

**YouthSource Center ISY Subcontractor Invitation For Bid (IFB)**  
**Issued: 03/08/2017**

**Program Funding Source:**

Economic and Workforce Development Department (EWDD) Workforce Innovation and Opportunity Act (WIOA), YouthSource. This IFB is for agencies to serve in the capacity as a subcontractor of In-School Youth (ISY) services to lead applicant Managed Career Solutions (MCS), for Los Angeles Harbor Region YouthSource Center.

**Anticipated Terms of Contract:**

The anticipated term of contract is from July 1, 2017 to June 30, 201, with two potential one-year extensions. Funding is based on the availability/discretion of EWDD funding resources.

**Important Dates:**

IFB Application Open Period: 3/08/2017 - 3/19/2017

IFB Submission Deadline: **Monday 3/19/2017, close of business (5pm PST)**

YouthSource Center Operators RFP Due: 3/30/2017

EWDD Funding Announcement: 6/30/2017

Subcontractor Award Notification: within 30 days of EWDD Announcement

**Submission Address:**

Managed Career Solutions

Contracts Division

3333 Wilshire Blvd. Suite 405

Los Angeles, CA 90010

Electronic, PDF submissions may be sent to Alexis Altounian, Director of Development

[aaltounian@mcslosangeles.com](mailto:aaltounian@mcslosangeles.com) with a copy to MCS' Executive Director, Philip Starr

[pstarr@mcs-careergroup.com](mailto:pstarr@mcs-careergroup.com)

**Technical Assistance:**

Alexis Altounian, [aaltounian@mcslosangeles.com](mailto:aaltounian@mcslosangeles.com)

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**Background:**

EWDD has released a Request for Proposals (RFP) in order to solicit proposals from organizations interested in managing a YouthSource Center (YSC) serving youths ages 16 - 24 with a focus on engaging disconnected youths with school or work, improving student retention and bolstering academic proficiency. Established pursuant to the Workforce Innovation and Opportunity Act ("WIOA," Pub. L. 113–128), the YSC will be expected to provide support and career and workforce development services to youths in the City of Los Angeles. Successful respondents will be responsible for leading local partners to increase resources and outcomes for disconnected youth. MCS, as an applicant for the above described RFP, seeks agencies to serve as subcontractors for In-School Youth (ISY) services for Los Angeles Harbor Region YouthSource Center.

**IFB Specifications:**

The City (EWDD) envisions a nationally recognized workforce system for young adults, 16-24, especially those who are disconnected from either school or work. Over the last decade, the City has been an innovative workforce development leader, particularly for those young adults most in need of educational and workforce services. The City of Los Angeles YouthSource System is a dropout recovery and re-engagement system that works to increase the educational and workforce outcomes of all young adults in Los Angeles. In collaboration with the Los Angeles Unified School District, the Los Angeles Community College District and several other public and private partners, the system is a community-based approach to reach young adults who have not graduated from high school, who are not engaged in the workforce, or not pursuing an educational certificate or degree. Each center will work with local partners to increase high school graduation, college acceptance, employability and employment placement of its participants.

The anticipated term of contract for ISY subcontractors is from July 1, 2017 to June 30, 2018, with two potential one-year extensions. Funding is based on the availability/discretion of EWDD funding resources.

<b>RFP Issue Date</b>	<b>Wednesday, February 1, 2017</b>
<b>Proposers' Conference</b>	<p><b>Wednesday, February 22, 2017, at 1:00 p.m.</b>  Economic and Workforce Development Department  6<sup>th</sup> Floor Main Conference Room  1200 West 7<sup>th</sup> Street  Los Angeles, CA 90017</p> <p><b>RSVP</b> by Tuesday, February 21, 2017, via email to:  <a href="mailto:EWDD.planning@lacity.org">EWDD.planning@lacity.org</a></p> <p><b>Note:</b> Proposers must bring their own copies of the RFP and related documents to the conference. Due to limited capacity, proposers are limited to <u>two</u> attendees.</p>
<b>MANDATORY "Notice of Intent to Submit Proposal" Deadline</b>	<p><b>Friday, February 24, 2017, by 12:00 noon</b></p> <p>Submit by email to: <a href="mailto:RFP.intenttopropose@lacity.org">RFP.intenttopropose@lacity.org</a></p>
<b>Request for Technical Assistance</b>	<p><b>Wednesday, February 22, through Tuesday, March 21, 2017</b></p> <p>Submit by e-mail <b>ONLY</b> to: <a href="mailto:EWDD.planning@lacity.org">EWDD.planning@lacity.org</a></p> <p>Questions and answers will be available and updated until Friday, March 24, 2017 at 5:00 p.m., at:  <a href="http://ewdd.lacity.org/about_bids.html">http://ewdd.lacity.org/about_bids.html</a></p>
<b>MANDATORY Business Inclusion Program (BIP) and Outreach Deadline / Los Angeles Business Assistance Virtual Network (LABAVN)</b>	<p><b>WEDNESDAY, MARCH 15, 2017, BY 12:00 NOON</b>  <del>Wednesday, February 15, 2017, by 12:00 noon</del></p> <p>See RFP page 16 and Appendix F for outreach instructions  Refer to <a href="http://www.labavn.org">www.labavn.org</a> for more information  Submit "BIP and Outreach Summary Sheet" with proposal  See Proposal Contents Checklist</p>
<b>Proposal Submission Deadline</b>	<p><b>THURSDAY, MARCH 30, 2017, at 5:00 p.m.</b></p> <p><b>PROPOSALS WILL NOT BE ACCEPTED AFTER DEADLINE</b></p>
<b>Submission Address</b>	<p><b>City of Los Angeles</b>  <b>Economic and Workforce Development Department</b>  <b>1200 W. 7<sup>th</sup> Street, 6<sup>th</sup> Floor</b>  <b>Los Angeles, CA 90017</b>  <b>Attention: Paul Nakama</b></p>
<b>Term of Anticipated Contracts</b>	<p><b>One Year (July 1, 2017 – June 30, 2018)</b>  Renewable for up to an additional two (2) years.</p>

**Scope of Work:**

MCS seeks agencies to provide 43 ISY (see Appendix A for definitions) residing in the San Pedro, Harbor City, Harbor Gateway and Wilmington with the 14 EWDD selected YouthSource program design elements (see Appendix A for definitions). These 43 ISY will be enrolled in WIOA, provided in depth case management, training, work experience and supportive services as needed. The 43 WIOA participants must have monitored files and be tracked on JobsLA. Additionally, MCS seeks to serve youth through non-WIOA/non-SYEP enrollment in a holistic system of support. MCS envisions a system of support that incorporates tutoring services, mentoring, college preparation, college visits, vocational/career pathway exploration, and

leadership components. While MCS is tasked with enrolling 700 participants in the system of support, agencies are encouraged to provide a leveraged number of participants. An additional two points will be awarded to agencies who exceed a leverage of 299. Likewise, these non-WIOA/SYEP participants will be tracked on JobsLA. MCS encourages applicants to provide support to the most vulnerable and disconnected youth in the community including: low-income, basic skills deficient, homeless, foster, pregnant or parenting youth previously incarcerated or disabled youth.

**City of LA BAVN:**

Bidders are required to register with the City's BAVN website <http://www.labavn.org>

**Business Tax Registration Certificate or Vendor Registration Numbers:**

The City of Los Angeles requires agencies to have current Business Tax Registration Certificates or Vendor Registration Numbers, please see <http://business.lacity.org/start/BTRC> for more information. Please provide a copy of this certificate or at minimum the registration number in your cover letter.

**Funding Amount:**

Up to \$187,500 for all program costs including but not limited to: staffing, rent, all training, employment wages/stipends and supportive services. Successful bidders, once contract is awarded must provide proof of professional liability insurance policy of at least \$1,000,000 in order to meet the expectations of City of Los Angeles EWDD.

**Evaluation Criteria:**

The bid which meets and or exceeds program deliverables with the lowest cost will be awarded the subcontract with MCS. Proposals will be evaluated on (1) demonstrated ability (narrative 1, 10 points); (2) proposed program feasibility (narrative 2, 10 points) and (3) cost effectiveness (narrative 3, 5 points and budget forms, 5 points). All bids will be reviewed out of a total maximum 30 points narrative with two additional bonus points for leverage.

**Proposal Package:**

Proposals must include a cover letter acknowledging the scope of work of this IFB signed by an agent of the organization with binding authority to enter into a subcontract agreement. Proposals shall include program narratives including program design and demonstrated ability. Proposal narratives 1-3 should not exceed five pages. Additionally, timeline of program implementation should be presented within the budget narrative. Please use and submit the budget forms enclosed.

## **Appendix A YouthSource Operators RFP Definitions**

### **In School Youth Definition: (page 11 of Issued RFP)**

- a. Age 14 - 21
- b. Attending school, including secondary and post-secondary
- c. Low-income individual; and
- d. Has one or more of the following barriers:
  - i. Basic skills deficient
  - ii. An English language learner
  - iii. An offender
  - iv. A homeless individual, a runaway;
  - v. An individual in foster care who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement;
  - vi. Pregnant or parenting
  - vii. An individual with disability;
  - viii. An individual who requires additional assistance to complete an education program or to secure and retain employment.

### **Required Program Elements: (pages 23-25 of issued RFP)**

At minimum, successful proposers must ensure that all of the program elements listed below are available and provided when needed via the proposer and/or their partners to eligible youth based on information gathered through the intake assessment ISS (Individual Service Strategy Plan, page 23) process.

### **The following is a complete list of the 14 required program elements:**

- a. Tutoring, study skills training, and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma, or its recognized equivalent, or for a recognized post-secondary credential.
- b. Alternative secondary school services, or dropout recovery services, as appropriate.
- c. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including the following: Summer employment opportunities and other employment opportunities available throughout the school year:
  - Pre-apprenticeship programs
  - Internships and job shadowing
  - On-the-job training opportunities

- d. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations.
- e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- f. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
- g. Supportive services.
- h. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
- i. Follow-up services for not less than 12 months after the completion of program participation.
- j. Referrals to counseling services and provision of guidance, including drug and alcohol abuse counseling, as appropriate to fulfill the needs of the individual youth.
- k. Financial literacy education.
- l. Entrepreneurial skills training.
- m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- n. Activities that help youth prepare for and transition to post-secondary education and training.