



Coalition for Responsible Community Development (CRCD) Request for Subcontractors

The Coalition for Responsible Community Development (CRCD) is seeking an experienced organization to serve as a subcontractor on our application and program for the City of Los Angeles WorkSource Center Operators – Round 2 RAMP No. Opportunity ID #227756 to provide WIOA services to adults aged 18 and older who have been impacted by the criminal justice system in South Los Angeles.

Please send your complete proposal via email by 5pm on July 24, 2026 to Willie Duncan, Grants Manager at wduncan@coalitionrcd.org.

A. Required Experience:

- 5+ years of experience providing workforce development and comprehensive support services to adults that have been impacted by the justice system and face barriers to employment.
- Established relationships with the County of Los Angeles Department of Probation and California Department of Corrections and Rehabilitation to identify individuals that have been impacted by the justice system and returning to the South Los Angeles community.

B. Scope of Work:

- Required services as outlined in Appendix A in this subcontractor RFP and in the City of LA 2025 WSC Operators – Round 2 RFP
- Recruit and enroll 100 eligible adult participants (18+) with justice involvement in the WIOA WorkSource program each program year.
- Provide case management, individualized career guidance, and support to each enrolled participant to support their career goals.
- Prepare participants for occupational skills training and place at least 35% of participants in occupational skills training that aligns with their individual career goals. Occupational skills training will be provided separately from this subcontract.
- Place at least 80% of participants that complete occupational skills training in employment related to their training sector.
- Prepare and place at least 70% of participants in employment.
- Provide support services to enrolled participants utilizing resources allocated through the WorkSource Center.
- Host regular career exploration and job readiness workshops.
- Refer participants, as needed, to local providers within the City of LA, including to FamilySource and BusinessSource Centers for additional services, such as financial coaching and other resources.
- \$150,000* yearly subcontract that will include 1.0 FTE Case Manager at annual salary at least \$65,000. (*Contingent on the final amount allocated to CRCD, if awarded.)

C. Evaluation and Selection

- Proposals must document that the proposer meets the required qualifications and experience and can satisfactorily perform the duties specified in the RFP.
- The Proposer with the highest score based on the RFP criteria and that also satisfies all contracting requirements will be selected. Selection is not restricted to the lowest offer or bid. Should contract negotiations not be successful with the selected Proposer, CRCD may, based on its exclusive discretion, negotiate with the next most qualified Proposer.

D. Submission

- Please include a summary of your agency's experience and details of how you will meet the above requirements. (Maximum 3-page limit)
- Provide with a fixed annual cost broken down by expense categories that include personnel, fringe benefits, participant related costs, furniture and equipment costs, and indirect costs.
- Email proposal to wduncan@coalitionrcd.org by Friday, July 24, 2026, 5:00 PM PST with the subject line: **WSC Subcontractor RFP 2026 – Your Name or Agency Name**

Appendix A- Abstract of Required services under this subcontract (pp. 25-29 of RFP)

1. Outreach

WSCs will establish clear and concerted outreach strategies with an emphasis on partnering with local community-based organizations already serving vulnerable populations previously described in increasing access to workforce services for disadvantaged communities.

2. Orientation/Intake

Each WSC will provide the following core functions:

- Greeting and orienting participants to WSC programs and services;
- Conducting initial jobseeker skills and educational needs assessment to determine appropriate services;
- Determining WIOA eligibility;
- Referring jobseekers to CalJOBS^{SM1} registration for: self-directed services; WSC orientation and enrollment (if eligible under WIOA), and;
- Collecting data related to CalJOBSsm registrations.

To facilitate access to WSC orientation and enrollment services, the WSC operator shall have a client-facing scheduling system for case manager appointments and ensure dedicated phone lines with adequate staffing. As noted above, proposers are encouraged to consider new technologies such as AI to streamline orientations and enrollments services.

3. Case Management

The WSC staff will conduct comprehensive skills, educational, and career assessments to identify skills, aptitudes, interests, barriers to education and employment, and supportive service needs. A plan consisting of an Objective Assessment Summary (OAS) and Individual Employment Plan (IEP) will be developed for each jobseeker that will identify education, career services, and/or training required to secure gainful employment. Educational, career, and training services may include basic skills remediation, computer training, vocational training, and/or on-the-job training. WIOA authorizes “career services” for registered adult and dislocated worker participants. There are two types of career services as part of case management: 1) Basic Career Services, and; 2) Individualized Career Services. For those participants who do not have a HS Diploma or equivalent, the WSC will help participant to secure a HS Diploma or equivalent. Educational services will be made available and/or provided by local public schools or other educational partners.

4. Employment Services/ Development

The WSC staff will provide assistance with job placement, educational and career counseling, as well as coaching, job retention and supporting services to customers. The career services to be provided by each partner shall be outlined in a Memorandum of Understanding (MOU), which will include cost and resource sharing. Access to career services shall remain seamless. As needed this can include:

- Basic Skills Remediation (contextualized)

Training that includes classes, which will enhance an individual's employability by upgrading basic education. Participants may engage in:

- Remedial math or reading skills;
- GED preparation to obtain a high school equivalency diploma, and;
- Non-academic, prevocational courses to include the development of learning skills, communication skills, and others, such as basic computer skills commonly used in a variety of occupations and industries.

- English Language Learner (ELL) Services

Provide access to English Learning classes to ELL populations through training providers, including LAUSD Adult Education and the Community College District, to prepare job seekers for the workforce.

- Job Readiness Training (contextualized)

Work readiness preparation such as job seeking, interviewing skills, professional conduct, understanding employer expectations, moving toward self-sufficiency, and other types of training that may be necessary to enter employment.

5. Follow-up Services

WIOA mandates post-placement, post-exit follow-up and retention services for 12 months. Follow-up services can include, but are not limited to:

- Counseling about the workplace;
- Contacting the individual or employer to verify employment;
- Career planning, or career counseling;
- Resolving work-related problems;
- Providing information about educational or employment opportunities, and;
- Referral to other community services.