

**City of Los Angeles - Workforce and Economic Development Department Issued
“WorkSource Center Operator RFP 2018”**

Prime Contractor/Applicant MCS Seeks:

**Educational Services and Support for Job Seekers and Vulnerable
Residents of Central Los Angeles Invitation For Bid (IFB)**

Issued: 9/25/2018

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 provide educational services and support for adult (18-65) job seekers. MCS seeks an agency that is adept at serving vulnerable populations, including those 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, specifically the Central Los Angeles Planning Area; (2) lead soft-skills, pre-employment workshops on or off-site of Hollywood WorkSource Center (HWSC); (3) provide pre-employment economic empowerment and financial literacy workshops on or off-site of HWSC and (4) provide basic skills remediation.

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 January 1, 2019 and will run until June 30, 2019. Based on performance in the first six 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 approximately **\$13,500** 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: **9/25/2018 - 10/2/2018**

IFB Submission Deadline: **Tuesday 10/2/2018, close of business (5pm PST)**

Subcontractor Award Notification: 5 business days from final City WDB Award Letter

Submission Address:

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

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 educational and job-seeker support services in the City's Regional Planning Area of Central 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.