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## LACERS Educational Programs for Older Adults Q&A

**1. Question:** I would like to know if we can apply to this opportunity??

**Answer:** Please review the RFP posting on the [LACERS website](#) and decide if you are interested and eligible.

**2. Question:** The website indicates that we must complete Outreach by 9/19 (this Thursday, which is just two days away). Does that mean we must attend the training on 9/19, or is there some other action we must take by then?

**Answer:** The LACERS pre-bid meeting takes place on September 20<sup>th</sup>, 2024 at 2:00 PM PST. The pre-bid meeting is not mandatory and does not impact selection prospects. The BIP Outreach requirements do not apply to this RFP and proposers do not need to do outreach to be eligible for this contract mandate.

**3. Question:** Is there a list of required locations in which these services must be offered at?

**Answer:** All events, seminars and workshops may be held via zoom or in person in the Greater Los Angeles Area. The LACERS Well team is responsible for booking an approved venue in or near the Los Angeles area.

4. **Question:** Can these services be offered at designated Senior Center's within the City of Los Angeles? If so, will the services be only available to LACERS members, or can other older adults have access to these services when they are being offered?

**Answer:** The LACERS Wellness program serves members of the retirement system; all events are for LACERS members and their guests to participate. These events are not open to the broader public. LACERS staff is responsible for coordinating workshop and meeting locations. LACERS will consider using City of Los Angeles Senior Centers on an as-needed basis for future LACERS Wellness events; however, use of these facilities is not guaranteed.

5. **Question:** We are hoping to complete the BIP Outreach Requirement in order to be considered for a grant for Educational Programs for Older Adults. We appear to have come to an impasse, and I wonder if it has to do with us not reaching out to subcontractors in a timely manner. We cannot get past the following page (screenshot below). Can you offer some insight as to where we are failing? We are using the Walkthrough Manual, but it doesn't provide all the information we need.

Summary Prime Contractors **Subcontractors** Contacted

### BIP Outreach Overview

① There is an online Business Inclusion Outreach requirement. In addition to performing the required outreach, a bidder/ proposer must also complete their on-line Summary Sheet. A bidder's/ proposer's failure to utilize the RAMP's Summary Sheet function will result in their bid/ proposal being deemed non-responsive.

① You have not made the required outreach in one or more specific areas. Please go to your summary sheet and roll over the highlighted numbers for more details on the issue.

NAICS	Title	Required	Made
611420	Computer Training	30	0

The following user(s) in your company can send outreach to subcontractors on RAMP. Please contact your company admin if you would like to be added.

As you can see, it directs us back to the Summary page to roll over the highlighted numbers, but there are no numbers highlighted.

**Answer:** The BIP Outreach requirements do not apply to this RFP and proposers do not need to do outreach to be eligible for this contract mandate. Please carefully review “2024 Educational Programs for Older Adults RFP No. 4284” PDF document. Please refer solely to the [LACERS website](#) posting and upload RFP documents via [upload link](#) as instructed.

In addition, the RFP is not an application for a grant. Proposers are responding to an opportunity to provide educational programs to LACERS Members on an as-needed basis. LACERS anticipates awarding a contract to an eligible proposer to provide these services, and the contractor will invoice LACERS for services rendered.

- 6. Question** Does that mean we don't have to submit the [BIP Outreach] by 11:59pm [September 20, 2024]?

**Answer:** The BIP Outreach requirements do not apply to this RFP. All proposals are due October 4, 2024 at 3:00 p.m. PST. Please carefully review “2024 Educational Programs for Older Adults RFP No. 4284” information online for requirements and submission due dates: <https://www.lacers.org/post/educational-programs-older-adults-rfp>

**7. Question**

- a. Who was the company that had the prior contract for the "Older Adult Education"?

**Answer:** LACERS currently has contracts with the Foundation for Senior Services, Mom’s Computer for Technical Support and Personal Wellness Corp. for Fitness services.

- b. Why did the contract end?

**Answer:** The contracts have not expired. LACERS is seeking proposals for a contract term starting in 2025, which is not to exceed three years. LACERS issued an RFP to comply with Los Angeles Administrative Code Sections 10.5 and 10.15,

which require City departments to engage in a competitive process prior to awarding certain contracts.

- c. How many classes/workshops do you want for one year?

**Answer:**

**Older Adult Education:** It is projected that there will be 5-10 workshops either via zoom or in person.

**Technical Support:** It is projected that there will be 10-15 workshops either online via zoom or in person.

**Fitness Services:** It is projected that there will be 10-15 fitness classes with at minimum two being in person in addition to one or two 5k mile walks.

- 8. Question** In the Zoom meeting about preparing our submission we were shown an example of the cover letter. Is it possible to view that meeting video? What I would like to see is the example of the cover letter that was shown, as to submit the exact format of the cover letter with our information.

**Answer:** The Zoom recording has been published to the LACERS RFP page found here: [RFPs & Contracting Opportunities - Los Angeles City Employees' Retirement System \(lacers.org\)](#)

- 9. Question** On Form 50 there is a blank space for Reference Number (Bid, Contract, or RAMP). Is this our RAMP # or TECHNICAL SUPPORT SERVICES RFP NO. 4248

**Answer:** Please use "RFP NO. 4248" on [Form 50 - Bidder Certification](#). You can also add "RAMP # 216813," if it fits in the space. Awarding Authority is "LACERS."

- 10. Question** In 'Attachment B: Technical Education and Support Services RFP No. 4248 Response Template,' Section IV (References and Experience with Similar Contracts),

in addition to our similar clients outside of LACERS, can we also reference past work for LACERS?

**Answer: Yes. Past work with LACERS may be referenced.**

**11. Question** We are planning to submit for all three parts of the Educational Programs for Older Adults RFP 4284 and are wondering if we should plan to submit these as three separate pdfs with three separate cover letters or if you'd prefer to get them all as one larger pdf with the three separate attachments combined?

**Answer: Please submit each proposal as a separate PDF, along with individual cover letters for each. Each submission will be evaluated separately and rated independently.**

**12. Question** We want to be sure that we understand what is required regarding the budget and pricing as it appears that the only requirement detailed in the RFP and in the attachments is to include a Proposed Fee Schedule. Is the fee schedule all that is required, or do we need to detail how the grant money would be spent to support the program?

**Answer: The RFP is not an application for a grant. Through the RFP process, LACERS hopes to select eligible contractor(s) to provide educational programs for LACERS Members on an as-needed basis, which will be invoiced for services rendered. There is no grant funding. A Proposed Fee Schedule would be used to describe the costs of services the contractor would invoice to LACERS, if selected in the RFP process and then contracted with LACERS.**