Bidders Conference Question & Answer (May 15th)

Questions	Answers
1) Will we need to complete insurance information on MOJO if we already are in 4Track?	1) No.
2) Can you use charts?	2) Yes.
3) Is there any file size limitations, or document type preference? Character limits?	3) There is a PDF preference. There is no file size limit; however, the 5 page narrative limit applies.
4) Do we receive an email after submitting the NOI?	4) Yes, the email will be sent after you submit that tells you it has been successful.
5) Do I need to register again when the system launches?	5) Yes, as of now no one is registered. A notice will be posted when the site is available.
6) What is the plan be if the system crashes?	6) This question is beyond the scope of this technical assistance process.
7) What if you do not have a corporate seal? Where can I get one?	7) That is a legal issue beyond the scope of this technical assistance. Please refer to RFP for other options available.
8) Does the system auto save every time I add new information? Or do I have to click the save button?	8) No, the system does not auto save. Data is saved only when all required fields are completed and the "next" button is pressed.
9) Has EWDD verified that the request information on MOJO is relevant to its need? *For example, our public agency is not a non-profit and will not have a non-profit 501C3 tax letter.*	9) EWDD is working with GoodMojo to update system requirements to reflect information required by the City.
10) Beyond this presentation, is there going to be an online manual available for navigating this system. It is very confusing and I have been using online formats for many years as a grant writer.	10). EWDD has uploaded an updated GoodMojo user manual. A webinar is scheduled for Tuesday May 22nd at 10:00 a.m. for additional assistance on the use of the system.
11) Does the MOJO system track page counts in the narratives?	11) No. It is up to the bidder to ensure narrative complies with the limits stated in the RFP.
12) If the proposal is completed by a grant writer/coordinator, will the staff member authorized to submit receive a notice to	12) No. You will have to contact the authorized person directly.

review and submit the final proposal?	
13) Doing the set up portion, is there a field to identify who has the authority to submit?	13) Yes.
14) Once the proposals completed and the submit button is selected, will incomplete proposals be rejected?	14) Yes. An incomplete proposal will not be allowed to be submitted.
15) Does the system collect pages or numbers of characters?	15) This question was previously answered.
16) When will the awarded organizations be notified?	16) Applicants will be notified at the conclusion of the rating process.
17) How many can work on a document at one time in MOJO.	17) The system does not limit the number of concurrent users. The system however, only saves the latest document.
18) Can insurances be uploaded in MOJO?	18) Insurance information is required to be uploaded.
19) Can there be more than one document submitted at one time in MOJO?	19) Yes, but only the last document will be saved.
20) Can we register with new login information?	20) Yes, once the system is live.
21) There is a lot of information required for the Good MOJO platform that is not on the RFQ. What exactly needs to be imputed in the good mojo platform and how will we know that our application is complete?	21) The "live" site has been revised to only reflect required documents as stated in the RFQ. Additionally, the best guide for proposal requirements is the proposal contents checklist on page 39. .
22) Can only our president and CEO submit online? If so, is there a way our grant writer can receive this ability? How does a non-executive obtain submission user rights?	22) It is the sole responsibility of the proposal to establish rights. This should be done during the registration on GoodMojo.
23) What is the earliest date that you can submit a proposal?	23) Once the system is live, you can submit an application any time prior to the stated deadline.
24) Is ADA documentation mandatory?	24) Yes.
25) This is not a competitive grant RFP, but a request for qualifications to be placed on a list. Does this mean that some selected agencies will not be assigned slots?	25) That is a possibility. All funding recommendations are subject to funding.
26) Our agency Board of Directors meeting is	26) Yes, as long as the approval process is

July 2018, however our By-Laws allow for the Executive Committee to vote on their behalf in the event of things like this? Would this be acceptable for the requirements of this RFQ-page 22?	outlined in your organization's By-Laws.
27) The budget forms are in excel can we cut and paste them into document or do we upload the budget forms?	27) The system has been updated to allow applicants to upload budget forms. .
28) Is there a specific cost per participant goal for the services?	28) Per participant costs will be subject to funding source.
29) Are there ever exceptions made for organizations opened less than two years?	29) No. two years is the minimum requirement.
30) How many total providers are you expecting to contract with for Service No. 1 Youth Work Experience Service No. 2 Private Sector Service No. 3 Career Assessment	30) Funding recommendations are to be determined.
31) What is the projected date for systems to go live?	31) May 22, 2018
32) When completing Service 1 budget, you ask to incorporate 100 youth at 120 hours at $13.25 an hour. Should we also include cost for staff time, workers comp., support service funds, etc.?	32) Yes we are asking for your complete budget to operate your entire program.
33) How many contractors are you planning to fund? How many youth are you planning to serve?	33) A) The number of contractors will be determined by the funding availability. B) We are planning to fund 17,500 youth. It varies by the fund.
34) Is there a 4% cap for indirect cost?	34) The 4% cap applies to administrative costs
35) Can more than one person input data in the system at the same time?	35) This question was previously answered.
36) How many youth employment experience providers does the city anticipate securing/hiring? What is the average size contract?	36) This question was previously answered.
37) What is the title when registering that will be allowed to hit submit?	37) Manager.
38) What version of Word will the system take?	38) The system is compatible with any

	version of MS Word. Please see manual for further instructions.
39) Does it require specific font size? How does it pay rate? Can you input data in a chart?	39) Refer to the RFP, Section 6 General Preparation Guidelines for specific format requirements
40) We are thrilled the submission process is going online. That said can the CRO questionnaire requirement have an exempt button since we are a public agency?	40) If a document is not applicable, you may simply indicate that the document is not applicable with a brief explanation and upload to meet system requirement.
41) We do not have to submit any hard copies?	41) No.
42) Page 18 "Service No. 1" gives sample situation to provide "100 youth with 120 hours of paid work." Is the goal of 100 required? Can the number be less or more total youth?	42) That was just a sample we used however, the funding will vary on an annual basis. We wanted to rate everyone on a consistent budget.
43) Are all contractors required to work with entire age group14-24 or can a provider propose to work with young adults only age 18-24 years?	43) Yes, you will be required to work with the entire range. And again not only with the same the age group but with different funding streams.
44) In the proposal checklist, for item #6 "Narrator 2: Program Design," are those the budget forms? If yes, do we put all of the budget forms there too or do items #9 it suffice?	44) A Program Design Narrative is not required for this RFQ. The only narrative requirements are outlined in Section 5 of the RFQ *We will issue an amended checklist.
45) What are the guidelines for "Supportive Services?" What is the monetary value of "Supportive Services?	45) The guidelines allow participants to stay and participate in the program. The monetary value varies by the need of the young person by the requirement of the funding stream.
46) In the Los Angeles Unified School District, the Superintendent or his designee is authorized to sign in on behalf on the Board of Education grant applications/ if a grant is	46) Yes.

awarded, the action item would be presented to the Board for approval. Thus, the question is, for item #5 under the 'Required documents submitted with Proposal,' will an attested document indicating the above fully suffice this requirement since the Superintendent or his designee has full executorial authority to submit grant applications from the Board of Education?	
47) Does all workforce development of youth services meet the experience requirements in this RFQ?	47) No. We are looking for specific experience in the program area that you are applying for.
48) Please define the roles of each user (GoodMojo) that EWDD envisions?	48) Please refer to the GoodMojo user manual.
49) How far back must funding information go while setting up the finance section?	49) The finance section of GoodMojo has been revised. Financial Information included in the "test" site has been updated. This does not change the requirement to provide audited financial statements described in Page 18 of this RFQ.
50) What is the contact information for techniccal support?	50) Please refer to the planning email **EWDD.Planning@lacity.org**
51) Please confirm the manager account is the only allowed account to submit?	51) Previously answered.
52) How will page numbers work when copy/pasting narrative text?	52) Previously answered.
53) What about charts/images will those be imported when copied?	53) Yes.
54) Can any PDFs of narrative be included?	54) Previously answered.
55) A Suggestion, there should be training of Good MOJO once it is finalized. There are a lot of items that are not required for this RFQ and I'm not sure what we actually required to have a completed application.	55) Previously answered.
56) Do hard copies of BAVN submittals need to be included in written response. If already certified will existing form suffice?	56) Previously answered.

57) Graphics in narrative do not count against page count correct?	57) No. Graphics embedded within the narrative county towards the overall page count.
58) Paul Nakama submission address on front page is 1st floor on page 20 his address is 6th floor?	58) The 6th floor is the correct address.
59) How do you get Living Wage Form access? When does it need to be completed?	59) Living Wage Exemption is the only required at contract execution.
60) We were marked down in the previous submission on information that was not requested and were constrained by the page limit.	60) You will be rated on criteria outlined in this RFQ.
61) How do Budget forms apply to fixed price unit costing? Do all the forms need to be included whether they apply or not? Even if blank?	61) For the Career Assessment Services only, EWDD will issue revised budget instructions and/or forms.
62) What is the earliest date that you can submit proposal?	62) Previously answered.