aug-14	Scheduled	643	394	792	325	1,061	545	738	1,119	292	1,013	594	595	342	195	8,648
	Showed	545	325	668	226	730	416	601	768	244	840	443	383	239	155	6,583
	Completed	404	250	525	178	607	288	431	633	187	580	356	310	203	124	5,076
Sep-14	Placed	148	86	123	48	234	92	132	215	52	334	186	96	54	49	1,849
	Scheduled	644	362	752	377	1,131	677	809	1,097	357	984	603	629	397	221	9,040
	Showed	531	289	593	249	726	472	653	707	290	809	401	412	264	167	6,563
Oct-14	Completed	404	230	434	205	604	316	505	571	211	543	316	347	214	128	5,028
	Scheduled	676	393	716	403	1,200	634	830	1,196	317	1,196	632	686	419	243	9,541
	Showed	560	319	585	239	717	455	670	770	232	995	448	431	252	188	6,861
Nov-14	Completed	435	243	437	197	575	313	494	621	179	703	349	336	199	138	5,219
	Scheduled	558	275	591	297	920	442	681	834	228	880	556	516	268	156	7,202
	Showed	460	238	488	181	602	320	541	586	180	740	385	322	173	115	5,331
Dec-14	Completed	341	193	365	153	475	214	402	493	132	521	302	263	139	87	4,080
	Scheduled	666	289	601	393	1,057	523	871	1,003	318	1,010	659	659	339	204	8,592
	Showed	519	248	476	278	697	376	673	709	225	820	484	385	230	139	6,259
Jan-15	Completed	401	195	347	222	561	271	512	583	182	539	384	313	180	110	4,800
	Scheduled	629	351	766	426	1,042	591	841	1,053	290	1,061	598	555	335	193	8,731
	Showed	488	310	662	296	750	436	666	713	234	901	469	422	241	155	6,743
Feb-15	Completed	377	238	495	237	628	301	492	580	186	621	385	348	200	118	5,206
	Scheduled	663	278	668	364	893	459	744	918	316	898	510	434	287	152	7,584
	Showed	521	237	548	256	593	348	566	659	250	747	395	311	221	119	5,771
Mar-15	Completed	394	187	397	201	476	238	412	551	199	531	305	249	188	105	4,433
	Scheduled	606	275	626	374	979	551	728	960	288	866	530	475	296	163	7,717
	Showed	475	216	495	256	628	442	578	681	217	731	438	345	194	111	5,807
Apr-15	Completed	347	170	369	194	503	303	438	565	161	519	329	264	153	78	4,393
	Scheduled	571	337	606	359	908	562	651	817	259	853	521	412	281	174	7,311
	Showed	464	285	497	239	616	419	538	579	202	743	391	282	208	117	5,580
May-15	Completed	350	216	375	196	482	287	399	482	151	505	291	229	155	92	4,210
	Scheduled	514	270	484	359	819	551	663	809	251	823	460	422	254	161	6,840
	Showed	413	231	389	246	556	413	548	565	176	687	354	312	193	116	5,199
Jun-15	Completed	291	185	294	210	443	275	411	460	135	499	289	260	142	92	3,986
	Scheduled	604	317	682	371	880	463	727	897	266	985	540	455	267	170	7,624
	Showed	490	255	574	268	602	313	570	631	193	831	450	331	189	126	5,823
Average	Completed	351	191	423	215	489	186	426	530	146	581	359	257	158	104	4,416
	Scheduled	617	331	673	366	1,013	544	760	998	292	984	570	539	323	189	8,199
	Showed	499	276	554	248	674	401	606	681	224	819	428	361	220	140	6,132
	Show Rate (Showed+Scheduled)	81%	83%	82%	68%	67%	74%	80%	68%	77%	83%	75%	67%	68%	74%	75%
	Completion Rate (Completed+Showed)	75%	78%	75%	81%	81%	68%	74%	82%	77%	70%	79%	81%	81%	78%	77%