



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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August 7, 2019

IN REPLY PLEASE
REFER TO FILE: **BRC-1**

REQUEST FOR PROPOSALS - ADDENDUM 2 ON-CALL SKILLED ACCOUNTING SERVICES (BRC0000065)

Please note that the deadline for Proposal submission has been extended to Wednesday, August 14, 2019, at 5:30 p.m.

Please take note of the following:

- The Minimum Mandatory Requirement Item No. 2 has been updated.
- An updated Form PW-19.1 has been attached as Enclosure B. Please use Form PW-19.1 when submitting your proposal. (Proposals submitted with PW-19 will be rejected as nonresponsive.)

All addenda and informational updates will be posted at <https://pw.lacounty.gov/brcd/servicecontracts/>. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the Request for Proposals (RFP). (Note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.) Section A is the Addendum and Section B is the Questions and Answers

A. ADDENDUM

1. Part I, Section 1, B, Minimum Mandatory Requirements, has been modified as shown below:
2. Proposing entity must provide five reference letters from different public or private organizations, where the proposer provided personnel services of temporary employee placement, specifically for accounting services, within the last 5 years. ~~The reference letters from the five organizations must indicate temporary employee placement for accounting services similar to those described in this solicitation's, Part II, Exhibit A, Scope of Work~~ **If the proposing entity is unable to obtain reference letter(s) from a particular**

organization, the proposer may provide a renewal letter or other form of similar written proof that the entity made a determination that their contract work is in good standing and currently active. The reference letters, renewal letters, or other form of similar written proof from the five organizations must indicate temporary employee placement for accounting services similar to those described in this solicitation's, Part II, Exhibit A, Scope of Work.

Note: Proposal will be disqualified if reference letters, **renewal letter, or other form of similar written proof** are not included in the proposal.

2. The following has been revised to the Request for Proposals, Table of Contents, Forms:

PW-19.1 Proposer's Compliance with the Minimum Requirements Affirmation

3. Part I, Section 2, A.10, Forms List, has been modified as shown below:

PW-19.1 Proposer's Compliance with the Minimum Requirements Affirmation

4. Any reference to Form PW-19, Proposer's Compliance with the Minimum Requirements Affirmation, in the RFP has been deleted in its entirety and replaced with revised **Form PW-19.1**, Proposer's Compliance with the Minimum Requirements Affirmation (Enclosure B).

B. QUESTIONS AND ANSWERS:

The following answers are in response to the request for information and clarification submitted by Proposers for the Request for Proposals (RFP) for On-Call Skilled Accounting Services (BRC0000065), issued on July 10, 2019. The questions presented in this informational update represents the questions asked by the Proposers in the form and context as submitted.

1. **Question:** Who is the incumbent staffing firm?

Answer: The current incumbent is Wintech Staffing Group, Inc.

2. **Question:** What was the total amount spent the last three years, broken down by each year?

Answer:

| | |
|------------|-----------|
| FY 2016-17 | \$156,000 |
| FY 2017-18 | \$180,000 |
| FY 2018-19 | \$225,000 |

3. **Question:** Would you like ACA costs for insurance billed into the one rate or billed separately? ACA (Affordable Care Act) costs are for insurance which companies our size must pay a portion of the premium for healthcare if the employee elects medical coverage. To date, we typically charge \$0.54 per hour as a surcharge. It is typically a separate line item and only billed as ACA is required of us. Some build it into their rates and you only see their bill rate as one-line item, for us we can do either but we typically separate it out?

Answer: The proposed rates should include all costs in one-line item for each description in Form PW-2, Schedule of Prices.

As indicated in Form PW-2 Schedule of Prices, "The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be."

4. **Question:** Because the applicant market is extremely tight, are you selecting more than one vendor to have a good pool of candidates to select from on this RFP?

Answer: No, the contract will only be awarded to one Contractor.

5. **Question:** On page 70, you ask for reference letters. We are not aware that Los Angeles County has the ability to write "Reference Letters", is this something all departments are allowed to do?

Answer: Public Works does not provide reference letters. However, the Minimum Mandatory Requirement for Item No. 2 has been revised as mentioned in the Addendum Section A, Item 1.

2. Proposing entity must provide five reference letters from different public or private organizations, where the proposer provided personnel services of temporary employee placement, specifically for accounting services, within the last 5 years. **If the proposing entity is unable to obtain reference letter(s) from a particular organization, the proposer may provide a renewal letter or other form of similar written proof that the entity made a determination that their contract work is in good standing and currently active. The reference letters, renewal letters, or other form of similar written proof from the five organizations must indicate temporary employee placement for accounting services similar to those described in this solicitation's, Part II, Exhibit A, Scope of Work.**

Note: Proposal will be disqualified if reference letters, renewal letter, or other form of similar written proof are not included in the proposal.

6. **Question:** Has the Public Works Department of Los Angeles County ever asked for Reference Letters as part of an RFP process? Typically, we are asked to provide reference contact information as on page 54?

Answer: No, Los Angeles County Public Works has not asked for reference letters for this solicitation in the past. Please also see response to Question 5, above.

7. Question: Does Los Angeles County Public Works provide Reference Letters for vendors? If so, who would we reach out to as we have worked with Los Angeles County Public Works in the past?

Answer: No, Los Angeles County Public Works does not provide reference letters. Please also see response to Question 5, above.

8. Question: This RFP states that shifts will be 4/10 and individuals will be working an AWS (Alternative Work Schedule). The state requires certain criteria to allow a firm to have an approved AWS. Will the county be verifying the firm/firms selected are on the approved AWS by the state before awarding contract?

Answer: The County will not verify if the contractor is approved Alternative Work Schedule by the State.

The Contractor will be required to comply with all Local, State, and Federal law and pay the necessary wages to perform the task, as stated in Exhibit B, Section 4.H, Labor Law Compliance; and Section 5.A, Independent Contractor Status.

9. Question: If applicable, who is the incumbent for these services and for how long have they served the County of Los Angeles Department of Public Works (County) in this capacity?

Answer: As mentioned in our response to Questions 1, the current incumbent is Wintech Staffing Group, Inc. They have been the Contractor for this service since July 2014.

10. Question: What are the County's current hourly rates for the positions listed in the solicitation?

Answer: The current hourly rates for the current contract have been provided as Enclosure A.

11. Question: What is the County's historical usage and annual spend for this contract the past three (3) years?

Answer: Please see response to Question 2, above.

12. Question: How many awards does the County anticipate making?

Answer: Please see response to Question 4, above.

13. Question: When does the County anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

Answer: The County anticipates awarding a new contract by January 1, 2020, to only one Contractor.

14. Question: What specific background checks and/or drug screens are required?

Answer: As indicated in Exhibit A, Scope of Work, Paragraph M, Responsibilities of the Contractor:

"The contractor shall conduct a preemployment criminal background check and verify the education and accounting skills of its provided personnel."

In addition, as indicated in Exhibit B, Service Contract General Requirements, Section 2, Standard Terms and Conditions Pertaining to Contract Administration, Paragraph HH:

HH. Contractor's Employee Criminal Background Investigation

Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to

include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under the Contract. Contractor shall comply with County's request at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation

County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

Disqualification of any member of Contractor's staff pursuant to this section shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract

15. Question: Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the County?

Answer: No, the Contractor is not allowed to pass through the costs for background checks to the County. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

As indicated in Form PW-2 Schedule of Prices,

"The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be."

- 16. Question:** With respect to Affordable Care Act (ACA) costs, would the County prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify?

Answer: Please see response to Question 3, above.

- 17. Question:** If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

Answer: No, the Contractor will not be allowed to increase rates, however, the Contract includes a Cost of Living Adjustment. As noted in Part I, Section 3, General Conditions of Request for Proposal, Item S, Wages, Materials, and Other Costs:

"It is the responsibility of the Proposer to calculate the Proposal price to take into consideration a possible escalation of wages, materials, and other costs during the Contract period. The Board, County, Public Works, District(s), or Director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the Contractor for the work performed during the Contract period."

Also mentioned in the Sample Agreement, tenth paragraph:

"If requested by the Contractor, the contract (hourly, daily, monthly, etc.) amount may, at the sole discretion of the County, be increased at the time of contract renewal,

if exercised by the County, based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the renewal date, which shall be the effective date for any Cost-of-Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1, for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Upon approval of COLA, a notification will be sent to the Contractor."

18. Question: Does this bid/contract include bond requirements of any kind?

Answer: No, this solicitation does not include a bond requirement.

19. Question: Are respondents required to be formally approved for a 4/10 Alternative Work Schedule (AWS) at the time of bid submission? Will the County be verifying the awardees are on the approved AWS prior to award?

Answer: Please see response to Question 8, above.

20. Question: Form PW-6 asks respondents to "provide a comprehensive list of all contracts for goods and/or services provided by the Proposer during the previous three years." As a large company, providing this full list would include hundreds of contracts and would thus unfairly disadvantage our ability to respond in a timely manner. Would the County accept a representative sample of references that fills the eight tables provided in sections A. and B. of the form?

Answer: The Proposer shall provide a comprehensive reference list. Use additional pages if required. As mentioned in Part I, Section 4, Evaluation of Proposals, Award, and Execution of Contract, Paragraph E, Evaluation Criteria, Item 2, Performance History/References (10 points), "Public Works will attempt to obtain the required number of Proposer's

references for overall satisfaction with Proposer's services, with priority given to services provided in the following order: County of Los Angeles departments, other counties, cities, governmental entities, nonprofit entities, private companies, etc. Proposer may receive up to a maximum of 2.5 points for each responding reference up to a total of 4 responding references. On Form PW-6, Proposer's Reference List, Proposers must identify all Contracts with the County of Los Angeles during the previous 3 years and must identify County's Contacts for each Contract. Public Works reserves the right to utilize any reference of Proposer, County or other, listed or not listed. Proposer shall receive zero points for each of the minimum required references not received."

- 21. Question:** Regarding Form PW-4, Contractor's Industrial Safety Record, is the "Number of contracts" row in reference to Public Works and/or Industrial contracts only? Or all contracts of any kind?

Answer: As mentioned in Form PW-4, Contractor's Industrial Safety Record, **all contracts of any kind** by the Proposer shall be indicated on the form, the information must include all work undertaken in the State of California by the Proposer and any partnership, joint venture, or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

- 22. Question:** When does the current contract end and the new one start?

Answer: The current Contract has been extended on a month-to-month basis for a maximum of 6 months, not exceeding January 1, 2020. The County anticipates awarding a new contract by January 1, 2020, as mentioned in our response to Question No. 13.

23. Question: We would like to request a copy of the current incumbent's agreement with Los Angeles County Public Works?

Answer: A redacted copy of the current Contract No. 003236 can be found posted in the link below":

https://pw.lacounty.gov/contracts/asd_rfp/ProjectDetail.aspx?project_id=BRC0000065

If you have any questions concerning the above information, please contact Ms. Jessica Dunn at (626) 458-4169 or Mr. Jairo Flores at (626) 458-4069, Monday through Thursday, 7 a.m. to 5 p.m.

Follow us on Twitter:

We encourage you to follow us on Twitter @LACoPublicWorks for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA
Director of Public Works



for: JOSE QUEVEDO
Assistant Deputy Director
Business Relations and Contracts Division

JD

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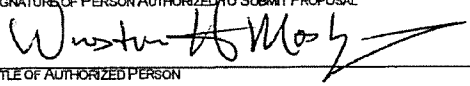
SCHEDULE OF PRICES

FOR

AS-NEEDED SKILLED ACCOUNTING SERVICES

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

| ITEM | DESCRIPTION | ESTIMATED HOURS PER YEAR | HOURLY RATE | ANNUAL PRICE (ESTIMATED HOURS X HOURLY RATE) |
|-----------------------------|--|--------------------------------|----------------|--|
| 1. | Professional Accountant – regular time | 1,000 | \$ 30.78 | \$ 30,780.00 |
| 2. | Professional Accountant – overtime | 150 | \$ 46.78 | \$ 7,017.00 |
| 3. | Professional Accountant – weekend time | 40 | \$ 46.78 | \$ 1,871.20 |
| 4. | Professional Accountant – holiday time | 10 | \$ 46.78 | \$ 467.80 |
| 5. | Accounting Technician – regular time | 4,200 | \$ 21.60 | \$ 90,720.00 |
| 6. | Accounting Technician – overtime | 750 | \$ 32.40 | \$ 24,300.00 |
| 7. | Accounting Technician – weekend time | 40 | \$ 32.40 | \$ 1,296.00 |
| 8. | Accounting Technician – holiday time | 10 | \$ 32.40 | \$ 324.00 |
| 9. | Accounting Clerical – regular time | 3,000 | \$ 18.90 | \$ 56,700.00 |
| 10. | Accounting Clerical – overtime | 700 | \$ 28.35 | \$ 19,845.00 |
| 11. | Accounting Clerical – weekend time | 80 | \$ 28.35 | \$ 2,268.00 |
| 12. | Accounting Clerical – holiday time | 20 | \$ 28.35 | \$ 567.00 |
| Total Proposed Annual Price | | | | \$ 236,156.00 |

| | | |
|---|-----------------------------------|-----------------------------|
| LEGAL NAME OF PROPOSER | | |
| Winston H. Mosbergen | | |
| SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL | | |
|  | | |
| TITLE OF AUTHORIZED PERSON | | |
| President/CEO | | |
| DATE | STATE CONTRACTOR'S LICENSE NUMBER | LICENSE TYPE |
| 04-11-2014 | | |
| PROPOSER'S ADDRESS: | | |
| 2699 White Road, Suite 252 Irvine, CA 92614 | | |
| PHONE | FAX | E-MAIL |
| 714-541-1920 | 714-541-1984 | winston@wintechstaffing.com |

**PROPOSER'S COMPLIANCE WITH THE
MINIMUM REQUIREMENTS AFFIRMATION**

ON-CALL SKILLED ACCOUNTING SERVICES (BRC0000065)

PROPOSER MUST CHECK A BOX IN EVERY SECTION

The information on this form is subject to verification and may not be used for scoring purposes.

Completing this form by itself without including detailed narrative(s) in your proposal to support the minimum mandatory requirement(s) of this RFP, and any inconsistencies or inaccuracy in the information provided on this form and/or your Proposal, may subject your Proposal to disqualification or other actions at the sole discretion of the County.

At the time of Proposal submission, Proposer must meet the following minimum requirements:

1. Proposing entity must have a minimum of 5 years of experience providing temporary employee placement in accounting to public or private organizations.

| Proposing Entity | Dates of Experience (Mo/Yrs. to Mo/Yrs.) | Description of Services/Experience | Page Number* |
|------------------|---|------------------------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

*List the page number in the Proposal containing the Proposing entity's experience. (Please attach additional pages, if needed.)

- ☐ Yes. Proposing entity does meet the experience requirement stated above. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your Proposal to validate this minimum mandatory requirement.)
- ☐ No. Proposing entity does not meet the experience requirement stated above. **If you check this box, your proposal will be immediately disqualified as nonresponsive.**

THIS SECTION IS INTENTIONALLY LEFT BLANK

**PROPOSER'S COMPLIANCE WITH THE
MINIMUM REQUIREMENTS AFFIRMATION**

ON-CALL SKILLED ACCOUNTING SERVICES (BRC0000065)

2. Proposing entity must provide five reference letters from different public or private organizations, where the proposer provided personnel services of temporary employee placement, specifically for accounting services, within the last 5 years. **If the proposing entity is unable to obtain reference letter(s) from a particular organization, the proposer may provide a renewal letter or other form of similar written proof that the entity made a determination that their contract work is in good standing and currently active. The reference letters, renewal letters, or other form of similar written proof from the five organizations must indicate temporary employee placement for accounting services similar to those described in this solicitation's, Part II, Exhibit A, Scope of Work.**

Note: Proposal will be disqualified if reference letters, renewal letter, or other form of similar written proof are not included in the proposal.

| | Proposing Entity's References (within the last 5 years) | Dates of Experience (Mo/Yrs. to Mo/Yrs.) | Attached Letter or other form of similar written proof |
|----|--|---|---|
| 1. | | | Yes / No |
| 2. | | | Yes / No |
| 3. | | | Yes / No |
| 4. | | | Yes / No |
| 5. | | | Yes / No |

*List the page number in the Proposal containing the Proposing entity's reference letters, renewal letters, or other form of similar written proof for accounting services similar to those described in this solicitation's, Part II, Exhibit A, Scope of Work. (Please attach additional pages, if needed.)



No. Proposing entity does not meet the requirement stated above. **If you check this box, or you do not attach reference letters, renewal letters, or other form of similar written proof, for each reference listed, your proposal will be immediately disqualified as nonresponsive.**

THIS SECTION IS INTENTIONALLY LEFT BLANK

**PROPOSER'S COMPLIANCE WITH THE
MINIMUM REQUIREMENTS AFFIRMATION**

ON-CALL SKILLED ACCOUNTING SERVICES (BRC0000065)

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

| | |
|------------|--------|
| Signature: | Title: |
| Firm Name: | Date: |

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