RFP Number: **21-05: Employer Engagement Services**
Addendum Number: 2

NOTICE TO PROPOSERS: THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE PROPOSER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE PROPOSER FROM ANY OBLIGATION UNDER ITS PROPOSAL AS SUBMITTED. THE PROPOSER SHALL IDENTIFY AND LIST IN ITS PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.

Answers to Questions

Number	Questions	Response
1	I have a question in regards to delivery of the proposal. I didn't know if there was someone at the district office to receive it or if everyone is still out due to COVID.	As noted in RFP 21-05, Section 2.1 Mail or deliver proposals to: Andrea Daniel, Procurement Specialist Los Angeles Community College District Business Services Division 770 Wilshire Boulevard – 6 th Floor Los Angeles, CA 90017-3719 The Proposal Submission Deadline is April 16, 2021 at 2:00 pm

Number	Questions	Response
2	Section 1.3.1.4, page 4.: Please provide additional detail on methods available to the vendor to schedule and coordinate these tours. For example, will LACCD designate a point of contact for each college for this purpose?	Methods should be designed and implemented by the vendor. Vendors will work with faculty, administrators, and staff to schedule activities/tours. Each college will designate a point of contact.
3	Section 1.3.3.1, page 4: Please provide additional detail on methods available to the vendor to schedule coordinate these visits. Will LACCD designate a point of contact at each college for this purpose?	Methods should be designed and implemented by the vendor. Vendors will work with faculty, administrators, and staff to schedule activities/tours. Each college will designate a point of contact.
4	Section 1.3.5.4, page 6: What is the Placement Service Team and who is on it? Is it system-wide or is there one for each college?	A placement team consists of all college employees and partners/vendors who work with placement in career education. Each college will have a placement team, and the team will look different for each college.

Number	Questions	Response
5	In Section 4.2, page 15, the RFP states: "Proposals will be evaluated in accordance with the responses to the criteria outlined in Section 1.3 – Scope of Services as described above." How will LACCD score the requirements in Section 1.4, which seem to have important implications for the proposal and subsequent project but which the evaluation criteria do not address?	Section 4.2 have specific questions which relate to sections 1.3 to 1.4 on the RFP. The points scale for each question is identified in Section 4.2 of the RFP.
6	Section 4.2, page 15 (Criteria for RFP Scoring): The items in the Criteria for RFP Scoring request specific information which RFP Section 1.3 does not address specifically. Should proposals address these items specifically within the response to the Scope of Services (Section 1.3)?	Section 4.2 have specific questions which relate to sections 1.3 to 1.4 on the RFP. The points scale for each question is identified in Section 4.2 of the RFP.
7	Please clarify if the cost proposal should be provided separately or within the proposal narrative response.	See section 3.3, Proposal Content, and section 3.3.7, which includes information pertaining to Fee Structure / Cost Proposal.

Number	Questions	Response
8	Given the COVID-19 environment, would it be allowable to submit our proposal electronically via email instead of in print which requires in-person production?	Electronic Submission of Proposals **will not** be allowed, as noted in RFP 21-05, Section 2.1 Mail or deliver proposals to: Andrea Daniel, Procurement Specialist Los Angeles Community College District Business Services Division 770 Wilshire Boulevard – 6 th Floor Los Angeles, CA 90017-3719 The Proposal Submission Deadline is April 16, 2021 at 2:00 pm
9	Exhibit A & B have the year 2020 on the document when it gets to the date section (prior to the signature). Will this be changed to 2021 or would LACCD prefer us to simply cross out the '0' and change it to a '1'?	For Exhibits A & B, the Proposer can cross out the year of 2020, and change it to the year of 2021.
10	What are the hours of operation for the district office during the dates April 12th – April 16th?	8:00 am to 5:00 pm
11	*Initiative Funding* What are the funding sources for this initiative?	Funding sources may vary from college to college, including special grant and/or contract funds.

Number	Questions	Response
12	Are these funds already committed? And if so, has the allocation of these funds already been determined - personnel, training, marketing, etc?	Funding sources and terms may vary from college to college, including special grant and/or contract funds.
13	*Current Infrastructure* What kinds of workforce development programs are currently in place in LACCD? What key pain points, if any, have you experienced in running these programs?	Please review section 1 of the RFP for focused activities of this contract. Each college will have experienced various challenges with workforce development.
14	*Current Infrastructure: Employers* What infrastructure, or existing programs and workflows, are currently in place for employer recruitment and employer lifecycle management?	Employer recruitment and management varies from college to college; each college has relationships with employers in its local area, as well as in the region.
15	*Current Infrastructure: Students* What infrastructure, or existing programs and workflows, are currently in place for connecting students with employers for internships and employment and management of the student lifecycle?	Infrastructure and workflows vary from college to college. Vendor should design a structure and flow based on the objectives in Section 1 of the RFP.
16	How many career counselors do you currently have in the LACCD system?	Normally, each college will have a minimum of one career counselor.

Number	Questions	Response
17	How many career coaches do you currently have in the LACCD system?	This will vary from college to college.
18	What are the current mechanisms for engaging students in Workforce Development programs?	Currently, marketing of programs and activities is done through various mediums and one-one and group presentations.
19	*Current Infrastructure: Faculty* Section 4.2 Evaluation Criteria for Written Proposals, you discuss the role of faculty in the student employment process. What kinds of precedents are there at LACCD for engaging faculty in the student workforce/employment process?	Faculty engagement will vary from college to college. Vendor should outline a plan for faculty engagement in their proposal.
20	What current mechanisms are in place, if any, for providing faculty and staff with a feedback loop vis-a-vis industry trends?	Faculty engagement will vary from college to college. Vendor should outline a plan for faculty engagement in their proposal.
21	What is the current infrastructure for managing the faculty 'lifecycle'?	Faculty engagement will vary from college to college. Vendor should outline a plan for faculty engagement in their proposal.
22	*Program Planning* Section 1.1 "Proposers shall provide a cost proposal for creating a Workforce Development program." Is LACCD looking	Please refer to Section 1 of the RFP for the purpose and scope of work.

Number	Questions	Response
	for a partner to help design a strategy on how to improve placement outcomes within the local community and what would make for a compelling program? Or is the intent for the provider to provide resources to help LACCD execute its own strategy?	
23	Given the importance of this undertaking, how will LACCD promote internal buy-in from faculty and other LACCD staff and administration around the program and new program strategies?	Engagement will vary from college to college. Vendor should outline a plan for college engagement in their proposal.
24	RfP states that the objective of the Workforce Development program is to connect students with employers for internships and job placement. Is LAACD also open to other opportunities for connections with employers, such as mentorships or shorter bursts of engagement?	Vendors should develop proposals that create various forms of employer engagement activities.
25	RfP states that the objective of the Workforce Development program is to enhance the student's technical skill level so they can obtain experience and knowledge in their field of study. Can the skillset be	Vendors should develop proposals that include various forms of technical preparation for employment.

Number	Questions	Response
	more broadly interpreted if they are getting an Associate of Arts, for instance?	
26	How do you define target employers? We presume the emphasis is on the local LA economy, but is there interest to include employers at the regional or state level? Or even some national opportunities, especially given the trends towards a virtual workplace?	LACCD does not limit employment opportunities for students.
27	Are there particular industries in the LA area you want to target initially?	LACCD does not limit employment opportunities for students, however each college focuses on industries for which they provide educational programs.
28	Would particular programs/industry sectors within the CC's be targeted or would this initiative span all LACCD offerings and all students?	LACCD does not limit employment opportunities for students, however each college focuses on industries for which they provide educational programs.
29	How many students (or % of total) are expected to work with this Workforce Initiative's Placement team (vs pursuing employment/internships on their own)?	The Colleges are focused on a 70% employment threshold for completers.

Number	Questions	Response
30	Do you have a relationship with a badging company to provide badging for technical skills gained? Or should we suggest one we've worked with in past?	Vendors should develop proposals that include various forms of technical preparation for employment.
31	How many (or % of total) faculty and college staff are expected to participate in this initiative?	This will vary from college to college.
32	What are LACCD's plans for staffing this initiative internally? Example roles may include: one "owner" of the project who works closely with the external provider/partner to ensure its success, business development resources to develop and nurture relationships with employers, marketing to students to get them to engage habitually, training of students and LACCD staff, defining and monitoring progress against key metrics, and more. Does LACCD have a plan and budget in place for these "internal" roles? Or is the expectation that the external partner provide all these resources?	Infrastructure will vary from college to college. Vendor should design a proposal that includes key activities for developing, implementing, reporting, and monitoring student activities. Please see Section 1 of the RFP.

Number	Questions	Response
33	*Rollout Strategy* For this initiative, what is your rollout strategy vis-a-vis students? Do you envision a staged rollout, such as first to learners focused on their associate's degree or GED, and then those who are taking 2 years of GenEd with plans to transfer to 4-year colleges?	Rollout strategies will vary from college to college. Vendor should propose an implementation plan.
34	Does the rollout strategy target each campus individually, or LACCD in the aggregate, or both?	Each campus will determine the need for contracted services in workforce development.
35	How much inter-campus engagement is expected?	Each campus will determine the need for contracted services in workforce development.
36	For this initiative, what is your rollout strategy vis-a-vis employers?	Rollout strategies will vary from college to college. Vendor should propose an implementation plan.
37	*Remote Environment* Section 1.3.6 "In addition, the proposers should identify how the requirements of this RfP will be achieved while working in a remote environment." What percentage of 'interactions' are expected to be remote vs in-person?	LACCD colleges are currently working in a remote environment. Once colleges return to on-campus instruction, interactions may be mainly in-person. Vendor should create a plan for both remote and in-person engagement.

Number	Questions	Response
38	What in-person meeting restrictions are currently in place in CA due to COVID-19 that will impact this initiative? Anything specific to this region we need to be aware of?	LACCD follows the LA County Department of Public Health requirements and guidelines.
39	*Data Collection & Reporting* Section 1.3.1 mentions a database. Does some form of this database of employers already exist or will it be built as part of this initiative? If it exists, how many employers are listed?	Will vary from college to college. Vendor should develop a plan that includes an employer database.
40	What types of survey content do you envision? Will you be trying to compare to prior surveys? And if so, what content categories were included in those surveys?	Survey content will be focused on attaining and retaining employment. Vendor should develop a plan for surveying students and employers.
41	What response rate will be deemed sufficient for the surveys?	Vendor should develop a plan for surveying students and employers. RFP Section 1.3.5 addresses administering surveys.

Number	Questions	Response
42	*Metrics/Outcomes/Success* Section 1.1 Purpose is …… "to connect students with employers for internships, and job placement." Are there specific metrics LACCD is wanting to track/meet? What in your view determines success?	The number of placements in internships and jobs is the metric. Success will be measured by the number of students placed in paid positions.
43	Section 1.1 "The objective is to enhance the technical skill level so they can obtain experience and knowledge in their field of study." What determines overall success here?	The number of placements in internships and jobs is the metric. Success will be measured by the number of students placed in paid positions.
44	Section 1.3 "the proposers selected should have experience in the areas of Employer Outreach, Student Outreach, Building relationships with Faculty and Staff and tracking results of the progress." What are some metrics you hope to have in place for student and employer outreach, faculty and staff relationships?	Please see Section 1 of the RFP for activities and outcomes of the RFP. Vendor should create a plan for developing metrics with each college they contract with.
45	*Technology* Many requirements of this RfP would be met more efficiently and successfully using a software platform. Is there any reason not to include a platform solution as part of the proposed solution? Are there any technical	Applicants should include any items, including software platforms, that in their professional judgement is deemed relevant to meet the outcomes of the RFP. All communications within this scope of work must be made available to the college at their request.

Number	Questions	Response
	or technology requirements we should be aware of?	