

Archdiocesan Youth Employment Services of Catholic Charities of LA Request for Proposals for PY 2018-2019

To: Interested Parties

From: *Archdiocesan Youth Employment Services (AYE) of Catholic Charities of Los Angeles, Inc.*

Re: Request for Proposals to Subcontract Adult Services

Issue Date: September 20, 2018

Due Date: 4:00pm PST September 27 2018. Proposals received after this time will not be opened and will not be reviewed.

Technical Assistance: All technical assistance questions must be emailed to AYE-RFP@aye-la.org and must include the name, entity, and email address of the person asking the question. Questions will be responded to within 48 hours.

BACKGROUND

Archdiocesan Youth Employment Services (AYE) is submitting a proposal to the City Los of Angeles Economic & Workforce Development Department (EWDD) to operate America's Job Center of California (AJCC) Operator under the Workforce Innovation Opportunity Act (WIOA). The America's Job Center of California RFP to which AYE is responding is available at:

<http://tiny.cc/pfhzyy>

The Workforce Innovation Opportunity Act is the primary source of funding (along with other non-WIOA funding), and requires that all adults and youth enrolled must be legally eligible to work in the United States.

The America's Job Center of California Operator will provide services as both a one-stop operator of primary Workforce Innovation and Opportunity Act (WIOA) Title I adult and dislocated worker service provider in an America's Job Center of California (AJCC). The successful proposer will be expected to enter into an agreement to formally collaborate and actively participate in the proposal to City. In the event that AYE is awarded a contract by the City, a fee for service contract may be negotiated with the successful bidder. All clients served will be enrolled in the America's Job Center of California by AYE and referred to subcontractors for specific services. The selected adult services subcontractor will be expected to participate in regular partner meetings, complete and submit required documentation in a timely manner, monitor participant progress and provide ongoing feedback, and participate in evaluation activities including gathering and providing AYE any data that is required by the program or its evaluator.

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SERVICES SOLICITED

This RFP is to secure subcontractors to provide one or more of the following services to Businesses, and Adult and Dislocated Workers who are enrolled by the America's Job Center of California:

- Strengthening Industry Sector Strategies and Career Pathways: Section 3.1
 - The goal is to develop industry sector expertise within the WSC in order to fully utilize sector-based employment strategies that lead to career pathways for program participants.
- Business Services for Employers: Section 3.5 Areas (1-5)
 - Focus on serving businesses in high growth/high demand industry sectors through sourcing, training, and placement of WIOA participants for in-demand jobs.

AYE is interested in partnerships that can provide comprehensive services outlined above and will **require separate proposals** for each proposed City Service Area in East and South Los Angeles

LEVERAGED RESOURCES

The successful proposers will also provide significant leveraged resources to accomplish contract services and outcomes which can include but are not limited to cash, in-kind benefits from personnel, volunteers, facilities and materials, direct participant costs paid from other public and private resources as outlined in Section (3) 3.1.1 and 3.10 of America's Job Center of California Operators RFP 2018-19 pg.27 and pg.38.

PROGRAM AND CONTRACT TERM

Upon notification of funding by the City of Los Angeles, AYE will negotiate a sub-contract with the successful bidder. The anticipated term of the contract is January 1, 2019 through June 30, 2019. The contract may be extended or renewed based on performance and availability of funds at the sole discretion of AYE.

ELIGIBLE PROPOSERS

Proposals will be accepted only from proposers who meet the following qualifications:

- Qualified to conduct business in the State of California: If a corporation or limited liability Company, must be in good standing with the Secretary of State of California.
- Must not have been determined to be non-responsible or debarred by the City of Los Angeles, State of California, or federal government.
- Must have the appropriate license/s, if any, to provide the services being proposed

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- Must have three consecutive years of experience within the past five years administering workforce employment and training program services specifically designed and earmarked for Adults. This experience must be with programs that had yearly funding of at least \$500,000 and services equivalent or substantially similar to services stated in City RFP.
- Must be able to provide services within the East and South Los Angeles Planning Areas in the Boyle Heights and South LA community area.
- Must have a minimum of three (3) years of experience within the past five (5) years delivering mature and/or older individual-specific workforce services equivalent or similar to the services identified in Section 3.3 pg.28 to this RFP.

PROPOSAL CHECKLIST

- Cover Letter with Narrative describing: Demonstrated Performance and Program Design; limit to Three (3) pages, not including Exhibits.
- Budget Narrative. Please limit to one page and Budget Form (Exhibit C)
- Funder References. Minimum of two references.

PROPOSAL CONTENT

COVER LETTER

A cover letter must be submitted briefly describing the services to be provided, commitment to participate in proposal development, and intent to sign the required Formal Collaboration exhibit. The letter must indicate the title, address, telephone, and email of the person authorized to represent the organization for this application and must be signed by the person authorized to bind the entity to all commitments made in the proposal. The letter should also indicate the proposed unit cost for services.

NARRATIVE

The cover letter and narrative must be limited to a maximum of three pages, double-spaced, one-sided, 12-point type. Additional pages will not be read or considered in scoring. The narrative and should include the following information:

1. Proposed Services

- Services to be provided including the length of the business services, Career Pathways in partnership with education and employer, and High-Growth/High-Demand Industry

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Sectors for Adult and Dislocated Workers.

- Assessment process and specific tools to evaluate business services and training needs
- Location and experience in the East Los Angeles – Boyle Heights Area and/or South Los Angeles where services will be provided
- Existing relationships with specific employers, unions and apprenticeship programs, and vocational training entities
- Hours during which proposer is available to provide such services, including evenings and weekends.
- Staff names that will be involved in this project, their roles, and their qualifications, language abilities other than English, and experience.

2. Demonstrated Ability

- Source of funding to include agency name, amount and services provided during the past two years
- Description of experience providing similar business services during the past five years including number of adults receiving services and experience working with specific special populations such as dislocated workers, re-entry/ex-offenders, homeless, English Language Learners (ELL), veterans, and senior citizens
- Documented and verifiable outcomes relating to services (See performance outcomes below)

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PERFORMANCE OUTCOMES

ADULT AND DISLOCATED WORKER PERFORMANCE MEASURES

- Employment Rate 2nd Quarter After Exit 68% Adult, 71% Dislocated Worker
- Median Earnings 2nd Quarter After Exit \$5,157 Adult, \$7,523 Dislocated Worker
- Minimum Number of participants in sector training 168
- Number of Employer Customer 70 (unduplicated); including 10 referrals to BusinessSource

Business Services Performance Measures:

Number of Unduplicated Employer Customers	70
Number of New Employer Customers	20
Number of Referrals to Partner BusinessSource Center	10
Number of Business Services Provided	90
Number of Sector-Based Employer Customers	15
Number of Industry Sector Councils	1

Successful proposer will demonstrate a seamless service delivery strategy between adult and dislocated workers services that emphasizes leveraged resources to maximize program quality and achieve program outcomes as outlined above.

BUDGET

Complete the attached Budget form (Exhibit C) and provide one page budget narrative describing costs. Discuss matching and in-kind resources you can commit.

References

Please provide at least two funder references including funder organization name, type of funding, contact name, phone number, email, and a brief description of the work performed for them.

REPORTING REQUIREMENTS

All WIOA grant sub-recipients are required to report expenditures on an accrual basis and must submit quarterly expenditure reports. In addition, subcontractors must submit detailed monthly reports and maintain client case notes as needed. Knowledge of CalJobs system is required.

Maximum sub-grant: \$100,000 per services area in East Los Angeles- Boyle Heights and South Los Angeles

- Adult & Dislocated Worker Maximum sub-grant: \$100,000
- Sub-recipient must submit separate proposals up to the maximum amount of \$100,000 per area

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All direct participant costs are paid directly by AYE, including paid internships, vocational training, On-the-Job Training (OJT) and support services. Support services include childcare, transportation, books and tuition, incentives and other related costs. AYE will outline payment process with successful bidder.

CRITERIA FOR APPLICATION EVALUATION

The review and selection process will include the following criteria and value system:

Program Services and Design: 30 Points

This criterion examines the quality and innovativeness of the adult activity and the specific outcomes desired, as well as any additional components, including an adult recruitment plan. Include timeline for activities. State goals and objectives and how they will be measured. What are the expected program outcomes?

Demonstrated Ability and Performance: 50 Points

This criterion examines the past experience and demonstrated effectiveness in providing the proposed educational, employment, or training service of the applicant in a timely manner. Please give specific forms of measurement of effectiveness and outcomes achieved.

Cost Reasonableness: 20 points

This criterion is a description of the procedure for the measurement of progress and the successful goal completion. The measures need to include both qualitative and quantitative progress. Monthly evaluation and progress reports must be submitted to AYE.

Additional Considerations for Potential Service Provider:

1. AYE encourages potential service providers to collaborate with other educational institutions, including community colleges and universities, school districts, youth and special populations advocacy centers, and other public and private entities/businesses in order to maximize services and benefits for youth and adult participants.
2. Priority will be given to applicants who enhance support services through leveraged resources and have significant employer connectivity within the East Los Angeles (Boyle Heights) and South Los Angeles City areas.
3. All program proposals must include strategies to ensure positive exit from WIOA. This includes:
 - Placement into employment
 - Retention and Increased earnings
 - Business Services in High Industry Growth Sectors

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Appeal Process

All applicants shall have an opportunity to appeal funding recommendations. Information on the appeals process and timeline will be specified in a written notice to all bidders.

Special Conditions for this RFP

Successful bidders may be required to complete any or all of the following forms: Affirmative Action; Certification Regarding Drug-Free Workplace; Certification Requiring Debarment, Suspension, Ineligibility; Certification Regarding Compliance with Service Worker Retention and Living Wage Ordinances; Certification of Compliance with Equal Benefits Ordinance; and any other forms the City of Los Angeles deems necessary.

SUBMISSION REQUIREMENTS

The original proposal together with exhibits must be emailed in one PDF attachment to AYE-RFP@aye-la.org **4:00 p.m. PST on September 27, 2018**. Timely proposal submission is the sole responsibility of the proposer. AYE reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. **All proposals delivered after the deadline will not be opened and will not be considered.**

EXHIBITS

Click on each exhibit to download

- A. [Budget Form \(Exhibit C\)](#)