

**Summer Youth Employment Program Subcontractor Invitation For Bid (IFB)
Issued: 07/14/2017**

Table of Contents:

IFB Overview	2
Program Funding Source:	2
Anticipated Terms of Contract:	2
Important Dates:	3
Submission Address:	3
Technical Assistance:	3
Background:	4
IFB Specifications:	5
Scope of Work:	5
Funding Amount:	6
Evaluation Criteria:	7
Proposal Package:	7
Appendix A: YouthSource Operators RFP Definitions	8

IFB Overview:

This Invitation to Bid (IFB) has been articulated to procure an agency in the Harbor Planning Region (HPR) dedicated and committed to operating a subcontract for a multi-faceted youth employment program. The awarded agency will be required to: (1) recruit and enroll youth participants after completing eligibility screening and intake; (2) provide approximately twenty hours soft-skills development per participant through a City/EWDD mandated Personal Enrichment Training (PET) curricula; (3) develop relationships with local employers/institutions and engage safe, appropriate worksites for youth; (4) place and employ youth in supervised work activities for a period of approximately 100 hours per participant, aged 14-24; and (5) manage timesheets/hours worked and issue payroll. The term of the contract is for a 12 month period and funds are provided under the umbrella of the City of Los Angeles' Economic and Workforce Development Department (EWDD) Summer Youth Employment Program (SYEP).

Program Funding Source:

The City of LA/EWDD currently issues SYEP funds from the City General Fund and from funds allocated by the County of Los Angeles Youth@Work (formerly, LA County Youth Jobs, LACYJ). In EWDD's design of the recently procured YouthSource system, agencies were procured to provide In-School Youth, Out of School Youth and SYEP services. This IFB specifically seeks to provide SYEP services in the HPR of Los Angeles, and the unique communities within (including: San Pedro, Harbor City, Wilmington). The funds available for this IFB were originally designated to Pacific Gateway Workforce Investment Network, PGWIN (the current Harbor YouthSource Center operator). At the decision and direction of management from EWDD, Managed Career Solutions (MCS) is expected to receive SYEP funding from PGWIN and will allocate these funds to a local provider of youth services as required by EWDD. This IFB is for agencies to serve in the capacity as a subcontractor of SYEP services to MCS and PGWIN.

Anticipated Terms of Contract:

The anticipated term of contract is retroactive to July 1, 2017 and will run until June 30, 2018. Based on performance in the first six months of the term, additional SYEP participant slots may be provisioned to the subcontractor by EWDD.

Funding is based on the availability/discretion of EWDD. All funding resources are first provisioned to PGWIN before being dispersed to MCS and on to subcontractors. At present, MCS estimates that \$200,000 will be made available to a single subcontractor for SYEP services in the HPR.

Important Dates:

IFB Application Open Period: **07/14/2017 - 07/21/2017**

IFB Submission Deadline: **Friday 07/21/2017, close of business (5pm PST)**

Subcontractor Award Notification: 5 business days from final EWDD PGWIN SYEP Award Letter

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 with a copy to MCS' Executive Director, Philip Starr
pstarr@mcscareergroup.com

Technical Assistance:

Alexis Altounian, aaltounian@mcslosangeles.com

Background:

In early Spring 2017, EWDD released a Request for Proposals (RFP) in order to solicit proposals from organizations interested in managing a YouthSource Center (YSC) serving youths ages 14 - 24 with a focus on engaging disconnected youths with school or work, improving student retention and bolstering academic proficiency. EWDD has made the final determination of YouthSource providers for the City system and now sees fit that previously earmarked resources for SYEP will be shared with a procured operator.

Successful respondents will be responsible for leading local partners to increase resources and outcomes for disconnected youth by providing youth employment opportunities. MCS, in this capacity is the recipient and distributor of funds to the agency who through this IFB will provide SYEP services in the HPR.

IFB Specifications:

The City (EWDD) envisions a nationally recognized workforce system for young adults, 14-24, 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, 201, with two potential one-year extensions. Funding is based on the availability/discretion of EWDD funding resources.

Scope of Work:

The successful applicant will recruit and enroll **106** eligible youth participants after an initial orientation session. Please see Table 1 for a breakdown of expected/projected participant profiles based on the funding and program requirements within SYEP. Orientation sessions must include the following elements: an overview of the SYEP program, program expectations, participant responsibilities, workplace code of conduct and workplace sexual harassment training. Orientation will also include intake which encompasses eligibility screening and review/copying/filing of right to work documents. Files must be maintained on all participants. The successful applicants' files and file system will be monitored. All files and record keeping will be monitored directly by the City/EWDD and County of LA. Most monitoring will focus first on primary YouthSource operator, PGWIN before asking for SYEP files director from the awarded subcontractor. MCS will provide technical assistance as needed in the monitoring process.

Table 1

Funding Source	Number of Youth Served (Slots)	Area	Population Designation and Age
LA City SYEP	38	Harbor	LA Resident (14-24)
County Youth@Work (formerly LACYJ)	46	Habor	CalWorks Recipients (14-19 only)
County Youth@Work (formerly LACYJ)	17	Harbor	OUY (Other Underserved Youth) (14-24)
County Youth@Work (formerly LACYJ)	5	Harbor	Foster Youth (14-21)

TOTAL	106		
--------------	------------	--	--

Following orientation all participants must be provided with up to twenty hours soft-skills development (per participant) through a City/EWDD mandated Personal Enrichment Training (PET) curricula. Additionally, the text “Seven Habits of Highly Effective Teens” should be distributed during PET for participants to keep. This curriculum is primarily web-based and further training and technical assistance will be provided in order to help the successful applicant seamlessly offer PET.

Once awarded, the successful applicant must begin recruiting local employers/educational institutions (across all appropriate industries and sectors) to engage safe and appropriate worksites for youth. Worksites must be monitored utilizing City and County forms and must be evaluated by the successful applicants’ staff. It may be helpful to conduct mini-orientations to the SYEP program for worksite employers and new youth employees. A sample handbook will be provided to the successful applicant. A modified version of the handbook may be provided to employers and worksites mentors at the successful applicants discretion. Further training and technical assistance will be provided to ensure worksites are in full compliance.

Key to SYEP is employment, therefore it is vital that the successful applicant will place and employ youth in supervised work activities for an average of 100 hours per participant, aged 14-24*. Applicants are encouraged to complete the required number of youth served within the first six months of this contract period. If the successful applicant so chooses, they will be responsible for participant’s timesheets and payroll. All hours worked must be thoroughly accounted for and formal payroll must be issued. The use of a payroll system, such as ADP, is highly encouraged. TA will be provided by MCS as needed.

Funding Amount:

Estimated funding is \$200,000 however, this amount is subject to change based on the availability and allocation of SYEP funds distributed to PGWIN. The \$200,000 shall be used for all program costs including but not limited to: staffing, employment wages, employment taxes and Personal Enrichment Training Resources. Successful bidders 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.

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 three program narratives, including demonstrated ability, program design and budget narrative. In total, all proposal narratives (1-3) should not exceed four pages. Additionally, a timeline of program implementation should be presented within the budget narrative. Please use and submit your own budget forms, upon award successful applicants will complete formal budgets using City/EWDD forms..

Narrative 1 Demonstrated Ability (5 points)

- Include background and history of supporting disconnected youth in HPR 14-24
- Include background and history of providing employment opportunities and serving as a worksite. Please include any previous experience with the City/EWDD SYEP system.

Narrative 2 Program Design (5 points)

- Articulate your vision and plan for SYEP (as outlined in the SOW)
- Identify and describe a sample of potential worksites in the HPR (i.e. list potential employers and school sites)
- Briefly outline the vision of your SYEP process, from recruitment to orientation; from on-boarding to timesheet collection and payroll distribution.

Narrative 3 Budget Narrative (5 points) and Budget Excel (5 points)

- Please outline your anticipated cost per participant
- Please outline the allocation of wages and FICA taxes
- Please outline the cost of payroll (i.e. ADP services, if you choose to include this)
- Please identify your staffing
- Please identify any leverage provided (an additional two points will be awarded for the highest valued leverage)

Evaluation Criteria:

The bid which meets and or exceeds program deliverables with the lowest cost will be awarded the subcontract with MCS. All bids will be reviewed out of a total maximum 20 points with two additional bonus points for leverage.

Appendix A YouthSource Operators RFP Definitions

Summer Youth Eligibility Requirements: (page 11 of Issued RFP)

The City's Summer Youth Employment program is funded via various sources, both public and private, including but not limited to City and County General Fund and County of Los Angeles Temporary Assistance for Needy Families (TANF). Please note that eligibility and or program requirements may change based on source of funding. Successful proposers will be made aware of these additional requirements via contract amendment, directive or information bulletin. Eligibility for the City's

Summer Program consists of the following requirements:

- a. Be between the ages of 14-24 (depends on funding source)
- b. Live in the City of Los Angeles or for County eligible programs reside within the County
- c. Be low income
- d. Have the right to work in the U.S.
- e. Obtain a library card

Other requirements are dependent on participant's qualifications and age as a Foster Youth, CalWorks recipient or Other Underserved Youth.