

CITY OF LOS ANGELES

CALIFORNIA

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GENERAL MANAGER




**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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KAREN BASS
MAYOR

DATE: December 5, 2023

TO: Currently Contracted City of Los Angeles WorkSource Centers

FROM: Gerardo Ruvalcaba, Assistant General Manager 
Workforce Development System

**SUBJECT: WDS INFORMATION BULLETIN № 24-03
REQUEST FOR INTEREST TO PROVIDE WORKFORCE
DEVELOPMENT SERVICES TO INDIVIDUALS AT THE LOS ANGELES
VALLEY COLLEGE PORTAL**

EFFECTIVE DATE

This bulletin is effective upon date of issuance.

PURPOSE

The purpose of this bulletin is to solicit information from currently contracted City of Los Angeles (City) WorkSource Center (WSC) on their interest in operating the Los Angeles Workforce Strategy Center at Los Angeles Valley College (LAVC) to provide workforce development services to eligible individuals.

BACKGROUND

On September 8, 2017 the Los Angeles Workforce Strategy Center was opened at LAVC. This center has operated as a WSC portal, administered by the Community Career Development Inc. The portal has linked higher education and workforce development to meet the dynamic labor force demands of the region's growing industries. The programs offered through this portal offer a connection to LAVC's existing training academies centered on the Biotech, Manufacturing, and Transportation sectors.

Due to the departure of the Community Career Development, Inc. (CCD) operator of the Wilshire-Metro WSC, from the system a new WSC will take charge of the portal to serve City residents that are seeking employment and job training information.

The new operator will be awarded \$100,000 in Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) funds and will be responsible for providing Basic Career Services. Additionally, the operator will compile and track information related to sector partnerships and training from within the LAVC campus and provide appropriate referrals. One full-time equivalent (FTE) shall be assigned to enroll individuals, provide services, and outreach on-site at the portal during regular business hours, from 8:30am to 5:00pm, Monday through Friday.

AVAILABLE FUNDING

The total proposed amount of funding for this project is up to \$100,00 in WIOA Adult and DW funds to serve a total of 52 additional participants. Funding, and performance, for this project will be allocated as follows*:

NO.	WORKFORCE DEVELOPMENT SERVICES	FUNDING	PERFORMANCE*
1.	WIOA Adult	\$60,000.00	31
2.	WIOA Dislocated Worker	\$40,000.00	21
TOTAL		\$100,000.00	52

*Please note that the performance measures may be subject to change.

ELIGIBLE PARTICIPANTS AND PRIORITY OF SERVICE

Participant eligibility is defined in WIOA. Eligible individuals are those who meet standard WIOA Adult and DW enrollment requirements.

TERM OF CONTRACTS

Contracts resulting from this Request for Interest (RFI) will be effective from December 1, 2023 through June 30, 2024.

PROPOSAL REQUIREMENTS

Currently contracted WSCs interested in delivering the above-described services should complete and submit the following documents **no later than 5:00pm on Friday, January 5, 2024**.

1. **Request for Interest Response Form** (attached hereto as Attachment 1).
2. **Cover Letter**
Needs to be dated and bearing the “wet” signature of an authorized signatory, signatory’s full address, telephone number, and email address.
3. **Project Design Narrative**
Not to exceed one (1) page, to include the following:
 - a. A detailed project design, to include the following:
 - A description of outreach efforts to individuals at the LAVC campus interested in workforce development/training services.
 - A description of the referral process for individuals interested in WSC provided services.
 - b. The number of Adult/DW enrollments per month that Proposer will be able to serve, and the total number of participants that Proposer will serve for the project.
 - c. A listing and description of leveraged resources that will be deployed for this project.
 - d. A brief description of current High Road Training Partnerships (H RTP) activities/partners, and selected H RTP sector.
 - e. A **list** of participating partners, collaborators, and/or subcontractors that will cooperate in providing services to project participants, and a description of such services. Your response should include a **letter** of intent from partners described herein.

4. Program Budget

At this time, EWDD is **not** requiring the submission of a proposed budget for this RFI. However, successful awardees must employ at least one (1) FTE staff to this project, and cover location lease expenses.

5. Proposer's Partnership or Previous Experience/Cooperation

If any, with training providers and employers in designated sectors, not to exceed two (2) pages, to include the following:

- a. A description of prior WorkSource Center portal activities, if applicable.
- b. A description of specific participant outreach strategies deployed by Proposer for WIOA Adult and DW services.
- c. A list of current partners or collaborators for the training and workforce development (for example, other WSCs, employer associations, chambers of commerce, etc.) and a description of the services they provided.
- d. A list of current, or potential, training/employment providers for the program, in Biotech, Manufacturing, and Transportation sectors.
- e. A list and description of any industry councils and/or other regional collaborations in which Proposer has participated in the past three years.

SUBMISSION REQUIREMENTS

Timely submission of the RFI is the sole responsibility of each proposer. The City reserves the right to determine the timeliness of all submissions; and may reject any submissions delivered after the stated deadline. Response forms and proposals will be time-stamped upon submission to EWDD.

Submission Deadline Date: Friday, January 5, 2024

Deadline Time: 5:00pm

Delivery Method: E-mail to EWDD.Planning@lacity.org with the subject line: "LAVC WSC Portal RFI, [Proposer Name]"

Proposals submitted **after 5:00pm on Friday, January 5, 2024, may not be accepted.**

EVALUATION OF PROPOSALS

RFIs will be evaluated based on the narratives submitted. Proposers will be evaluated on their previous experience and success with projects funded by WIOA, their understanding of the City's project design, and their ability to plan, manage and implement the proposed project model.

FUNDING RECOMMENDATIONS

Funding recommendations are subject to approval by the City WDB and/or the Los Angeles City Council. Funding amounts are set at the discretion of the City; each agency's past performance will be considered in making funding recommendations. The City reserves the right to fund one or more WSCs or none.

EWDD CONTACT

Questions regarding this information bulletin must be e-mailed to EWDD.Planning@lacity.org subject line: **“LAVC WSC Portal RFI Question,”** by **5:00p.m. on Friday, December 29, 2023.**

CMH:GR:FVC:DB:SM:cg

Attachment: Request for Interest Response Form