



REQUEST FOR PROPOSALS TO PROCURE YOUTHSOURCE SUBCONTRACTORS

The Coalition for Responsible Community Development (CRCD) is preparing a proposal in response to the **City of Los Angeles Economic and Workforce Development Department's Request for Proposals for YouthSource Center Operators**. YouthSource Centers (YSCs) provide career and education services to youth ages 14 - 24, with a focus on improving education, employment, housing, and health outcomes for disconnected youths in the City. CRCD will be proposing to serve South Los Angeles, as shown on the attached **Map of South Los Angeles Area Planning Commission**.

The City's Request for Proposals requires CRCD to conduct a formal procurement process to identify and select potential subcontractors for inclusion in CRCD's proposal to the City. CRCD will review and score subcontractor proposals in a competitive process. Selected subcontractors will be included in CRCD's proposal to the City.

The award of a subcontract is conditioned upon CRCD successfully securing a prime contract with the City to serve as a YouthSource Center Operator for the period October 1, 2022 – June 30, 2023. The award of a subcontract will require a cost-reimbursement subcontract agreement with CRCD including adherence to all City requirements and federal Workforce Innovation and Opportunity Act (WIOA) requirements.

ELIGIBLE SUBCONTRACTORS

The following are eligible proposers to submit a proposal to CRCD to serve as a potential YouthSource Center subcontractor:

1. Community-based organizations, non-profit organizations, private organizations, educational institutions, and public agencies that meet the following qualifications are eligible to apply:
2. Proposer must be registered to do business in the State of California (State) prior to the execution of a contract;
3. Proposer, if a corporation or limited liability company, must be in good standing with the Office of the California Secretary of State;
4. Proposer must be qualified to conduct business in the State;
5. Proposer must be eligible for fidelity bonding;
6. Proposer must have a Los Angeles City Business Tax Registration Certificate (BTRC), or a Vendor Registration Number (VRN) prior to the execution of a contract;
7. Proposer must not have been determined to be non-responsible, nor been debarred by the City pursuant to the Contractor Responsibility Ordinance;
8. Proposer must not have been debarred by the federal, State, or local government;
9. Proposers who have previously contracted with the City or State must not have an outstanding debt that remains unpaid or for which a repayment plan agreement has not been implemented. If Proposer previously contracted with the EWDD or its predecessor

agency the Community Development Department (CDD), it must not have any outstanding disallowed cost or other liability owed to the City that remains unpaid or for which a repayment agreement has not been implemented;

10. Proposer must not have any unresolved fiscal, reporting, or program issues with any of its current or past funding sources;
11. Proposer must have experience managing funds in an amount similar to the amount requested;
12. Proposer, or any member of its executive management, key staff, or any of its Board of Directors, must not be involved in litigation or any other legal matter that compromises the organization's ability to carry out the program services as proposed;
13. Proposer must be familiar with the WIOA and its regulations and programs, the Americans With Disabilities Act – Amendments Act of 2008 (ADAAA), as well as other federal, State, and municipal laws pertaining to job training, job placement assistance, and supportive services to job seekers;
14. Proposer must have demonstrated experience providing similar services for a minimum of two (2) consecutive years within the last three (3) years;
15. Proposer must identify a proposed YouthSource services location that is physically located in the City;
16. If proposer does not have experience in serving residents of the proposed area of service, the proposal must include funded partners with that experience;
17. Proposer will participate in a P3 model which includes leading local partners, aligning local resources, and developing local strategies to increase educational, employment, mental health, housing, and social well-being outcomes; and
18. Proposer has the capability to provide services to a multilingual population in conformance with Title VII of the Civil Rights Act of 1964 (see <http://www.eeoc.gov/laws/statutes/titlevii.cfm> for more information on Title VII requirements).

SCOPE OF SERVICES FOR SUBCONTRACTORS

CRCD is seeking proposals from potential subcontractors to provide one or more of the following 14 program elements:

- a. Tutoring, study skills training, and evidence-based dropout prevention and recovery strategies that lead to completion of a secondary school diploma or its recognized equivalent, or for a recognized post-secondary credential.
- b. Alternative secondary school services, or dropout recovery services, as appropriate.
- c. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including the following:
 - Employment opportunities available throughout the school year;
 - Pre-apprenticeship programs;
 - Internships and job shadowing;
 - On-the-job training opportunities.
- d. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations.
- e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- f. Leadership development opportunities, including community service and peer-centered activities, encouraging responsibility and other positive social and civic behaviors.
- g. Supportive services.

- h. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
- i. Follow-up services for no less than 12 months after the completion of program participation.
- j. Referrals to counseling services and provision of guidance, including drug and alcohol abuse counseling, as appropriate, to fulfill the needs of individual youth.
- k. Financial literacy education.
- l. Entrepreneurial skills training.
- m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- n. Activities that help youth prepare for and transition to post-secondary education and training.

FUNDING SOURCES AND PROGRAM ELIGIBILITY

The YouthSource program will be funded by the WIOA and various youth transitional employment/work-experience funding sources. Differing statutorily imposed expenditure, eligibility and program requirements may adhere to each funding source.

The WIOA defines an “eligible youth” as an individual who is low-income and meets the below criteria:

1. Out-of-School Youth

- a. Age 16 – 24 years old; and one or more of the following:
- b. A school dropout, or not attending or enrolled in any secondary or post-secondary school or school equivalency program at the time of enrollment;
- c. An individual who is deficient in basic literacy skills or is an English language learner;
- d. Homeless, runaway, in foster care or has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship, guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement;
- e. Pregnant or parenting;
- f. An individual with a disability;
- g. An offender;
- h. An individual who requires additional assistance to complete an education program, or to secure and retain employment.

2. In-School Youth

- a. Age 14 – 21 years old;
- b. Attending school, including secondary and post-secondary school, and has one or more of the following barriers
- c. Basic skills deficient
- d. An English language learner;
- e. An offender;
- f. A homeless individual, a runaway
- g. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement;
- h. Pregnant or parenting;
- i. An individual with a disability;

- j. An individual who requires additional assistance to complete an education program or to secure and retain employment.

3. HIRE LA's Youth Program Eligibility Requirements

The City's Hire LA's Youth program is funded by various sources, both public and private, including, but not limited to, City General Fund (GF) and County of Los Angeles Youth@Work (Y@W) Programs. Eligibility and/or program requirements may vary based on funding sources. Successful proposers will be made aware of these additional requirements via contract, directive, or information bulletin. Eligibility for the City's Hire LA's Youth program consists of the following requirements:

- a. Be between the ages of 14-24 (depending on funding source);
- b. Live in the City of Los Angeles;
- c. Be low income;
- d. Have the right to work in the U.S.

TARGET POPULATIONS

All youth ages 14-24 who are eligible for services are welcome to enroll at any of the City's YSCs. Selected YouthSource Center Operators (and Subcontractors), however, will be urged to emphasize provision of services to disconnected youth who comprise multiple-barrier or hardest-to-serve populations. The goals of the YSC system include reducing the number of disconnected youth by returning them to school or training them for the workforce and placing them in employment. Multiple-barrier populations are identified as follows:

1. Homeless or Runaway (Unaccompanied Youth)

Definition: An individual whose primary nighttime residence is a shelter designated to provide temporary living accommodations, including, but not limited to, motels/hotels, family shelters, domestic violence shelters, and transitional housing.

Definition: Runaway (Unaccompanied Youth) are defined as youth who are not in the physical custody of a parent, guardian, or caregiver, and include youth who have run away from home, have been told to leave, or pregnant or parenting teens not living with their parents or a guardian.

- a. Living in a car, park, abandoned building, garage, substandard or inadequate housing, or other public or private places not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- b. Temporarily living in a trailer park or camping area with his/her family because of lack of adequate living accommodations.
- c. Living "doubled-up;" i.e., temporarily sharing the housing of other families due to loss of housing stemming from financial problems (e.g., loss of job, eviction, or natural disaster).

2. Foster Youth (Current or Aged out)

Definition: An individual currently in foster care or who has aged out of the foster care system, in out-of-home placement, or someone who is 14 and left foster care for kinship, guardianship or adoption.

3. Dropout

Definition: An individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. The term "dropout" does not include those who have dropped out of post-secondary school.

4. Out-of-School

Definition: An individual who is age 16 to 24 years not attending any school (as defined by State law, not including Title II Adult Education, Job Corps, Youth Build, high school equivalency programs, non-credit bearing postsecondary classes, dropout reengagement programs, or charter schools that provide instruction exclusively in partnership with WIOA,

federally funded YouthBuild programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps), and meets one or more of the following conditions: a) youth who is a school dropout; b) youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter; c) youth who has either graduated from high school or holds a GED, a secondary school diploma, or its equivalent who is low-income and is either basic skills deficient or an English language learner; d) youth subject to the juvenile or adult justice system; e) a homeless individual, homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement; f) youth who is pregnant or parenting; g) youth who is an individual with a disability; or h) a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

5. Out-of-Work

Definition: An individual who has never had a job or has been fired from a job in the last 12 months or has never held a full-time job for more than 13 consecutive weeks.

6. Justice-Involved/Offender

Definition: An adult or juvenile subject to any stage of the criminal justice process or an adult or juvenile who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions, or for whom services under WIOA may be beneficial.

7. Disabled Youth

Definition: Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment; or has an Individualized Education Program (IEP) or 504 Education Plan.

8. Pregnant or Parenting Youth

Definition: An individual who is parenting can be a mother or father, custodial or non-custodial. As long as the youth is within the WIOA youth age eligibility, the age when the youth became a parent does not factor into the definition of parenting. A pregnant individual can only be the expectant mother.

Belonging to one of the target populations above does not automatically make a customer eligible for WIOA services. WIOA youth eligible requirements must be followed.

FEDERAL, STATE AND LOCAL PERFORMANCE MEASURES

The figures in the “Performance Measures and Service Levels” table below establish minimum quantitative performance measures based on U.S. Department of Labor measures, local measures, and the State’s expectations for the City’s system performance. As part of continuous quality improvement, and in keeping with its service plan, the City will expect YouthSource Center Operators (with support from Subcontractors) to strive to exceed these minimum levels.

PERFORMANCE INDICATORS AND SERVICE LEVELS		
No.	Performance Measure	
1	Youth served through system of support, including clients enrolled in WIOA but not solely in Hire LA’s Youth program	500
2	Total WIOA enrollments	120

3	Minimum percentage of total out-of-school youth to be enrolled	75% of total enrollment
4	Employment Rate 2 nd Quarter After Exit	65.4%
5	Employment Rate 4 th Quarter After Exit	67.2%
6	Credential Attainment Within 4 Quarters After Exit	57.7%
7	Median Earnings	\$3,490.00
8	Measurable Skills Gain	TBD *
9	Placements in Hire LA's Youth Program Work Experience	TBD
10	Clients' participation in InnerSight Experience (Career Assessment)	71
11	Youth Participant Satisfaction Score	9.0
12	Number of Youth receiving educational assessment from PSA Counselors, including 100% of WIOA-enrolled youth	500
13	Minimum number of TOTAL enrollments required by December 31 st (75% of total enrollment goal)	90
14	Percentage of youth co-enrolled in college, adult education, or vocational training program	75% of total enrollment
15	Disconnected youth enrollments**	75% of total enrollment

* State performance levels have not been established. The City of Los Angeles Economic & Workforce Development Department will notify the selected YouthSource Center Operators via Directive upon notice from the State of California.

**75 percent of total enrollments must be youth that are disconnected. Disconnected youth are defined as 1) youth experiencing homelessness/runaway; 2) justice involved; 3) foster; 4) pregnant or parenting; 5) dropout; and/or 6) youth with disabilities.

LOCAL PERFORMANCE MEASURES	
Number of Youth enrolled in Basic Skills/Remediation	25% of total enrollment

Active Youth Council	1
YSC Advisory Council Meetings (starting PY 23-24)	4
Percentage of youth linked to adult or peer-to peer mentoring	50% of total enrollment
Emotional Wellness Assessments (formerly Mental Health Assessments)	100% of total enrollment
Employer Engagement	TBD
Quarterly Community Outreach	4

REQUIRED MATERIALS FOR SUBCONTRACTOR QUOTES

For eligible proposers interested in being considered to serve as a potential subcontractor, please submit to CRCD the following items A and B:

A. Narrative – Please provide a narrative answering all questions below. Please limit the narrative to 5 pages maximum, 12 point font, Times New Roman or Arial font, one inch margins on all sides, single spaced, with page numbers.

1. Organizational Background
 - a. Please state your organization type: community-based organization, non-profit organization, private organization, educational institution, or public agency.
 - b. Please state whether your organization meets 100% of the criteria for eligible proposers. (Yes or No)
 - c. Please briefly describe your organization’s mission, services, the number of youth ages 14-24 that you serve annually, and the number of years of experience serving youth ages 14-24 in South Los Angeles.
2. Program Design (Proposed Services)
 - a. Based on the Scope of Services listed in this RFP, please list which of the 14 program elements you propose to provide.
 - b. Based on the Program Eligibility and Target Populations listed in this RFP, please indicate the number of youth ages 14-24 to be served over 12 months and please state which populations you propose to serve (in-school, out-of-school, multiple-barrier).
 - c. Please indicate the geographic area you propose to serve. Please note the area must fall on the attached **Map of South Los Angeles Area Planning Commission**.
 - d. Please provide the address where you propose to provide services and describe your facilities that will be available to youth.
 - e. How will your proposed work contribute to the required performance measures described in this RFQ?

3. Demonstrated Ability

- a. Given the program elements you propose to provide, please describe your experience providing similar services for a minimum of two (2) consecutive years within the last three (3) years. Please include the types of services provided, dates, funding sources, and outcomes. Providing all or part of this information in a table or chart format is optional.
- b. Please briefly describe your experience within the last three years in the following areas: a) ensuring youth eligibility for services; b) entering data into client databases; c) ensuring fiscal compliance under funding agreements.

B. Budget – Please complete the attached **Budget Forms #2-9** for 12 months in accordance with the attached **Budget Form #1** Guidelines for Preparation of Budget Forms. The maximum subcontractor award will be \$50,000. A minimum of 20% of the requested subcontract amount is required in leveraged resources and must be shown on **Budget Form #7** Schedule of Leveraged Resources.

Form #1: Guidelines for Preparation of Budget Forms

Form #2: Budget Narrative

Form #3: Budget Summary

Form #4: Budget Detail

Form #5: Schedule of Personnel Costs

Form #6: Spending Plan Worksheet

Form #7: Schedule of Leveraged Resources

Form #8: Salary Range Summary

Form #9: Position Description.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Proposals are due to CRCD no later than **May 11, 2022 at 11:59pm Pacific time** and must be submitted via email to SubcontractorOpportunities@coalitionrcd.org. Hard copies are not required or allowed.

Should you have any questions, please email your questions no later than May 4, 2022 at 11:59pm to SubcontractorOpportunities@coalitionrcd.org and use the email subject line “**RFP for YouthSource Subcontractors**”. Answers will be posted on CRCD’s website as Addenda to the RFP no later than May 6, 2022 at 11:59pm. Notifications of preliminary decisions will be sent to Proposers via email on or before May 20, 2022.

ATTACHMENTS TO THIS RFP

- **Map of South Los Angeles Area Planning Commission**
- **Budget Forms #1-9.**