



**SUPPORTIVE AND/OR HOUSING SERVICES  
MASTER AGREEMENT**

**WORK ORDER SOLICITATION  
[BID #JC-031224-J1]**

**CONTRACTING FOR SKILLS AND EXPERIENCE FOR THE CAREERS OF  
TOMORROW (SECTOR) PROGRAM**

**COUNTY OF LOS ANGELES  
JUSTICE, CARE AND OPPORTUNITIES DEPARTMENT**

**March 12, 2024**

**WORK ORDER SOLICITATION (WOS)  
SKILLS AND EXPERIENCE FOR THE CAREERS OF TOMORROW (SECTOR)**

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**Work Order Solicitation Attachments:**

- ATTACHMENT I: WORK ORDER SOLICITATION**
- ATTACHMENT II: WORK ORDER SOLICITATION PROPOSAL**
- ATTACHMENT III: BUDGET PROPOSAL**
- ATTACHMENT IV: PENDING LITIGATIONS AND JUDGEMENTS**
- ATTACHMENT V: REQUEST FOR PREFERENCE CONSIDERATION**
- ATTACHMENT VI: SAMPLE WORK ORDER**

**Work Order Exhibits:**

**EXHIBIT A: STATEMENT OF WORK**

**EXHIBIT B: SAMPLE BUDGET AND FISCAL PROVISIONS**

**EXHIBIT C: SAMPLE WORK ORDER ADMINISTRATION**

## **WORK ORDER SOLICITATION (WOS) SKILLS AND EXPERIENCE FOR THE CAREERS OF TOMORROW (SECTOR)**

### **1.0 INTRODUCTION**

The County of Los Angeles Justice, Care and Opportunities Department (JCOD) is the County's new central agency unifying County of Los Angeles efforts to serve vulnerable, justice-impacted people and communities and drive forward the Board of Supervisors' ("Board") vision of Care First, Jails Last.

The Department's mission is to reduce the County's overreliance on the incarceration of our justice-impacted populations; build a cohesive, robust continuum of care from prevention to reentry; break down silos between the justice system and intersecting systems (e.g., behavioral health, supportive housing, social services, and workforce development); address inequities in the criminal justice system, in particular, racial and gender inequities; develop justice reform policies and strategies countywide; and improve overall outcomes for individuals and communities.

JCOD is responsible for implementing the Skills and Experience for the Careers of Tomorrow (SECTOR) Program for the purpose of offering career pathways and family-sustaining wages for people impacted by the justice system. The goal of the County is to place justice-involved individuals into unsubsidized employment following completion of the SECTOR Program.

The SECTOR Program is aimed at:

1. reducing unemployment and increasing earnings,
2. reducing recidivism, and
3. improving behavioral health and well-being by preparing and matching people with justice involvement with jobs in high-growth industries.

Through this Work Order Solicitation (WOS), JCOD seeks to continue its SECTOR Program.

### **2.0 DEFINITIONS**

**2.1 Green Jobs:** The U.S. Department of Labor's Bureau of Labor Statistics defines Green Jobs as either jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources, or jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources.

- 2.2 PWE:** PWE programs enable participants to earn an income immediately and prepare for a career by gaining real experience in the workplace, developing both communication skills and industry or occupation-specific skills on the job, and gaining connections to employers. PWE can take many different forms, including Transitional Subsidized Employment, which allows people who are less job-ready to overcome barriers and gain basic workplace skills and experience. Other forms include partially subsidized on-the-job training programs that lead to permanent, Unsubsidized Employment; apprenticeships; internships; or Career and Technical Education work- based learning programs.
- 2.3 Skills Training:** Skills Training is a sector-based or job-driven approach based on evidence demonstrating that, by focusing on matching jobseekers on the supply side of the market to what employers seek on the demand side of the market, employment outcomes are improved. Skills Training will engage with specific employers and industries at the local level to meet their skill needs through customized training that results in industry-recognized, stackable credentials that allow for career advancement.
- 2.4 Subsidized Employment:** Subsidized Employment is temporary work with earnings provided by an employer who receives a full or partial subsidy to cover the wages of the employee.
- 2.5 Supportive Services:** Supportive Services include any services required by the SECTOR Program participants to address their assessed barriers to employment, assist them with successfully completing the SECTOR Program, and obtaining and maintaining employment (e.g., mental health or substance use disorder treatment, legal services, housing assistance, accessing public benefits, clothing, food, transportation assistance, childcare, high school equivalency classes or adult basic education).
- 2.6 Unsubsidized Employment:** Unsubsidized Employment is work with earnings provided by an employer who does not receive a subsidy to cover wages of the employee.

### **3.0 SCOPE OF SERVICES**

JCOD seeks to contract with organizations to provide SECTOR Services to adults and transition-age youth that are impacted by the justice system. The purpose of this WOS is to solicit proposals from organizations who are willing and capable of providing the full scope of services listed in **Exhibit A – Statement of Work**.

As result of this WOS, the Department may negotiate and enter into an agreement with one (1) or more Proposers, based upon the proposals and any additional information that the Department may choose to gather from qualified Proposer(s) in accordance with this WOS.

The proposed Work Order term shall commence on **July 1, 2024 through June 30, 2026**, exercised at the sole discretion of the County, or until all obligations of Contractor under the Work Order are fully satisfied or County no longer requires Contractor's Services.

#### **4.0 WORK ORDER TERM**

The proposed term of the Work Order shall commence on **July 1, 2024, through June 30, 2026**, unless sooner terminated or extended, in whole or in part, as provided under the Work Order are fully satisfied or County no longer requires Contractor's Services.

County will have the sole option to extend this Work Order term for up to **five (5) optional one (1) year extension periods**. Each such extension option may be exercised at the sole discretion of the Director of the Justice, Care and Opportunities Department (JCOD), or his/her designee as authorized by the Board of Supervisors.

#### **5.0 SUBMISSION TIMELINE AND INSTRUCTIONS**

##### **Timeline**

- Work Order Solicitation Release: Tuesday, March 12, 2024
- Questions Due by Email: Wednesday, March 20, 2024  
@ 3:00 p.m. PST
- Q&A Posted by: Monday, March 25, 2024  
@ 3:00 p.m. PST
- Proposals Due: Monday, April 8, 2024  
@ 3:00 p.m. PST

##### **Submission Instructions**

Proposers are **prohibited** from contacting or communicating in any means with County employees, contracted staff, consultants, or elected officials of the County concerning this WOS, **except for questions directed to the JCOD Solicitations Team via email at [Solicitations@JCOD.lacounty.gov](mailto:Solicitations@JCOD.lacounty.gov)**. Failure to comply with this WOS requirement could result in immediate disqualification from the Solicitation Process. **The deadline for questions by email will be Wednesday, March 20, 2024 at 3:00 p.m. PST.**

The Proposal must be emailed in zip files, Portable Document File (PDF), or other appropriate attachments, and **timestamped on or before 3:00 p.m. PST on Monday, April 8, 2024.** Any submissions received after the Proposals Due

deadline above may be deemed Non-Responsive and eliminated from consideration by JCOD at its sole discretion.

All email submissions shall be submitted to the email address listed below and include appropriate directions to access the documents, if necessary.

**JCOD Solicitations Team**  
**[Solicitations@JCOD.lacounty.gov](mailto:Solicitations@JCOD.lacounty.gov)**

All Proposers must provide the name of their Organization and the Title and Bid Number of the WOS on the subject line.

False, misleading, incomplete, or deceptively unresponsive statements in connection with any submitted proposal or its supporting documents shall be sufficient cause for rejection of the proposal. The review and determination in this area shall be at the sole judgment of the Director of JCOD, whose decision shall be final.

A Proposer or a Contractor, including but not limited to, its employees, contracted staff, subsidiaries, or subcontractors, is prohibited from submitting a bid or proposal in a County solicitation if the Proposer or Contractor, or any of its employees, contracted staff, subsidiaries, or subcontractors, has provided advice or consultation for the solicitation. A Proposer or Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer or Contractor, including but not limited to, its employees, contracted staff, subsidiaries, or subcontractors, has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the immediate disqualification of the Contractor or Proposer from participation in the County solicitation or the termination or cancellation of any resultant County Contract or Work Order. This provision shall survive the expiration or other termination of this Work Order Solicitation.

## **6.0 QUESTIONS AND ANSWERS**

**Proposers must submit all questions to the email address by the deadline identified in Section 5.0, Submission Timeline and Instructions.** JCOD will compile all questions without identifying the submitting Proposers and provide the appropriate answers. JCOD will issue the Questions and Answers as an Addendum to the WOS on the Los Angeles County Solicitations webpage, <https://camisvr.co.la.ca.us/LACoBids/>. Proposers can access the WOS by clicking on the “Open Solicitations” link and searching for Bid Number JC-031224-J1. Proposers that submitted questions on or before the deadline will also receive the Questions and Answers Addendum via email as well.

When submitting questions, please be as specific as possible, indicating the section of the WOS that prompted the question. Any questions submitted after the deadline above will not be accepted or receive a response.

## **7.0 COUNTY'S PREFERENCE PROGRAMS**

### **7.1 Overview of County's Preference Programs**

**7.1.1** The County has three preference programs: the Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.

**7.1.2** The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 7.2, 7.3, and 7.4 of this Work Order Solicitation. Additional information on the County's preference programs is also available on the Department of Consumer and Business Affairs (DCBA) website at: <http://dcba.lacounty.gov>.

**7.1.3** In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.

**7.1.4** Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

### **7.2 Local Small Business Enterprise (LSBE) Preference Program**

**7.2.1** The County will apply the LSBE preference during the solicitation process to businesses that meet the definition of an LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204 of the Los Angeles County Code](#).

**7.2.2** The business must be certified by DCBA prior to requesting the LSBE preference in a solicitation. To apply for certification as an LSBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.



**7.2.3** Businesses requesting the LSBE preference must complete and submit Attachment V (Request for Preference Consideration) and submit their LSBE certification approval letter (“Certification for Non-Federally Funded Solicitations”) from the DCBA with their proposal.

### **7.3 Social Enterprise (SE) Preference Program**

**7.3.1** The County will apply the SE preference during the solicitation process to businesses that meet the definition of an SE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).

**7.3.2** The business must be certified by DCBA, prior to requesting the SE preference in a solicitation. To apply for certification as an SE, businesses should contact DCBA at <http://dcba.lacounty.gov>.

**7.3.3** Businesses requesting the SE preference must complete and submit Attachment V (Request for Preference Consideration) and submit their SE certification approval letter (“Certification for Non-Federally Funded Solicitations”) from the DCBA with their proposal.

### **7.4 Disabled Veteran Business Enterprise (DVBE) Preference Program**

**7.4.1** The County will apply the DVBE preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).

**7.4.2** The business must be certified by DCBA, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.

**7.4.3** Businesses requesting the DVBE preference must complete and submit Attachment V (Request for Preference Consideration) and submit their DVBE certification approval letter from the DCBA with their proposal.

### **7.5 Preference Program Enterprises (PPEs) - Prompt Payment Program**

It is the intent of the County that Certified Preference Program Enterprises (PPEs) receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with

Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

## **8.0 PROPOSAL REVIEW AND SELECTION PROCESS**

JCOD reserves the right to exercise its sole discretion and judgment during and throughout the proposal Review and Selection Process. Each proposal, including but not limited to, its contents and supporting documents, will be reviewed in accordance with the requirements of this WOS to determine which Proposers may be selected to provide the full scope of services listed in **Exhibit A – Statement of Work**.

It is JCOD's intent to select, award, and enter into Work Orders with the highest-ranking Proposers, and JCOD shall enter into good faith negotiations with the selected Proposers as a result of this Word Order Solicitation. However, JCOD reserves the right to award any Work Order to a lower ranking Proposer if contract negotiations are unsuccessful with a selected Proposer or if deemed to be in the best interest of the County by the JCOD Director or an authorized designee.

As a result of this Word Order Solicitation, JCOD may request further information, documents, presentations, conference calls, and/or in-person interviews to further substantiate any Proposer's qualifications, experience, and readiness to provide the services described in **Exhibit A – Statement of Work** and throughout this Word Order Solicitation.

JCOD may also choose to award a Work Order to one or more Proposers or take no further action at its sole discretion.

### **8.1 Review and Selection Process**

The Review and Selection process will begin with receipt of the proposal as outlined above in Section 5.0, Submission Timeline and Instructions. Review of the proposals will be conducted in two phases.

#### **8.1.1 Phase One (Pass/Fail)**

During Phase One, a pass/fail review will be conducted of each proposal based on the following criteria. Any proposal which does not meet all of these criteria may be deemed Non-Responsive and eliminated from further consideration by JCOD at its sole discretion.

##### **8.1.1.1 Complete and Timely Submission**

Whether the proposal, including supporting documents or revised submissions, was submitted and received by the

proposals Due deadline listed in **Section 5.0, Submission Timeline and Instructions.**

#### **8.1.1.2 Adherence to the Minimum Mandatory Qualifications (MMQs)**

Whether the Proposer meets all MMQs outlined in **Attachment II, Work Order Solicitation Proposal, Section 3.1, Minimum Mandatory Qualifications (MMQs)**, including all requested details or supporting documents.

#### **8.1.1.3 Verification Process**

A review will be conducted of the Proposer's business status by checking with all applicable databases and references. The review may include, but not be limited to, databases available with the California Secretary of State – Business Programs, California State's Suspended and Ineligible Provider List for Medi-Cal, and the federal System for Award Management (SAM.gov). The review may also include a review of the Auditor Controller's Intranet website; the County's Contractor Alert Reporting Database, which reflects past performance on County contracts; and the information provided by the Proposer on **Attachment IV, Pending Litigations and Judgements.**

### **8.1.2 Phase Two – Evaluation of Proposal**

Proposers that pass Phase One of the Review and Selection Process will proceed to Phase Two, which will be conducted by an Evaluation Review Committee selected by JCOD. All proposals will be evaluated based on the criteria below and ranked from high to low. Proposals shall be evaluated and scored based on the following:

**8.1.2.1 Proposer's Implementation Plan (Subsection 3.2 of Proposal) (80%)**

**8.1.2.2 Staffing and Resources (Subsection 3.3 of Proposal) (10%)**

**8.1.2.3 Data Collection Methodology and Reporting (Subsection 3.4 of Proposal) (5%)**

**8.1.2.4 Cost Proposal (Subsection 3.5 of Proposal) (5%)**

## **8.2 Financial Capacity Requirements**

Upon completion of the Review and Selection Process and/or after the County has awarded a Work Order, the County may evaluate and rate any Proposer's or Contractor's (Organization) financial capacity to fulfill the requirements of a Work Order for its duration.

The County may, at any time and at its sole discretion, request copies of an Organization's three most recent years of financial statements. The Organization should include its assets, liabilities, and net worth in its financial statements. At a minimum, the Organization should include its Balance Sheet (Statement of Financial Positions), Income Statement (Statement of Operations), and the Retained Earnings Statement. If audited statements are available, the Organization should submit these to meet this requirement. The Organization should not submit Income Tax Returns to meet this requirement. The County shall keep financial statements confidential if so stamped on each page.

Upon the conclusion of its evaluation, the County shall deem the financial capacity of the Organization as "Acceptable" or "Unacceptable."

In the event the County deems an Organization's Financial Capacity to be "Unacceptable," the County reserves the right to ask the Organization to submit additional information or complete a Corrective Action Plan. In the event an Organization is unable to satisfy the County's request for additional information and/or successfully complete a Corrective Action Plan, the County may deem the Organization to be Non-Responsive or may rescind or terminate an awarded Work Order.

This provision shall survive the expiration or other termination of this Work Order Solicitation.

## **9.0 DEBRIEFING AND PROTEST PROCESS**

### **9.1 Debriefing Process**

#### **9.1.1 Notification**

Once the County has concluded the Review and Selection Process, the County shall notify each Proposer via email as to whether its Proposal was Selected, Not Selected, or deemed to be Non-Responsive. Proposers whose proposals were Not Selected or deemed to be Non-Responsive will be provided an opportunity to request a Debriefing.

### **9.1.2 Request for Debriefing**

Upon receipt of the notification, any Proposer whose proposal was not selected or was deemed to be Non-Responsive may submit a written request for a Debriefing via email within **three (3) business days** of the Department's email to the email address below:

**JCOD Solicitations Team**  
**[Solicitations@JCOD.lacounty.gov](mailto:Solicitations@JCOD.lacounty.gov)**

Debriefing requests may, in JCOD's sole discretion, be denied if the request is not received within the specified timeframe.

### **9.1.3 Debriefing Process**

During the Debriefing, the Department shall discuss its determination based on the Proposer's submitted proposal and/or the Evaluation Review Committee's scores, if applicable.

Because negotiations with selected Proposer(s) will be ongoing, the County shall only Debrief the requesting Proposer on its proposal, and the County shall not discuss any proposals from other Proposers.

## **9.2 Protest Process**

**9.2.1** If the requesting Proposer is not satisfied with the Debriefing, a Protest may be submitted to the email address above within **three (3) business days** after the Debriefing.

**9.2.2** Only Protests submitted from Debriefed Proposers shall be considered. The Department will only consider Protests satisfying the criteria set forth below and received via email by the deadline set forth above. Any Protest received after such deadline will be denied. Timely protests must assert, in appropriate detail with factual reasons, one or more of the following grounds for review:

**9.2.2.1** JCOD materially failed to follow procedures specified in its WOS.

**9.2.2.2** JCOD made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.

**9.2.2.3** A member of the Evaluation Review Committee demonstrated bias in the conduct of the review.

**9.2.2.4** Another basis for review as provided by State or federal law.

**9.2.3** Proposers will be notified by JCOD of the decision on any Protest received by JCOD in a timely manner. JCOD's decision will be final and will explain the basis for the decision.

**9.2.4** Throughout the Protest process, JCOD shall have no obligation to delay or otherwise postpone the award of any Work Order because of any Proposer's Protest. In all cases, the Department reserves the right to move forward with awarding a Work Order when it is determined to be in the best interest of the County.

## **10.0 WORK ORDER**

A Work Order will be executed with any selected Proposers as authorized under the delegated authority by the County's Board of Supervisors.

## **11.0 NOTICE TO PROPOSERS REGARDING THE PUBLIC RECORDS ACT**

Submitted Proposals to this Solicitation shall become the exclusive property of the County. Exceptions to disclosure are those parts or portions of all Proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposer must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secrets," "Confidential," or "Proprietary," the Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

## **12.0 CONFLICT OF INTEREST**

Proposers shall comply with all applicable federal, State, and local laws and regulations governing conflict of interest including, but not limited to, 2 CFR Part 200, Section 200.112 and 24 CFR Section 570.611. Proposer represents and warrants that no County employee whose position enables him/her to influence this solicitation, and no spouse or economic dependent of such employee, is or shall be employed in any capacity by Proposer, or shall have any direct or indirect financial interest in this solicitation. Proposer represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code Chapter 2.180 entitled "Contracting With Current or Former County Employees," and that submission of a proposal or execution of any Work Order will not violate those provisions. Anyone who is a former employee of County at the time of execution of a Work Order or who subsequently becomes affiliated with Proposer in any capacity, shall not participate in the provision of services or performance provided under a Work Order or share in the profits of Proposer earned for a period of one year from the date he/she separated from County employment. Proposers shall immediately notify County in writing any potential conflict of interest affecting the awarded funds in accordance with 2 CFR Section 200.112.

## **13.0 COUNTY RIGHTS AND RESPONSIBILITIES**

The County has the right to amend, re-issue, or cancel this solicitation by written addendum. The County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto.

Such addenda shall be made available via the Doing Business with Los Angeles County (Open Solicitations) webpage, <https://doingbusiness.lacounty.gov/open-solicitations/>. Should an addendum require additional information not previously requested, Proposer's failure to address the requirements of any such addendum may result in the proposal not being considered or being deemed non-responsive, as determined in the sole discretion of the County.

The County reserves the right to reject any and all responses and submissions and/or waive any irregularities or informalities. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.