

To: Interested Parties

From: 1736 Family Crisis Center  
2116 Arlington Avenue, Suite 200  
Los Angeles, California 90018

Re: Request for Proposal for Subcontracted Youth Services

Issue Date: November 25, 2011

**Due Date:** ~~12:00 pm PST December 9, 2011~~  
**12:00 pm PST January 5, 2012 (Revised Deadline)**  
**Proposals received after this time will not be opened and will not be reviewed.**

Bidder's Conference: There will not be a bidder's conference.

Technical Assistance: To be submitted via e-mail only: [aokumoto@1736fcc.org](mailto:aokumoto@1736fcc.org)  
Format subject line: TA for Youth Services RFP; include the name, entity, and email address of the person asking the question.  
All questions and answers available at [www.1736fcc.org](http://www.1736fcc.org)

## **BACKGROUND**

1736 Family Crisis Center (1736 FCC) is submitting a proposal to the City of Los Angeles Community Development Department to operate a Youth WorkSource Center (WSC) for the Harbor Planning Region of Los Angeles. The RFP to which 1736 FCC is responding is available at <http://cdd.lacity.org/bids>. Funding is from the Workforce Investment Act and requires that all youth enrolled have the right to work in the United States.

The Youth WorkSource (formerly OneSource) will provide services to youth ages 14 – 21. At least 70% will be out-of-school youth 17-21 years old with an emphasis on dropouts. In-school youth will be those who have chronic absenteeism, function below grade level, and are credit deficient, and/or have not passed the California High School Exit Exam (CAHSEE), all services should be provided in the Harbor Planning Region of Los Angeles.

Successful bidders will be expected to enter into an agreement to formally collaborate and actively participate in the proposal to the City. In the event that 1736 FCC is awarded a contract with the City, subcontracts will be negotiated with the successful bidders. All clients served will be enrolled in the Youth WorkSource Center (WSC) by 1736 FCC and referred to subcontractors for specific services. Selected subcontractors will be expected to meet all goals as outlined in the subcontract, 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 any data that is required by the program and/or its evaluator.

## **SERVICES SOLICITED**

This RFP is to secure subcontractors to provide one or both of the service components listed below to youth 14-21 who are enrolled by 1736 FCC, into the Youth WorkSource Center. Bidders may propose to

provide any or all services, in any combination, directly and through provision of linkages. Budgets will be evaluated for cost, reasonableness against the service combination and program design proposed.

1. Educational Services Component
  - a. Tutoring, Study Skills
  - b. Contextual Basic Skills - resulting in literacy/numeracy gain
  - c. Occupational skills training - resulting in a certificate
  - d. Dropout prevention and recovery - leading to GED or High School diploma completion.
  
2. Career/Job Services Component
  - a. Specific workshops or courses such as job readiness, financial literacy, computer literacy
  - b. Contextual basic skills resulting in literacy/numeracy gains
  - c. Paid and unpaid work experience, job shadowing
  - d. Career pathways approach

Both components shall also provide:

- Connection and outreach to out-of-school youth and support for specific populations, but not limited to, foster youth, youth involved with the criminal justice system, youth with disabilities, teen parents, homeless youth, and LGTB youth resulting in recruitment of eligible youth to enroll in the program.
- Placement into employment or education, follow-up and retention.
- Services from multiple locations throughout the Harbor Planning Region including but not limited to co-location.
- Leadership development opportunities, which may include community service and peer-centered activities that encourage responsibility and other positive social behaviors in collaboration with the other partners.
- As travel poses a significant barrier to youth for many reasons travel training to be provided.

Five (5) Bonus points will be provided to proposers who:

- Have transportation, driver and insurance (e.g.: an agency van or bus)
- Provide a location within the Harbor Planning Region for youth to access collaborative services at no cost to the grant for the space. Space must meet city defined standards for safety and accessibility.

Verification is at our discretion.

## **PROGRAM AND CONTRACT TERMS**

Upon notification of funding by the City of Los Angeles, 1736 FCC will negotiate sub-contracts with successful bidders. The anticipated term of the contract is July 1, 2012 through June 30, 2013. The contract may be extended or renewed based on the performance and availability of funds at the sole option of 1736 FCC.

## **ELIGIBLE PROPOSER**

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,
- Must have successfully completed contracts similar in size and scope during the past two years,
- Must have experience with the target population, and
- Must be able to provide services within the Harbor Planning Region of Los Angeles.

**PROPOSAL CONTENTS**

**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 e-mail 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 number of youth to be served with two or more positive outcomes within the contract year and cost to achieve those outcomes. (See TEGL 17-05 <http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>)

**Narrative**

The narrative must be limited to a maximum of 10 pages, double-spaced, one-sided, Times New Roman 12-point font. Additional pages will not be read and will not be considered in scoring. The narrative should include the following information:

Demonstrated Ability

All proposers will be evaluated

- Type of organization (e.g. private for profit, private nonprofit, etc.).
- Size, scope, and funding source of similar services during the past two years.
- Description of experience providing similar services during the past two years including number of youth 14-16 and 17-21 receiving these services, and experience working with any specific demographic groups/special populations.
- Description of program success, outcomes measured and performance to goal. Include customer satisfaction results, if any.
- Complete and include the following chart in the narrative:

1. Number of youth 14-21 receiving similar services in past two years in the Harbor Planning Region	
2. Proportion (%) of enrollees from (1) above that were:*	
a) Out-of-school youth	
b) Dropouts	
c) Pregnant or parenting	
d) Foster youth	
e) Youth with disabilities	
f) Involved with the criminal justice system	
g) Needed assistance with English whose primary language was other than English	
h) Age 17-21	

\* Since many youth have multiple barriers, the proportions need not be equal to 100%

Proposed Service

- The service/services to be provided including the length/intensity of the service.

- Specific demographic/special populations to whom you will provide this service.
- Your assessment process, if any, including type of assessment and specific assessment tools used.
- Location in the Harbor Planning Region where services have been provided including the feasibility of providing services at partner locations.
- Existing relationships with specific secondary/post-secondary educational entities.
- Hours during which you are available to provide such services, including evenings and weekends.
- Names of staff that will be involved in this project, their roles, qualifications, experience and language abilities other than English.

**Budget (does not count against page limit)**

Provide a one-page budget, a one-page narrative and complete Exhibit 1 – Summary of Proposed Services. What is the cost per participant by services/ group of services? How did you arrive at this amount? Discuss any direct (non-WIA) and in-kind resources you can commit as leverage. Indicate the method used to calculate the value of the leveraged funds (see description below).

**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.

**Other**

Do not submit anything not requested. It will not be reviewed.

**PROPOSAL EVALUATION**

Proposals shall be evaluated on Demonstrated Ability, Proposed Services, and Cost Reasonableness. At 1736 FCC’s sole discretion, any or all of the following factors may be considered:

1. Demonstrated Ability – 30 points
  - Experience working with target population.
  - Successful performance in providing services similar in scope and size to those sought by this RFP.
  - Assessment of prior funders.
2. Proposed services – 40 points
  - Completeness and accuracy in describing services to be provided.
  - Efficiency and effectiveness of the proposed services in achieving the program objectives.
  - Accessibility and adequacy of proposed services.
  - Understanding of the complex needs of youth with barriers.
  - Staff qualifications and adequacy of staffing pattern.
  - Measures of success.
3. Cost Reasonableness – 30 points
  - Accuracy and completeness of submitted budget.
  - Allowableness, reasonableness and necessity of costs.
  - Proportion of funds that will be leveraged.

- Proposed costs as compared to other proposers and/or to independent cost estimates.

The lowest cost proposer may not be deemed to be the best proposer when all the evaluation factors have been considered.

### **Proposal Review Process**

The proposal review process shall include the following major activities to ensure that the procurement meets audit standards:

1. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.
2. All proposals shall be reviewed, scored, and ranked.
3. Each proposal scoring over 56 on sections 1 and 2 shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, the projected design, and its competitive standing as compared to all other proposals.
4. At 1736 FCC's sole discretion, oral interviews may be held with top scoring proposers. The results of the oral review may be considered determining final funding recommendations.
5. Proposers shall be notified in writing of their scores.
6. 1736 FCC reserves the right to require a pre-award interview, site inspection and/or telephone conference call with applicants.
7. All bids may be rejected if 1736 FCC determines it is in its best interest to do so.

### **Appeals 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 bidder/s 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 of Compliance with Equal Benefits Ordinance; and any other forms the City of Los Angeles deems necessary.

### **SUBMISSION REQUIREMENTS**

The original proposal, together with three (3) complete copies and a copy on a CD, must be hand or courier-delivered in a sealed package to the 1736 FCC receptionist at 2116 Arlington Avenue, Suite 200 Los Angeles, California by **12:00 p.m. PST on December 9, 2011.** Timely proposal submission is the sole responsibility of the proposer. 1736 FCC 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 scored.**

### **Proposal Checklist**

- |                         |                              |           |
|-------------------------|------------------------------|-----------|
| 1. Cover letter         |                              |           |
| 2. Narrative            |                              | 40 points |
| 3. Demonstrated Ability |                              | 30 points |
| 4. Cost Reasonableness  | Budget, Narrative, Exhibit 1 | 30 points |

**EXHIBIT 1  
SUMMARY OF PROPOSED SERVICES**

Agency Name \_\_\_\_\_

Services to be provided – Check all that apply	By Service Component	<input checked="" type="checkbox"/>
Tutoring, Study Skills	Educational	
Contextual Basic Skills	Educational or Career/job	
Occupational Skills Trainings	Educational or Career/job	
Drop-out Prevention and Recovery	Education	
Specific workshops or courses such as job readiness, financial literacy, computer literacy	Career/job	
Paid and unpaid work experience, job shadowing	Career/job	
Placement into education, follow-up, and retention	Education	
Placement into unsubsidized employment, follow-up, and retention	Career/job	
Career Pathways	Career/job	
Outreach and connection to out-of-school youth leading to enrollment of eligible youth	Educational or Career/job	
Services from multiple locations including but not limited to co-location	Educational or Career/job	
Leadership development opportunities which may include community service and peer-centered activities that encourage responsibility and other positive social behaviors	Educational or Career/job	
Travel Training	Educational or Career/job	

**Services provided:**

A. One-on-one \_\_\_\_ B. Group setting \_\_\_\_ Max size of group \_\_\_\_ C. Adult to youth ratio \_\_\_\_/\_\_\_\_

Target Groups to be served	
% In-school youth	
% Out-of-school youth	
% Drop-outs (subset of out-of-school)	
Youth with specific barriers - List	
Youth from specific demographic group/s – List	

**Common Measures Outcomes if appropriate for proposed services**

%	Measure	%	Measure
	Placed into employment		Literacy/numeracy gains
	Out-of-school youth who returned to school		Attain a High School Diploma, GED or certificate
	Other measure as appropriate – Please identify		

**EXHIBIT 1**  
**SUMMARY OF PROPOSED SERVICES**  
**Page 2**

Provide the proposed cost per unit (e.g., \$ per tutoring group session, or \$ per enrolled youth in Educational Services Component, or \$ per youth enrolled in Educational/Career/Job Services Component) Add any explanation needed for full understanding at the bottom of this page.

Cost: \$ \_\_\_\_\_ per \_\_\_\_\_

Provide leveraged/match per unit: Leverage/match \$ \_\_\_\_\_ per \_\_\_\_\_

What is the minimum number of youth you need to serve at this proposed cost? \_\_\_\_\_

What is the maximum number of youth you can serve at this proposed cost? \_\_\_\_\_