



**REQUEST FOR PROPOSALS
YOUTHSOURCE SUBCONTRACTOR PROCUREMENT
IN-SCHOOL-YOUTH
2026**

The Coalition for Responsible Community Development (CRCD) serves as the lead agency for the VCN Youth-Source Center – the first of its kind in Vernon-Central. The Center connects young people to education, leadership, and community service, career path training, and jobs. We provide intensive case management, support services, placement, and follow-up. CRCD offers workforce development, leadership, occupational training, and job placement for youth and young adults. We have a comprehensive approach to serving our young people. We collaborate with diverse partners who share our mission including young people, residents, businesses, community-based organizations, educational institutions like Los Angeles Trade-Technical College, national organizations such as YouthBuild Global, Opportunity Youth United, local government, the justice and foster care systems, foundations, corporations, donors, and others.

CRCD is seeking an experienced organization to serve as a subcontractor on our YouthSource Center Operator contract for the City of Los Angeles Community Investment Department (CID) – Workforce Development Division. YouthSource Centers (YSCs), as part of the City's YouthSource System (YSS), provide career and education services to youth ages 14 - 24, with a focus on improving education, employment, housing, and economic outcomes for eligible youths in the City. CRCD serves South Los Angeles, as shown on the attached Map of South Los Angeles Area Planning Commission.

The award of a subcontract is for the program year 2026-2027 (PY 26-27) July 1, 2026 – June 30, 2027. The approximate start date of the subcontract is Sept 1, 2026. 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.

A. 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 CID or its predecessor agency the Economic and Workforce Development Department (EWDD), 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;
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);
19. Proposer must adopt a Code of Conduct that, at a minimum, reflects the constraints discussed in WDS Directive No. 17-08 dated January 10, 2017 (https://ewdd.lacity.gov/images/bulletins-directives/EDD/EDDdir_24-01_appendixC.pdf) and comply with 2 CFR 200.318(c). The Code shall be submitted to the City for approval prior to execution of this Agreement;
20. Proposer understands and agrees that the subcontract is conditional on the subcontractor certifying that that staff working with youth, as either employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass a background check, as required by California Penal Code §11105.3 and California Education Code §45125.1 and §10911.5. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact a staff member will have with minors. Subcontractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth;
21. Proposer understands and agrees that upon award and contract execution, the subcontractor shall have Tuberculosis (TB) tests completed on any staff member working with the youth and shall maintain proof of security clearance and TB tests of all staff, including those of the, make such records available to CRCD;
22. Proposer understands and agrees that the subcontractor shall immediately notify City of any arrest and/or subsequent conviction, other than for minor traffic offenses, of any employee, independent contractor, volunteer staff or Subcontractor who may come in contact with children while providing services under this Contract when such information becomes known to the subcontractor. The subcontractor agrees not to engage or continue to engage the services of any person convicted of any crime involving harm to children, or any crime involving conduct inimical to the health, morals, welfare or safety of others, including but not limited to the offenses specified in Health and Safety Code, Section 11590 (offenses requiring registration

as a controlled substance offender) and those crimes listed in the Penal Code which involve murder, rape, kidnap, abduction, assault and lewd and lascivious acts; and

23. Proposer understands and agrees that this proposal submission does not guarantee award and/or subcontract with CRCDC.

B. REQUIRED EXPERIENCE

- 5+ years of experience providing career and education services to youth ages 14 - 21, with a focus on improving education, employment, housing, and economic outcomes for eligible youths in the City, preferably in South Los Angeles. Map: <https://planning.lacity.gov/odocument/467ee67f-2baa-4c95-931f-6a6d8f023f5a>
- 3+ years of experience working with the targeted population of in-school-youth with barriers (as stated in Section D).

C. SCOPE OF SERVICES FOR SUBCONTRACTORS

CRCDC 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:
 - Summer employment opportunities and other 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 the period of participation and a subsequent period, for a total of not less than 12 months.
- i. Follow-up services for no less than 12 months after the completion of program participation.
- j. Referrals to comprehensive guidance and counseling, 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.

Subcontractors must provide these services in South Los Angeles. See the linked Map of South Los Angeles Area Planning Commission.

<https://planning.lacity.gov/odocument/467ee67f-2baa-4c95-931f-6a6d8f023f5a>

D. PROGRAM PARTICIPANT ELIGIBILITY

The YSC Subcontractor will focus on eligible In-School-Youth. The WIOA defines an “eligible youth” as an individual who is low-income and meets the below criteria:

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
 - i. Basic skills deficient
 - ii. An English language learner;
 - iii. An offender;
 - iv. A homeless individual, a runaway
 - v. 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;

- vi. Pregnant or parenting;
- vii. An individual with a disability (those individuals who have an Individualized Education Program (IEP) may be enrolled as ISY up to age 22); and/or
- viii. An individual who requires additional assistance to complete an education program or to secure and retain employment.

E. TARGET POPULATIONS

All youth ages 14-21 who are eligible for services are welcome to enroll at any of the City's YSCs. Subcontractors, however, are urged to emphasize provision of services to youth who comprise multiple-barrier or hardest-to-serve populations. 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. **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.

4. **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.

5. **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.

Note: 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.

F. 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 expects CRCD as the South LA YouthSource Center Operator **(with support from the awarded subcontractor)** to strive to exceed minimum levels. As such, the YSC subcontractor performance measures for PY26-27 are:

PERFORMANCE INDICATORS AND SERVICE LEVELS		
No.	Performance Measure South Los Angeles YouthSource Center - Subcontractor	
1	Total WIOA enrollments by December 31, 2026	15

2	Co-enrollment Requirement – Summer Youth Employment Program (SYEP)	15
3	Education and Employment Rate 2nd Quarter After Exit	72%
4	Education and Employment Rate 4th Quarter After Exit	72%
5	Credential Attainment Within 4 Quarters After Exit	61%
6	Measurable Skills Gain	62%
7	Median Earnings	\$4,200
8	Youth Participant Satisfaction Score	8.5
9	Number of Youth receiving educational assessment from PSA Counselors	15
10	Leveraged Resources of non-WIOA funds	47% \$35,250

* Generally, goals are based on the YSS's current goals with the State. When the City receives additional guidance from the State, performance goals may be modified.

G. REQUIRED MATERIALS FOR SUBCONTRACTOR PROPOSALS

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

I. Cover Letter

Please provide a cover letter on company letterhead that:

1. Identifies proposal is a response to CRCD's Request for Proposals YouthSource Subcontractor Procurement 2026

2. Name of the Person Authorized to Bind the Organization to a Subcontract. Include title, address, telephone number, and email address.
3. Primary Contact Person for this Proposal. Include title, address, telephone number, and email address.
4. Certify that your organization is eligible to submit a proposal per items #1-18 in Section A: Eligible Subcontractors.
5. Certify that proposer/organization understands and agrees to comply with and complete items #19 – 22 in Section A: Eligible Subcontractors.
6. Verify that proposer/organization understands and acknowledges item #23 in Section A: Eligible Subcontractors.
7. Includes Signature

II. Narrative

Please provide a narrative answering all questions below. Please limit the narrative to 5 pages maximum, 12-point font, Times New Roman, Arial, or Aptos font, one-inch margins on all sides, single spaced, with page numbers. Any pages above the 5-page maximum will not be reviewed nor included in the evaluation and scoring.

1. Organizational Background

- a. State your organization type: community-based organization, non-profit organization, private organization, educational institution, or public agency.
- b. State whether your organization meets 100% of the criteria for eligible proposers as listed in Section A. (Yes or No)
- c. Briefly describe your organization's mission, services, the number of youth ages 14-21 that you serve annually, the number of years of experience serving in-school-youth ages 14-21 in South Los Angeles, and the number of years of experience working with in-school-youth with barriers.

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 in-school-youth ages 14-21 to be served over 10 months and please state which multi-barrier populations you propose to serve.

- c. Please indicate the geographic area you propose to serve. Please note the area must fall on the linked Map of South Los Angeles Area Planning Commission.
<https://planning.lacity.gov/odocument/467ee67f-2baa-4c95-931f-6a6d8f023f5a>
- d. Please provide the address where you propose to provide services and describe your facilities that will be available to in-school-youth.
- e. How do you propose to meet the performance measures described in this RFP?

3. Demonstrated Ability

- a. Given the program elements you propose to provide, please describe your experience providing similar services for a minimum of five (5) consecutive years within the last six (6) 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.

III. Budget

Please complete the attached Budget Forms #2-7 for 10 months in accordance with the attached Budget Form #1 Guidelines for Preparation of Budget Forms. The maximum subcontractor award available is \$75,000. Subcontractor is required to have leveraged resources that equal a minimum of 47% of the requested subcontract amount and must be shown on Budget Form #7 Schedule of Leveraged Resources. (For example: a \$75,000 funding request should show \$35,250 in non-WIOA 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

H. SUBMISSIONS AND TIMELINES

Proposals are due to CRCD no later than August 27, 2026, at 11:59pm Pacific Time and must be submitted via email to grants@coalitionrcd.org . **Subject line: RFP for YouthSource Subcontractors – Your Agency/Org Name.**

- Submit Cover Letter and Narratives as a single PDF document.
- Submit Budget Forms in the original Excel templates, any alterations may result in disqualification.
- Hard copies are not accepted. Electronic proposals received via email after the deadline are disqualified and will not be considered.

I. 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.

Notifications of decisions will be sent to Proposers via email approximately September 1, 2026.

J. ATTACHMENTS TO THIS RFP

- Map of South Los Angeles Area Planning Commission
- Budget Forms #1-7.