



MCS

Managed Career Solutions, SPC current operator of the Harbor, Watts and West Valley BusinessSource Centers is part of the LA BusinessSource Center (LABSC) System seeks a professional consultant for access to capital services to compliment our competitive proposal to the City of Los Angeles Economic and Workforce Development Department, EWDD¹ for BusinessSource Center services beginning in PY 26-27. MCS releases the following Invitation for Bid (IFB) to all interested bidders.

IFB Title: “BusinessSource Access to Capital Consultant(s) for Program Year 2026-27”

Date of Issuance of IFB: Thursday Feb 18, 2026

Proposal Submission Deadline: Tuesday March 10, 2026 at 12pm PST **REVISED**

Electronic Submissions to: aaltounian@mcslosangeles.com

Total Amount of Funding Available:

Proposing agencies may apply for individual subcontract(s) with MCS in the amount of up to \$125,000 for the West Valley Region and up to \$105,000 for the Harbor region, for a combined maximum of \$230,000 if applying to support both centers operations. As a LA BSC procured vendor, MCS currently operates three BusinessSource Centers. With this IFB MCS seeks subcontractors to serve one or more of its BusinessSource Centers subject to the award and funding availability in the currently open and pending Request for Proposals with the City of Los Angeles Economic and Workforce Development Department (EWDD).

Term of Resulting Contract:

MCS anticipates that contracts will be awarded to successful proposers for an initial period of 12 months July 1, 2026 through June 30, 2027. MCS reserves the option to extend contracts and renew with up to two (2) additional one-year terms based on funding availability and performance. Please note, depending on procurement results and approval from the City of Los Angeles/EWDD this time frame is subject to change. At MCS’ sole option, any extension of the contract term will be contingent upon the availability of funds, evaluation of subcontractor’s performance, subcontractor’s continuing compliance with applicable federal, state, and local government laws and regulations. MCS reserves the right to adjust the contract term, amount and scope in order to best serve the needs of City residents and regulations of the grant or fund sources.

IFB Overview and Scope of Work:

¹ EWDD’s LA BSC system is Federally funded by Housing and Urban Development (HUD) Community Development Block Grant Funds (CDBG).

MCS is seeking proposals from qualified and experienced organizations and institutions to provide training, instruction, technical assistance and consulting (in both English and Spanish) to clients of the LABSC System. Bidders must be able to provide the following specific CDBG eligible Small Business clientele services and metrics:

- Access to Capital
- Loans
- Loan Amount in total of approximately \$2.5 million dollars
- Job Creation and or Job Retention

The awarded agency or agencies will be required to meet or provide the following:

Subcontractors shall provide and deliver access to capital, including packaging loan proposals and matching business profiles to lender’s criteria. Subcontractors must be able to provide evidence of formal relationships with a variety of lenders. Subcontractors must have an adequately diverse source of capital that will serve small business clients. The subcontractor will be required to provide MCS with a list of loan types and sizes that they are offering or have access to along with the qualifying criteria for those loans.

Specific metrics include the following for each BusinessSource Center:

| Annual Program Metrics/Outcomes Per BusinessSource Center ² | Metrics |
|--|-------------|
| Small Businesses Enrolled | 20 |
| Loans Funded | 6 |
| Business Courses | 2 |
| Total Loan Amount Funded | 2.5 Million |
| New FTE Jobs Created/Retained | 50 |

Narrative and Submission Requirements:

PRE-SUBMISSION: Subcontractor is required to register with the City’s Business Assistance Virtual Network (“BAVN”) to begin the procurement process.

NARRATIVE SUBMISSION: The following two narratives should be submitted with Bid:

(Narrative 1) History of Demonstrated Effectiveness

² At this time, MCS SPC presents expected/desired metrics and program outcomes, however, please note as the City has not procured subcontractors beyond 12/31/2027 required metrics and outcomes may change depending on the results and structure of EWDD’s procurement. This may also increase or decrease the number of Centers MCS operates.

Describe previous services that the proposer has provided to the local community that are most similar to the program proposed in this IFB. If the program/proposer has engaged in lending or packaging of loans, provide quantifiable evidence of the number and type of loans the proposer has successfully provided. Narrative should provide information on the types of businesses that are served through the proposer’s existing programs, with detail on industry and size of business.

(Narrative 2) Budget and Budget Narrative

This section requests the preparation of a budget and requires the identification of all non-MCS contract sources, program income, fee charges, etc. that will be used in support of the program(s) as well as the uses of all resources. The budget must be attached to a narrative including justification of the cost categories and level of expenditures. The budgets should be structured to reflect a twelve (12) month term of up to the maximum allowed budget). MCS reserves the right to negotiate individual terms of the budget prior to the award of contracts to successful proposers. Budget Forms provided by MCS SPC, based on EWDD Budget Forms.

Budget Summary Sheet

Budget Detail with simple narrative

Schedule of Personnel

Spending Plan Worksheet (12 months)

Upon official award, subcontractors will need to provide MCS with a copy of Insurance Certificate with “Managed Career Solutions” named as a certificate holder with the following coverage types and policy thresholds as noted in the table below.

| 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 |

ADDITIONAL FORMS

- Cover Page (Include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer). Also include proposing agencies’ City of Los Angeles Business Tax Registration #

Electronic Submission and Format:

All responses are due as an electronic submission. Narrative responses are preferred in PDF but Word format is also acceptable. Budget documents are preferred in Excel but PDF is also acceptable. Please send completed responses to: Alexis Altounian, Director of Development aaltounian@mcslosangeles.com with a copy to MCS’ Executive Director, Philip Starr

pstarr@mcs-careergroup.com Please note, late submissions, time-stamped after 5:00pm on Friday 3/5/2026 will not be evaluated or considered.

Technical Assistance/IFB Questions:

Please contact: 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 should not exceed six single spaced pages.

Agency Debarment/Good Standing:

Prior to IFB submission evaluation, MCS will check to ensure agencies have not been debarred. Agencies must be in Good Standing with the State of California.

IFB Evaluation Criteria:

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

Appeals Process/Grievance

MCS will notify all proposers in writing of the results of the proposal evaluations.

Proposers may file an appeal. Appeals shall be allowed for procedural issues only.

Appeals must be submitted within 30 days of the award notice and in writing to

aaltounian@mcslosangeles.com