



Managed Career Solutions (MCS) – Request for Proposals (RFP)

Professional Services: Business Support Consultant

Managed Career Solutions (MCS), a Social Purpose Corporation based in Los Angeles, has over 30 years of experience in workforce and economic development. MCS operates America's Job Centers of California and BusinessSource Centers, providing employment services to job seekers with barriers and supporting small business growth through training, consulting, and access to resources.

Scope of Services

The selected subcontractor will provide technical assistance and one-on-one consulting in the areas of:

- Access to capital and loan packaging (**primary focus**)
- Business planning and financial management
- Support for underserved and underrepresented communities
- Training and capacity-building for MCS staff as needed

Contract Term & Amount

The anticipated contract term is 12 months, with a not-to-exceed amount of \$105,000, subject to funding availability.

Eligibility Requirements

- Demonstrated experience in small business consulting, particularly with underserved populations.
- Familiarity with CDBG-funded programs and compliance preferred.
- Ability to meet reporting and documentation requirements.

Proposal Submission

Interested parties must submit:

1. Company/firm profile and qualifications
2. Narrative describing relevant experience
3. Proposed scope of work and deliverables
4. Cost proposal and budget

Format: Single PDF (≤15 pages, excluding resumes/appendices), 11-pt minimum.

Deadline

5:00 p.m. Pacific Time, October 3, 2025. Late submissions will not be considered.

Submission Instructions

Email proposals to: luna@mcslosangeles.com

Subject line: RFP – Business Support Services

Questions due by: September 27, 2025, 5:00 p.m. PT (answers emailed to all requesters).

Evaluation Criteria (100 pts)

- Qualifications & team experience – **35**
- Access-to-capital experience & outcomes – **30**
- Approach, work plan & deliverables – **20**
- Cost reasonableness – **15**

Additional Information (Compliance)

MCS reserves the right to reject any/all proposals. Award will be made to the most advantageous proposal considering price and other factors. Contractor must certify not debarred (SAM.gov) and comply with 2 CFR 200, conflict-of-interest, and EEO/ADA requirements. All procurements conducted in a manner providing full and open competition; proposals will be logged with date/time of receipt.

Contact for Questions

For questions or clarifications, please contact:

Luis Luna, Director of Economic Development
Email: luna@mcslosangeles.com | Phone: (747) 265-6201