

**City of Los Angeles - Workforce and Economic Development Department Issued  
“WorkSource Center Operator RFP 2018”  
Prime Contractor/Applicant MCS Seeks:  
Community Outreach and Support for Vulnerable Residents of East Los Angeles  
Invitation For Bid (IFB)  
Issued: 2/21/2018**

**IFB Overview and Scope of Work:**

This Invitation to Bid (IFB) has been articulated to procure an agency in the City of Los Angeles to partner with MCS to outreach, inform and support adult (18-65) job seekers from vulnerable populations defined as: (1) single parents; (2) individuals aged 25 and over without a high school diploma; (3) survivors of domestic abuse and (4) Transgender individuals. The awarded agency will be required to: (1) outreach and recruit participants from the local community; (2) assist meet or exceed performance expectations as MCS provides services to those vulnerable; (3) share perspective on workforce needs assessment of the community and potential participants, including those from vulnerable populations; (4) participate in partnership meetings and share status updates on initiatives to support vulnerable individuals in the East Los Angeles Regional Planning Area. Lastly, MCS seeks to co-locate or retain a satellite for the proposed East Los Angeles WorkSource Center with a local social service provider.

**Program Funding Source:**

The City of Los Angeles Economic and Workforce Development Department (EWDD)  
WorkSource Center Operators RFP

**Anticipated Terms of Contract:**

The anticipated term of contract is July 1, 2018 and will run until June 30, 2019. Based on performance in the first 12 months of the term, and based on continued funding allocated by the City of LA WDB, additional 12 month terms may be granted for up to four years.

Funding is based on the availability/discretion of the City of LA WDB. IF MCS is successful in its bid for the East Los Angeles Regional Planning Area, all funding resources are first provisioned to MCS before being dispersed to procured agency. At present, MCS estimates that **\$50,000** will be made available to a single subcontractor. Funding may be at or greater than this estimate based on City of LA WDB procurement.

**Important Dates:**

IFB Application Open Period: **2/22/2018 - 2/28/2018**

IFB Submission Deadline: **Wednesday 2/28/2018, close of business (5pm PST)**

Subcontractor Award Notification: 5 business days from final OC WDB 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](mailto:aaltounian@mcslosangeles.com) with a copy to MCS' Executive Director, Philip Starr

[pstarr@mcscareergroup.com](mailto:pstarr@mcscareergroup.com)

**Technical Assistance:**

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

**Scope of Work:**

See IFB overview.

**Proposal Package:**

Proposals shall include two brief program narratives, including demonstrated ability, program design and budget narrative. In total, all proposal narratives (1-2) should not exceed two pages.

**Narrative 1 Demonstrated Ability (5 points)**

- Include background and history of providing social and workforce services in the City's Regional Planning Area of East Los Angeles (please include all communities you serve). Please share the type of services you provide to vulnerable individuals and families.

**Narrative 2 Program Design and Brief Budget Narrative (8 points)**

- Articulate your vision and plan for partnering with MCS
- Identify some of the local workforce needs current or previous participants have or barriers that often impede progress from your agency's point of view

**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 13 points with two additional bonus points for leverage.