

**Subcontractor Invitation For Bid (IFB) for Managed Career Solutions (MCS)
operated Hollywood WorkSource Center, City of Los Angeles Economic and Workforce
Development Department (EWDD) funded LARCA 2.0 for:**

“Participant Outreach and Community Engagement”

IFB Issued: 4/24/2019

IFB Overview and Scope of Work:

This Invitation to Bid (IFB) has been articulated to procure one or more subcontractors to create and manage a 10 week¹ participant recruitment, outreach and community engagement campaign for individuals named and represented as members of the “Settlement Class” of the Rodriguez Gang Injunction Settlement.

Please contact Alexis Altounian (aaltounian@mcslosangeles.com) for more information.

The awarded agency or agencies will be required to provide:

1. A list of names and contact telephone numbers or email addresses for “Settlement Class” individuals that are interested in enrolling in LARCA 2.0 and confirmation that such eligible individuals have supporting documentation (i.e. letter of engagement)
2. A list of names and contact telephone numbers or email addresses for “Settlement Class” relatives eligible for benefit transfer²
3. Participate in joint recruitment efforts with Hollywood WorkSource Center
4. Electronic transmission billing/invoicing portfolio including timesheets, payroll records, supply purchase receipts and expense supporting documentation to MCS Accounting;
5. Participate in site visits and partnership meetings, share status updates on workers as needed.

The awarded agency or agencies shall work closely with Prime Contractor, Managed Career Solutions, SPC (MCS), in order to keep the program operating smoothly. MCS will provide case management services including vetting and enrolling eligible LARCA 2.0 participants.

Program Funding Source:

City of Los Angeles EWDD with funds from the Rodriguez Gang Injunction Settlement.

¹ Work term expected May 1st, 2019 - June 30th, 2019

² class members who are unable to participate in the program, or who do not have a need for this program, may transfer said benefit to a close relative (i.e. child, parent, sibling, or spouse).

Available Funding:

Up to \$10,000 is currently available to all subcontractors for the projected duration of the project. Subcontractors may bid for all or a portion of the available funding. Once the IFB has closed, MCS may request subcontractors to modify or revise budgets as needed.

Anticipated Terms of Contract:

The anticipated term of contract is May 1st - June 30th, 2019. Based on performance and funding allocations, additional Terms may be granted.

Important Dates:

IFB Application Open Period: **4/24/2019 - 5/3/2019**

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

Subcontractor Award Notification: **Monday 5/4/2019, close of business (5pm PST)**

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/Questions:

Please contact: Alexis Altounian, aaltounian@mcslosangeles.com

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 two program narratives, including demonstrated ability, program design and one set of budget forms. In total, all proposal narratives (1-2) should not exceed two pages.

Narrative 1 Demonstrated Ability (5 points)

- Include background and history on:
 - Expertise in communicating with and outreaching to previously justice involved individuals
 - Service and case management for previously justice involved individuals

Narrative 2 Program Design (5 points)

- Articulate your vision / plan for partnering with MCS to implement and outreach and recruitment campaign to reach some of the approximately 6,000 settlement class members of LARCA 2.0

- **Budget**

Using the budget templates provided, please provide the following:

- Budget Summary Sheet
- Budget Detail with simple narrative
- Schedule of Personnel
- Spending Plan Worksheet (10 weeks)
- Copy of Insurance Certificate with MCS named as a certificate holder

Policy Coverage	Policy Limits
Commercial and General Liability	\$1,000,000
Automobile Liability	\$1,000,000
Workers Compensation	\$1,000,000
Professional Liability	\$3,000,000
Crime and Cyber Liability	\$1,000,000

IFB Evaluation Criteria:

The bid which meets and or exceeds program deliverables with the most efficient budget design will be awarded the subcontract with MCS. All bids will be reviewed out of a total maximum 15 points, with five points potentially awarded to each section.

Additional References:

<http://ewddlacity.com/index.php/employment-services/job-fairs/10-employment/319-larca-gang-injunction-settlement>