

**COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT**

**CAREER TECHNICAL EDUCATION COURSES AND/OR LIFE SKILLS COURSES
INVITATION FOR BIDS NO. 516-SH**

**ATTACHMENT 1 TO BULLETIN NO. 7
QUESTIONS AND ANSWERS**

No.	Question	Answer
1	<p>Appendix A, 2.16, Page 4, "Hourly Labor Rate" – Are we to include overhead/admin/direct and indirect costs in the hourly rate quoted for each instructor position... ("Instructor Hourly Rate (All Inclusive) – Appendix D) – Appendix A definition reads, "each of which rates includes an allocated average of direct and indirect costs (including any applicable taxes) overhead, and administrative expenses attributable to each personnel hour worked". Does this mean that all support staff required for the administration and management of this contract are to be built into the Hourly Labor Rate?</p>	Yes.
2	<p>Appendix A, Page 4, "Definitions"- Was there supposed to be a definition following "Employee or Employees' means"?</p>	Yes, definition will be added to final agreement.
3	<p>Appendix B-1, Page 7, 6.3. "Office Space, Equipment, Supplies and Necessary Resources". "Contractor shall provide necessary supplies and resources to provide required Career Technical Education Courses".</p> <p>Also 6.1.2 and 6.1.3 refer to "Equipment necessary and agreed upon by Contractor...Access to televisions, medial players, and other technology, as agreed upon by Contractor and County Project Director".</p> <p>There is no mention of how all the support costs for this contract are to be provided: such as textbooks; copiers; vocational classroom equipment; educational and office supplies; equipment maintenance; computer hardware and software; computer maintenance; legal services; etc... these costs are substantial for the size of this program.</p> <p>How will the successful vendor be reimbursed for all expenses noted above, in order to provide for the successful operation of the CTE programs?</p>	<p>Refer to Bulletin Number 4 for:</p> <ol style="list-style-type: none"> 1) Changes to Appendix B-1, Statement of Work B-1, Section 6.0, Office Space, Equipment, and Supplies; and 2) Changes to Appendix B-2, Statement of Work B-2, Section 6.0, Office Space, Equipment, and Supplies <p>All other expenses should be included in the all-inclusive hourly rate and are the responsibility of the Contractor.</p>
4	<p>Appendix A, 8.1, "Prices and Fees", Page 10 – "Such prices and fees shall be firm and fixed for the Term of</p>	(a) "Term" shall mean the Initial Term (First Year) and, if extended, each Option Term, as the case

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	<p>this Agreement” –</p> <p>(a) Can you please provide clarification that the “Term” is one year? Or is it one year, plus five one year extensions?</p> <p>(b) Does the bid need to be extended out for costs at the sixth year?</p>	<p>may be. Refer to Section 7, Term, of Appendix A, Sample Agreement.</p> <p>(b) Yes.</p>
5	<p>Will the bid be evaluated on lowest bid, comprehensive of all six years?</p>	<p>Yes.</p>
6	<p>General Information - Section 2.7.4, “Bidder’s Qualifications”, Pgs. 24-25 –</p> <p>Is there a page limit for Bidder’s Qualifications?</p>	<p>No.</p>
7	<p>General Information - Section 2.7, “Bid Format”, Page 24 - Section 2.7.3 states “Bid Sheet(s) (Section A)” states “Bidder shall complete and submit the following forms as provided in Appendix D, Required Forms, of this IFB”, and lists “Exhibits 14, 15 and 16”. Section 2.7.5, Page 26, “Required Forms (Section C) states to include the same Exhibits under Section C of the proposal.</p> <p>Which Section should they be submitted under?</p>	<p>Section A, Bid Sheet(s), of your bid.</p>
8	<p>Hours of Operation: These are listed in the following parts of the bid:</p> <ul style="list-style-type: none"> • General Information, Section 1.8, “Days of Operation”- Page 5- “...provide CTE and Life Skills Courses five (5) days a week, 6-8 hours per day...” • Appendix B-1, “Statement of Work B-1”- Page 6- “.... (instructors and approved support staff) will generally provide Work thirty (30) hours a week...Monday through Friday, six (6) hours per day...” • Appendix B-2, “Statement of Work B-2”- 5.0 “Days of Operation” -Page 6 – repeats the same wording as Appendix B-1. • It is clear the same applies for the computer instructors, however, they will work 8 hours per day. <p>Please provide clarification on whether vendors are to bid based upon 6 (Vocational) or 8 (Computer) full hours of actual instruction in the classroom, with no provision for teacher preparation time, staff development, staff meetings, and other necessary hours for instructors to be best prepared for the</p>	<p>Refer to Bulletin Number 7 for:</p> <ol style="list-style-type: none"> 1) Changes to Appendix B-1, Statement of Work B-1, Section 5.0, Days and Hours of Operation; and 2) Changes to Appendix B-2, Statement of Work B-2, Section 5.0, Days and Hours of Operation.

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	required courses.	
9	<p>General Information – Section 1.4.3, “Bidders Minimum Qualifications”, Page 4 -States to “Submit supporting documents to verify instructor credentials, certifications, and proof of experience, as required”. Section 2.7.4 A, Page 24, <u>states</u> that minimum qualifications must be met as described in <u>Section 1.4</u> and “The following sections must be included in Section B of the bid”. However, Section 2.7.7, “Proof of Licenses” (Section E), Page 28-states “Bidder must furnish a copy of all licenses, certifications, and credentials” in Section E of the proposal.</p> <p>Is Section 2.7 referring to instructor licenses, certifications and credentials?</p> <p>Should the instructor credentials and certificates be included in Section B or in Section E of the proposal?</p>	<p>You may include the instructor credentials and certificates in Section B or Section E.</p> <p>If you include instructor credentials and certificates in Section B, provide a statement in Section E that instructor credentials and certificates are included in Section B.</p> <p>If you include instructor credentials and certificates in Section E, provide a statement in Section B that instructor credentials and certificates are included in Section E.</p>
10	<p>Appendix B-1, “Statement of Work”, Page 4: The Computer Instructor duties state the following: “...Also, instruct inmates in basic social networking <i>programming</i> in languages such as Python, Wordpress, Java, and Drupal. Duties also include servicing the computer lab with basic intranet needs and software management. Minimum Qualifications: Must be A+ and Microsoft Office Professional certified”.</p> <p>Please clarify, is LASD requiring that the Computer Instructors be computer programmers who can teach all the programming languages mentioned in the description above?</p>	<p>Refer to Bulletin Number 7 for:</p> <p>Changes to Appendix B-1, Statement of Work B-1, Attachment B-1, Computer Technology, Duties and Minimum Qualifications.</p>

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11	<p>General Information- 1.1.2 – Page 1- “It is the County’s intent to enter into Agreements with one (1) or two (2) Bidders. Bidders must bid on ALL courses listed Subparagraph 1.4.1 below for Career Technical Education Courses and/or ALL courses listed in Subparagraph 1.4.2 below for the Life Skills Courses”. The IFB contains budget forms for Career Technical Education Courses, and it contains separate budget forms for Life Skills Courses.</p> <p>Where are the missing separate budget forms for those bidders who wish to bid for both CTE courses AND Life Skills courses combined? LASD says it may select “one bidder”, which means one bidder could be selected to administer both sets of courses. The “Instructor Hourly Rate- All Inclusive” will be different for those entities who are bidding on both sets of courses, rather than each of the two separate sets of courses. There are economies of scale in a combined bid for both sets of courses, so we need bid sheets for the combined services so we can properly reflect the cost savings for the combined program.</p>	Bids for Career Technical Education Courses and the bids for Life Skills Courses will be evaluated separately.