



**WORKFORCE DEVELOPMENT BOARD/LOCAL ELECTED
ELECTED OFFICIAL (WDB/LEO) APPEALS BOARD MEETING
CITY OF LOS ANGELES**

WORKFORCE DEVELOPMENT BOARD (WDB) MEETING

**Thursday, February 19, 2026
3:00 PM**

Ramona Hall Community Center

4580 N. Figueroa Street, Los Angeles, CA 90065

AGENDA

1. Call to Order/Roll Call
2. Declarations of Conflicts of Interest
3. Public Comment on Non-Agenda Items

ACTION ITEM(S):

4. Overview of the WorkSource Center Operators (WSC) Request for Proposals (RFP) Process Donny Brooks
5. Guidance from the City Attorney on Appeals Parameters:
 - a. What can be presented to the WDB/LEO Appeals Board
 - b. Time allotted for presentation to the WDB/LEO Appeals Board
 - c. What can be considered and decided by the WDB/LEO Appeals Board
6. UAW-Labor Employment and Training Corporation - West Adams/Baldwin Hills/Leimert Appeal (5 Minutes)
EWDD Response (15 Minutes)
7. LA Urban League - West Adams/Baldwin Hills/Leimert Appeal (5 Minutes)
EWDD Response (15 Minutes)
8. Watts Labor Community Action Committee - Southeast LA /Watts Appeal (5 Minutes)
EWDD Response (15 Minutes)
9. Adjourn

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The public will have an opportunity to address the Board on any agenda item at the time the item is considered. Members of the public who wish to speak on any item are requested to complete a speaker card for each item they wish to address, and present the completed card(s) to the designated personnel of the Board. Speaker cards are available at the sign-in table at the back of the meeting room. Documents/reports on agenda items are available on the Board's website and may be distributed at the meeting. For updated meeting schedules please visit www.wiblacity.org. For more information call 213-744-7164.

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2.

DATE: February 19, 2026
TO: Workforce Development Board (WDB)/Local Elected
FROM:
SUBJECT: **Declarations of Conflicts of Interest**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

No Attachments Available



DATE: February 19, 2026

TO: Workforce Development Board (WDB)/Local Elected

FROM:

SUBJECT: Overview of the WorkSource Center Operators (WSC) Request for Proposals (RFP) Process

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ❑ 1a. Item_5_-_2025_WSC_Operators_RFP_Results
- ❑ 1b. Attachment 1 - HDI Heat Map
- ❑ 1c. Attachment 2 - HDI CPA Scores Tables
- ❑ 1d. Attachment 3 - Highlights of Proposals Recommended for Funding
- ❑ 2a. AMENDED WSC Redesign RFP 2025 - FINAL 9-17-25
- ❑ 2b. AMENDED Attachment 1 - 2025 WSC RFP Proposal Contents Checklist 9.11.25
- ❑ 2c. AMENDED Attachment 3 - Proposal Package Narratives and Forms - Exhibits 1-12 - 9.26.25
- ❑ 2d. Attachment 4 - Exhibit 13- Budget Form #1 - Guidelines for Preparation of Budget Forms
- ❑ 2e. Attachment 4- Exhibit 13- Budget Forms #2,#3,#4,#5,#6_WIOA Adult
- ❑ 2f. Attachment 4- Exhibit 13- Budget Forms #2,#3,#4,#5,#6_WIOA Dislocated Worker
- ❑ 2g. Attachment 4 - Exhibit 13- Budget Form #7 Leverage Resource Form (1)
- ❑ 2h. Attachment 4- Exhibit 13- Budget Form #8 Salary Range Summary (1)
- ❑ 2i. Attachment 4- Exhibit 13- Budget Form #9 Position Description.docx
- ❑ 2j. AMENDED Attachment 5- 2025 WSC RFP City Contracting Requirements Checklist and Compliance Forms 9.19.25.docx
- ❑ Presentation_2025 WSC RFP Appeals 2-19-26.pptx_2sl

CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

FREDERICK L. JACKSON
INTERIM GENERAL MANAGER



444 S. FLOWER STREET
LOS ANGELES, CA 90071

KAREN BASS
MAYOR

DATE: January 29, 2026

TO: LaShondra Mercurius, Chair
Workforce Development Board

FROM: Frederick Jackson, Interim General Manager
Frederick L. Jackson
Economic and Workforce Development Department

**SUBJECT: APPROVAL OF RECOMMENDATIONS REGARDING THE RESULTS OF
THE 2025 WORKSOURCE CENTER (WSC) OPERATORS REQUEST
FOR PROPOSALS (RFP) FOR PROGRAM YEAR 2026-27**

WORKFORCE DEVELOPMENT BOARD ACTION

The General Manager of the Economic and Workforce Development Department (EWDD) respectfully requests that the Workforce Development Board (WDB):

1. APPROVE the results of the 2025 WorkSource Center (WSC) Operators Request for Proposals (RFP), subject to final determination by the Appeals Board (see Table 1);
2. AUTHORIZE the General Manager of the EWDD, or a designee, to negotiate and to enter into contracts with the recommended public, private, non-profit and/or governmental entities as outlined in Table 2, for the period of July 1, 2026 through June 30, 2027, with an option for the City of Los Angeles (City) to renew for up to three (3) additional one-year terms, subject to the WDB/Local Elected Officials (WDB-LEO) agreement and approval by the City Attorney;
3. AUTHORIZE the General Manager of the EWDD to prepare a Replacement Operator list for the WSC System, consisting of all proposals achieving a score of 70 or higher, to remain in place for the duration of the procurement cycle;
4. CONCUR with the EWDD determination of insufficient proposals for the Boyle Heights, Southeast Los Angeles/Watts, and West Adams-Baldwin Hills-Leimert Community Planning Areas (CPAs);
5. AUTHORIZE the General Manager of the EWDD to reissue the RFP for the Boyle Heights, Southeast Los Angeles/Watts, and West Adams-Baldwin Hills-Leimert or South Los Angeles CPAs to provide adequate competition, as an insufficient number of eligible proposals were received for the WSCs in the East Los Angeles and South Los Angeles areas; and
6. AUTHORIZE the Chair of the WDB Executive Committee to reassess and, as appropriate, recommend the reallocation of existing Workforce Innovation and

Opportunity Act (WIOA) funds through the Annual Plan to support the redesign of the WSC System and implementation of improvements authorized by the WSC Redesign Ad Hoc Committee, and to submit, as necessary, a City General Fund (GF) budget request of up to \$3.4 million to augment available resources and fully implement the redesigned WSC System.

BACKGROUND

The re-procurement of WSC Operators represents a significant opportunity for the City to modernize the WSC System and incorporate local workforce development priorities into its program design over the next four years. The current design of the WSC program was developed over 13 years ago. The realities, barriers, and needs of the Angelenos served by the WSC System have shifted along with the labor demands of the City's primary industries. Los Angeles County Economic Development Corporation's (LAEDC) *Los Angeles: People, Industry, Jobs Report (2022–2028)*, commissioned by the EWDD, identifies critical labor market challenges the Workforce Development System (WDS) must address through the WSC Redesign. Critical issue areas include homelessness, rising costs of living, increasing poverty, stagnant incomes, population decline, an aging workforce, low educational attainment, and increased disconnection rates for 16–24-year-olds.

Five-Year Strategic Plan

In response to these challenges, the redesign will position the WSC System to lead the advancement of the Five-Year Workforce Development Plan (2025-2030), *A Path Forward* (Five-Year Plan). A critical focus of the Five-Year Plan is to support the Mayor's efforts to address the homelessness crisis. Adopted by the City Council (Council File No. 25-0531), the City's Five-Year Plan promotes economic recovery, financial stability, and prepares residents and businesses for jobs of the future. The Five-Year Plan supports the Mayor's Five-Year Goal of connecting 50,000 Angelenos into high-quality, living-wage jobs, registered apprenticeships, paid work experiences, and training as critical pathways to economic stability and success by 2030.

WorkSource Center System Evaluation

In September 2023, the City's WDB established a WSC System Redesign Ad Hoc Committee to set priorities for system redesign, required services, and performance expectations. To assess the WSC Systems' capacity to meet the objectives and long-term goals established by the Five-Year Plan, California State University Northridge (CSUN) was contracted to evaluate the current WSC System program model to identify ways to redesign and improve its service delivery system to connect program participants to high-wage jobs and reduce inequities among program participants. The evaluation included interviews with existing service providers, key stakeholders, and existing program participants. It also included an analysis of program outcomes achieved by WSCs, including occupation placements and service delivery to high-barrier populations. Some of the key findings of the CSUN evaluation included the following:

1. Funding and Resource Constraints

Current WSC funding levels do not sufficiently provide the necessary resources to staff critical case management and employment engagement work. Funding is also

limited for critical participant-related costs such as stipends and supportive services. Limited resources also lead to unmanageable participant-to-case manager ratios, with some cases exceeding 170 participants per case manager.

2. Limited-Service Customization for Key Populations

With the exception of Los Angeles Regional Initiative for Social Enterprise (LA:RISE) and select discretionary programs, the insufficient staffing and participant-related costs limit the WSC's ability to adequately case-manage program participants and provide the necessary resources to address barriers to employment. The result is a "one-size-fits-all" program that does not create quality employment opportunities for participants with basic skills deficiencies and/or limited educational attainment.

3. High Infrastructure Costs

Contribute to the WSC System's challenges and inability to meet many participants' needs as a result of allocating approximately one-third of program funding to facility and other infrastructure costs.

4. Staff Retention and Support

High staff turnover rates and limited opportunities for professional development pose challenges for maintaining a skilled and experienced workforce. Low wages, demanding workloads, and a lack of career advancement pathways contribute to staff burnout and attrition, disrupting service continuity and quality.

5. Overemphasis on Federal Performance Measures

While the WSC System consistently meets federal performance measures negotiated annually with the California Employment Development Department (EDD), these measures do not fully capture customer outcomes or the system's broader impact. The WSC directors have noted that the current performance targets are excessively high, while budgets remain insufficient. As a result, centers are compelled to serve a larger number of clients more quickly to fulfill performance targets, limiting their ability to provide the in-depth, high-quality services many clients need.

WorkSource Center System Redesign White Paper

Guided by the findings and recommendations from the CSUN evaluation and the Five-Year Plan, the EWDD, in partnership with the WDB and the Mayor's Office of Economic Opportunity (MOEO), set to transform the current WSC System from a system focused on serving a large volume of participants with limited impact, to one that focuses on providing high quality services, creating economic opportunity, and ensuring access to "good jobs" that provide a living wage.

The proposed redesign consists of the following program design elements:

1. A service delivery strategy by educational attainment level (no High School (HS) diploma, HS Diploma or equivalency, and some college), with an emphasis on providing the participant supports needed to achieve higher levels of education.
2. Enhancing employer engagement strategies, including new high-road training programs and career pathways informed by sector-specific strategies targeting

priority industries that align with the Mayor's Five-Year Plan Goal of creating 50,000 "good jobs" by 2030.

3. Expanding Cross-Sector Collaboration with City "Source" systems (FamilySource Centers (FSC), BusinessSource Centers (BSC), YouthSource Centers (YSC)) and with regional education and workforce development partners, including the EDD, California Department of Rehabilitation (DOR), Los Angeles Unified School District (LAUSD), and Los Angeles Community College District (LACCD), to enhance the capacity and effectiveness of WSCs, ensuring comprehensive support for job seekers.
4. Increasing organizational capacity of the WSC System by setting minimum staffing levels for case managers and employer engagement and decreasing participant-to-case manager ratios.
5. Expanding the reach of the WSC System through virtual services and community partnerships with the City's Public Library System
6. Continue focusing on high-barrier populations through customized programs that address individual barriers to employment, including educational attainment and the need for supportive services. High barrier populations include:
 - Unhoused / Individuals Experiencing Homelessness
 - Justice-Impacted Individuals
 - People with Disabilities
 - Veterans
 - Older Workers 55+
 - English Language Learners

The modernized employer engagement strategy, through customized sector initiatives and sector-specific training, will allow participants to be placed in high-growth sectors and apprenticeships. By implementing individualized customer flows and prioritizing high-growth sectors, the system will tailor training and placement to a participant's specific educational level and desired sector. This improved service delivery is supported by expanding cross-sector collaboration with libraries and community colleges and introducing virtual services to increase accessibility.

The program design professionalizes the WSC System by setting a goal for the minimum wage of \$23 for all WSC staff and \$31.25 for WSC Case Managers and Business Services Representatives to reduce turnover, while maintaining a 50:1 participant-to-case-manager ratio and deepening support for high-barrier populations like older workers and opportunity youth.

The redesigned system will also integrate an intentional case management and customer flow plan for Angelenos experiencing homelessness through prioritizing partnerships with homeless service providers, identifying employer-driven pathways, and coinciding with relevant regional plans to alleviate homelessness.

The re-envisioned WSC System differs fundamentally from the old design by prioritizing depth of service and long-term economic impact over the sheer number of participants served. While the previous system focused on quick job placements in low-cost entry roles due to funding constraints, the updated WSC System highlights the quality staffing and supportive services necessary for career-level success. To achieve this, the WSC

Redesign prioritizes increased funding per Center as critical to providing intensive case management and specialized employer engagement staffing.

Without an increase in WIOA funding, the City has two options for increasing resources to WSCs:

- **Option 1 – Augment WIOA Funding with City General Fund Dollars**

This option allows the City to maintain the existing number of centers, enabling the City to serve high-need areas while also providing wide coverage across the City.

- **Option 2 – Reduce the Number of Centers Funded**

In order to reduce infrastructure costs across the system while increasing individual budgets up to the \$1.7 million target proposed by the WSC RFP.

This targeted investment is designed to drive significantly better employment outcomes for the entire WSC System and support the Mayor's Five-Year Plan with the goal of connecting Angelenos to 50,000 high-quality, living wage jobs by 2030.

PROCUREMENT PROCESS

Due to the comprehensive strategic planning and redesign processes undertaken by the EWDD and the WDB, and to comply with federal procurement timelines, the EWDD proposed to bifurcate the WSC System procurement process into two phases.

Phase I – Request for Qualifications (RFQ)

An RFQ was released in January 2024 to establish the qualified list of proposers while the strategic planning and redesign work was still ongoing. At the direction of the WDB, the RFQ was reopened to accommodate additional applicants on September 26, 2024.

The RFQ sought to identify community-based organizations that had the requisite experience and capacity to operate a WSC program. Ultimately, a total of twenty-five (25) organizations were vetted and placed on the List of Qualified WSC Operators, as approved by the WDB on December 10, 2024.

Successful proposals met the requested qualifications and demonstrated ability in the following areas: Financial Information, Personnel Information/Organizational Leadership, WIOA Experience, and/or other non-WIOA Employment and Training Experience, Facility Management/Key Workforce Partnerships. Applications were evaluated on a Pass/Fail basis.

Organizations on the qualified list were subsequently invited to submit a proposal in response to Phase II of this procurement.

Phase II – Release of Request for Proposals to the Qualified List

Upon City Council and Mayor approval of the proposed WSC Redesign, the EWDD released Phase II of the WSC RFP. On July 16, 2025, the EWDD released the 2025 WSC Operators RFP to the WSC Operator Qualified List (25 organizations) that resulted from Phase I. The RFP focused on Program Design, Employer Engagement, Performance

Outcomes and Business Results, Facility Site Readiness, Budget/Cost Reasonableness, and Leveraged Resources.

Applicants were to submit a maximum of two (2) proposals to any of the seven (7) Area Planning Commissions (APC): East Los Angeles, South Los Angeles, Central Los Angeles, West Los Angeles, Harbor, South Valley, and North Valley. The proposal package consisted of a series of exhibits with narratives, flowcharts, tables, and attachments, which provided the applicant with an opportunity to articulate its unique approach.

Twenty-one (21) eligible proposals were submitted by fifteen (15) operators on the qualified list by the final deadline of October 9, 2025.

Proposal Review Process

The EWDD utilized a combination of internal subject matter experts and external independent reviewers to score all twenty-one (21) proposals. Internal subject matter experts focused on quantitative elements of rating, including proposed program outcomes and cost reasonableness. Eight (8) external raters focused on qualitative elements of the RFP, including program narratives and flowcharts. Raters included workforce development professionals from the following regions:

- Riverside, California,
- Boston, Massachusetts,
- Las Vegas, Nevada,
- Baltimore, Maryland,
- Monterey, California.

Proposals were scored on a 100-point basis, comprised of the following evaluation categories:

- Program Design (25 Points)
- Employer Engagement (20 Points)
- Performance Outcomes & Business Results (25 Points)
- Facility Site Readiness (10 Points)
- Budget/Cost Reasonableness and Leveraged Resources (20 Points)

To be considered for funding, proposals were required to obtain a minimum score of 70 points. However, a score of 70 points or greater did not guarantee that a proposal would be funded.

Notification of Proposal Review Results

The WSC RFP Notification Letters were released on Friday, January 16, 2026. Proposers were notified of their score and whether they would be recommended for funding. The notification included information regarding the appeals process as described in the RFP.

Table 1 displays the agencies selected by proposed APC, CPA, total score, and whether or not agencies were recommended for funding.

Table 1 – Final Scores and Recommendations

Proposed APC	CPA	Proposer Name	Score	Recommendation
Central LA	Hollywood	Managed Career Solutions	77	Recommended
	Westlake	Pacific Asian Consortium in Employment	75	Recommended
	Downtown	Chinatown Service Center	66	Not Recommended
East LA	Northeast LA	Goodwill Southern California	85	Recommended
Harbor	Wilmington	Managed Career Solutions	77	Recommended
	Wilmington	Asian American Drug Abuse Program	71	Not Recommended
North Valley	Sylmar	Goodwill Southern California	86	Recommended
	Sun Valley - La Tuna Canyon	El Proyecto del Barrio	75	Recommended
	Sylmar	El Centro De Amistad	72	Not Recommended
	Arleta - Pacoima	Equus Workforce Solutions	71	Not Recommended
South LA	Southeast LA	Coalition for Responsible Community Development	79	Recommended
	West Adams – Baldwin Hills – Leimert	Asian American Drug Abuse Program	75	Recommended
	Southeast LA	Housing Authority of the City of Los Angeles	73	Recommended
	West Adams – Baldwin Hills – Leimert	UAW-Labor Employment and Training Corporation	55	Not Recommended
	West Adams – Baldwin Hills – Leimert	LA Urban League	50	Not Recommended
	Southeast LA	Watts Labor Community Action Committee	41	Not Recommended
South Valley	Canoga Park – Winnetka – Woodland Hills – West Hills	Alliance for Community Empowerment	77	Recommended
	Canoga Park – Winnetka – Woodland Hills – West Hills	El Proyecto del Barrio	75	Not Recommended
	Canoga Park – Winnetka – Woodland Hills – West Hills	Equus Workforce Solutions	72	Not Recommended
	Canoga Park – Winnetka – Woodland Hills – West Hills	El Centro De Amistad	72	Not Recommended
West LA	West LA	JVS SoCal	73	Recommended

A total of four (4) organizations did not receive qualifying scores, including two (2) existing WSC Operators: Watts Labor Community Action Committee (WLCAC) and United Auto Workers (UAW) - Labor Employment and Training Corporation. Various organizations that did not qualify were impacted by factors such as missing exhibits from the proposal, budgets submitted after the deadline, and budget exhibits submitted in an incorrect, unevaluable format.

Proposals achieving a score of 70 or higher will constitute the Replacement Operator list for the WSC System to remain in place for the duration of the procurement cycle (4 years).

APPEALS PROCESS

The recommendations included herein are subject to the appeals process outlined in RFP Section 2.16. Specifically, proposers have the right to appeal procedural issues in the administration of this RFP. Appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. **The deadline to submit letters of appeal is January 28, 2026.**

Should the EWDD receive appeals by the deadline, the EWDD will coordinate with the WDB to convene the Appeals Board, in accordance with the WDB/LEO. The decision of the WDB Appeals Board will be considered final.

PROPOSED TERM OF CONTRACTS

The term of the contracts resulting from this RFP is for the period July 1, 2026, to June 30, 2027, a period of twelve (12) months, with an option to renew for up to three (3) additional, one-year program terms.

RECOMMENDATIONS

The City's recommendations outlined in Table 2 below continue funding for fourteen comprehensive WSCs across the City. This recommendation allows the City's workforce system to operate critical programs across all regions of the City while continuing long-standing efforts to emphasize services to those regions of the City with the greatest need. The City proposes to allocate funds by APC, with priority given to those CPAs of the City identified as having high incidences of poverty and unemployment and low educational attainment. The EWDD utilized the most recent American Human Development Index (HDI) data available to identify CPAs with the highest need. Developed by Measure of America, the American HDI measures three fundamental dimensions within each CPA: health, access to knowledge, and standard of living.

As noted above, to maintain the current number of WSCs while implementing the recommendations of the WSC Redesign, including establishing minimum wage requirements for case managers, increasing training and supportive services funding for program participants, and expanding funding for homeless services through subcontract agreements, the EWDD will first reassess the allocation of existing WIOA funds through the Annual Plan to identify opportunities to better align current resources with these priorities. To the extent that existing WIOA resources are insufficient to fully support implementation of the redesigned, high-impact program model, it may be necessary for the City to augment WIOA funding with City GF dollars. The EWDD estimates that an increased investment of up to \$3.4 million would allow the City to provide the additional

resources needed to fully implement the program model described in this RFP. Table 2 below identifies the list of recommended service providers by APC and CPA.

Table 2 – Recommended Service Providers

#	Recommended WSC Operator	CPA	APC
1	Managed Career Solutions	Hollywood	Central LA
2	Pacific Asian Consortium in Employment	Westlake	
3	Goodwill Industries of Southern California	Northeast LA	East LA
4	Reprocure	Boyle Heights	
5	Managed Career Solutions	Wilmington	Harbor
6	Goodwill Industries of Southern California	Sylmar	North Valley
7	El Proyecto del Barrio	Sun Valley - La Tuna Canyon	
8	Coalition for Responsible Community Development	Southeast LA - Vernon Central	South LA
9	Housing Authority of the City of Los Angeles	Southeast LA - Watts	
10	Asian American Drug Abuse Program	West Adams – Baldwin Hills – Leimert	
11	Reprocure	West Adams – Baldwin Hills – Leimert or South Los Angeles	
12	Reprocure	Southeast Los Angeles / Watts	
13	Alliance for Community Empowerment	Canoga Park – Winnetka – Woodland Hills – West Hills	South Valley
14	JVS SoCal	West LA	West LA

Lastly, for areas where the City did not receive enough eligible proposals, including Boyle Heights CPA, a second Southeast Los Angeles / Watts WSC, and a second West Adams–Baldwin Hills–Leimert or South Los Angeles CPA, the EWDD recommends up to three (3) months of continued funding for the existing providers as outlined in the table below. A new RFP will be released within four to six weeks of this report to identify service

providers for regions labeled as “Reprocure” in Table 2. Due to the limited number of eligible proposers in these areas, the new procurement will be an open procurement process, not limited to the established pre-qualified list. Additionally, the EWDD proposes a three-month extension with existing service providers in these regions in order to ensure a continuation of services during the re-procurement process.

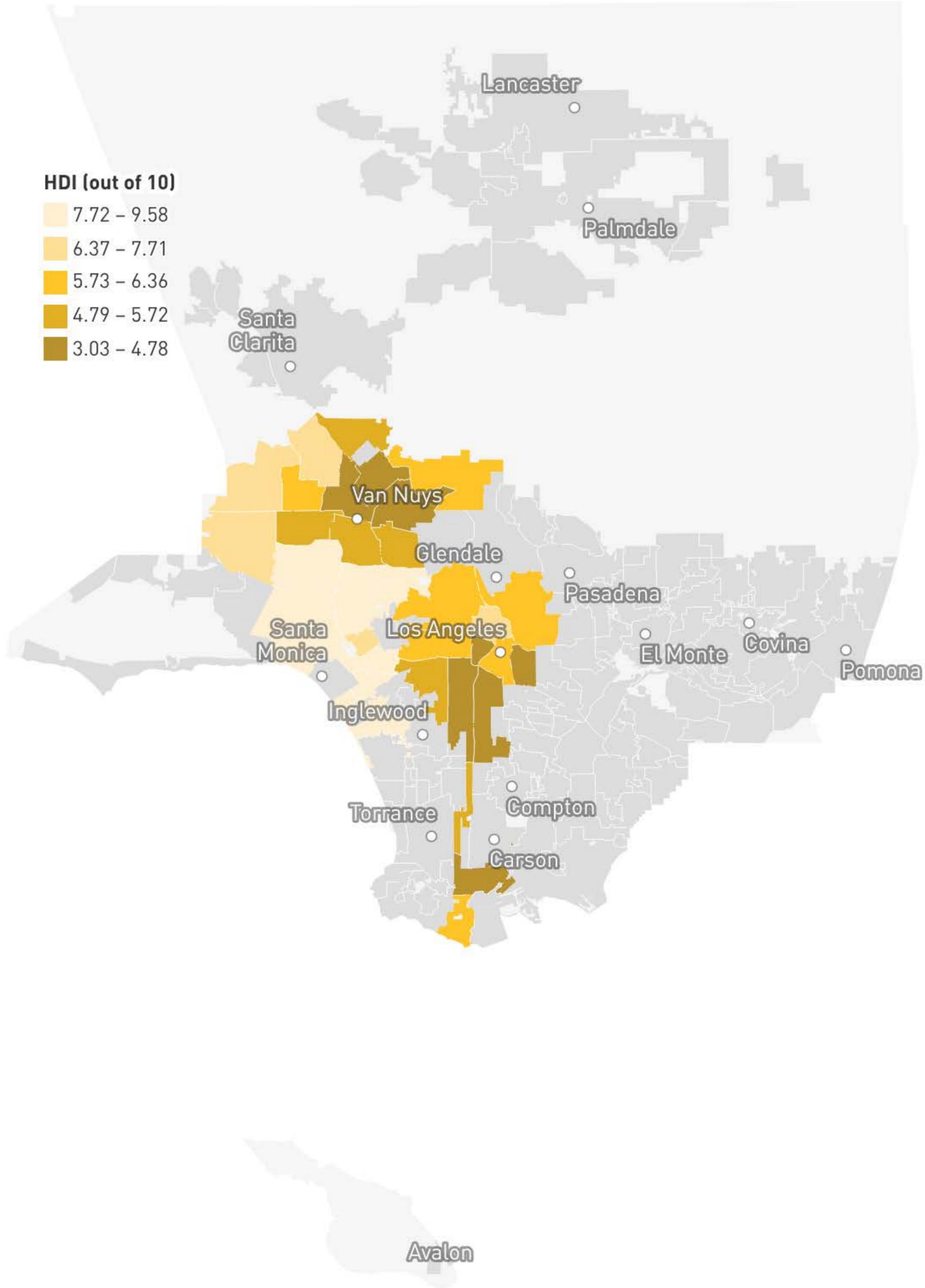
Table 3 – 3-Month Extension

WSC Site	Current Operator
Boyle Heights	Managed Career Solutions
West Adams–Baldwin Hills–Leimert	UAW-Labor Employment and Training Corporation
Southeast Los Angeles / Watts	Watts Labor Community Action Committee

NEXT STEPS

Recommendations contained herein are subject to a fiscal review and any determinations made by the Appeals Board. Any changes shall be incorporated into the EWDD’s funding recommendations and presented to the City Council and Mayor for final approval. Finalized funding amounts will be included in the Year 27 Annual Plan. Lastly, the EWDD will transmit the recommendations to the City Council following the Appeals Board recommendations, should an Appeals Hearing be required.

FJ:GR:DB:MF:XB:cg



Source: Life expectancy: Measure of America calculations using mortality data from the California Department of Public Health, 2019-2023. Education and earnings: Measure of America calculations using data from the US Census Bureau ACS, 2019-2023.

Note: Color scheme is different from typical Measure of America visual language where darker colors indicate more of something, or greater values.

HDI - CPA Scores Tables

Community Planning Area (CPA)	Area Planning Commission (APC)	CPA Average Score	HDI Ranking (2023)	HDI Ranking (2017)
Southeast Los Angeles	South LA APC	1	3.03	2.26
Boyle Heights	East LA APC	4.5	3.80	3.17
South Los Angeles	South LA APC	5.5	3.82	3.10
Westlake	Central LA APC	14	3.89	3.34
Arleta – Pacoima	North Valley APC	13.5	4.16	3.74
Sun Valley – La Tuna Canyon	North Valley APC	18.5	4.27	4.19
Wilmington – Harbor City	Harbor APC	11.5	4.32	3.66
Mission Hills – Panorama City – North Hills	North Valley APC	18	4.38	3.99
West Adams – Baldwin Hills – Leimert	South LA APC	11.5	4.79	4.10
Harbor Gateway	Harbor APC	5.5	4.84	3.91
Sylmar	North Valley APC	20.5	5.06	4.56
Van Nuys – Sherman Oaks	South Valley APC	17	5.20	4.62
Reseda – West Van Nuys	South Valley APC	19.5	5.29	5.04
North Hollywood – Valley Village	South Valley APC	11.5	5.49	4.92
Sunland – Tujunga – Lake View Terrace – Shadow Hills – East La Tuna Canyon	North Valley APC	16	5.73	5.28
San Pedro	Harbor APC	23	5.8	5.38
Central City	Central LA APC	13	5.83	5.50
Central City North	Central LA APC	7	5.83	3.50
Northeast Los Angeles	East LA APC	19	5.9	4.85
Northridge	North Valley APC	24.5	5.97	6.35
Wilshire	Central LA APC	20	6.11	5.41
Hollywood	Central LA APC	21.5	6.18	5.52
Westwood	West LA APC	16.5	6.37	6.36
Canoga Park – Winnetka – Woodland Hills – West Hills	South Valley APC	18	6.39	6.02
Silver Lake – Echo Park – Elysian Valley	East LA APC	16.5	6.66	5.96
Granada Hills – Knollwood	North Valley APC	24	6.67	6.23
Chatsworth – Porter Ranch	North Valley APC	24.5	6.77	6.57
Palms – Mar Vista – Del Rey	West LA APC	30	7.72	6.40
Encino – Tarzana	South Valley APC	11.5	7.93	7.45
Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass	South Valley APC	19	8.17	7.62
West Los Angeles	West LA APC	30.5	8.44	7.98
Venice	West LA APC	27.5	8.55	7.77
Westchester – Playa del Rey	West LA APC	30.5	8.88	7.99
Bel Air – Beverly Crest	West LA APC	30.5	9.20	9.51
Brentwood – Pacific Palisades	West LA APC	35	9.58	9.24

*MoA considers Central City and Central City North as Downtown in 2023 HDI Score.

Highlights of Proposals Recommended for Funding

APC	CPA	Proposer Name	Total Proposed Enrollments	Registered Apprenticeship Placements	Employment Placements \$40-\$55K	Employment Placements above \$55K	Total Placements above \$40K	Average Wage at Placement
Central LA	Hollywood	MCS	740	12	350	205	555	\$26.44
Central LA	Westlake	PACE	760	35	350	100	450	\$20.19
East LA	Northeast LA	Goodwill	750	150	338	226	564	\$27.05
Harbor	Wilmington	MCS	740	12	350	205	555	\$26.44
North Valley	Sylmar	Goodwill	750	150	338	226	564	\$27.05
North Valley	Sylmar	EPDB	750	15	108	25	133	\$23.00
South LA	South LA	CRCD	500	75	300	100	400	\$23.00
South LA	West Adams –	AADAP	800	50	280	280	560	\$25.00
South LA	SouthEast LA	HACLA	740	25	346	150	496	\$35.80
South Valley	Canoga Park –	ACE	500	50	400	125	525	\$23.50
West LA	West LA	JVS SoCal	740	30	272	87	359	\$27.00

PROPOSED RPA	PROPOSER NAME	Emphasized service populations	Types of Placements	Homeless Service Partners	Employer Partners	Sectors + Occupations + Wage (Chart)
1	Central LA	MCS Unhoused, Veterans, Individuals with Disabilities, Re-entry, Opportunity Youth, Older Workers, ELL, Dropout, DV, LGBT, Single Parents, three participant types by educational attainment	Direct job placements, Work-based Learning, OJT, paid WEX, Registered Apprenticeships - Healthcare & Social Assistance, Construction and Infrastructure, Trade & Logistics, Social Assistance - TLH, Public Infrastructure Projections, Union Placements	Covenant House, LA LGBT Center, Downtown Women's Center, Salvation Army, Volunteers of America, Chrysalis, LA CADA, Continuum of Care (CoC), Linc Housing, Abbey Road, Penny Lane, Abode Communities, LA Family Housing, Little Tokyo Service Center, SRO Housing, Venice Community Housing, Habitat for Humanity, Change Reaction, JENESE Center, House of Ruth, East LA Women's Center, St. Barnabas Senior Programs, Careers for Cause.	Alliance for California Traditional Arts, Assured Lifestyle Housing, BG Multi Family, Bridge to Hope, Bumblebee, City of LA Fire Department, Comfort Paradise Homecare, CTRL +Create Studio, ETEC Consulting Group, Fashion Nova, Friends Outside, Home Instead, Homeboy Inc, iFoster, Impact LA, Just Do it Over, JT Resources, Kroger Inc., Lead The Way, Martin Brothers, MCS EDC, Metro Builders and Engineers Group, My Friend's House Foundation, Neighborhood Youth Achievers, New Image Shelter Inc, Saint Barnabas Senior Services, Stepping Forward LA, Veterans Stand Together, Via Care, Walgreens, WERC, MCS Economic Development Corporation, Martin Brothers Construction	Home Health Aide, Certified Nursing Assistant, LVN Liaison, Certified Medical Assistant, Certified Dental Assistant, Phlebotomist, Pharmacy Technician, Emergency Medical Technician, General Laborer- Apprentice, Carpenter- Apprentice, General Labor Maintenance Worker (Non-Union), Restoration Crew Member, General Labor/Maintenance Worker with Sawyer Certification, Daily Crew Operations, Supervisor Logistics Safety Manager, Truck Driver, Supply Chain Project Manager, Customer Services Rep., Social Services Program Manager, Social Services Assistant, Veteran Peer Navigator, Peer Support Navigator (Including those for seniors, justice involved or PWD), Clerical Admin Assistant, Drug and Alcohol Counselor, Graphics Designer
3		PACE The priority service populations primarily include vulnerable populations and individuals at various levels of educational attainment. Specifically, the program is designed to serve individuals experiencing homelessness, those with disabilities, and veterans. Other prioritized groups include older workers (aged 55+), justice-involved individuals reentering the workforce, and persons with limited English proficiency. PACE also tailors its services based on a participant's educational background, prioritizing high school dropouts, high school graduates, and individuals with some postsecondary or vocational training who have not completed their programs.	The PACE proposal identifies several integrated placement tracks focused on high-demand industries, specifically within the Healthcare and Green Economy sectors. Participants are guided toward high-quality, living-wage roles such as Medical Assistants, Certified Nursing Assistants (CNAs), Pharmacy Technicians, Solar Panel Installers, Weatherization Technicians, and Energy Auditors. The proposal utilizes various placement modalities to ensure success, including direct placement into unsubsidized employment, On-the-Job Training (OJT) where employers provide paid training during productive work, and Registered Apprenticeships (RA) that combine paid work experience with structured credentialing and mentorship. Additionally, PACE leverages transitional employment hubs through partners like Chrysalis to provide immediate work opportunities in green sectors and retail as a bridge to long-term career pathways.	The homeless service partners include the Downtown Women's Center, Union Rescue Mission, Weingart Center, Chrysalis, LA Mission, People Assisting The Homeless (PATH), SRO Housing Corporation, and Good Shepherd Center. These organizations offer integrated housing and workforce services, providing candidates with temporary housing, case management, and access to dedicated employment navigators within shelters and Tiny Home Villages. Additionally, PACE identifies People Assisting The Homeless (PATH) as a key co-location partner at their community-based site to facilitate direct enrollment.	El Proyecto Del Barrio Health, Cedars-Sinai, LA Chamber of Commerce, National Health Foundation, U.S. Green Building Council Los Angeles (USGBC LA), GRID Alternatives, UNITE-LA, Maravilla Foundation, Cedars-Sinai Medical Center, Hospitality Training Academy	Medical Assistant (MA), Certified Nursing Assistant (CNA), Pharmacy Technicians, Energy Weatherization Technician, Solar Panel Installer, Energy Auditor.
4	East LA	Goodwill Unhoused individuals, veterans, justice-involved individuals, people with disabilities, seniors, immigrants/refugees, individuals 25+ without a high school diploma, domestic violence survivors, individuals 55+, LGBTQ+, disconnected youth, single parents, and the long-term unemployed.	Job placements are divided into direct job placement into permanent full-time and part-time unsubsidized roles and work-based learning opportunities. Direct placements include roles matched to regional and local labor market demand in high-growth industries. Work-based learning tracks feature On-the-Job Training (OJT), Paid Work Experience (PWE), and Registered Apprenticeships. Specific sectoral placements identified include: Healthcare: Home Health Aide, CNA, Medical Assistant, Phlebotomist, and Pharmacy Technician. Hospitality: Line Cook, Prep Cook, Barista, Server, Concierge, and Security Guard. Construction: Laborer, Carpenter, Electrician, Plumber, and various union-aligned apprenticeships. Manufacturing: Machine Operator, QC Inspector, Forklift Operator, Welder, and CNC Machinist. Public Administration: Administrative, Research, HR, and Policy Assistant roles. Transportation/Logistics: CDL Truck Driver, Forklift Operator, Shipping Clerk, and School Bus Driver.	Los Angeles Mission, Midnight Mission, Chrysalis, Affordable Living for the Aging, The U.S. Department of Housing and Urban Development (HUD), the Los Angeles Homeless Services Authority (LAHSA), and the Los Angeles County Department of Public Social Services (DPSS).	Los Angeles/Orange County Building & Construction Trades, Hospitality Training Academy (HTA), Unite Here Local 11, Athens Services, UCLA Olive View Medical Center, CVS Health, Denco, CSC, LAX, Hyatt, HMS Host, Legends, Westin Bonaventure, Universal Studios, Compass Levy, Flying Food Group, and Aramark	CNA, Medical Assistant, Pharmacy Tech., Barista/Latte Artist/Cook Apprenticeship, Line Cook/Chef de Partie Apprenticeship, Room Attendant Apprenticeship, Prep Cook Pre-Apprenticeship, Nursing Assistant, Back Office Assistant, Laboratory Assistant, Medical Biller, X-Ray Technician, Biotechnology Laboratory Assistant, Construction Laborer, Utility Worker, Plumber Apprentice, Apprentice Electrician, Apprentice Carpenter, Roof Support, Truck Driver, Helpers Loaders, Heavy Equipment Operator, Maintenance Technician, and Administrative
6	Harbor	MCS Veterans, individuals with disabilities, unhoused individuals or those experiencing homelessness, older workers (age 55+), reentry or justice-involved individuals, English language learners, opportunity youth (ages 18-24), individuals over 25 without a high school diploma, domestic violence survivors, single parents, and transgender individuals.	Managed Career Solutions (MCS) utilizes two primary placement tracks for the Harbor region: direct employment placement and training pathways centered on employment outcomes. The Direct Job Placement Track focuses on immediate job search assistance and targeted recruitments in various sectors. The Work-Based Learning (WBL) Options Track includes modalities such as On-the-Job Training (OJT), Paid Work Experience (PWE), and Registered Apprenticeships. These WBL activities are designed to allow participants to gain practical experience and incentivize their hire by local employers. Sector-specific placements are identified in high-growth industries like Healthcare and Social Assistance, Construction, and Trade and Logistics.	Managed Career Solutions (MCS) identifies several homeless service partners for the Harbor region, including LA CADA, Covenant House, the LA LGBT Center, Salvation Army, Volunteers of America, Chrysalis, Careers for Cause, and the Continuum of Care (CoC). Additional housing and supportive service partners for participants include Linc Housing, Abbey Road, Penny Lane, Abode Communities, LA Family Housing, Little Tokyo Service Center, SRO Housing, Venice Community Housing, and Habitat for Humanity.	Metro Builders and Engineers Group LTD., MCS Economic Development Corporation (MCS EDC), JT Resources, BG Multi-Family, Martin Brothers Construction, Home Instead, Comfort Paradise Homecare, Via Care, Walgreens, Aids Foundation, City of LA Fire Department, Kroger Inc., ETEC Consulting Group, Bumblebee, Fashion Nova, Lead The Way, Stepping Forward LA, My Friend's House Foundation, New Image Shelter Inc, Friends Outside, Assured Lifestyle Housing, Impact LA, Saint Barnabas Senior Services, iFoster, Bridge to Hope, Veterans Stand Together, WERC, Homeboy Inc., Just Do it Over, Neighborhood Youth Achievers, CTRL + Create Studio, and Alliance for California Traditional Arts	Home Health Aide, Certified Nursing Assistant, LVN Liaison, Certified Medical Assistant, Certified Dental Assistant, Phlebotomist, Pharmacy Technician, Emergency Medical Technician, General Laborer- Apprentice, Carpenter- Apprentice, General Labor Maintenance Worker (Non-Union), Restoration Crew Member, General Labor/Maintenance Worker with Sawyer Certification, Daily Crew Operations, Supervisor Logistics Safety Manager, Truck Driver, Supply Chain Project Manager, Customer Services Rep., Social Services Program Manager, Social Services Assistant, Veteran Peer Navigator, Peer Support Navigator (including those for seniors, justice involved or PWD), Clerical Admin Assistant, Drug and Alcohol Counselor, Graphics Designer
7	North Valley	Goodwill Unhoused individuals, veterans, justice-involved individuals, people with disabilities, seniors, immigrants/refugees, individuals aged 25+ without a high school diploma, domestic violence survivors, individuals aged 55+, LGBTQ+ individuals, disconnected youth, single parents, and the long-term unemployed.	Placement tracks are categorized into direct employment and work-based learning, which includes On-the-Job Training (OJT), Vocational Training, and Registered Apprenticeships. Specific placement roles across high-growth sectors include: Healthcare, Hospitality, Construction, Manufacturing, Transportation/Logistics, and Public Administration.	LA Family Housing, MEND, Chrysalis, Affordable Living for the Aging, HUD, LAHSA, DPSS, Hope of the Valley Rescue Mission, Tarzana Treatment Center, and Volunteers of America.	Los Angeles/Orange County Building & Construction Trades (LAOC BCTC), Hospitality Training Academy (HTA), Valencia Technologies Corporation, UCLA Olive View Medical Center, CVS Health, Senior Helpers, Northeast Valley Health Corporation, Mission Community Health Network, Maxim Healthcare, Future Transition, All Town Ambulance, San Fernando Community Health Center, Propel America, Valley Community Healthcare, Kaiser	CNA, Medical Assistant, Pharmacy Tech, Nursing Medical Center Assistant, Back Office Assistant, Laboratory Assistant, Medical Biller, X-Ray Technician, Biotechnology Laboratory Assistant, Construction Laborer, Utility Worker, Plumber Apprentice, Apprentice Electrician, Apprentice Carpenter, Roofer, CNC, Hospitality Training Academy (HTA) Apprenticeship, Barista/Latte Artis/Cook de Partie Line Cook/ Chef Apprenticeship, Room Attendant Apprenticeship, Prep Cook Pre-Apprenticeship.
10		EPDB The emphasized service populations include military veterans, individuals experiencing homelessness or housing insecurity, justice-involved individuals, and people with disabilities. The program also specifically targets English Language Learners (ELL), older workers (age 55+), individuals with low educational attainment (less than a high school diploma or equivalent), low-income residents, dislocated workers, opportunity youth, and members of the LGBTQ+ and transgender communities.	The types of placements identified in the El Proyecto del Barrio (EPDB) North Valley proposal include direct job placement into permanent full-time employment and work-based learning (WBL) opportunities such as On-the-Job Training (OJT), apprenticeships, transitional jobs, externships, and subsidized work experience. Targeted occupational roles include Medical Assistant, Certified Nursing Assistant (CNA), Pharmacy Technician, Phlebotomist, Licensed Vocational Nurse (LVN), and Registered Nurse (RN) in Healthcare, as well as Truck Driver in Logistics.	The homeless service partners include the Los Angeles Homeless Services Authority (LAHSA), LA Family Housing, Volunteers of America (VOA), The Village Family Services, and Hope of the Valley Rescue Mission Help Center (HOV). The program also coordinates with the LA County Coordinated Entry System (CES) and its regional partners, as well as the Los Angeles Regional Initiative for Social Enterprise (LA-RISE), Chrysalis, MEND, Seed House Project, and Tiny Homes to provide housing stabilization, transitional jobs, and basic needs support.	Dytran Instruments, National Health Foundation, Arleta Family Health Clinic, MV Transportation, Utility Refrigeration, Walgreens, Teamsters Joint Council 42, Providence, Alta Med	Medical Assistant, Basic Pharmacy Technician, Truck Driver
15		CRCD The proposal prioritizes vulnerable populations, which are expected to comprise at least 80% of all customers. Specifically emphasized groups include individuals experiencing homelessness (targeted for at least 20% of enrollment) and justice-involved or reentry individuals (targeted for 30% of enrollment). Other targeted populations include military veterans, individuals with disabilities, older workers (aged 55+), and English language learners. The center also focuses on opportunity youth (ages 18-24) and individuals with varying educational levels, including high school dropouts and those without a high school diploma or GED.	The center provides direct job placement into permanent employment and work-based learning opportunities such as On-the-Job Training (OJT), paid work experience (WEX), and registered apprenticeships. Placements are primarily targeted in the Construction/Infrastructure and Trade & Logistics sectors. Specific roles include: Construction: Lead Abatement Worker, Painter Apprentice, Electrician, Drywall Installer, Carpenter, Plumber, Sheet Metal Worker, Ironworker, and Solar Technician. Trade & Logistics: Commercial Truck Driver (Class A), Transit Bus Driver (via LA Metro's apprenticeship), Warehouse Worker, Forklift Operator, Merchandiser, and Customer Growth Representative. Alternative Pathways: Placements through the City of LA Targeted Local Hire and Bridge to Jobs programs, and roles as Safety Ambassadors or Security Guards.	CRCD coordinates housing and support through its role as the prime contractor for the LAHSA Coordinated Entry System (CES) in SPA 6. Key external partners include the Homeless Outreach Program Integrated Care System (HOPICS), which provides services for adults and families, and the Salvation Army. Additional specialized support is provided by Inside Safe, the Los Angeles Regional Initiative for Social Enterprise (LA-RISE), Ruth's Place Drop-In Center, Sanctuary of Hope, SHIELDS for Families, Watts Labor Community Action Committee (WLCAC), and A Step to Freedom. The center also utilizes the LA County Department of Mental Health (DMH) Home Team and the Homeless Outreach & Mobile Engagement (HOME) program for treatment referrals.	Alliance Environmental Group, AppleOne, Inc., Co-Lab Inc., CRCD Enterprises, Green Convergence, KPA Constructors Inc., L&B Builders, LA Metro, Progression Drywall Corp, Reyes Coca-Cola Bottling, SMS Transportation, Sonny's Construction, VCI Construction, LLC	Lead Abatement Technician 1/Painters Apprentice Level 1, Lead Abatement Technician 2/Painters Apprentice Level 2, Safety Ambassador/ Security Guard, Safety Ambassador Supervisor/Security Guard Supervisor or Manager, Landscape Worker, Crew Leader/ Foreperson, Graffiti Abatement Worker, Graffiti Abatement Supervisor/Driver, Maintenance & Repair Worker, Painters Apprentice/ Level 1, Lead Abatement Worker, Solar Technician, Inside Wiremen (1st Year), Carpenter/Framing Helper, Drywall Installer, Drywall Finisher, Carpenter Apprentice, Long Distance Driver, Professional Driver, Warehouse Worker, Merchandiser, Customer Growth Rep, Shipping/ Warehouse Clerk, and Apprentice Bus Operators

Highlights of Proposals Recommended for Funding

12	South LA	AADAP	<p>Based on the AADAP South proposal, the prioritized service populations include individuals experiencing homelessness, veterans (with a specialized focus on women veterans), older adults, and reentry individuals with criminal justice involvement. The center also specifically targets people with disabilities, English language learners, and youth. Additionally, services are tailored for participants stratified by educational attainment, specifically those with no high school diploma, high school graduates or equivalent, and individuals with some college experience. Other emphasized groups include survivors of domestic violence and individuals seeking substance abuse treatment.</p>	<p>Based on the AADAP South Los Angeles WorkSource Center proposal, job placements are divided into direct job placement into permanent full-time and part-time unsubsidized roles and work-based learning opportunities. Direct placements include roles matched to regional and local labor market demand in high-growth industries. Work-based learning tracks feature On-the-Job Training (OJT), Paid Work Experience (PWE), and Registered Apprenticeships.</p> <p>Specific sectoral placements identified include:</p> <p>Healthcare: Licensed Vocational Nurse (LVN), Certified Nursing Assistant (CNA), Medical Assistant, Phlebotomist, and Pharmacy Technician.</p> <p>Construction: Laborer, Painter, Electrician, Plumber, and various union-aligned apprenticeships.</p> <p>Transportation/Logistics: CDL Truck Driver and various warehouse/logistics roles.</p> <p>Renewable Energy: Wind Turbine Technician and Solar Energy Specialist.</p> <p>Protective Services: Security Guard and other public safety roles.</p>	<p>People Assisting the Homeless (PATH), Linc Housing, Jenesse Center, Amity Foundation, HealthRIGHT 360, Project 180, Five Keys, the U.S. Veterans Administration, and various other faith- and community-based organizations. Additionally, the center collaborates with public systems such as the Los Angeles County Departments of Mental Health and Social Services, the Los Angeles Homeless Services Authority, and internal departments like AADAP's Treatment, Youth & Families, and Prevention units to provide bridge housing and intensive outpatient support.</p>	<p>Kaiser Permanente, Providence Medical Center, Vallarta Supermarkets, Los Angeles Police Department, Contemporary Service Corporation, CHA Hollywood Presbyterian Medical Center, Electrical Apprentice Training Institute/IBEW, Milender White Construction, Los Angeles World Airports (LAWA), Green Energy Technical Services Group</p>	<p>Vocational Nurse, Nursing Assistant, Licensed Vocational Nurse, Electrical Apprentice, Laborer, Cement Finisher, Worker Wind Turbine Technician</p>
14		HACLA	<p>The center prioritizes individuals experiencing homelessness or housing insecurity, military veterans, justice-involved or re-entry individuals, and people with disabilities. Targeted groups also include older workers (aged 55+), English Language Learners, and opportunity youth (aged 14-24). Additionally, the proposal focuses on residents of public housing and Section 8 households, individuals with varying educational backgrounds (ranging from no high school diploma to some college), and dislocated workers.</p>	<p>Placement types consist of direct job placement into permanent full-time employment and work-based learning opportunities such as on-the-job training (OJT) and paid internships (e.g., HACLA's Administrative Internship Program). The program also offers placements into registered apprenticeships and pre-apprenticeship programs (such as MC3). Sector-specific roles include:</p> <p>Healthcare: Certified Nursing Assistant (CNA), Medical Assistant, Licensed Vocational Nurse (LVN), Phlebotomist, Pharmacy Technician, Ultrasound Technician, and Medical Biller/Coder.</p> <p>Public Sector/Government: Eligibility Interviewer, Case Manager, Life Coach, Job Developer, and Housing Support Specialist.</p> <p>Construction/Skilled Trades: Laborer, Electrician, Plumber, Painter, Finished Carpenter, Stone Mason, and Heavy Equipment Operator.</p> <p>Alternative Pathways: Entry-level civil service roles via the Targeted Local Hire and Bridge to Jobs programs.</p>	<p>The homeless service network includes the Los Angeles Homeless Services Authority (LAHSA), Homeless Outreach Program/Integrated Care System (HOPICS), Volunteers of America, the Salvation Army (specifically the co-located A Bridge Home Shelter), and the Heartland Coalition for the Homeless. The center also leverages partnerships with the LA County Coordinated Entry System (CES) and internal HACLA departments like Section 8 and Asset Management to facilitate housing referrals and placements.</p>	<p>Los Angeles Police Department - Community Safety Partnership Bureau (LAPD-CSPB), Charles Drew University (or Charles R. Drew University of Medicine and Science), South Bay Workforce Development Investment Board (SBWIB), Advanced Nursing Services (or Advance Nursing Services), Primestor Development, Agency Ezzy Homecare and Staffing, UCLA Health, Portrait Laborer Construction, Inc, Epiphany Mental Health, Metro, and Power2Workers</p>	<p>Program Coordinator, CNA, Resident Aide, Security Cook, Medical Assistant, Police Officer, Detention Officer, Police Service Operator, Laborer Apprentice, Medi-Cal Case Manager, Dental Assistant, Certified Nursing Assistant, CNC Machinist, Entry level construction jobs, Entry level maintenance, Security guards, Maintenance Worker, Placement Manager, Local Hire Compliance Manager, Receptionist</p>
20	South Valley	ACE	<p>The center prioritizes Opportunity Youth (ages 18-24), unhoused individuals, reentry participants with justice involvement, and English language learners. Other emphasized populations include military veterans, persons with disabilities, older workers (aged 55+), and adults over age 25 without a high school diploma. Additionally, the program targets single parents, survivors of domestic violence, and members of the transgender community.</p>	<p>Placement tracks include direct job placement into unsubsidized employment, registered apprenticeships, and union-affiliated pre-apprenticeships. The program also utilizes transitional subsidized jobs, internships, and on-the-job training (OJT) with wage reimbursements. Specific occupational roles include Peer Support Specialists, Case Managers, and Community Health Workers in the social services sector, alongside various skilled trades positions such as electricians, plumbers, ironworkers, painters, drywallers, framers, HVAC technicians, and solar photovoltaic installers.</p>	<p>Homeless service coordination is facilitated through LA Family Housing, Hope the Mission, and the ACE House of RUTH transitional housing program. The center also collaborates with the LAHSA Coordinated Entry System (CES) through partners such as HOPICS and Community Housing Partnership. Additional support is provided by MEND, West Valley Food Bank, and the LA County Justice Care and Opportunity Department (JCOD) for individuals experiencing homelessness who are also justice-impacted.</p>	<p>Parker Brown Construction, New Generation Construction, Anti Recidivism Coalition (ARC), the LA/OC Building and Trades Council, Mass Liberation, Public Works Alliance, Mayeda Consulting, Los Angeles Pierce Community College, Linqui HVAC, GRID Alternatives, West Valley Occupational Center, Advancing Social Impact, People Ready, Prism Way, Social Model Recovery, Habitat for Humanity, and Miguel Contreras Foundation</p>	<p>Peer Support Specialist, Electrician, Plumber, Drywall, Iron Worker, General Labor, etc., Framers, Electrician, HVAC, Refrigeration, Solar Installer, Framers, Painter, Drywall,</p>
21	West LA	JVS SoCal	<p>The program prioritizes individuals experiencing homelessness, military veterans, individuals living with disabilities, and justice-impacted or reentry populations. Additional targeted groups include mature job seekers, individuals seeking to leave public assistance, opportunity youth aged 18-24, and refugees or immigrants. The center also serves participants lacking a high school diploma or GED, English language learners, and members of the LGBTQ+ community.</p>	<p>Placement tracks consist of direct hire into unsubsidized employment and work-based learning opportunities such as on-the-job training (OJT), paid work experience (PWE), and registered apprenticeships. Specific sectoral roles include Patient Service Representatives, MRI Technology Aides, DEXA Technologists, and Pharmacy Technicians in healthcare. Other placements focus on construction laborers, electricians, plumbers, commercial truck drivers, and various positions within sports, entertainment, and event staffing.</p>	<p>Homeless service coordination is provided through partnerships with LA Family Housing, Hope the Mission, Mass Liberation, and the Amity Foundation. Veterans experiencing homelessness are supported via JVS SoCal's specialized programs, including the Homeless Veterans' Reintegration Program and Supportive Services for Veteran Families. The center also collaborates with the Los Angeles Homeless Services Authority and the City's Inside Safe Job Connector program to support those at risk of housing instability.</p>	<p>RadNet, Turner Construction, CSC Los Angeles, Parkwest Bicycle Casino, PVIJobs, Knight Transportation</p>	<p>MRI Tech Aide, DEXA Technologist, Patient Service Representative, Construction Laborer, Electrical Technician, Class A Truck Driver, Event Security, Crowd Management</p>

City of Los Angeles



Request for Proposals (RFP) for

WorkSource Center Operators

RFP No. Opportunity RAMP ID # 223781

Issued by:
Economic & Workforce Development Department

Date Issued: July 16, 2025
Proposal Deadline: ~~September 18, 2025~~ October 9, 2025

**CITY OF LOS ANGELES
ECONOMIC & WORKFORCE DEVELOPMENT DEPARTMENT**

Request for Proposals (RFP) for WorkSource Center (WSC) Operators - 2025

Issue Date	July 16, 2025
RFP Number:	RAMP Opportunity ID # 223781
Description/ Scope of Work Summary:	This RFP is to solicit proposals from pre-qualified organizations interested in providing services as both a one-stop operator and primary Workforce Innovation and Opportunity Act (WIOA) Title I adult and dislocated worker service provider in a WorkSource Center (WSC). This RFP is open to the List of Qualified WSC Operators that resulted from a Request for Qualifications (RFQ) process and as approved on December 10, 2024 by the Los Angeles Workforce Development Board.
Virtual Proposers’ Conference	10:00 a.m. July 23, 2025
For WSC RFQ Qualified List Applicants	<i>List of Qualified Applicants: The proposer representatives must register using the Zoom registration link below:</i> https://us02web.zoom.us/meeting/register/ULb5snLHTFSYcDndtI7xog
MANDATORY “Notice of Intent to Submit Proposal”	August 15, 2025 by 5:00 p.m. Submit by email to: EWDD.Planning@lacity.org
Request for Technical Assistance	July 23, 2025 – September 4, 2025 September 25, 2025
Please identify the RFP title on the email subject line.	Submit by e-mail to: EWDD.Planning@lacity.org Subject line: “2025 WSC Operator RFP Question” All questions and answers will be posted at: www.RAMPLA.org
MANDATORY Business Inclusion Program (BIP) Outreach Deadline	15 days prior to the RFP due date; September 25, 2025 @ by 12:00 a.m. Visit www.RAMPLA.org for outreach instructions.
City Contracting Requirements Checklist and Compliance Forms	<i>Reference City Contracting Requirements Checklist and Compliance Forms -Attachment 5, which is a list of compliance requirements and forms that will be needed from the proposer at various stages in the contracting process. Follow instructions noted on the checklist for specific contracting and compliance forms that must be submitted via the City’s procurement website, RAMP LA (https://www.rampla.org).</i>
RFP Submission Deadline	September 18, 2025 October 9, 2025 no later than 5:00 p.m. Proposals will not be accepted after the deadline.
Electronic Submission Only	Submit to: EWDD.Planning@lacity.org Subject Line: “2025 WSC Operator RFP Proposal”
Term of Anticipated Contracts	Initial Contract Term (July 1, 2026 – June 30, 2027) With option to renew for three one-year terms.

As a covered entity under Subtitle A of Title II of the Americans with Disability Act, Pub. L. 101-336, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its program, services, and activities. To ensure availability, your request should be received at least 72 hours in advance of need. Send requests to EWDD.Planning@lacity.org.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services to individuals with disabilities are available upon request.

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APPENDICES

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- B. EWDD’s Policy on Conflict of Interest
- C. EWDD’s Policy on Subcontract and Procurement Procedures
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- E. Overall Ranking of Regional Areas/ Community Planning Areas
- F. YouthSource Program Description/Locations
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- I. CSUN WorkSource System Evaluation
- J. WSC Redesign “White Paper”
- K. LAEDC People Industry & Jobs Report 2024 – Executive Summary
- L. Five-Year Workforce Development Plan
- M. High Growth Sectors Descriptions
- N. EWDD WDS Directive No. 20-13 Revised Leveraged Resource Reporting for WSCs
- O. List of Possible Partners – Homeless and At-Risk Hiring

ATTACHMENTS - PROPOSAL PACKAGE

- Attachment 1 – Proposal Contents Checklist
- Attachment 2 – Mandatory Notice of Intent to Submit Proposal
- Attachment 3 – Proposal Package – Narratives and Forms (Exhibits 1-12)
 - I. Participant Flowchart
 - II. Skills Development and Training
 - III. Regional Collaboration and Partnerships
 - IV. Cross Training of WSC Staff and Partners
 - V. Staffing
 - VI. Employer Support

- VII. Business Services
- VIII. Customized Sector Initiatives
- IX. Performance Outcomes and Business Results
- X. Facility Form
- XI. Virtual Services
- XII. Increased Access Through Community Partners

Attachment 4 – Proposal Package - Budget Forms (Exhibits 13)

- Budget Form #1: Guidelines for Preparation of RFP Budget Forms
- Budget Form #2: Narrative Worksheet for Proposed Budget Line Items
- Budget Form #3: Budget Summary
- Budget Form #4: Budget Detail
- Budget Form #5: Schedule of Personnel Costs
- Budget Form #6: Spending Plan Worksheet
- Budget Form #7: Schedule of Leveraged Resource
- Budget Form #8: Salary Range Summary
- Budget Form #9: Position Description

Attachment 5 – Proposal Package- Contracting Requirements Checklist & Compliance Forms

1. BACKGROUND/ INTRODUCTION

1.1 Administrative Entity

The City of Los Angeles Economic and Workforce Development Department (EWDD) administers the Workforce Innovation and Opportunity Act (WIOA) program for the City of Los Angeles (“City”) and serves as the administrative entity for the Workforce Development Board (WDB). EWDD is authorized to release this RFP by the Los Angeles City Council and Mayor (City Council File 25-0529, June 18, 2025) and will serve as the RFP administrator.

1.2 Overview of the RFP

This RFP is to solicit proposals from pre-qualified organizations interested in providing services as both a one-stop operator and primary WIOA Title I adult and dislocated worker service provider in a WorkSource Center (WSC). This RFP is open only to the List of Qualified WSC Operators (25 applicants) that resulted from a Request for Qualifications (RFQ) process and as approved on December 10, 2024 by the WDB.

Comprised of WIOA funding, grants, and publicly funded workforce development initiatives, WSCs are designed to aid adult jobseekers and dislocated workers, including those with significant barriers to employment, in finding high-quality jobs and careers as well as to assist employers hire and retain skilled workers.

Adult and Dislocated Worker Career Services Provider

In the City, WSC Operators also serve as Adult and Dislocated Worker Career Services Providers whose role includes:

Establishing and maintaining a physical WSC site that includes office space for intake and case management purposes, classroom space for training, and office space for co-located partners. The co-location of partners is critical to the success of the WSC system. WSCs are to be strategically located in areas of need to ensure access to potential participants via public transportation and/or adequate parking;

Providing basic career services including, but not limited to, participant intake, orientations, initial assessments, employment services, and referrals to other partners and services, and;

Providing individualized career services including, but not limited to, comprehensive and specialized assessments, case management, individual employment plans, career planning and vocational counseling.

1.3 Vision for the New System

Administered by the United States Department of Labor (DOL), WIOA establishes a programmatic framework and performance requirements under which the City must maintain a network of high-quality, effective WSCs that align a wide variety of publicly or privately funded education, employment, and training programs including the

establishment of annual federal performance measures. While WIOA sets the framework and federal performance guidelines for the nation's workforce system, the City's Workforce Development System (WDS), which includes the WSCs, incorporates local priorities to address the unique needs of Angelenos. The WDS System will be responsible for advancing the goals of the City's recently completed Five-Year Workforce Development Strategic Plan (2025-2030) and the Mayor's efforts to address the homelessness crisis in Los Angeles.

The Five-Year Plan goal is to place 50,000 Angelenos into high-quality, living-wage jobs, registered apprenticeships, paid work experiences, and training as critical pathways to economic stability and success. It prioritizes collaboration among government, labor, educational institutions, businesses, and community organizations, to provide both workers and employers with the support they need to thrive.

The Plan's key objectives include:

- Building a Stronger Workforce Ecosystem;
- Promoting Economic Mobility for High-Barrier Populations, and;
- Developing Industry-Specific Sector Strategies.

To create a stronger, more inclusive workforce system, the strategies outlined in the Plan aim to:

- Connect Angelenos with quality jobs and opportunities to continue developing their skills and qualifications;
- Ensure pathways to quality jobs are available to all Angelenos by removing barriers to employment for Angelenos facing the greatest economic disparities and marginalization and by providing these groups with targeted pathways to employment and wraparound services, and;
- Adapt to changes in workforce needs, considering demand from both the worker and employer perspectives.

The Plan's prioritized industry sectors include:

1. Healthcare;
2. Biotech / Biosciences;
3. Renewable Energies including Blue & Green Economy;
4. Advanced Manufacturing;
5. Construction / Infrastructure;
6. Trade & Logistics;
7. Public Sector / Government;
8. Motion Picture & Sound Recording, and;
9. Sports and Entertainment.

As detailed in the Five-Year Strategic Plan, "*High-quality, living wage jobs*" are defined as positions that meet workers' basic needs for economic security and safety, but are also rewarding, engaging, equitable, and meaningful. Indicators of quality jobs include:

Stable, transparent, and equitable pay - a predictable living wage, greater than or equal to **\$55,000**, that can sustain workers and their families;

Employer-provided benefits, and;

Access to promotional pathways and further training opportunities (i.e. a clearly defined promotional ladder or skills growth opportunity such as an apprenticeship opportunity).

Current Labor Market Conditions

The region's labor market faces new challenges that must be addressed through the City's Workforce Development System (WDS). To better understand the economic conditions facing the City's labor market, EWDD commissioned the Los Angeles Economic Development Corporation (LAEDC) to prepare its "Los Angeles: People, Industry, Jobs" (2022-28) data report, which provides an overview of the economic base, workforce, and key socioeconomic characteristics of the resident population in the City of Los Angeles. Among its key findings, the following data provides key economic and demographic updates that impact the City's workforce.

Homelessness

Homelessness continues to be a national and regional crisis. According to the Los Angeles Homeless Services Authority's (LAHSA) 2024 Greater Los Angeles Homeless Count, there were 75,312 homeless persons in Los Angeles County, of which 45,252 were in the City of Los Angeles. While an estimated 31% are sheltered, an estimated 69% remain unsheltered, living on the street. Of those, 82% are adults (ages 25 or older), 4% are youth (ages 18-24), and 25% are older adults (age 55 or older).

High Cost of Living

Escalating rents, rising costs of living, and inflation are still key drivers of homelessness in the region. According to the California Housing Partnership, as of May 2024, renters in Los Angeles County need to earn \$48.04 per hour, which is 2.9 times the City of Los Angeles minimum wage, to afford the County's average rental rate of \$2,498 per month for a one-bedroom apartment.

Income and Poverty

In the City of Los Angeles, LAEDC data shows that 43% of working residents earn more than \$65,000 per year. In comparison, 32.3% earn between \$35,000 and \$65,000, and 20.8% earn between \$15,000 and \$35,000. The final 4% earn less than \$15,000 per year. LAEDC data also shows that 100,700, representing 12.2% of the 826,000 total families had their incomes fall below the poverty level within the prior year. The combination of low wages and high cost of living has led to increasing poverty, financial instability, and economic inequality.

Population Decline

Los Angeles County's population is declining and is projected to fall further, which will impact the labor force. In January 2022, the population was 9.7 million, down from 10.1 million in 2020 (-4.3%). These figures are projected to fall to 9.3 million by 2040 and 8.3 million by 2060 due to declining birth rates, rising living costs, and other economic, cultural, and social factors reducing net immigration. This decline could lead to labor

shortages, fewer high-income earners and entrepreneurs, and reduced tax revenue, impacting economic growth and quality of life.

Aging Workforce

The number of Older Adults (age 55 or older) is increasing faster than any other age group. Older Adults comprise 25% of the City’s total population and represent 20%, or one in five, of the region’s workforce. There are nearly one million Older Adults in the City of Los Angeles (966, 295), representing 17% of the City’s unemployed population.

Educational Attainment

According to LAEDC, 40% of the adult population in the City of Los Angeles aged 25 and over has a high school diploma or less. This impacts the region’s labor market as this portion of the population may lack the training and education needed for quality employment opportunities in the City of Los Angeles. Studies indicate that individuals without a high school diploma represent a larger share of the population in poverty compared to the general population, while those with only a high school diploma are also overrepresented among those in poverty.

Increased Disconnection Rates for 16-24 Year Olds

Opportunity Youth (OY) are youth (ages 16-24) disconnected from school or work including youth serviced by child welfare, justice, and homeless systems. Many OY face multiple challenges to accessing education and employment due to a lack of support and resources. Although the rate of disconnection for youth was in a period of decline, the COVID-19 pandemic increased the OY population across the country. U.S. Census data indicates that, as of 2021, there were 62,000 disconnected youth in the City of Los Angeles.

California Master Plan for Career Education

The State also recently unveiled a blueprint called the California Master Plan for Career Education. Under this new plan, various program elements of the WIOA-funded WSC would see new applications for participants and job seekers. The Plan’s implementation will be contingent upon funding and final adoption by the State Legislature. If adopted, the WDS will seek to align local area initiatives with State workforce priorities. Key elements of the blueprint include:

- A new “career passport,” which will serve as a digital tool with academic transcripts, verified skills, and credentials earned outside the classroom, to help workers showcase their abilities to potential employers;
- A statewide collaborative of educators, job-training providers, and employers would evaluate economic trends and workforce needs, aligning curriculum and funding to meet the demand for skills;
- High schools and colleges would offer more work-based learning, including internships and apprenticeships, career exploration, and stronger counseling. The Plan encourages more opportunities for high school students to take college classes to acquire skills sought by employers, and;
- Wider access to workforce training and education would be encouraged, especially for people with disabilities, English language learners, youths who are neither working nor attending school, and those whose parents did not attend college.

New Workforce System Strategies

In addition to the LAEDC’s “Los Angeles: People, Industry, Jobs” report, this RFP was guided by the California State University Northridge (CSUN) WorkSource System Evaluation. CSUN was contracted to conduct an evaluation of the City’s WSC System to identify ways to redesign and improve its service delivery system to connect program participants to high-wage jobs and reduce inequalities. The evaluation through CSUN solicited extensive feedback utilizing community meetings and stakeholder engagement from organized labor, employers, and community-based organizations.

Through this RFP, the City seeks to improve and further strengthen its targeted workforce services to jobseekers who lack economic opportunity by implementing the following workforce service strategies:

1. A service delivery strategy by educational attainment level (no HS diploma, HS Diploma or equivalency, and some college), with an emphasis on providing the participant supports needed to achieve higher level outcomes;
2. Enhance employer engagement strategies including new high road training programs and career pathways sector strategies in prioritized industries that align with the Mayor’s Five-Year Plan Goal of creating 50,000 high-quality, living-wage jobs by 2030;
3. Expand cross-sector collaboration with all City “Source” systems (WorkSource, FamilySource, BusinessSource, and YouthSource Centers) and with regional education and workforce development partners including California Employment Development Department (EDD), California Department of Rehabilitation (DOR), Los Angeles Unified School District (LAUSD), and Los Angeles Community College District (LACCD) to enhance the capacity and effectiveness of WSCs ensuring comprehensive support for job seekers;
4. Increase organizational capacity of WorkSource System by setting minimum staffing levels for case managers and employer engagement as well as decreased participant to case manager ratios;
5. Expand the reach of the WSC System through virtual services and community-partnerships with the LA City’s Public Library system, and;
6. Continue focusing on high-barrier populations through customized programs that address individual barriers to employment, including educational attainment and the need for supportive services. High barrier populations include, but are not limited to, the following: unhoused individuals or people experiencing homelessness; formerly incarcerated individuals or returning citizens; people with disabilities; veterans; older workers 55+, and English language learners.

2. RFP SPECIFICATIONS

2.1 Contract Term

The initial contract term for procured contractors shall be from July 1, 2026, to June 30, 2027, with the option to renew up to three additional one-year program terms.

At the City's sole discretion, any extension of the contract term will be contingent upon the availability of funds, an evaluation of the contractor's performance, the contractor's continuing compliance with applicable federal, state, and local government laws, and regulations, and the approval by the WDB, City Council and Mayor. The City reserves the right to adjust the initial contract term to best serve the needs of City residents.

2.2 Eligible Proposers

This RFP is open only to the List of Qualified WSC Operators that resulted from an RFQ process, as approved by the WDB on December 10, 2024. (Appendix A)

Those pre-qualified entities under the RFQ phase (community-based organizations, non-profit organizations, workforce intermediaries, private-for-profit entities, educational institutions, and public agencies) must continue to meet the following qualifications:

Applicant must be registered to do business in the State of California (State) prior to the execution of a contract with the City;

Applicant, if a corporation or limited liability company, must be in good standing with the Office of the California Secretary of State;

Applicant must be qualified to conduct business in the State;

Applicant must have a Los Angeles City Business Tax Registration Certificate (BTRC), or a Vendor Registration Number (VRN) prior to the execution of a contract with the City;

Applicant must not have been determined to be non-responsible, nor been debarred by the City pursuant to the Contractor Responsibility Ordinance;

Applicant must not have been debarred by the federal, State, or local government;

Applicants that 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 Applicant previously contracted with 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;

Applicant must not have any unresolved fiscal, reporting, or program issues with any of its current or past funding sources;

Applicant, 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;

Applicant 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 seeker, and;

Applicant must have demonstrated experience providing similar services for a minimum of 2 consecutive years within the last 5 years.

2.3 Requirements to Procure Subcontractors

All proposers who plan to include funded partners in their proposal must procure those subcontractors prior to submitting their proposal. Once the procurement is completed and the selected organizations have agreed to potentially subcontract with the proposer, the proposer may include them as a funded partner in its proposal. Refer to Appendix C: "Subcontract and Procurement Procedures" for additional information about the requirements for procuring WIOA subcontractors.

2.4 WSC Participant Eligibility

General program eligibility for both the WIOA Adult and Dislocated Worker programs include the following federally specified criteria:

Adults 18 years of age or older;

Legally entitled to work in the United States, and;

If male, registered with the U.S. Selective Service. All males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed services on active duty, must be registered for Selective Service, or be able to demonstrate that the customer did not knowingly or willfully fail to register prior to enrollment in any WIOA activity.

AND additionally, to establish Dislocated Worker status the participant must meet one or more of the following criteria:

(a)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);

(ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law, and;

(iii) is unlikely to return to a previous industry or occupation.

(b)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise;

- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days, or;
- (iii) for purposes of eligibility to receive services other than training services, career services described, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close;
- (c) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (d) is a displaced homemaker, or;
- (e)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
- (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

2.5 Target Populations

Proposers will be required to have comprehensive strategies to serve the following populations:

Unhoused or People Experiencing Homelessness

Individuals who are living either in a place not meant for human habitation, or in an emergency shelter, transitional housing, or are exiting an institution where they temporarily resided; those losing their primary nighttime residence, fleeing or attempting to flee domestic violence; and families with children or unaccompanied youth who lack stable housing and are likely to continue to live in a homeless condition.

Reentry

Reentry refers to the transition of formerly incarcerated individuals from prisons or jails back into the community. Workforce development services are provided to formerly incarcerated or justice involved individuals that are seeking employment and long-term self-sufficiency.

Veterans

Veterans are individuals who served at least one day in the active military, naval, or air service, and who were discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service also includes full-time federal service in the National Guard or a Reserve component. This definition of “active service” does not include full-time duty performed strictly for training purposes (i.e. that which is often referred to as “weekend” or “annual” training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.

Individuals with service-related disabilities, and eligible spouses of veterans, who meet program eligibility requirements, will continue to be given service priority in accordance with Section 4215 of the Jobs for Veterans Act, PL 107-288 (HR 4015).

Services are prioritized for our service men and women returning home and beginning their transition to civilian life.

Individuals with Disabilities

Per the Americans with Disabilities Act of 1990 (ADA), as amended, P.L. 110-325 et seq., and the ADA Amendments Act of 2008 (ADAAA), “an individual with a *disability* is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such impairment; OR (3) is regarded as having such an impairment.” All programs are required to provide reasonable accommodation for individuals with disabilities to ensure equal access and opportunity.

English Language Learners

Individuals who have a limited ability to read, write, speak, or understand English, and a) whose native language is a language other than English; or b) who live in a family or community environment where a language other than English is the primary language.

Opportunity Youth (ages 18- 24)

Young adults who are out of school and out of work.

Older Workers

Job seekers age 55 and older who have been displaced from employment and who may require retraining to reenter the workforce.

Individuals 25 and Over Without a High School Diploma

As previously described, in the City of Los Angeles 40% of adults aged 25 and older have either less than a high school education or a high school diploma (or equivalent). As an increased number of jobs require higher skill levels, a shortage of individuals with higher levels of education can result in fewer prospects for their employment, and consequently higher rates of unemployment.

In addition to the targeted populations described above, EWDD will collaborate with partners to support initiatives for the following target populations:

Domestic Violence Survivors

Domestic violence occurs when a person uses physical violence, coercion, threats, intimidation, isolation, stalking, or emotional, sexual or economic abuse to gain or maintain power and control over another partner in an intimate relationship. "Survivor" is a term for the individual who is being targeted for abuse. They may also be referred to as "victims."

Single Parents

Single-parent families are families with children under age 18 headed by a parent who is widowed or divorced and not remarried, or by a parent who has never married. The full burden of finding responsible childcare, earning a living, and parenting falls on one individual.

Transgender Community

The term “transgender” applies to individuals whose gender identity and/or gender expression differs from the sex they were assigned at birth.

2.6 Performance Measures

Provided for reference only, the figures in TABLE I below establish minimum quantitative performance measures based on the DOL WIOA measures, local measures, and the State’s expectations for the City’s system performance for the Program Year 2025-26. These performance measures and/or levels are subject to change for each program year. WSCs are expected to exceed minimum performance measures.

The WIOA Federal Performance Measures that apply to programs serving adults and dislocated workers are:

- Employment Second Quarter After Exit
- Employment Fourth Quarter After Exit
- Median Earnings Second Quarter After Exit
- Credential Attainment Rate
- Measurable Skills Gain
- Effectiveness In Serving Employers

TABLE I – WIOA Performance Measures and Service Levels – Program Year 2025-26

PERFORMANCE MEASURES AND SERVICE LEVELS		WORKSOURCE CENTER	
DOL MEASURES*		ADULT	DISLOCATED WORKER
1	Employment Rate 2 nd Quarter After Exit	67.5%	71.0%
2	Employment Rate 4 th Quarter After Exit	65.5%	71.0%
3	Median Earnings 2 nd Quarter After Exit	\$7,800	\$9,500
4	Credential Attainment Within 4 Quarters After Exit	66.0%	71.5%
5	Measurable Skills Gain	60%	60%
6	Minimum number of participants trained (including sector training)	150	
7	Minimum number of participants in selected sector training	100	
8	Training Related Placements (of those trained)	80%	
9	Amount to be expended on training as a percentage of formula dollars (an amount equal to 14% of formula dollars may be in approved leverage training resources)	44%	
10	Job Seeker Satisfaction Level (Intercept)	9.0	
11	Enrolled Customer Satisfaction Level	8.6	
12	Total NEW Enrollments	518	222
13	Minimum number of NEW enrollments required by December 31, 2025 (50% of WIOA Enrollment Goal)	259	111
14	Minimum number of enrollments for people with disabilities	90	
15	Minimum number of Re-entry enrollments	125	
16	Minimum number of veteran enrollments	50	
17	Minimum number of homeless enrollments	125	
18	Minimum number of older worker (55+) enrollments	128	
19	Number of Employer Customers (including 10 referrals to BusinessSource)	70	
20	Percentage Number of Hard-to-Serve Adult Enrollments	80%	

To align with efforts outlined in the Five-Year Strategic Plan, new enrollment, training, or job placement metrics may be introduced including:

- A minimum number of participants in key sector training
- A minimum number of job placements at \$40,000+ & \$55,000+ annually by year

Average wages at placement categorized by educational attainment level
A minimum number of job placements with career pathway opportunities.

2.7 Source of Funds, Regional Areas of Service, and Funds Requested for WSC Operators

Source of Funds

The revenue source for WSC services solicited by this RFP is WIOA Title I Adult Formula (Adult) and WIOA Title I Dislocated Worker Formula (Dislocated Worker) Funds. The City estimates that approximately \$18 million in Adult and Dislocated Worker funds will be made available through this RFP process.

Please note, however, that the City of Los Angeles (“City”) and other Local Areas may not receive notification from the State Employment Development Department of its final funding allocation until the summer of 2026, and WSCs may also be co-funded by other Local Workforce Development Areas. Final funding recommendations will be incorporated into the 2026-27 WDB Annual Plan. Other funding sources may be allocated, including but not limited to funding from the Los Angeles County Department of Probation, Los Angeles County Department of Economic Opportunity, California Economic Development Department, and City of Los Angeles General Fund.

Regional Areas of Service

The City proposes to allocate funds by Area Planning Commissions (APC) with priority given to those Community Planning Areas (CPA) of the City that have been identified as having high incidences of poverty and unemployment and low educational attainment.

For planning purposes, the City is providing demographic data from LAEDC’s Los Angeles People, Industry, and Jobs Report (US Census Bureau, 2021 ACS 5-year estimates) as a guide to identify Community Planning Areas (CPAs) within the 7 Area Planning Commissions to quantify the greatest need. Comprising a total of 35 distinct areas, these CPAs serve as critical delineations within the city’s administrative framework. Each CPA encapsulates a unique socio-economic and demographic landscape, contributing significantly to the understanding of localized trends in industries and employment patterns.

Table II below identifies the City Area Planning Commission (APC) Regional Planning Areas in which the City proposes to establish WSCs:

TABLE II – Area Planning Commissions (APC)

AREA PLANNING COMMISSIONS	
1.	Central
2.	East Los Angeles
3.	Harbor
4.	North Valley
5.	South Los Angeles
6.	South Valley
7.	West Los Angeles

Table III below lists each of the 35 CPAs ranked by unemployment participation rate, percent of households at or below the poverty line, and percentage of households with a high school diploma and under and provides the overall average combined score.

TABLE III - Community Plan Area (CPA) Demographics

Community Planning Area (CPA)**	Unemployment Rate	Rank	Percent at or below the Poverty Line	Rank	Share with a HS Diploma (or equiv.) and under	Rank	Average Score	Overall Rank
Southeast Los Angeles	10.00%	1	27.90%	3	74.50%	1	1.66	1
Boyle Heights	8.50%	7	22.80%	7	70.20%	2	5.33	2
South Los Angeles	8.80%	5	24.70%	5	61.20%	6	5.33	3
Central City North	9.60%	3	23.20%	6	49.50%	11	6.66	4
Harbor Gateway	8.40%	8	15.40%	16	70.20%	3	9	5
Central City	9.20%	4	31.80%	1	27.60%	22	9	6
Westlake	7.10%	20	30.60%	2	58.60%	8	10	7
West Adams – Baldwin Hills – Leimert	8.40%	10	18.20%	8	42.60%	13	10.33	8
Wilmington – Harbor City	7.80%	16	18.00%	9	60.70%	7	10.66	9
North Hollywood – Valley Village	8.30%	11	16.70%	12	49.50%	12	11.66	10
Westwood	9.80%	2	26.50%	4	12.20%	31	12.3	11
Arleta – Pacoima	6.60%	23	15.80%	14	69.90%	4	13.66	12
Van Nuys – Sherman Oaks	7.50%	19	17.70%	11	40.00%	15	15	13
Mission Hills – Panorama City – North Hills	8.10%	13	17.70%	10	27.60%	23	15.33	14
Encino – Tarzana	7.60%	18	8.00%	30	69.90%	5	17.66	15
Wilshire	6.80%	22	16.70%	13	34.30%	18	17.66	16
Northeast Los Angeles	8.00%	14	14.30%	17	26.70%	24	18.33	17
Silver Lake – Echo Park – Elysian Valley	8.20%	12	12.40%	23	28.30%	21	18.66	18
Sunland – Tujunga – Lake View Terrace – Shadow Hills – East La Tuna Canyon	8.00%	15	10.00%	25	38.80%	17	19	19
Canoga Park – Winnetka – Woodland Hills – West Hills	7.70%	17	12.60%	22	31.50%	19	19.33	20
Hollywood	8.40%	9	15.70%	15	6.50%	34	19.33	21

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Reseda – West Van Nuys	6.60%	25	13.10%	20	42.10%	14	19.66	22
Sylmar	5.80%	32	13.40%	19	55.40%	9	20	23
Sun Valley – La Tuna Canyon	6.40%	27	11.80%	24	54.50%	10	20.33	24
San Pedro	6.10%	30	13.40%	18	40.00%	16	21.33	25
Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass	8.60%	6	6.90%	32	11.30%	32	23.33	26
Northridge	6.30%	29	13.00%	21	30.50%	20	23.33	27
Chatsworth – Porter Ranch	6.60%	24	8.10%	29	26.70%	25	26	28
Granada Hills – Knollwood	6.80%	21	7.80%	31	13.80%	27	26.33	29
Venice	6.60%	26	9.60%	27	12.70%	29	27.33	30
Palms – Mar Vista – Del Rey	4.80%	34	9.80%	26	18.60%	26	28.66	31
West Los Angeles	5.90%	31	9.20%	28	12.40%	30	29.66	32
Bel Air – Beverly Crest	5.20%	33	6.10%	33	13.80%	28	31.33	33
Westchester – Playa del Rey	6.40%	28	5.90%	34	8.40%	33	31.66	34
Brentwood – Pacific Palisades	4.10%	35	5.50%	35	6.50%	35	35	35

For a map of the Area Planning Commission Regional Planning Areas and the respective Community Planning Areas Ranking Table refer to Appendix D and E.

Mandatory Facilities

The City will prioritize the collocation of WSCs in City-operated facilities or co-located with strategic partners, including Los Angeles Community College campuses and/or others, to reduce infrastructure costs for the system and increase the funding and/or services available to assist job seekers.

Additionally, the City intends to continue hosting WSCs at the following facilities, which include facilities that are provided at no cost to the grant, are regional sites co-funded with WIOA partners and/or other local workforce development areas or are co-located with a community college.

Boyle Heights / East Los Angeles WSC located at the Boyle Heights Multi-Purpose Center

Harbor Gateway WSC located at the Los Angeles Harbor College

Vernon Central / Los Angeles Trade Technical College WSC located at Los Angeles Trade Technical College

North San Fernando Valley WSC located at Los Angeles Mission College

West Los Angeles WSC located at 5446 Sepulveda Blvd, Culver City, CA 90230

Prospective applicants proposing to serve communities that include the mandatory facilities must indicate so on Exhibit X: Facility Form of the proposal. Additionally, selected applicants will be required to assume the terms of existing master leases or other agreements. Further information regarding these sites including copies of master

leases and related facility costs will be made available upon request. For inquiries, please contact EWDD at EWDD.Planning@lacity.org.

Virtual Services

The COVID-19 pandemic highlighted the opportunity to expand the reach of the WDS through virtual services. Virtual services shall be available to any potential customers to, at a minimum, allow for electronic enrollment of services, job search, job counseling, and case management. The WSC shall expand partnerships to facilitate virtual services. Additionally, proposers are encouraged to incorporate innovative uses of new technology such as Artificial Intelligence (AI) to streamline services to participants.

Maximum Number of Applications

The City will be accepting proposals for individual APC Regional Planning Areas only. If a proposer wishes to operate more than one WSC, the proposer must submit a separate proposal for each proposed location. Proposers may submit a maximum of two proposals in response to the WSC Operator RFP.

Funding Request

The City anticipates establishing a funding level of approximately \$1.7 million for each WSC, subject to the availability of WIOA Adult and Dislocated Worker funding. The City of Los Angeles anticipates funding between 10 and 12 centers.

Application budgets must include a **minimum** of \$750,000 in verifiable leveraged resources. Leveraged resources will be verified prior to selection and will be subject to audit. Leveraged resources may include facility costs provided to the program at no cost to the grant, critical supportive services required to achieve employment outcomes such as housing and/or childcare services, food, transportation, or paid work experience. Note: If selected, the proposed leveraged resources will be included in the proposer's contractual goals.

All WSC proposers must be prepared to serve both adults and dislocated workers. Successful proposers will be awarded WIOA Adult and Dislocated Worker funds as deemed appropriate by the City.

2.8 Local Certification Policy and System Performance Expectations

The WDB and EWDD are responsible for ensuring that WSCs provide the highest quality services. All WSC contractors will be required to meet the local certification policy requirements set by the State and commit to providing quality services and improving work performance and work processes.

WSC Certification must be incorporated into the management practices of WSC contractors to ensure a successful certification process and to maintain eligibility for continued funding (EDD Directive No. WSD 23-05, January 16, 2024), "Certification Process for Comprehensive AJCCs"). In addition, WDB certification requires all WSC contractors to successfully meet their annual contract performance goals, including

performance on the WIOA Federal Performance Measures and local performance measures.

2.9 Mandatory Business Inclusion Program (BIP) and Outreach

All bidders/proposers shall comply with the City’s Business Inclusion Program requirements, identify sub-contracting opportunities, and outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) sub-consultants.

All bidders, including those with existing sub-contractors and those not planning to use sub-contractors, must perform subcontractor outreach online 15 days prior to the RFP due date. Requirements must be completed on the Regional Alliance Marketplace for Procurement (RAMP), www.RAMPLA.org. A proposer’s failure to complete the BIP outreach by the required deadline will result in a proposal being deemed non-responsive.

2.10 Mandatory Notice of Intent to Submit Proposal

To more efficiently manage the number of potential respondents to this RFP, submission of Attachment 2: “Notice of Intent to Submit Proposal” form is mandatory. The “Notice of Intent to Submit Proposal” must be submitted by email to the following email EWDD.Planning@lacity.org by the date and time indicated on the cover page of this RFP. Persons who submit a proposal will receive an email response confirming receipt of their submission.

2.11 Submission of Proposals

Proposals must be submitted electronically to EWDD.Planning@lacity.org by the date and time indicated on the cover page of this RFP.

In instances in which multiple emails are warranted to submit all necessary files, emails must be labeled in the following fashion:

“2025 WSC Operator RFP Proposal - Email X of X”

Submissions which warrant multiple emails must indicate the total number of emails being sent and the sequential number of that specific email (e.g., '2025 WSC Operator RFP Proposal - Email 1 of 5'). Submissions which warrant multiple emails must also be submitted within a single email thread.

The cover letter accompanying the proposal must bear the actual signature of the person(s) authorized to sign the proposal and be addressed to:

City of Los Angeles
Economic and Workforce Development Department
444 S. Flower Street, 14th Floor
Los Angeles, CA 90071
ATTN: Procurement Unit

Persons who submit a proposal will receive an email response confirming receipt of their submission. Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. The City reserves the right to extend the submission deadline should this be in the interest of the City.

Proposals NOT Received by the Due Date and Time are NOT Subject to Appeal Rights.

2.12 Virtual Proposers' Conference

A WSC proposers' conference is scheduled to review the RFP document, discuss requirements, and answer questions regarding this RFP. City staff will not provide assistance regarding a proposer's individual project design or submission. Attendance is optional for the proposer's conference. However, proposers will be responsible for any information discussed.

A meeting invitation will be sent to the List of Qualified Applicants. Designated proposer representatives must register using a Zoom registration link provided in the invitation by the date listed on the RFP cover page.

The City does not discriminate on the basis of disability and, upon request, EWDD will provide reasonable accommodation to ensure equal access to its programs, services and activities. To request accommodation, please contact EWDD's Procurement Unit, at EWDD.Planning@lacity.org at least 72 hours prior to the virtual proposer's conference to ensure availability. Due to difficulties in securing sign language interpreters, five or more business days' notice is strongly recommended.

2.13 Technical Assistance

Technical assistance will be available for questions regarding the requirements of the RFP. Such assistance is intended to further explain the City's requirements and expectations. The City will not provide assistance on a proposer's narratives nor will the City review or evaluate a proposer's responses to the RFP prior to the close of the RFP process.

All technical assistance questions must be submitted to EWDD.Planning@lacity.org. The proposer's question must identify the RFP page and section of the subject matter to which the proposer is referring. The deadline to submit requests for technical assistance is identified on the RFP cover page.

To ensure fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document that will be available on the City's procurement website www.RampLA.org. Individual answers will not be given directly to the inquirer, and a consolidated answer may be provided in response to several questions that are similar in nature. The Q&A document will be updated on a regular basis to ensure the prompt dissemination of information. All questions will be responded to within 3 business days.

2.14 Preliminary Schedule

RFP Release Date:	July 16, 2025
Proposers’ Conference	July 23, 2025
Mandatory Notice of Intent	July 30, 2025
Mandatory Business Inclusion Program and Outreach Deadline	15 days prior to RFP due date
Proposals Due	September 18 October 9, 2025
WDB Approval	TBD
City Council and Mayor Approval	TBD

2.15 Proposal Review Process and Proposal Award

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

All accepted proposals shall be reviewed to determine that the minimum eligibility requirements continue to be met. Ineligible proposers will be informed in writing.

Proposals must identify the planned area where service will be provided. All eligible proposals shall be reviewed, scored, and ranked within the seven proposed APC / regional planning areas noted in this RFP.

All eligible proposals shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, the program design, and its competitive standing as compared to all other proposals.

A minimum score of 70 is required to be considered for funding. However, a score of 70 or more shall not be a guarantee of funding. In addition, a high score does not necessarily guarantee funding. Proposals with a score of 70 or greater that are not recommended for funding will be placed on a List of Qualified Adult WorkSource Replacement Operators.

Proposers may be requested to make an oral presentation to the review panel. The results of this review may determine final recommendations.

EWDD will propose funding recommendations to the WDB. The WDB will consider EWDD's recommendations during a public meeting and may accept or reject EWDD's recommendation in making its decision. The WDB's funding decisions will be submitted to the Mayor and City Council for further consideration.

Proposers shall be notified in writing about funding recommendations and results of the RFP.

2.16 Proposal Appeal Process

Appeal Rights

The City will notify all proposers in writing of the results of the proposal evaluations, their right to file an appeal, and the appeal process. *Proposers may appeal procedural issues only, including rater failure to follow written guidelines.*

Letter of Appeals

Appeals shall be electronically submitted to EWDD no later than 5 business days after the date of the RFP notification results letter. To file an appeal, the applicants must submit a written request and identify the specific reason for the appeal to the Procurement Unit at EWDD.Planning@lacity.org.

Written appeals shall not be more than 3 typewritten 8½ x 11-inch pages and shall request that an appeals review be granted. Written appeals must include the following information:

- A. The name, address, and telephone number of the proposer.
- B. The name/title of RFP to which the organization responded.
- C. Detailed statement of the specific procedural issues for appeal.

Written appeals may not include any new or additional information that was not submitted with the original proposal. Only one appeal per proposal will be permitted. All appeals must be submitted within the time limits set forth as noted in the above paragraphs.

Appeals Board

For all WDS procurements, the Appeals Board shall be established in accordance with the WDB/LEO (Local Elected Official) agreement. All Appeals Board members shall be provided with a copy of the procurement document, a copy of the Procurement Guidelines found within the current WDB Annual Plan, a summary of facts regarding the specific procurement that includes a written summary of the procurement process, and each written appeal together with a departmental response. In the Appeals Hearing, appellants shall have 5 minutes to make their oral presentation, followed by a question-and-answer period not to exceed 15 minutes at the discretion of the Board. The decision of the Appeals Board shall be considered final and will be EWDD's final recommendation.

Disclaimer

The City is not responsible for representations made by any of its officers or employees prior to the approval of an agreement by the Los Angeles WDB and City Council unless such understanding or representation is included in this RFP or in subsequent written addenda. The City is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto.

3. WORKSOURCE CENTER PROGRAM DESIGN

3.1 Length of Participant Participation

For purposes of contracting and measuring performance, the WIOA program year runs from July 1 to June 30. However, participants should be enrolled on an open-entry/open-exit basis throughout the year, with the average length of participation varying from participant-to-participant, consistent with the employment plan developed for each individual participant. When appropriate, and based on individual need, it may be necessary for a participant to continue receiving program services beyond the end of the program year on June 30. These carry-over participants do not count toward the new program year enrollment goals. The provision of on-going services must be documented in accordance with WIOA regulations and/or City WDB policy.

3.2 Individualized Participant Flow Model

The new WSC System will strengthen its service delivery to high-barrier populations by designing and implementing individualized service strategies based on educational attainment level, with an emphasis on providing the participant supports needed to achieve higher level outcomes. The City of Los Angeles proposes to meet outcome goals based on participant educational attainment level, barrier removal, and employment outcomes that exceed traditional WIOA federal performance measures expectations.

The WSCs, in collaboration with its co-located and virtual partners, will work towards assessing and determining the appropriate educational, career, and/or training services available under WIOA. WSCs shall provide tailored resources, training, and support that these target populations need to overcome obstacles and secure sustainable, meaningful employment. Therefore, it is important that all workforce partners, while developing workforce strategies and initiatives, incorporate human-centered design (a problem-solving technique that puts real people at the center of the development process) to ensure that services are tailored to meet the unique circumstances of participants and business partners.

As indicated below, there are 6 key elements of the participant flow. Key elements of the participant flow shall include:

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. This should include both virtual access as well as regional access points utilizing partnerships such as through City Libraries.

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. Training Services

Training services are critical to the employment and career success of registered WIOA participants. There is no sequence of service requirements for career services or training. This means that a one-stop operator or one-stop partner may determine training is appropriate regardless of whether the individual has received basic or individualized career services first. Under WIOA, training services may be provided if the one-stop operator or one-stop partner determine that after an interview, evaluation or assessment, and/or career planning sessions, that the individual is:

Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;

¹ CalJOBS.org Registration:

In California, a WIOA client is required to use CALJOBSSM to access and apply for WIOA services. Individuals seeking WIOA funding must register and create a profile on the CALJOBSSM platform to be considered eligible for the program. All WSC program participants seeking services at a WSC, whether self-directed or staff-assisted, must be directed to CalJOBSSM.ca.gov to complete registration. CalJOBSSM provides WSC participants access to online employment services, including labor market information, job placement and training services. Participants that do not wish to create a CalJOBSSM registration will have limited access to WSC services, consisting primarily of resource room activities.

In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment;

Skilled and qualified to successfully participate in the selected plan for training services. Only training providers through their approved training courses listed on the Eligible Training Provider List (ETPL) are eligible to receive WIOA funds to train adults and dislocated workers. Training services must be linked to approved sectors that are in-demand employment opportunities in the local area, planning region, or in a geographic area wherein the adult or dislocated worker is willing to commute or relocate. The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, is informed by the performance of relevant training providers, and is coordinated to the extent possible with other sources of assistance, and;

Able to move through levels of service that will vary by customer and is based upon jobseeker needs, informed choice, availability of funds, and resources. The WSC and its co-located or virtual partner staff will consider the entire selection of available educational, career, and training services to ensure that the appropriate services are provided. The determination of required educational, career, and training services will be based on individual assessments conducted by WSC staff. These evaluations will take into account prior services but will not be solely influenced by them.

5. 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 and provide skilled, qualified applicants to local businesses and employers. Both strategic and voluntary partners shall participate at the WSCs to provide the services that are required and mandated by law. 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 and include all co-located and virtual partners of WSCs.

6. 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.

For reference only, TABLE IV below lists potential WSC program services for job seekers:

TABLE IV – WorkSource Center Program Services

BASIC CAREER SERVICES SELF SERVICE	INDIVIDUALIZED CAREER SERVICES	TRAINING SERVICES	FOLLOW-UP SERVICES
(CalJOBS.org registration required)	(Full WIOA registration required)	(Full WIOA registration required)	Job Search
Determination of Eligibility to receive Assistance under WIOA	Staff assisted job search and placement assistance, career counseling	Occupational skills training	Referral to Supportive Services available in community
Outreach, intake (which may include referrals) and orientation	Follow-up services, including counseling regarding the workplace	On the Job Training	Case Management
Initial assessment of education, skill levels, aptitudes, abilities and need for additional assistance	Staff assisted job referrals (such as testing and background checks)	Workplace training and cooperative education programs	Additional Career Planning and Counseling
Employment statistics	Staff assisted job development (working with employer and job seeker)	Private sector training programs	Peer Counseling
Information, job listings, job skill requirements for job listings, and info on demand occupations demand occupations	Staff assisted workshops and job clubs	Skill upgrading and retraining	Needs Related Payment
Information on filing for Unemployment Insurance; Self-determined eligibility.	Comprehensive and specialized assessment, e.g. diagnostic testing, interviewing	Entrepreneurial Training	Information about additional educational opportunities
Information on, referral to, supportive services	Full development of individual employment plan	Adult Education in combination w/training	
Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs	Short-term pre-vocational services; Educational Assessment	Job readiness training	
Resource room	Individual counseling and career planning	Customized training	
Internet browsing (job info and training search)	English Language acquisition		
Workshops and Job Clubs	Financial Literacy Services		

3.3 Participant Centered Services and Program Services for Job Seekers

The WSC System seeks to use strategic interventions to move job seekers into living wage employment.

Average Length of Participation

The average length of participation is anticipated to be six to eighteen months.

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

WSCs must 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.

WSCs must also comply with EWDD’s Limited English Proficiency (LEP) Policy each agency in the WDS which mandates WSCs to conduct a thorough annual assessment of the languages spoken by customers and potential customers in the communities it serves to ensure meaningful access to programs and activities. For more information, refer to the Annual Plan Policies found on EWDD’s website <https://ewdd.lacity.gov/index.php/about-ewdd/plans-reports>

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.

Work Experience

The structured learning experience that takes place in a workplace is for a limited period of time and is designed to provide specific interpersonal, behavioral, and occupational skills appropriate for the workplace. It may be paid or unpaid and located in the private, nonprofit, or public sectors. Work experience primarily functions as a workplace activity that facilitates the acquisition of “soft skills”, as opposed to a training activity, which is for the acquisition of specific occupational or technical skills.

On-the-Job Training (OJT)

WIOA defines OJT as training by an employer that is provided to a paid participant while engaged in productive work in a job that:

Provides knowledge or skills essential to the full and adequate performance of the job;

Provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to training, and;

Is limited in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate for the agreed-upon training period.

7. Customized Training

This is training activity that is designed to meet the special requirements of an employer, group of employers, or industry group with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual after successful completion of training; and for which the employer pays for a significant cost of the training, as determined by the Local Board in accordance with the factors identified in WIOA Sec. 3(14).

8. Individualized Training Account (ITA)

Training services for eligible participants are typically provided by training providers who receive payment for their services by the WSC through an ITA. The ITA is a payment agreement established on behalf of a participant with a training provider. Per WIOA regulations, an ITA may be established on behalf of a participant to purchase classroom-training services from the State-approved Eligible Training Providers List (ETPL). Training provided to individuals should lead to an industry-recognized certificate.

9. Direct Job Placement

Participant is placed into unsubsidized competitive employment.

3.4 Employer Engagement and Business Services

Employer Engagement

The City seeks to implement new employer engagement strategies, with the goal of connecting job seekers, particularly high-barrier populations, with quality jobs in priority sectors in alignment with *the Mayor’s Five-Year Goal of connecting Angelenos to 50,000 high-quality, living wage jobs by 2030*. The City will prioritize the delivery of its workforce services to employers who offer jobs leading to quality wages and benefits, support for ongoing skill training and employee advancement, good working conditions, and adequate hours with predictable schedules. The new WSC system will aim to increase job placements with salaries above \$55,000 annually.

Successful proposers must demonstrate strong partnerships with employer and union partners that align with the following desired elements:

Offer comparatively good wages and benefits relative to the industry, occupation, and labor market in which participating workers are employed;

Pay workers at or above local or regional living wages and pay at or above regional prevailing wage standards where such standards exist for the occupations in question;

Have a history of investment in employee training, growth, and development;

- Provide opportunities for career advancement and wage growth;
- Ensure safe and healthy working conditions;
- Consistently comply with workplace laws and regulations, including proactive efforts to remedy past problems;
- Establish fair and predictable scheduling practices, and;
- Adopt mechanisms to include and amplify worker voice and agency in the workplace.

The WSCs will engage employers as key stakeholders in the design and implementation of workforce training programs, ensuring that training aligns with real industry needs and leads to high quality, living-wage jobs. They will also provide job seekers, students, and program participants with direct access to employers actively engaged in the workforce system, ensuring they are matched with jobs that align with their skills and goals, improving employment outcomes. Lastly, WSCs will train job seekers for real opportunities that provide pathways to high-quality, living-wage jobs while businesses secure the skilled workforce they need. The goal is to expand training programs in high-growth employment sectors that lead to middle-skilled employment opportunities.

In alignment with the Five-Year Workforce Development Plan, the WSCs will develop career pathways in the following nine industry sectors:

1. Healthcare
2. Biotech / Biosciences
3. Renewable Energies including Blue & Green Economy
4. Advanced Manufacturing
5. Construction / Infrastructure
6. Trade and Logistics
7. Public Sector / Government
8. Motion Picture and Sound Recording
9. Sports and Entertainment

High-growth sectors not listed above may also be considered, provided the applicant presents a clear justification for the project based on labor market demand. Data must be used from an official source and evidence must be shown for job quality and access for populations with historical barriers to employment.

Industry Sector Initiatives

The WSCs will also have active participation in the following industry sector initiatives outlined in the Five-Year Plan to strengthen partnerships with businesses and align with workforce needs:

City Employment

The City of Los Angeles is one of the largest employers in Los Angeles County, providing high-wages, benefits and career advancement opportunities. WSCs will be

responsible for supporting City programs that seek to provide alternative pathways to city employment such as Targeted Local Hire, Bridge to Jobs, and potential apprenticeship programs.

Partnership with Labor

WSCs will also be responsible for partnering with local labor organizations to support increased access to union employment opportunities. WSCs will partner with the Los Angeles County Federation of Labor, Miguel Contreras Foundation, a workforce partner of the Los Angeles County Federation of Labor to connect job seekers to apprenticeship programs.

Olympics 2028

WSCs are expected to play an integral role in preparing people for living wage job opportunities tied to the Olympics and other high profile sporting events coming to Los Angeles. The WSCs will be tasked with integrating skills development, career planning, and post-event placement to support individuals in transitioning to long-term, sustainable employment once these events conclude.

Traditional and non-traditional apprenticeships

WSCs will also connect clients to traditional and non-traditional registered apprenticeships, as well as paid internship opportunities in the identified key sectors.

Homeless Connect Days and Regional Hiring Fairs

WSCs will support the coordination and staffing for a minimum of two quarterly regional “Homeless Connect Days” to provide employment resources focused on homeless service provision and filling jobs created by the homeless services expansion. WSCs will also continue to coordinate regional hiring fairs to meet the needs of job seekers and employers.

2025 Wildfire Recovery

WSCs will support wildfire disaster recovery efforts by providing services to displaced workers and impacted communities in coordination with City-based partners. In the wake of the devastating January 2025 wildfires in Los Angeles that have affected thousands of residents and businesses, the City will extend its full support in the recovery of affected business and displaced workers. Resources will continue to be made readily available through the City’s WSCs, YouthSource Centers (YSCs), and Business Source Centers (BSCs) to aid in the first steps of recovery.

Business Services

To support the partnerships with employers, successful proposers shall provide the following business services to employers to ensure the identification and matching of job seekers to job opportunities:

Conduct labor exchange activities, matching and referring participants to job orders and postings;

Engage in analytics and outreach activities to understand and communicate participant profiles, education levels, skills, and experiences to the employer community to inform labor exchange activities;

- Communicate identified job opportunities to all staff and partners within the WSC;
- Work with employers on active recruitment within the WSC and employers’ sites;
- Participate in and coordinate job fairs at the WSC and other partner or community locations;
- Conduct screening and coaching activities prior to referring candidates to employers to ensure participants are prepared and qualified for the job selection process;
- Manage relationships with the hiring managers of employers to promote labor exchange and job identification activities with the WSC;
- Promote Tax Credits (homeless, foster youth, etc.) and other economic benefits for employing high-barrier populations;
- Design and implement focus groups to study operational challenges as requested by one or more businesses within the industry. Such forum will also provide information on industry trends and other information for the purpose of economic development planning;
- Provide Layoff Aversion services to address the financial and economic challenges of the business through appropriate referrals to the City’s Business Source Centers for access to capital, business counseling, and other resources, and;
- Respond to the needs of the employer to assist those employees affected by downsizing and/or closures of business with Rapid Response services and provide necessary resources and services.

BusinessSource Centers

WSCs will be required to establish formal partnerships with the local Business Source Centers (BSC) including formalizing a referral system, connecting interested jobseekers to entrepreneurial training and other resources at BSCs, and assisting the BSC employers with their workforce hiring needs.

Business Services Performance Measures Program Year 2025-26

For reference only, TABLE V shows the current minimum business services performance measures for the Program Year 2025-26. These performance metrics may change for each program year. WSCs are expected to exceed minimum performance measures.

TABLE V – Business Services Performance Measures for Program Year 2025-26

Number of Unduplicated Employer Customers	70
Number of New Employer Customers	20
Number of Referrals to Nearest BusinessSource Center	10
Number of Business Services Provided	90
Number of Sector-Based Employer Customers	15
Number of Industry Sector Councils	1
Number of Partnerships with Adult/Career Education Facilities for Industry Sector Training	1

To align with efforts outlined in the Five-Year Strategic Plan, new employer engagement and business services metrics may be introduced including:

- Number of business services provided by type;
- Minimum number of sector-based employer customers in high-growth sectors;
- Minimum number of high roads employers;
- Minimum number of participants enrolled in middle-skilled jobs;
- Minimum number of participants enrolled in apprenticeships, and;
- Minimum number of participants enrolled with labor partners.

3.5 Regional Collaboration and Strategic Partnerships

City of Los Angeles Regional Collaborative

Funded WSCs will be expected to participate in and support the establishment of a regional workforce collaborative led by EWDD focused on aligning workforce and education services to enhance workforce outcomes for WSC participants. Similar to the Horizon 32K/ P3 Opportunity Youth collaborative model, the goal is for city, county, school districts, higher educational institutions, employers, and community-based partners to work together, share resources, and develop an operational plan for the coordination and leveraging of services.

As guided by EWDD, the WSC operators will be responsible for facilitating monthly regional meetings in the respective Community Planning Areas/ service areas. The regional meetings goals include:

- Share resources;
- Identify service gaps;
- Network with other service providers and agency representatives that are specific to the various regions of Los Angeles;
- Institutionalize and simplify a cross-agency referral process;
- Align services where possible;
- Identify ways to improve, collaborate and co-case manage participants, and;
- Develop a regional resource guide for job seekers, particularly vulnerable populations.

Strategic Partnerships

The City has executed Memoranda of Understanding (MOU) with the mandatory partners on behalf of the entire WDS that include Resource Sharing Agreements.

Strategic partners include, but are not limited to, the following:

California Department of Rehabilitation (DOR)

DOR administers the largest vocational rehabilitation program in the country. DOR has a three-pronged mission to provide services and advocacy that assists people with disabilities to 1) Live independently; 2) Become employed, and; 3) Have equality in the communities wherein they live and work. DOR provides consultation, counseling, and vocational rehabilitation, and works with community partners to assist the consumers they serve. DOR administers WIOA Title IV programs.

California Employment Development Department (EDD)

EDD provides a range of employment and training services in partnership with state and local agencies and organizations. EDD administers WIOA Title III Wagner-Peyser, Veterans' WIOA, Unemployment Insurance Compensation, and Trade Adjustment Assistance Act programs.

Los Angeles County Department of Economic Opportunity (DEO)

DEO manages the Los Angeles County America's Job Center of California (AJCC) system, providing WIOA services throughout all areas of the County not already designated as part of Local Workforce Development Areas.

Los Angeles County Department of Probation

The Department of Probation is responsible for supervision of individuals who were convicted of non-violent, non-serious, and/or non-high risk sexual offenses from the State Parole's jurisdiction to the local county probation departments throughout the state. The Department also provides various pre-trial programs including treatment and rehabilitation for adult defendants while providing various diversion and prevention programs for juvenile defendants.

Los Angeles Community College District (LACCD)

The LACCD provides students with the necessary education preparing them to transfer to four-year institutions, successfully complete workforce development programs designed to meet local and statewide needs and pursue opportunities for lifelong learning and civic engagement.

Los Angeles Unified School District (LAUSD)

The City and LAUSD have co-funded WIOA Navigators co-located with the WSCs that work to increase access to adult and career and technical education.

Los Angeles County Department of Public and Social Services (DPSS)

DPSS provides the following types of services:

Homeless Assistance;

Cal-Learn, a teen parent program;

Welfare-to-Work services by participating in the Greater Avenues for Independence (GAIN) program, which provides the following types of assistance:

Job preparation and work opportunities;

Childcare, and;

Specialized supportive services such as Domestic Violence; treatment for mental health and substance abuse problems; and Family Preservation Program.

Los Angeles Homeless Service Authority (LAHSA)

LAHSA is a joint effort between the City and County of Los Angeles to provide shelter, housing, and services to people experiencing homelessness. LAHSA uses a Coordinated Entry System (CES) that organizes a network of housing crisis service providers and partners to coordinate resources for efficient delivery.

City of Los Angeles Public Library System (LAPL)

LAPL provides free and easy access to information and opportunities for life-long learning. These opportunities include a variety of programs and services including resources, websites, and referrals to assistance available in-person and by telephone for job seekers, entrepreneurs, and community members. The Los Angeles Public Library (LAPL) operates eight regional branch libraries, 59 community branches, four bookmobiles, and provides access to resources via the Internet.

Los Angeles County Federation of Labor (LA Fed) / Miguel Contreras Foundation

The LA Fed is a diverse organization of over 300 union and labor affiliates that sets the tone for labor justice in Los Angeles through coalition building and targeted political advocacy. Brought together by the LA Fed, affiliates collaborate in solidarity for the betterment of wages and working conditions for all working people. Labor Community Services provides a safety net for union members through their food program, disaster relief fund, and financial literacy programs. The Miguel Contreras Foundation is a LA Fed non-profit partner that offers programming for marginalized workers that connects them with higher paying, better quality jobs through strategic partnerships with union-friendly businesses.

City's Source System Collaboration:

FamilySource Centers (FSCs)

FSCs provide a wealth of services and programs for low-income families with children/youth ages up to 17 years old that need support with childcare, family needs and other assistance to move them toward economic self-sufficiency.

YouthSource Centers (YSCs)

YSCs provide a wealth of education and employment services to youth, ages 14-24. The goal of the Youth Source System is to reconnect youth that did not attain a high school diploma to school and/or employment.

BusinessSource Centers (BSCs)

BSCs offer a wide range of resources to businesses and individuals. Services include business incentives, tax credits, business courses, consultation, and access to capital.

Source Collaborative

A goal identified in the Five-Year Strategic Plan is to establish a "Source Collaborative" to bring together WSC, YSC, BSC, and FSC representatives on a quarterly basis, where critical information, training, and data can be shared with multiple groups, and strengthen Source service delivery and partnerships. Proposers will be required to collaborate with the geographically closest FSC, YSC, and BSC. Refer to Appendix F - H for a description of each of these centers.

Collaborating with the Workforce Development Board

To facilitate the various initiatives outlined in the Five-Year Strategic Plan, WSCs will be required to attend and provide input during quarterly and committee meetings of the Workforce Development Board. A key goal is to integrate existing regional projects and strategic plans to ensure that every job seeker and employer can easily access the resources and support they need. Specifically, the following EWDD related strategic plans will be monitored and aligned with the WorkSource System redesign efforts:

City of Los Angeles Workforce Development Board Year 25/26 Annual Plan: Leading programs and strategies to create workforce opportunities for high barrier populations;

Horizons 32K Strategic Plan (formerly LAP3): Mapping a future where LA's Opportunity Youth secure and continue quality education, training, holistic support, and employment pathways;

AdvantAGE LA: A Blueprint for Employing, Retaining, and Advancing Older Workers Across LA: Leveraging the valuable experience of the City of Los Angeles' nearly 1 million older workers to address employer labor shortages and skill gaps, and;

Los Angeles Workforce Infrastructure Network (LAWIN) Strategic Plan: Preparing the City's WDS to meet the projected employment demand following federal investments from President Biden's 2021 Bipartisan Infrastructure Law (BIL).

Regional Efforts to Reduce Homelessness

Confronting the growing crisis of homelessness continues to be an urgent priority for the City of Los Angeles. The City's WSCs will be required to establish formal partnerships via a MOU or subcontractor agreements with homelessness service providers to provide access to housing and/or support services. WSCs shall help implement service strategies to provide job-skills training, employment services, and other related services for individuals currently and/or formerly experiencing homelessness. Special attention will be provided to communities disproportionately impacted by homelessness including Black, Latino, Indigenous, and Immigrant Angelenos, as well as women, youth, older workers, and LGBTQ+ communities. The City seeks to support regional efforts to reduce homelessness by expanding employer-driven pathways to well-paying and stable employment by integrating public, private, educational, non-profit systems, and employment social enterprises through its WSC system via successful program models such as the City's Los Angeles Regional Initiative for Social Enterprise (LA:RISE) initiative and the Inside Safe Job Connectors Program (see program descriptions below).

LA:RISE

Launched in 2015, LA:RISE is the City's marquee workforce program for supporting individuals experiencing homelessness. The program provides transitional jobs and career services to those with a history of homelessness, including formerly incarcerated individuals and disconnected youth. LA:RISE is a collaborative partnership that connects the City's WSCs with Employment Social Enterprises (ESEs) to assist in

moving participants into the workforce. An ESE is a mission-driven business that provides transitional employment for individuals with barriers to employment.

InsideSafe Job Connectors Program

The Job Connector Program launched in early 2023 to support the integration of the City's WDS with interim housing initiative, Inside Safe. Job Connectors work with Inside Safe residents who self-identify as job ready and provide direct support with education and employment readiness services. Job Connectors collaborate with WSCs and YSCs to enroll participants in WIOA and other supportive programs. Job Connectors are stationed at multiple Inside Safe locations across the City, expanding regional access of the program and support to recently housed individuals. Job Connectors facilitate access to employment and education program support such as completion of job applications, job interview preparation, and referrals for part-time or full-time job placement support.

3.6 WSC Operator Responsibilities

As previously noted, in the City, WSC Operators serve as Adult and Dislocated Worker Career Services Providers whose role includes establishing and maintaining a physical WSC site, providing basic career, and providing individualized career services.

The responsibilities of successful WSC proposers include, but are not limited to, the following:

Developing a collaborative partnership with other entities (as described herein) to provide a comprehensive array of services. This includes coordinating and facilitating the collocation of procured collaborators within the proposed City planning area of service;

Procuring and ensuring the timely execution of subcontractor agreements including all applicable City terms and conditions. It is expected that subcontracts be executed within 30 days of contract execution with the City. Subcontracts may be subject to review and approval of the City prior to execution;

Providing responsible leadership to secure the resources and personnel necessary to ensure effective program performance;

Coordinating the WSC's daily operations with collaborators to ensure maximum provision of services during traditional and non-traditional hours;

Managing the program operations;

Paying subcontractors within 10 days of receipt of payment from the City, if on a Cash Advance basis;

Performing annual fiscal reviews and programmatic audits of subcontractors;

Preparing written monitoring reports for subcontractors that, at a minimum, identify successes and/or problems, making recommendations for quality improvement, and if applicable, requiring a corrective action plan to address findings;

Providing ongoing technical assistance and support to collaborators;

Providing written notice to the City of any program or fiscal issues in accordance with City guidelines;

Complying with City initiatives, policies and guidelines, including information bulletins, instructions, directives, and site visit reports;

WSCs must comply with all EWDD's Annual Plan Policies. The current program year Annual Plan Policies can be found on EWDD's website

<https://ewdd.lacity.gov/index.php/about-ewdd/plans-reports>

Comply with WSC Certification Requirements as outlined in EDD Directive No. WSD 23-05 dated January 26, 2024, and;

Supporting Ticket to Work, Lay-off Aversion, Veterans' Gold Card, and any other programs designed to assist workforce operations.

3.7 WSC Location and Facility Requirements

The City will prioritize the collocation of WSCs in City-operated facilities or co-located with strategic partners, including Los Angeles Community College campuses, and/or other strategic partners such as Los Angeles-based Adult Schools, Community-Based Organizations including FSCs, BSCs, YSCs, or Agency-Owned Facilities, in order to reduce infrastructure costs for the system and increase the funding and/or services available to assist job seekers.

The WSC operating site must be physically located in the identified regional planning area that the proposer proposes to serve. Regional integrated service centers may be exempted from this requirement. Proposals that identify a low or no cost City/non-profit owned facility as the center location, or that include collocation agreements that reduce infrastructure costs, will be favorably rated.

The proposed operating site must:

Meet the physical and program access standards in law, including ADA Title II Accessibility Guidelines (http://www.ada.gov/2010ADASTandards_index.htm) and Title 24 of the California Building Code.

(<http://www.bsc.ca.gov/pubs/codeson.aspx>)

Be easily reached by public transportation.

Contain a resource room of at least 20 computers with internet access, phones, printers, fax machines, and space for job bulletin boards.

Contain at least 2 enclosed or private offices in which confidential intake and case management discussions can take place.

Contain at least 2 classrooms where training can be provided for approximately 30 customers.

Contain space for the collocation of collaborators.

Contain signage that identifies the facility as a City, WIOA funded WSC, "A proud partner of the America's Job Center of CaliforniaSM network." Exterior signage must be in public view.

Operate a minimum of 40 hours per week and offer other non-traditional hours of service either in the evening or on Saturdays.

Provide virtual services during non-traditional hours.

Provide ADA compliant parking spaces for staff and participants, per ADA Accessibility Guidelines 4.1.2(5)(a) requirements listed in TABLE VI below, and in a manner consistent with the City zoning codes. Free and sufficient parking must be available for participants.

TABLE VI – Parking Spaces for Staff and Participants per ADA Guidelines

NUMBER OF STAFF AND PARTICIPANTS	ACCESSIBLE PARKING REQUIREMENTS
1 to 25	1 van space
26 to 50	2 spaces including 1 van space
51 to 75	3 spaces including 1 van space
76 to 100	4 spaces including 1 van space
101 to 150	5 spaces including 1 van space

All site locations must be in full compliance with all federal, state, and local fire and life safety, building, and zoning codes.

The City will not recommend a proposer for funding and will not fund a successful proposer regardless of the merits of the proposal if the facility is deemed by the City to be in an unacceptable condition to render services.

Refer to “Mandatory Facilities” list under section 2.7 Source of Funds, Regional Areas of Service, and Funds Requested for WSC Operators.

3.8 Staffing Requirements

Through this RFP, the City seeks to enhance the WorkSource System staffing capacity by facilitating a) increased employee retention rates for WSC staff; b) decreased participant to case manager ratios, and; c) increased customer satisfaction rates of all WSC operators.

Successful proposers will have a participant to case-manager ratio not to exceed 75 to 1. Applicants must articulate a comprehensive strategy to ensure that both their WSC-funded staff and partner staff have sufficient training and resources to deliver high quality of services with a demonstrated ability to support high-barrier populations successfully move into a quality job.

Successful applicants must also provide family sustaining wages for all WSC staff. WSC staff shall be paid no less than **\$23 per hour** starting in year one of the performance period. Additionally, WSC Case Managers and/or Business Services Representatives shall earn a minimum wage of **\$65,000 per year** in year one of the performance period. The minimum wage for Case Managers and Business Services Representatives will increase incrementally to \$72,000 per year (no less than \$35/hour) over the term of this procurement. Lastly, successful proposers will be required to have a professional development strategy for Case Managers and Business Services

Representatives. The City will collect data regarding employee retention rates, case manager ratios, and customer satisfaction rates.

3.9 Training and Leveraged Resources

Leveraged resources are federal and non-federal resources (cash contributions and in-kind contributions) used by the successful proposer to support grant activity and outcomes that would normally be paid for using WIOA formula funds. Leveraged resources must be allowable and auditable under the WIOA program and will consist of facility, training, and other workforce / education services secured by the proposer to augment WIOA services. In the interest of developing a WSC system that effectively augments limited WIOA resources with all available resources to serve WSC customers more comprehensively, all WSC operators will be required to include a minimum of \$750,000 in verifiable leveraged resources in their budgets.

While it is anticipated that \$1.7 million in WIOA resources will be made available to every WSC operator, the expectation is that additional funds will be leveraged to net a total operating budget of approximately \$2.4 million.

Training

Senate Bill SB 734 and Assembly Bill 1149 set requirements for reporting mandated WIOA training expenditures to local boards. This legislation mandates a 30% minimum WIOA Adult and Dislocated Worker formula training set-aside. Local boards may apply designated leveraged resources used for training (up to 10% of the combined total of the adult and dislocated worker formula fund allocation) toward meeting the minimum training expenditure requirement. Currently, the WSCs must expend ~~42%~~ 44% of their WIOA Adult and Dislocated Worker formula fund allocation on workforce training services, of which an amount up to 14% of their combined total adult and dislocated worker formula fund allocation may be leveraged training services. These amounts may be adjusted to ensure the City attains its training expenditure goals. Only the training services included in the State's requirements will be counted towards each WSC's goal. The State does not include supportive services as a training expense for this requirement. State Board approval is required before such funds can be counted towards an WSC's training leveraged resources. All proposers will be required to include in their proposed budget verifiable leveraged resources for the provision of training and non-training workforce services. Reference Appendix N: EWDD WDS Directive No. 20-13 Revised Leveraged Resource Reporting for WSCs, which provides a definition for training services and details the procedures for reporting training as a leveraged resource as allowed by Senate Bill (SB) 734 and Assembly Bill (AB) 1149, as well as reporting all other leveraged resources.

3.10 Reporting of Customer Activity

All program activities from enrollment through exit to follow-up shall be electronically recorded in an automated database prescribed by the City. Timely and accurate reporting of adult activities shall be a priority. Currently, the City requires the use of the State's CalJOBSSM Network.

4. PROPOSAL EVALUATION AND SCORING

Proposals will be evaluated using a point system in the areas of Program Design, Accessibility, Employer Engagement, Performance Outcomes and Business Results, and Proposed Costs. A total of 100 points may be awarded based on the review of narratives and exhibits submitted with the proposal. A minimum score of 70 is required to be considered for funding. Scores will be ranked only against others proposing to serve the same Regional Planning Area service area.

Proposals with a score of 70 or greater that are not recommended for funding will be placed on a list of “Qualified WorkSource Replacement Operators.” If a WSC operator is unable to continue in that capacity, the City may select from the list of replacement operators to assume management of the WSC. Such action will require approval of the WDB, City Council, and Mayor.

The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.

The evaluation categories are as follows:

1. Program Design 25 Points Max

The proposed program design will be evaluated based on the narratives and exhibits submitted with the proposal. Proposers will be evaluated on their understanding of the City’s program design, and the proposer’s ability to plan, manage and implement the proposed program model.

This will include an evaluation of how the WSC participant-centered, integrated service delivery model, and the priorities identified herein will be implemented by the proposer. This includes, but is not limited to, participant outreach, intake, assessment, case management, job search assistance, skills development/training, job placement, and follow-up.

A. Participant-Centered Services

This will include an evaluation of the proposed flow of participants from intake through exit. The service options available and how those options are uniquely designed to meet the needs of those without a high school diploma, high school graduates, and those with some college as well as those of prioritized populations including but not limited to older workers, the homeless, the disabled, veterans, those reentering the workforce, and others.

B. Skills Development/Training

This will include an evaluation of the proposed training and supportive services options available to participants, the flow of such participants through prerequisite activities, the attainment of industry recognized credentials, and placement into prioritized employment sectors.

C. Strategic Partnerships and Regional Collaboration

This will include an evaluation of the proposed partners, their individual roles, and responsibilities in service delivery, how and where their services will be delivered.

D. Cross-training

This will include an evaluation of how WSC operator staff and WSC partners will be cross trained to ensure that there is consistency and communication in the delivery of services.

E. WSC Operator Staffing

This will include an evaluation of the education and experience of all proposed staff as well as the overall organizational structure to ensure that the proposer is programmatically and administratively positioned to operate an WSC.

2. Employer Engagement

20 Points Max

A. Employer Support

Working in conjunction with employers, it is critical that the WSC has employer partnerships that support jobs placements and career pathways. Employer partners are essential to achieving outcomes for participants.

B. Business Services

Additionally, the proposal review will also include an evaluation of whether and to what extent the WSC provides support to local employers. Beyond providing employers with qualified potential employees, it could also include providing employers with space for the recruitment and interviewing of potential employees.

C. Customized Sector Initiative

Lastly, proposers will be evaluated on their efforts in the development of customized sector initiatives that include sector specific training, based on employer input and the commitment to hire on the part of those employers. These initiatives must involve the participation of training organizations, employers, and the WSC.

3. Performance Outcomes & Business Results

25 Points Max

This will include an evaluation of the number of participants to be enrolled and placed into employment, the average wage of those placed into employment, the number placed into registered apprenticeships, the number placed with a single employer, and corresponding cost effectiveness of the WSC's operations.

4. Facility Site Readiness

10 Points Max

A. Physical Site

This will include an evaluation of the proposed physical site through which services will be provided. At a minimum, this is to include access to public transportation, space for confidential intake and case management, classroom space for pre-employment, and occupational skills training. The entire premises must be ADA compliant. Existing certified City of Los Angeles WSC operators will maintain their ADA-compliance designation unless they are proposing to operate out of a new location. All other proposed sites must be available for visit by the City.

All successful proposers must have a lease for a physical site executed by July 1, 2026 or the City will not execute an agreement with the successful proposer.

B. Virtual Services

This will include an evaluation of proposed services (including electronic enrollment of services, job search, job counseling, and case management) that are available virtually to augment those available through the physical site. This arose as a priority during the pandemic at which time physical access to WSCs was limited.

C. Increased Access to Services through Community Partners

This will include an evaluation of the extent to which increased access to WSC services is available through partner organizations.

5. Budget/ Cost Reasonableness and Leveraged Resources 20 Points Max

This will include an evaluation of all WSC proposed costs as identified in the “Budget” exhibit contained herein and completion of a proposed budget. Failure to comply with the noted budget guidelines will result in a “Fail” rating, which may disqualify the proposal from consideration. At a minimum, and if a proposal is otherwise deemed successful, the proposer will be required to comply with these guidelines to execute an WSC operator agreement with the City.

Any proposer that has any material unresolved fiscal finding with the City must have the finding resolved prior to being considered for funding.

Demonstrated Ability

As pre-qualified proposers, a demonstrated ability will not be considered in the scoring. For proposers with equal rankings, the City reserves the right to recommend a currently certified WSC operator for that area.

The City also reserves the right to require a pre-award interview, site inspection, and/or telephone conference call to verify information contained in the proposal and to determine if the proposed facilities are appropriate for the services to be provided.

5. WORKSOURCE CENTER PROPOSAL PACKAGE

All proposers must respond to the proposal package instructions noted below. The proposal package will consist of a series of Exhibits with narratives that will provide the applicant with an opportunity to articulate its unique approach to serving high-barrier and vulnerable populations, connecting job seekers with training programs and quality jobs in the identified priority sectors, and cultivating high-road employers who offer jobs with good wages and benefits, and career advancement opportunities.

1. Program Design

Proposers must complete Exhibits I - V with a maximum 5-page supplemental narrative supporting the Exhibits.

A. Participant-Centered Services / Participant Flow

The Proposer is to complete Exhibit I – Participant Flowchart.

Exhibit IA- Participant Flowchart

The successful proposer will submit a clearly illustrated and articulated participant-centered, integrated service delivery flow chart that details the progression of the program participant from enrollment through exit to follow-up, including intervention strategies for the vulnerable populations noted in this RFP (Individuals with disabilities, veterans, individuals experiencing homelessness, older workers 55+, reentry/justice involved). Participant Flow Charts should clearly articulate customization of services based on different barriers to employment and/or educational attainment.

Exhibit IB – Homelessness Narrative

The successful proposer will submit a 2-page maximum supplemental narrative identify employer-driven pathways to well-paying and stable employment for individuals experiencing homelessness. Proposer shall identify innovative partnerships with homeless service providers, social enterprises, employment partners, and/or educational partners; proposed job-skills training; proposed employment services, barrier removal or support services, and proposed outcomes and timelines.

B. Skills Development/Training

The Proposer is to complete Exhibit II – Skills Development and Training

The successful proposer will submit a clearly illustrated and articulated skills development and training flow chart detailing the proposed training and supportive services options available to customers leading to post-secondary degree or industry recognized credential and job placement in high-growth sectors.

C. Partnerships and Collaborations

The Proposer is to complete Exhibit III – Regional Collaboration and Partnerships

The successful proposer will list proposed workforce partners, their individual roles and responsibilities in service delivery, how and where their services will be delivered, and how services are leveraged through existing workforce collaboratives. Applicants must not only demonstrate comprehensive partnerships to address job seeker’s barriers to employment but must also demonstrate an integrated service delivery.

Successful proposers will have established formal partnerships via a MOU or subcontractor agreements with homelessness service providers.

D. Cross Training

The Proposer is to complete Exhibit IV – Cross Training of WSC Staff and Partners

The successful proposer will identify the type, frequency, and overview of training to be available to all WSC staff and partners and explain how this helps enhance service delivery.

E. WSC Operator Staffing

The Proposer is to complete Exhibit V – Staffing

The successful proposer will provide a listing of the education and experience of all proposed staff in the Exhibit table including attachment of resumes and an organizational chart identifying the relationship of all funded positions.

2. Employer Engagement

A. Employer Support

The Proposer is to complete Exhibit VI – Employer Support

The successful proposer will submit via narratives and a flowchart a clearly illustrated and articulated strategy for how local employers have been engaged and formal partnerships established to ensure that job seekers are successful in acquiring living wage employment. The flowchart should include key partners identified in this RFP, including organized labor, BSCs, etc. and should identify how these partnerships will support hiring for priority populations.

B. Business Services

The Proposer is to complete Exhibit VII – Business Services

The successful proposer will describe via a flowchart and table how business services are provided to local employers and how the WSC has helped address the business needs of those employers.

C. Customized Sector Initiative

The Proposer is to complete Exhibit VIII – Customized Sector Initiative

The successful proposer will submit a sector-specific strategy via a table and supplemental narrative that involves the participation of training organizations, employers, and the WSC that addresses the needs of local businesses and aligns the training and skills development of the job seekers to meet the required skills capacity by the sector employers.

3. Performance Outcomes & Business Results

The Proposer is to complete Exhibit IX – Performance Outcomes & Business Results

The successful proposer will submit a completed outcomes chart listing the proposed performance outcome during the 12-month WIOA program year including the number of customers to be enrolled and placed into employment, the average wage of those placed into employment, the number placed into registered apprenticeships, the number placed with a single employer and corresponding cost effectiveness of the WSC’s operations.

4. Facility Site Readiness

A. Physical Site

The Proposer is to complete Exhibit X – Facility Form.

The proposed physical site through which services will be provided must comply, at a minimum, with the following requirements:

Shall be physically located within the boundaries of the City of Los Angeles;

Comply with all City, State, and federal building codes and regulations including the Americans with Disability Act;

Accommodate physically co-located collaborators and subcontractors;

Be designed to facilitate programmatic and physical access for the provision of career services, intensive career services, training services, and business services;

Provide electronic connectivity for the public to have access to services and information regarding mandatory collaborators;

Be available to customers both during regular hours and extended hours, and;

A lease for a physical site executed by July 1, 2026.

B. Virtual Services

The Proposer is to complete Exhibit XI – Virtual Services

The successful proposer will list services that are available virtually to augment those available through the physical site or explain how they will support remote access.

C. Increased Access Through Community Partners

The Proposer is to complete Exhibit XII – Accessibility through Community Partners Form

The successful proposer will list existing community partners or explain how they will augment those partnerships inclusive of partnerships with the LA Public Library, FSCs, YSCs, and BSCs.

5. Cost Reasonableness and Leveraged Resources

The Proposer is to complete the following budget forms and prepare a budget for the proposed contract term in accordance with the “Guidelines for Preparation of Budget Forms.” Reference Attachment 4 - Exhibit 13 (Budget Forms #1-9)

- Budget Narrative
- Budget Summary
- Budget Detail
- Schedule of Personnel Costs
- Spending Plan
- Schedule of Leveraged Resources
- Salary Range Summary
- Position Description

To “pass” this category, the budget must comply with the following guidelines:

Submit a complete budget using the prescribed “Budget” forms only.

Be accurately calculated.

Include only those costs that are allowable and allocable in accordance with GAAP and WIOA guidelines.

Identify staff wages of no less than \$23 per hour for all WSC employees and no less than \$31.25 for WSC Case Manager and Business Services Representatives; staffing set-aside requirement: a minimum of \$65,000 per year in direct salaries to WSC Case Managers and Business Services Representatives for Year 1. A goal will be set of \$72,000 per year over a 3-year period.

Identify funding to support a participant to case manager ratio of no more than 75 to 1.

—Identify facility costs –

The City will prioritize the collocation of WSCs in City-operated facilities or with other strategic partners.

Identify participant training costs – incorporate a 44% training set-aside: (30% of the WIOA Adult and Dislocated Worker formula funds must be allocated to workforce training services; up to 14% of the combined total adult and dislocated worker formula fund allocation may be leveraged training services)

Identify a minimum of \$750,000 in documentable, leveraged resources. Leveraged Resources may include facility costs provided to the program at no cost to the grant, critical supportive services required to achieve employment outcomes such as housing and/or childcare services, or paid work experience. Leveraged resources may also include food support and transportation. However, facilities provided by, or secured by the City, will

not count toward the minimum leveraged resource requirement. This is applicable to the existing City-owned Boyle Heights/East LA WorkSource Center as well Los Angeles Community College facilities secured by the City.

Complete the Budget Narrative Form with detailed explanation of all line items and formulas used to support all proposed costs.

Failure to comply with these guidelines will result in a “Fail” rating, which may disqualify the proposal from consideration. At a minimum, and if a proposal is otherwise deemed successful, the proposer will be required to comply with these guidelines to execute an WSC operator agreement with the City. Any proposer that has any material unresolved fiscal finding with the City must have the finding resolved prior to being considered for funding.

2024 Audited Financial Statements: All proposers must also submit a copy of their 2024 audited financial statements. If it is determined by EWDD that the proposer is not solvent, proposer will NOT be considered for funding.

6. GENERAL PROPOSAL PREPARATION GUIDELINES

6.1 Overview

If a proposer does not follow these instructions, if information is left out, or any exhibit(s) and/or attachment(s) are not submitted, the proposer may be determined to be ineligible and excluded from the review.

The proposal must be submitted in the full legal name of the corporation or agency as registered with the California Secretary of State. An authorized representative of the proposer who has legal authority to bind the organization in contract with the City must sign the proposal.

Separate proposals must be submitted for each proposed WSC site. Indicate on the Executive Summary Signature Page and Non-Collusion Affidavit, the City Planning Area your organization is proposing to serve.

The proposed budget forms must be submitted in Excel format and comply with the budget guidelines as outlined in the RFP.

If any proposal contains any trade secrets, or other proprietary information that the proposer claims is exempt from California Public Records Act, a redacted copy of the proposal with an explanation for the redactions must also be submitted. The Los Angeles City Attorney (City Attorney) will determine whether such redactions are valid or permissible.

The proposal must be accompanied by a cover letter that shall be limited to one page. The letter must:

Include the title, address, telephone number, and e-mail of the person(s) authorized to represent the proposer and each collaborator, if any;

Be signed by the person(s) authorized to bind the organization to all commitments made in the proposal and, as applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the proposal. If a Board Resolution cannot be obtained prior to proposal submission, it may be submitted no later than 14 calendar days after the proposal submission deadline;

Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one proposer or one legal entity. The proposal must identify the responsible entity; and

Identify the individual or firm that prepared or assisted in preparing the proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation.

Address the cover letter with the proposal package to:

City of Los Angeles
Economic and Workforce Development Department
444 S. Flower Street, 14th Floor
Los Angeles, CA 90071
ATTN: Procurement Unit

All narrative and exhibits responses must follow the standards listed below:

Computer Generated

Font Size – 12 Points

Font Type – Times New Roman or Arial

Margins – At least 1 inch on all sides

Line spacing – Single-spaced

8 ½” x 11” plain white paper

Portrait orientation, except for exhibits provided in a landscape orientation

Pages in excess of the stated limits will not be read and will not be considered in scoring.

Each page of the proposal, including exhibits, must be appropriately named to match the proposal package Form or Exhibit name.

Please use the indicative mood (will, shall, etc.) in narratives rather than the subjunctive (would, should, etc.) so that proposals can be easily converted to contract form.

Answers should be as concise as possible while providing all the information requested.

The narratives and exhibits, including the budget, should include and clearly identify the services including those to be provided by subcontractors.

Only the exhibits and attachments specifically requested in the RFP are to be submitted with your proposal. Any other attachments submitted to “supplement” information in the proposal will not be read and will not be considered in scoring.

6.2 Proposal Contents Checklist

The “Proposal Contents Checklist” identifies all information including narratives, exhibits and attachments that must be submitted with your proposal. In assembling the proposal, please include the exhibits and attachments in the order indicated in the “Proposal Contents Checklist” (Attachment 1). The “Proposal Contents Checklist” will serve as the table of contents and must be included in the proposal. *Do not assume that any document is not applicable.*

6.3 Required Documents Submitted with Proposal

The City Contracting Requirements Checklist and Compliance Forms (Attachment 5) is a list of compliance requirements and forms that will be needed from the proposer at various stages in the contracting process. Follow instructions noted on the checklist for specific contracting and compliance forms that must be submitted via the City's procurement website, RAMP LA (<https://www.rampla.org>). Attach a copy of forms uploaded to RAMP LA with the RFP proposal package.

Because some documents require extensive time to complete, the City strongly encourages proposers to commence these activities prior to the proposer's conference.

As noted in the checklist, the following administrative documents must be submitted with the proposal.

Executive Summary Signature Page and Non-Collusion Affidavit

The submitted document must include the signature of each authorized signatory. If a Board Resolution authorizing the signatory cannot be secured prior to proposal submission, it must be submitted no later than 14 calendar days after the submission deadline set forth on the cover page of this RFP.

Proposer Information and Los Angeles Residence Information Form

Business Inclusion Program (BIP) and Outreach Summary Sheet Report

All proposers are required to comply with the City's BIP requirements, identify sub-contracting opportunities and outreach to MBE, WBE, SBE, EBE, DVBE, and OBE sub-consultants. Requirements must be completed on the RAMP LA at (www.RampLA.org). A proposer's failure to utilize and complete the BIP outreach may result in a proposal being deemed non-responsive.

After performing outreach, RAMP LA compiles a list of companies that the proposer conducted outreach to in a "Summary Sheet" report. Print the "Summary Sheet" report and include with the proposal.

Articles of Incorporation, Bylaws, and List of Current Board Members

Proposers are required to submit the following with their RFP applications: a) a copy of the applicant's "Articles of Incorporation", which show that the organization was legally incorporated at least 3 years prior to the date of application, b) a copy of its corporate bylaws and all amendments as adopted by the agency's Board of Directors and properly attested, and c) list of current board members with current contact information.

Resolution of Executorial Authority

All proposers are required to submit a corporate "Resolution of Executorial Authority" or other documented evidence of corporate actions of the Board of Directors, properly attested or certified, that specifies the name(s) of the person(s) designated to:

- Authorize the Director or designee to submit the RFP for WSC Operators;
- Obligate the contractor and execute contractual documents;
- Sign checks for disbursement of funds from the City, and;
- Sign requisition for advances and/or reimbursements (i.e., monthly invoices for payment).

The submitted document shall include an original sample of the signature of each designee and accompany the cover letter. If a resolution of the Board of Directors cannot be secured prior to proposal submission, it may be submitted no later than 14 calendar days after the stated submission deadline.

All proposers are required to provide:

Meeting minutes related to the Board meeting during which the Board voted and approved the submission of the RFP for WSC Operators, and;

A list of Board Members names and contact information of those who participated in the vote to submit the RFP.

The City will verify all information provided.

Applicants must submit any updates to the above documents, as applicable.

City Business Tax Registration Certificate or Vendor Registration Number)
Proposers were required to submit the following with their RFQ applications:

Proposers are required to submit a copy of the company’s City Business Tax Registration Certificate (BTRC) or provide a Vendor Registration Number (VRN). Information about BTRC and/or VRN, is available at the Office of Finance at <http://finance.lacity.gov/forms> (see also RFP Section 2.2, “Eligible Proposers”).

Applicants must submit any updates to the above documents, as applicable.

Living Wage Ordinance (LWO)

All proposers are required to submit the applicable LWO form(s). For further information regarding the requirements of the ordinances, visit <https://bca.lacity.gov/living-wages-ordinance-lwo>.

Equal Benefits Ordinance, First Source Hiring and Slavery Disclosure Ordinance
All proposers are required to complete and submit the Equal Benefits Ordinance/First Source Hiring Ordinance Affidavit, and Slavery Disclosure Ordinance Affidavit.

7. GENERAL RFP AND CITY CONTRACTING INFORMATION

7.1 General Proposal Conditions

Costs Incurred by Proposers

All costs of proposal preparation shall be borne by the proposer. The City, in any event, shall not be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

Best Offer

The proposal shall include the proposer’s best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of 270 calendar days from the submission deadline.

The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to

declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided.

Alternatives

Proposers shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal documents. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

Proposal Errors

Proposers are liable for all errors or omissions incurred in the preparation of the proposal, supplements or addenda to proposals. Proposers will not be allowed to alter proposal documents after the due date for submission.

The City reserves the right to make corrections or amendments due to any error identified by the City in any proposal. This type of correction or amendment will only be allowed for errors such as typing, transposition, or any obvious error. Any changes will be dated, time stamped, and attached to the proposal. All changes must be in writing and authorized and made by EWDD.

Waiver of Minor Administrative Irregularities

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

Interpretations and Clarifications

The City will consider prospective recommendations or suggestions regarding any requirements before the mandatory proposers' conference. All recommendations or suggestions must be in writing and submitted to EWDD at EWDD.Planning@lacity.org. The City reserves the right to modify requirements on any RFP if it is in the best interest of the City.

Optional Materials/Services

Proposers may offer materials and/or services directly related to the specifications within the RFP, but not included in it, which will enhance the performance of City staff in the fulfillment of the goal(s) of the RFP. Optional materials/services must be clearly delineated as optional in the proposal and separate pricing/cost identified as appropriate. These options may be included in the resultant contract.

Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the proposer knowingly and willfully submits false performance or other false data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the City reserves the right to terminate the contract.

Unnecessarily elaborate or lengthy proposals or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

Withdrawal of Proposals

Proposals may be withdrawn by written request from the authorized signatory on the proposer's letterhead at any time prior to the submission deadline.

Addendum

The City reserves the right to issue an addendum or addenda to this RFP which may add additional requirements to be considered responsive. All addenda will be posted on the RFP listing on the RAMP website at <https://www.rampla.org>. All proposers must acknowledge any addendum(a) issued as a result of any change in this RFP on the proposer's signature declaration page. Failure to indicate receipt of addendum(a) may result in a proposal being rejected as non-responsive.

Representations

The City is not responsible for representations made by any of its officers or employees prior to the approval of an agreement by the Mayor and Los Angeles City Council unless such understanding or representation is included in this RFP or in subsequent written addenda. The City is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto.

Acceptance of Terms and Conditions

Submitting a proposal in response to this RFP constitutes acknowledgment and acceptance of all terms and conditions set forth in this RFP unless otherwise expressly stated in the proposal.

Multiple Proposals

Proposers interested in submitting more than one proposal may do so, provided each proposal stands alone and independently complies with the instructions, conditions and specifications of the RFP.

7.2 Applicable Laws and Regulations

Proposers will be required to comply with all applicable WIOA laws and regulation, including, but not limited to:

DOL Regulations 29 CFR, Chapter 1, Parts 1, 3 and 5
(http://www.dol.gov/dol/cfr/Title_29/Chapter_1.htm)

Workforce Innovation and Opportunity Act, Title 20 CFR: Part 652, et.al.
<http://www.ecfr.gov/cgibin/retrieveECFR?gp=&SID=552c6d9563eb8c6dec62893b9af2a842&mc=true&n=pt20.3.652&r=PART&ty=HTML>

Federal Register Vol. 81, No. 161, Parts V (20 CFR: Parts 676, 677, and 678) & VI (20 CFR: Parts 603, 651, 652 et.al.)

7.3 Standard Provisions for City Contracts

Please review the information in “Standard Provisions for City Contracts,” carefully. Any contract awarded pursuant to this RFP is subject to the Standard Provisions for City Contracts [Current Version \(Rev. 1/25\) \[v.2\]](#). Compliance with these requirements, and the submission of all necessary forms as outlined in this RFP is mandatory. Please review this RFP to determine which information is required at the time of proposal submission, prior to the award of a contract, or both.

7.4 General City Reservations

Submission Deadline

The City reserves the right to extend the submission deadline should this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

Withdrawal of RFP

The City reserves the right to withdraw this RFP at any time, without prior notice, if it deems such action is necessary. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions. If any action in this section is taken, the City may re-issue the RFP, if necessary. The City also reserves the right to contract with more than one respondent to this RFP. Furthermore, the City may exercise its right to not select a proposer from this RFP if it determines that there was no responsive proposer.

Reissue of RFP

If an inadequate number of proposals are received or the proposals received are deemed non-responsive, not qualified or not cost effective, the City may, at its sole discretion, reissue the RFP or execute a sole-source contract with a vendor.

Changes to Proposals

The City shall review and rate submitted proposals. The proposer may not make any changes or additions after the proposal deadline. The City reserves the right to request additional information or documentation as it deems necessary.

Verification of Proposal Information

The City reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points awarded.

Pre-award Interview

The City reserves the right to require a pre-award interview and/or site inspection.

Minor Defects

The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.

Interpretations and Clarifications

The City reserves the right to modify requirements on any RFP if it is in the best interest of the City.

Program Personnel

If the selection of the proposer is based in part on the qualifications of specific key individuals named in the proposal, the City reserves the right to approve in advance any changes in the key individuals or the percent of time they spend on the program. The City reserves the right to have the contractor replace any program personnel with equally or better qualified staff upon submitting written notice to the contractor. In addition, the City reserves the right to approve in advance any changes in program personnel or levels of commitment by the contractor. If the selection of the proposer is based in part on the qualification of specific key individuals named in the proposal, the City must approve in advance any changes in key individuals or the percent of time they spend on the program.

Rejection of Proposals

The City reserves the right to reject any or all proposals, to waive any minor defects in proposals received; to reject unapproved alternate proposal(s); and reserve the right to reject the proposal of any proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals shall not render the City liable for costs or damages.

7.5 Pre-Award Negotiations

Prior to the award of a contract, the successful proposer(s) may be required to attend negotiation meetings that will be scheduled at a later date. The intent of the meeting(s) includes, but is not limited to, discussing and negotiating contract requirements, prices, service level agreements, detailed scope of work specifications, ordering, invoicing, delivery, receiving, and payment procedures, etc., in order to ensure successful administration of the contract.

7.6 Contract Negotiations

Proposers approved for funding shall be required to negotiate a contract with the City on an offer/counter-offer basis. The best terms and conditions originally offered in the proposal shall bind the negotiations. The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the City may contain additional terms or terms different from those set forth herein.

As part of the negotiation process, the City reserves the right to:

Fund all or portions of a proposer’s proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;

Use other sources of funds to fund all or portions of a proposer’s proposal;

Require that a funded proposer utilize a facility designated by the City for purposes of implementing its program;

Elect to contract directly with one or more of the identified collaborators, and;

Require all collaborators identified in the proposal to become co-signatories to any contract with the City.

Unless otherwise stated, proposals submitted shall be irrevocable for a period of 270 days following the proposal submission deadline. A response to this RFP is an offer to contract with the City based on the terms, conditions, service level agreement and specifications contained in the proposal submitted. A contract will be developed after the City makes an award to the selected proposer(s). The contract is subject to the City's general contracting requirements.

Any contract made pursuant to this RFP must be accepted in writing by the proposer. If for any reason the proposer should fail to accept the contract in writing, any conduct by proposer which recognizes the existence of a contract pertaining to the subject matter hereof shall constitute acceptance by proposer of the contract and all of its terms and conditions.

7.7 Standing of Proposer

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding if it has a history of contract non-compliance with the City or any other funding source, poor past or current contract performance with the City or any other funding source, or current disputed or disallowed costs with the City or any other funding source.

Contractors/organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process, until this sanction is removed. The City will enter into an agreement only with entities that are in good standing with the California Secretary of State.

7.8 Proprietary Interests of the City

The City reserves the right to retain all submitted proposals, which shall then become the property of the City and a matter of public record. Any department or agency of the City has the right to use any or all ideas presented in the proposal without any change or limitation. Selection or rejection of a proposal does not affect these rights. All proposals will be considered public documents, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Proposers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 et seq.) In the event such an exemption is claimed, the proposal must state: "(Name of Proposer) shall indemnify the City and hold it and its officers, employees and agents harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore." Failure to include such a statement shall constitute a waiver of the proposer's right to exemption from disclosure.

In any event, all information contained in this RFP is considered confidential and not open to the public or competing bidders until after the bidding period and appeal period is closed.

7.9 Discount Terms

Proposers agree to offer the City any discount terms that are offered to its best customers for the goods and services to be provided herein and apply such discount to payments made under this agreement, which meet the discount terms.

7.10 Assurances

As a condition to the award of financial assistance from the DOL under Title I of WIOA, applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; and

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

The applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

8. ADDITIONAL RFP AND CITY CONTRACTING INFORMATION AND DOCUMENTS

Reference City Contracting Requirements Checklist and Compliance Forms (Attachment 5), which is a list of compliance requirements and forms that will be needed from the proposer at various stages in the contracting process. Follow instructions noted on the checklist for specific contracting and compliance forms that must be submitted via the City's procurement website, RAMP LA (<https://www.rampla.org>).

8.1 Bidder Campaign Contributions and Fundraising; Los Angeles Municipal Lobbying Ordinance

Bidders/Proposers may not make campaign contributions to or engage in fundraising for certain elected officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders/proposers, twelve (12) months after the contract is signed. The bidders'/proposers' principals and

subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

CEC Form 55 requires bidders/proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders/proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders/proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the CEC website at <https://ethics.lacity.gov/>

CEC Form 50 requires bidders/proposers to acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if they qualify as a lobbying entity under the Los Angeles Municipal Code § 48.02.

8.2 Contractor Responsibility Ordinance

The bidders/proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of the Contractor Responsibility Ordinance (CRO). (See the Standard Provisions for City Contracts). Proposers shall refer to <https://bca.lacity.gov/Ordinances> for further information regarding the requirements of the Ordinance.

The bidders/proposers shall complete and return with their proposal the “Contractor Responsibility Ordinance Questionnaire” available at available at the following site: <https://bca.lacity.gov/> Failure to return the completed questionnaire including all attachments may result in a bidder/proposer being deemed non-responsive. Prior contract experience may be used to evaluate proposal.

8.3 Equal Benefits Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). (Reference Standard Provisions for City Contracts)

All bidders/proposers shall complete and upload the EBO Affidavit, prior to award of a City contract valued at \$25,000.00 or more. The EBO Affidavit shall be effective for a period of 36 months from the date it is first uploaded onto the RAMP. Bidders/proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO Affidavit.

Bidders/proposers seeking a waiver from the requirements of the EBO may download the waiver form from the Bureau of Contract Administration’s web site at

<https://bca.lacity.gov/Ordinances>. The EBO waiver request form must be returned with the bid/proposal.

8.4 Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 *et seq.*, Living Wage Ordinance (LWO) and 10.36 *et seq.*, Service Contractor Worker Retention Ordinance (SCWRO). Additional information regarding the requirements of the Ordinances may be found at <https://bca.lacity.gov/> and <https://bca.lacity.gov/living-wages-ordinance-lwo>

Bidders/proposers who believe that they meet the qualifications for one of the exemptions from the LWO or SCWRO may submit the specific exemption application with their proposal. The exemption applications are available on the Bureau of Contract Administration website at <https://bca.lacity.gov/LWO%20Printable%20Forms> or <https://bca.lacity.gov/service-contract-worker-retention-ordinance-scwro>

8.5 Nondiscrimination, Equal Employment Practices and Affirmative Action Program (Non-Construction)

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2, “Non-discrimination Clause.”

Non-construction services to or for the City for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., “Equal Employment Practices Provisions.”

Non-construction services to or for the City for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., “Affirmative Action Program Provisions.”

Proposers seeking additional information regarding the requirements of the City’s Non-Discrimination Clause, Equal Employment Practices and Affirmative Action program may visit the Bureau of Contract Administration’s website at the following website:

<https://bca.lacity.gov/Uploads/eo/NDEEOAAP%20Admin%20Code.pdf>

8.6 Slavery Disclosure Ordinance

Unless otherwise exempt and in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code. (Reference Standard Provisions for City Contracts)

All proposers shall complete and upload, the Slavery Disclosure Ordinance Affidavit (one (1) page) available on RAMP at www.RAMPLA.org prior to award of a City contract.

Proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's web site at <https://bca.lacity.gov/Ordinances>.

8.7 Iran Contracting Act of 2010

By California Public Contract Code Sections 2200-2208, all bidders submitting Proposals for, entering into, or renewing contracts with the City for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

8.8 Certification Regarding Compliance with the American Disabilities Act

The City is a covered entity under Title II of the ADA, 42 U.S.C. Section 12131 *et seq.* Respondents awarded a contract through this RFP must comply with the Americans With Disabilities Act – Amendments Act of 2008 (ADAAA) and execute a certification regarding compliance with the ADA prior to the execution of a contract. (Reference Standard Provisions for City Contracts)

8.9 Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the Child Support Assignment Ordinance provision in Standard Provisions for City Contracts.

8.10 First Source Hiring Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which is in excess of \$25,000 and a contract term of at least three months, and certain recipients of City loans or grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 *et seq.*, "First Source Hiring Ordinance" (FSHO). The FSHO compliance affidavit has been combined with the EBO affidavit as a web form that should be uploaded on the RAMP website (www.RAMPLA.org). The "Anticipated Job Opportunities Form" (FSHO-1) <https://bca.lacity.gov/Uploads/fsho/FSHO-1.pdf> shall be required only of the bidder/proposer that is selected for award of a contract.

8.11 Federal Funding Accountability and Transparency Act of 2006 (FFATA) Reporting

FFATA and the Government Funding Transparency Act of 2008 instituted requirements meant to provide full disclosure of entities receiving federal funding and established "USASpending.gov," a federal website, to provide the public information on the entities receiving federal monies.

Source(s) of funding for this RFP may come from federal grants that the City receives directly from the federal government. Therefore, the City may be required to collect information from first-tier subcontractors/sub-recipients and report that information in the publicly available USASpending.gov website within one month of contract execution.

Any City contract resulting from this RFP that exceeds \$25,000 is contingent upon the contractor providing information required under FFATA in order that the City may comply with its responsibility to report.

Successful proposers will be required to:

Provide to the City their organization's Unique Entity Identifier ("UEI") number as well as the UEI number for their parent organization, if any;

Provide any "doing business as" name, if applicable; and

Provide the names and total compensation of the five most highly compensated officials of their organization if their organization meets all three of the following conditions:

In your organization's previous fiscal year, your organization (including parent organization, all branches, and all affiliates worldwide) received 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements;

In your organization's previous fiscal year, your organization (including parent organization, all branches, and all affiliates worldwide) received \$25,000,000 or more in annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements, and;

The public does not have access to information about the compensation of the senior executives in your organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986.

8.12 Contract Execution Requirements

If recommended for funding, the proposer shall be required to enter into an agreement with the City and comply with the requirements listed below. Failure to comply with these requirements will result in non-execution of the contract.

Insurance Certificates

Contractors will be required to maintain insurance at a level to be determined by the City's Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include the cost of insurance in their bid. Contractors will be required to provide insurance at the time of contract execution.

Documents

All contractors who are organized as a corporation or a limited liability company are required to submit a "Resolution of Executorial Authority" with specimen signatures along with board minutes reflecting board action.

Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) Form <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

8.13 Certifications

Contractor shall provide copies of the following documents to the City:

Certification Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549;

Certification and Disclosure Regarding Lobbying (not required for contracts under \$100,000). Contractor shall also file a disclosure form at the end of each calendar quarter during which any event requiring disclosure, or which materially affects the accuracy of the information contained in any previously filed disclosure form, occurs, and;

A Certificate Regarding Drug-Free Workplace Requirements.

8.14 Affirmative Action Plan

All contractors who are awarded contracts in excess of \$5,000 are required to comply with the City's Affirmative Action Policies. (Reference the Standard Provisions for City Contract).

8.15 Collaboration

The City may, at its discretion, require two or more proposers to collaborate as a condition to contract execution.

8.16 City Contracting Method/Payment for Services

City contractors are generally compensated for services on a cost reimbursement basis. Under this method, contractors will be reimbursed for a negotiated set of costs incurred in operating the program.

8.17 Contract Cost

Contract costs shall include only those contract-related expenditures which are necessary, reasonable, allowable and allocable, and which are accrued during the contract period, or which are necessary for orderly contract start-up or close-out. Organizations shall not provide services nor incur program costs prior to start of contract period.

8.18 Records Retention

All contractors are required to participate in data collection and to submit reports required by the program. Projects are required to keep accurate records to document progress in achieving objectives.

All contractors must maintain records that support all contract expenditures and program income reporting in accordance with City record retention requirements. All such records are subject to review, monitoring, and audit. Any failure on the contractor's part to fully comply with federal, State or City program income requirements shall result in disallowed costs and repayment of any amounts directly related to the violation. These records and documents shall be retained within the County of Los Angeles for a period of three years after termination of any agreement and after final disposition of all pending matters.

8.19 Security Clearance and Tuberculosis Test of Staff and Volunteers

All contractors shall certify that contractor and subcontractor staff working with youth, either as 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 the staff member will have with minors. The contractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.

All contractors shall maintain proof of security clearance and TB tests of all staff, including those of the subcontractors, and make these records available for future inspection.

8.20 Governing Law

The contractor and any and all matters relating to the formation, validity, construction, interpretation, performance and enforcement of the RFP shall be required to comply with all federal, State, local, and City laws, regulations, policies, procedures and instructions, as a result of an agreement/contract and any subsequent amendments thereto, as applicable.

8.21 Commitment to Carry Out Contractor Responsibilities

By submitting a proposal, proposers are:

Making a commitment to carry out all contractor responsibilities, comply with all requirements, and give the City timely access to all necessary documents, staff and participants;

Certifying that they possess the skill, knowledge, and expertise to successfully plan and operate a program as described in the RFP; and

Certifying that they possess the organizational structure, facilities, equipment, and experienced and qualified staff necessary for successfully managing their proposed projects, fully utilizing all funds in the contract, and maintaining timely and accurate documentation and reporting practices.

8.22 City Attorney Contract Approval

The proposer to whom the contract is awarded shall be required to enter into a written contract with the City in a form approved by the City Attorney. The RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract; however, the City reserves the right to further negotiate the terms and conditions of the contract with selected proposer.

8.23 Contractor Non-Performance

If a contractor is unable to provide services as proposed; or otherwise is not able to perform according to the contract, including an inability to start up the program on time, not provide services according to plan, submitting late or inaccurate fiscal documents to the City, not resolving performance problems in a timely manner, the City reserves the right, at its discretion, to take any of the following actions:

- Notify the contractor of program deficiencies and require that a corrective action plan be implemented;

- Require specific performance progress reports for specific time periods;

- Withhold funds;

- Change the general scope of the agreement;

- Renegotiate the unit price;

- Suspend operation of the agreement; or

- Terminate the agreement.

8.24 Breach of Contract

In the event a contractor does not provide services during the contract period as specified in the contractor's proposal, and as negotiated by the City, the contractor will be considered in breach of contract, and the City reserves the right to pursue all remedies it deems appropriate, including the right to apply criteria of reasonable and necessary costs, to renegotiate the unit price paid to the contractor, and to retroactively change the unit price through a contract amendment. The City will determine the criteria for reasonable and necessary costs.

The contractor shall conduct or have conducted on an annual basis audits in accordance with the Single Audit Act of 1984 as amended in 1996, P.L. 98-502, 2 CFR Part 200, and City Council action dated February 4, 1987, C.F. No.84-2259-S1, and any administrative regulations or field memos implementing the Act.

8.25 Amendments/Modifications/Change Orders

Any amendments, adjustments, alterations, additions, deletions, or modifications in the terms and/or conditions of resultant agreement must be made in writing and approved by the contract administrator and the contractor. If contractor performs any modification

without a written amendment, the City shall neither pay for nor be obligated to accept said modification.

8.26 Prime Contractor

The proposer(s) awarded the contract must be the prime contractor(s) performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be set forth in the proposal document as to what part(s) are to be subcontracted, the reasons for the subcontracting and a listing of subcontractors. The City reserves the right to reject any proposal wherein use of subcontractors significantly affects the ability of the proposer to function as the prime contractor on the awarded contract. The prime contractor shall always be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them.

8.27 Subcontractors/Joint Ventures

Acceptance or rejection of a proposer's request to use subcontractors is at the sole discretion of the City. With approval of the City, the contractor may enter into subcontracts and joint participation agreements with others for performance of this program. The City reserves the right to limit the types of service performed by subcontract and joint participation agreements.

The provisions of the resulting contract shall apply to all subcontractors in the same manner as to the contractor. In particular, the City will not pay, even indirectly, the fees and expenses of subcontractors that do not conform to the limitations and documentation requirements of the resultant contract.

8.28 Copies of Subcontractor Agreements

Upon written request from the City, the contractor shall supply the City with all subcontractor agreements.

8.29 Supplier Performance Feedback Meeting

The proposer awarded the resulting contract may be required to attend periodic performance feedback meetings facilitated by the City. The meetings will focus on the contractor's and the City's performance in fulfilling the service level agreements contained in the contract. The meetings will provide a forum to informally discuss opportunities for improving contract terms and conditions, service level agreements, and cost reductions for both parties.

8.30 Periodic Independent Audit

The City reserves the right to assign an independent auditor to assess the quality of services being provided and the extent to which the contractor is conducting City business within generally accepted industry standard practices. Each contractor will be required to cooperate fully with any external audit.

8.31 Financial Audit

Contractors providing services to the City will be responsible for the verification of the legitimacy of payments made to service providers. The City therefore reserves the right for staff of its Office of the Controller or their designee to conduct audits of financial accountability procedures.

8.32 Contractor Evaluation Ordinance

At the end of this contract, the City will conduct an evaluation of the contractor's performance. The City may also conduct evaluations of the contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of work product or services performed, the timeliness of performance, financial issues, and the expertise of personnel that the contractor assigns to the contract. A contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the contractor, to evaluate proposals and to conduct reference checks when awarding other services contracts.

8.33 Conflict of Interest

Prior to final execution of a contract, the contractor must covenant, pursuant to EWDD's "Policy on Conflict of Interest," that none of its directors, officers, employees, or agents shall participate in selecting or administering any subcontract related to the contract, where such person is a director, officer, employee or agent of the subcontractor; or where the selection of subcontractors is or has the appearance of being motivated by a desire for personal gain for themselves or others. See Appendix B for more details on conflict of interest.

8.34 Executive Directive 35 Compliance

Respondents are advised, pursuant to Executive Directive 35, if a bidder is selected and awarded a contract, and if the contractor is a for-profit company or corporation, the contractor shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to City via the Regional Alliance Marketplace for Procurement ("RAMP") or via another method specified by City: contractor's and any subcontractor's annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information"). On an annual basis, the contractor shall further request that any subcontractor input or update its business profile, including the contractor/subcontractor information, on RAMP or via another method prescribed by City.

2025 Request for Proposals (RFP) AJCC/ WorkSource Center Operators
Attachment A: Proposal Checklist

Proposer's Legal Name: _____

This Proposal is for the following Regional Planning Area:

- Central East South Harbor West South Valley North Valley

If a proposer wishes to operate more than one WSC, the proposer must submit a separate proposal for each proposed location. Proposers may submit a maximum of two proposals in response to the WSC Operator RFP.

Proposers are to follow this sequence in presenting your proposal with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form.

Table of Contents	
PROPOSAL DOCUMENTS	Check List
Cover Letter (on company letterhead)	
Table of Contents/Proposal Checklist	
Signed Board Resolution, meeting minutes, list of Board members who participated in vote	
Executive Summary Signature Page	
PROPOSAL PACKAGE:	
Program Design Narrative	
Exhibit IA - Participant Centered Services Flowchart	
Exhibit IB – Homeless Strategy Narrative	
Exhibit II- Skills Development and Training Flowchart	
Exhibit III- Regional Collaboration and Partnerships Table	
Exhibit IV- Cross Training of WSC Staff and Partners Table	
Exhibit V- Staffing Requirements Table	
Exhibit V- Staffing Requirements Resumes	
Exhibit V- Staffing Requirements WSC Org Chart	
Exhibit VI- Employer Support Table	
Exhibit VI- Employer Support Narrative	
Exhibit VI- Employer Support Flowchart	
Exhibit VII- Business Services Table	
Exhibit VII- Business Services Flowchart	
Exhibit VII- Business Services Letter from Each Employer	
Exhibit VIII- Customized Sector Initiatives Table	
Exhibit VIII- Customized Sector Initiatives Narrative	
Exhibit VIII- Customized Sector Initiatives Letter from Employer (Optional)	
Exhibit IX- Performance Outcomes and Business Results Table	
Exhibit X- Facility Form Table	
Exhibit XI- Virtual Services Table	
Exhibit XII- Increased Access Through Community Partners Table	
Exhibit XIII - Budget Forms	
1. Narrative Worksheet for Proposed Budget Line Items	
2. Budget Summary	
3. Budget Detail	
4. Schedule of Personnel Costs	
5. Spending Plan Worksheet	
6. Schedule of Leveraged Resource	
7. Salary Range Summary	

2025 Request for Proposals (RFP) AJCC/ WorkSource Center Operators
Attachment A: Proposal Checklist

Proposer's Legal Name: _____

This Proposal is for the following Regional Planning Area:

Central East South Harbor West South Valley North Valley

8. Position Description	
Copy of 2024 Audited Financial Statements	

Reminder: Reference City Contracting Requirements Checklist and Compliance Forms -Attachment 5, which is a list of compliance requirements and forms that will be needed from the proposer at various stages in the contracting process. Follow instructions noted on the checklist for specific contracting and compliance forms that must be submitted via the City's procurement website, RAMP LA (<https://www.rampla.org>)

PROGRAM DESIGN

The Program Design section is comprised of flowcharts and exhibits. **Proposers must submit a maximum 5-page narrative supporting responses for Exhibits I – V. The response should not exceed 5 pages for all exhibits combined (not including the 2-page Homeless Strategy Narrative).**

EXHIBIT I - PARTICIPANT FLOWCHART

While WSC services are to be determined by customer choice, with no pre-determined sequence of services, WSC operators must be prepared to offer a variety of service options to its participants.

INSTRUCTIONS

1A: Participant Flowchart:

Prepare a participant flowchart which displays sequence of service options, from outreach to follow-up, and which captures the program design elements identified in this Request for Proposals.

- Color-code specific activities designed for key vulnerable populations (Individuals with Disabilities, Veterans, Individuals Experiencing Homelessness, Older Workers 55+, Re-Entry/Justice Involved, etc.).
- Color-code specific activities designed for those with different levels of educational attainment (high school dropout, high school graduate, some post-secondary education and/or vocational training).
- Color-code those services that will be offered by WSC partner organizations.
- Use footnotes to provide as-needed clarification for activities and/or steps in the process.
- At a minimum, the flowchart must include the following activities:
 1. Outreach
 2. Intake
 3. Assessment
 4. Referral
 5. Case Management
 6. Training
 7. Business Services
 8. Job Search Assistance and Placement
 9. Follow-up
- Color-code activities that will be virtually available.

Limit the flowchart to a maximum of 5 pages.

1B: Homeless Strategy Narrative:

Submit a 2-page maximum supplemental narrative that identifies employer-driven pathways to well-paying and stable employment for individuals experiencing homelessness. Identify proposed staffing, partnerships (homeless service providers, Tiny Home Villages, social enterprises, employment partners, etc.), proposed job-skills training; proposed employment services, barrier removal or support services, and proposed outcomes and timelines.

EXHIBIT II - SKILLS DEVELOPMENT AND TRAINING

The provision of training and specifically sector-based training is a system priority.

INSTRUCTIONS

Prepare a skills development and training flowchart that expands upon the training activities identified in the participant flowchart.

- Include the sectors identified in the Employer Engagement exhibits.
- Display the sequence of activities that will qualify a participant for a training activity including but not limited to assessment and any prerequisite activities (i.e., contextualized remedial programs needed for those who lack the basic qualifications for entry-level training and employment in the sector).
- Display outcomes that, at a minimum, reflect the attainment of an industry recognized credential.
- Color-code specific activities designed for key vulnerable populations (Individuals with Disabilities, Veterans, Individuals Experiencing Homelessness, Older Workers 55+, Re-Entry/Justice Involved, etc.).
- Color-code specific activities designed for those with different levels of educational attainment (high school dropout, high school graduate, some post-secondary education and/or vocational training).
- Color-code those services that will be offered by WSC partner organizations and training entities including labor unions partnerships.
- Use footnotes to provide as-needed clarification for activities and/or steps in the process.

Limit the flowchart to a maximum of 3 pages.

EXHIBIT III – REGIONAL COLLABORATION & PARTNERSHIPS

WSCs are intended to be a collaboration of multiple organizations offering services that augment those provided by the WSC operator. This ensures participant access to a variety of services without having to seek them out individually. This also promotes the leveraging of resources.

INSTRUCTIONS

Complete the table below to identify the names and roles of organizations that will serve as formal partners in WSC operations.

Column A - Enter the names of the proposed partner organizations.

Column B - Enter the type of service(s) that will be provided by the partner organization (i.e., mental health counseling).

Column C - Enter Yes if the partner organization will be compensated for their services by the WSC.

Column D - Enter Yes if the partner organization will be co-located with the WSC.

Column E - Enter Yes if the partner organization's services will always be available to the WSC.

Column F - Enter Yes if the relationships with the partner organization will be formalized by Memorandum of Understanding or written agreement.

EXHIBIT III – REGIONAL COLLABORATION & PARTNERSHIPS

Proposer Name: _____

	A.	B.	C.	D.	E.	F.
	Partner Organization Name	Service to be provided by the partner organization	Will the partner be WIOA funded by the WSC?	Will the partner organization be co-located at the WSC?	Will the partner's services always be available to the WSC?	Will the partner relationship with the WSC be formalized via MOU or other?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

*Add additional rows as needed.

EXHIBIT IV – CROSS TRAINING OF WSC STAFF AND PARTNERS

To ensure that there is consistency and communication in the delivery of services, the cross-training of all WSC staff, both co-located and non-co-located has been identified as a system priority.

INSTRUCTIONS

Complete the table below to identify what efforts will be undertaken during the first year of WSC operations to address this system priority.

- Column A - Enter the names of the training topics (i.e., Case Management 101) that will be offered to staff.
- Column B - Enter the names of the individuals or entities that will provide the training.
- Column C - Enter the length of the training in hours (i.e., 40 hours)
- Column D - Enter the title of any certificate to be awarded upon completion of training.
- Column E - Enter the month(s) in which training will be provided (i.e., September, December, March, June).
- Column F - Enter the target audience for the training (i.e., case managers, business representatives).

EXHIBIT IV – CROSS TRAINING OF WSC STAFF AND PARTNERS

Proposer Name: _____

	A.	B.	C.	D.	E.	F.
	Training Topic	Training Provider Name	Duration of Training in Hours	Title of Certificate to be Attained	Month(s) In Which Training Will Be Provided	Target Audience
1.						
2.						
3.						
4.						
5.						

*Add additional rows if necessary.

EXHIBIT V – STAFFING

Experienced, educated, credentialed staff with a commitment to/familiarity with the proposed area of service is critical to the success of the WSC.

INSTRUCTIONS

Complete the table below to identify how the proposed staff meets these criteria.

Column A - Enter title of all funded positions, as identified in the proposed budget.

Column B - Enter Y if an individual has already been identified to fill this position or N if an individual will need to be hired.

Column C - If an individual has been identified to fill the position enter the actual number of years of education for the individual. Otherwise, enter the required number of years of education for the position.

Column D - If an individual has been identified to fill the position, enter the actual number of years of workforce development experience for the individual. Otherwise, enter the required number of years of workforce development experience for the position.

Column E - If an individual has been identified to fill the position, enter the title of job specific certificates awarded the individual (i.e., WIOA 101). Otherwise, enter the desired title(s) of certificates required for the position.

Column F - If an individual has been identified to fill the position, enter Y/N to identify that the individual either resides or is active in the proposed area of service. Otherwise, enter Y/N if this is required for the position.

Column G - If an individual has been identified to fill the position, enter Y/N to identify if the individual has been recognized by an independent third party for their job-related leadership efforts. Otherwise, enter Y/N if this is required for the position.

Attachments: Resumes of individuals identified to fill the positions or job descriptions for vacant positions must be attached. All must reconcile with the information reported in the staffing exhibit.

WSC Org Chart that identifies the relationship between all funded positions must also be attached.

EXHIBIT V – STAFFING

Proposer Name: _____

	A. Position Title	B. Has an individual been identified to fill this position? (Y/N)	C. Years of Education (High School Diploma = 12 years)	D. Years of Workforce Development Experience	E. Certification Title	F. Community Resident/ Supporter (Y/N)	G. Leadership (Y/N)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

*Add additional rows if necessary.

EMPLOYER ENGAGEMENT

EXHIBIT VI – EMPLOYER SUPPORT

Direct employer support, whether financial or otherwise, is critical to the success of the WSC and may be considered a leveraged resource.

INSTRUCTIONS

Complete the table below for a maximum of five (5) businesses that have and/or will provide support to your organization and its participants.

Columns 2-5 Populate only if you are documenting the support of more than one business.

Row 1 - Enter the name of the supporting business.

Row 2 - Enter the nature of the business (i.e., construction).

Row 3 - Enter the number of individuals employed by the business.

Row 4 - Enter Y/N if a representative of the business is a member of your organization's board of directors.

Row 5 - Enter Y/N if the business is a financial contributor to your organization.

Row 5a - If Y to number 5, enter the amount and purpose of the projected annual financial contribution in dollars.

Row 6 - Enter Y/N if the business is an organization volunteer.

Row 6a - If Y to number 6, enter the volunteer activity and projected annual hours.

Row 7 - Enter Y/N if the business has committed to serve as a compensated (up to 50% wage subsidy) on-the-job trainer of your customers during the first year of WSC operation.

Row 7a - Enter the number of customers that the business has committed to train during the first year of WSC operation.

Row 8 - Enter Y/N if the business is affiliated with a labor union.

Attach a 2-page narrative maximum to detail the employer partnerships including labor union partnerships that will support with jobs placements and career pathways.

Prepare a flowchart which displays a clearly illustrated and articulated strategy for how local employers have been engaged and formal partnerships established to ensure that job seekers are successful in acquiring living wage employment. **The flowchart should include** key partners identified in this RFP, including organized labor, BSCs, etc. and should identify how these partnerships will support hiring for priority populations.

Limit the flowchart to a maximum of 5-pages.

EXHIBIT VI – EMPLOYER SUPPORT

Proposer Name: _____

		Business # 1.	Business # 2.	Business # 3.	Business # 4.	Business # 5.
1.	Business Name:					
2.	Nature of Business:					
3.	Number of Employees:					
4.	Board Member? (Y/N)					
5.	Financial Contributor? (Y/N)					
5.a	If yes to #5, identify the annual contribution and purpose.					
6.	Volunteer? (Y/N)					
6.a	If yes to #6, identify the activity and annual hours.					
7.	On-the-Job Training Provider? (Y/N)					
7.a	If yes to #7, identify the number to be trained annually.					
8.	Affiliated with a labor union? (Y/N)					

EXHIBIT VII – BUSINESS SERVICES

Serving business by partnering in the development of sector strategies that prepare customers for positions with career ladders is a WSC priority.

INSTRUCTIONS

Complete the table below to identify the sectors that the WSC proposes to target, together with proposed training and outcomes.

- Column A - Enter the names of the targeted sector (a minimum of two is required from the list of priority sectors)
- Column B - Enter the names of the employer that will partner in the development of the sector strategy.
- Column C - Enter the names of the positions that are anticipated to be available for the placement of WSC customers.
- Column D - Enter the anticipated starting hourly wage for each position.
- Column E - Enter the number of positions that are anticipated to be open during the first year of WSC operation.
- Column F - Enter the name of the position that represents the next step on the career ladder.
- Column G - Enter the number of hours of training to attain a certificate and the title of that certificate.

If possible, **Attach a letter from each employer** identifying their participation or willingness to partner in the development of the sector strategy.

Prepare a flowchart which describes how business services are provided to local employers and how the WSC has helped address the business needs of those employers.

Limit the flowchart to a maximum of 5-pages.

EXHIBIT VII – BUSINESS SERVICES

Proposer Name: _____

	A.	B.	C.	D.	E.	F.	G.
	Sector Name	Employer Partner Name	Position(s) Title	Starting Hourly Wage	Anticipated # of Openings	Next Position in Career Ladder	Duration of Training in Hours and Title of Certificate to be Attained
1.							
2.							
3.							
4.							
5.							

*Add additional rows if necessary.

EXHIBIT VIII – CUSTOMIZED SECTOR INITIATIVES

A customized sector training initiative is one in which the WSC develops a program in partnership with a training institution(s), and employer(s) for the training and placement of a pre-determined number of WSC participants with the participating employer. The proposed customized sector initiative may have already been developed or be in the development stage.

INSTRUCTIONS

Complete the table below for one customized sector initiative only,

- Row 1 - Enter the name of the targeted sector from the list of priority sectors.
- Row 2 - Enter the name of the employer that partnered in the development of the customized sector initiative.
- Row 3 - Enter the total dollar amount of the employer's financial contribution to this initiative.
- Row 4 - Enter the name of the educational institution that will serve as the classroom training provider for the initiative.
- Row 5 - Enter the title of the classroom training course offering.
- Row 6 - Enter the total number of hours of classroom training to be completed.
- Row 7 - If On-the-Job Training is a component of the initiative, identify the name(s) of the businesses that may serve as worksites.
- Row 8 - Enter the length of the On-the-Job Training activity in hours.
- Row 9 - Enter the title of any perquisite course to be completed prior to enrollment in training.
- Row 10 - Enter the length of any prerequisite course in hours.
- Row 11 - Enter the names of the positions trained for.
- Row 12 - Enter the number of participants that the participating employer has committed to hire upon completion of the initiative.
- Row 13 - Enter the name(s) of the labor union(s), if the union is partner in this initiative.

Attach a 2-page narrative maximum to further describe the particulars of the initiative including but not limited to the content of the proposed prerequisite courses, classroom training and the outcomes that will be generated.

Optional: attach a letter from the participating employer(s) identifying their participation or willingness to partner in the development and implementation of this customized sector initiative.

EXHIBIT VIII – CUSTOMIZED SECTOR INITIATIVES

Proposer Name: _____

1.	Sector Name	
2.	Name of Employer Partner	
3.	Employer Financial Commitment	
4.	Classroom Training Provider Name	
5.	Title of Classroom Training Course Offering	
6.	Duration of Classroom Training in Hours	
7.	Potential On the-Job Training (OJT) Employers	
8.	Duration of OJT in Hours	
9.	Prerequisite Course Title	
10.	Duration of Prerequisite Course in Hours	
11.	Position Title(s) Trained for	
12.	Employer Partner Commitment to Hire – number	
13.	Name of Labor Union Partner	

PERFORMANCE OUTCOMES & BUSINESS RESULTS

EXHIBIT IX- PERFORMANCE OUTCOMES & BUSINESS RESULTS

Any successful proposer will be obligated, via contract, to assist the City in meeting the federal performance standards identified elsewhere in this document. Failure to do so may result in the WSC operator being placed on probation, recommended for termination or de-certified. Successful proposers will also be required, via contract, to attain the business results that they propose or those mandated by the City. Therefore, be reasonable in your response to the questions that follow.

INSTRUCTIONS

Complete the table below to identify your proposed performance for the first year of WSC operation.

- Row 1 - Enter the total number of customers you propose to enroll by educational level (Columns B-D) and sum in Column E.
- Row 1.a-1.d - Enter the percent of all customers from ~~Row 1.E~~, Row 1, Column E that may be either disabled, veterans, homeless or reentry persons.
- Row 2 - Enter the total number of customers from ~~Row 1.E~~, Row 1, Column E that will be enrolled in occupational skills training.
- Row 3 - Enter the total number of customers from ~~Row 1.E, that will be placed into employment upon exit from the WSC~~. Row 1, Column E that will be placed into employment with wages \$40,000 and above. (Row 3.a + Row 3.b)
- Row 3.a - Enter the total number of customers from Row 1, Column E that will be placed into employment with wages ranging between \$40,000 and \$55,000 per year.
- Row 3.b - Enter the total number of customers from Row 1, Column E that will be placed into employment with wages above \$55,000 per year.
- Row 4 - Enter the total number of customers from ~~Row 1.E~~, Row 1, Column E that will enter a registered apprenticeship.
- Row 5 - Enter the proposed average wage at placement of ~~all customers from Row 3.E~~ total customers from Row 3.
- Row 6 - Enter the number of customers from ~~Row 3.E~~ Row 3 that will be placed with a single employer.
- Row 6.a - Enter the name of the employer with whom the customers from ~~Row 6.E~~ Row 6 will be placed.
- Row 7 - Enter the annualized cumulative wages of all customers from ~~Row 3.E by multiplying 3E x 5E x 2080~~ Row 3 by multiplying the response to Row 3 by the response to Row 5, then multiplying that product by 2080. ~~The latter~~ 2080 represents the annual hours worked by a full-time employee at 40 hours weekly. (Row 3 x Row 5 x 2080)
- Row 8 - Enter the total WIOA funds requested from your proposed budget.
- Row 9 - Divide the annualized cumulative wages from ~~Row 7.E~~ Row 7 and divide by your proposed budget from ~~Row 8.E~~ Row 8.

EXHIBIT IX - PERFORMANCE OUTCOMES & BUSINESS RESULTS

Proposer Name: _____

	A. Question	B. With less than a High School Diploma	C. With a High School Diploma	D. With Post-Seconda ry Education/ Certificate	E. TOTAL B+C+D
1.	How many participants do you propose to <i>enroll</i> ?				
1.a	Individuals with Disabilities as a % of all enrollees				%
1.b	Veterans as a % of all enrollees				%
1.c	Unhoused/Experiencing Homelessness as a % of all enrollees				%
1.d	Reentry persons as a % of all enrollees				%
2.	How many enrollees will receive <i>occupational skills training</i> ?				
3.	How many total enrollees will be <i>placed</i> into employment with wages \$40,000 and above? (Row 3.a + Row 3.b)				
3a. 3.a	How many enrollees will be <i>placed</i> into employment with wages ranging \$40,000+ and \$55,000+ a year between \$40,000 and \$55,000 per year?				
3b. 3.b	How many enrollees will be <i>placed</i> into employment with wages \$55,000/year and above above \$55,000 per year?				
4.	How many enrollees will enter a <i>registered apprenticeship</i> ?				
5.	What is the proposed <i>average wage at placement</i> of all enrollees placed into employment?				\$
6.	How many of the placements will be with a <i>single employer</i> ?				
6.a	Please identify the name of that employer in this space:				
7.	What are the <i>annualized cumulative wages</i> of all placements? (3x5x2080) (Row 3 x Row 5 x 2080)				\$
8.	Proposed WIOA <i>budget</i>				\$
9.	<i>Earnings to budget ratio (Row 7 / Row 8)</i>				

Areas shaded in grey should not be filled.

FACILITY SITE READINESS

EXHIBIT X – FACILITY FORM

The physical site is at the core of the of the WSC and must meet the minimum standards identified in this exhibit. However, connectivity via WSC partners and virtually is an integral part of the service delivery model.

INSTRUCTIONS

Complete the table below to identify that the proposed physical site meets/complies with the City's minimum requirements.

- Row 1 - Enter the address of the proposed physical facility in Column A.
- Row 2 - Enter Y if the facility will be available for occupation beginning **July 1, 2026** or other date as identified by the City.
- Row 3 - 12 Enter Y if the facility meets the minimum requirements.
- Row 13- Enter Y to acknowledge your understanding of this question. A No response may render the proposal unsuccessful.

EXHIBIT X – FACILITY FORM

Proposer Name: _____

A.		B.	C.
Question		Yes	No
	Are you selecting one of the Mandatory Facility sites identified in section 2.7 of the RFP (<i>Source of Funds, Regional Areas of Service, and Funds Requested for WSC Operators</i>)? If yes, the rest of the form does not need to be completed.		
	Identify the Mandatory Facility:		
Facility Information			
1.	Address of proposed location:		
2.	Will the proposed facility be available for lease/occupancy by July 1, 2026 ?		
3.	Does the facility comply with Americans with Disabilities Act (ADA) requirements?		
4.	Is the facility accessible by public transportation and close to major transit corridor(s)?		
5.	Does the facility contain a resource room of at least fifteen (15) computers with internet access, phones, printers and space for job bulletin boards?		
6.	Does the facility contain at least two (2) enclosed or private offices in which confidential intake and case management discussions can take place?		
7.	Does the facility contain at least two (2) classrooms where training can be provided for approximately 30 participants?		
8.	Does the facility contain space for the co-location of partner staff?		
9.	Does the facility have exterior signage in public view that identifies the facility as a WSC with directional information?		
10.	Will the WSC operate nine (9) hours daily and remain open-for-business until 8:00 pm at least three (3) times per week & offer other non-traditional hours of service either in the evening or on Saturdays?		
11.	Will virtual services be available during non-traditional hours?		
12.	Does the facility have adequate, free and sufficient number of parking spaces for staff and participants, per ADAAG 4.1.2 (5)(a) requirements?		
13.	If you answered No to any of the aforementioned questions do you understand that all must be corrected before a contract may be awarded, regardless of the merits of the proposal?		

EXHIBIT XI - VIRTUAL SERVICES

Remote access to WSC services has been identified as a system priority with the ultimate goal being to have all such services available on-line. While it is expected that the City and the WSCs will partner in the development of a business application to ensure this accessibility, proposers shall nevertheless undertake their own efforts to address this system priority. The incorporation of artificial intelligence into this exercise is encouraged.

INSTRUCTIONS

Complete the table below to identify what efforts will be undertaken during the first year of WSC operations to address this system priority.

- Row 1 - Check Yes or No if the WSC will have an interactive website or app developed.
- Row 2 - Check Yes or No if the website or app will identify all services available through the WSC.
- Row 2.a - Enter the website or app address in Column A.
- Row 3 - Check Yes or No if the website or app will have an interactive feature.
- Row 4.a-4.g Check Yes or No to identify which of these activities will be available through the website/app.
- Row 5 - Check Yes or No if the website/app will allow for electronic document processing.
- Row 6 - Check Yes or No if the website/app will include Translation Services.
- Row 7 - Check Yes or No if the website/app will include labor market information.
- Row 8 - Check Yes or No if the website/app will include job postings.
- Row 9 - Check Yes or No if the website/app will include links to other related services.
- Row 10 - Check Yes or No if a participant will be able to enroll with and exit from the WSC without ever having set foot in the WSC facility.
- Row 11 - Enter the date by which the website/app will be fully operational. Be reasonable in your response. By responding "Yes" you are committing to implementation by the date that you identify.

EXHIBIT XI - VIRTUAL SERVICES

Proposer Name: _____

	A.	B.	C.
	Question	Yes[√]	No[√]
1.	Will the WSC have an interactive website or business application (app)?		
2.	Will the website/app identify all services available through the WSC?		
2.a	If yes, please enter the address here:		
3.	Will the website/app allow for a potential customer to chat with WSC staff via text?		
4.	Will the following activities be conducted on the website/app?		
4.a	- Intake/Enrollment		
4.b	- Assessment		
4.c	- Orientation		
4.d	- Case Management		
4.e	- Pre-Employment Services		
4.f	- Classroom Training		
4.g	- Job Search Assistance		
5.	Will the website/app allow for electronic document processing?		
6.	Will the website/app include Translation Services?		
7.	Will the website/app contain Labor Market Information?		
8.	Will the website/app contain Job Postings		
9.	Will the website/app include links to other related services		
10.	Will a participant be able to enroll with and exit from the WSC without ever having set foot in the WSC facility?		
11.	Please identify the date when the interactive website/app will be fully operational: _____		

EXHIBIT XII – INCREASED ACCESS THROUGH COMMUNITY PARTNERS

To ensure universal access to the WSC, access via non-co-located partners has been identified as a system priority. Additionally, this addresses the need to leverage resources.

INSTRUCTIONS

Complete the table below to identify what efforts will be undertaken during the first year of WSC operations to address this system priority.

- Row 1 - Check Yes or No if the WSC will have staff co-located at a City of Los Angeles YouthSource Center (YSC) for the possible enrollment of young adults, between 18 and 24 years of age, into the WSC. YouthSource Centers are also WIOA funded.
- Row 1.a - Enter the name of the YouthSource Center in Column A.
- Row 1.b - Enter the number of hours that WSC staff will be physically co-located at the YSC in Column A.
- Row 2 - Check Yes or No if the WSC will have staff co-located at a City of Los Angeles FamilySource Center (FSC) for the possible co-enrollment of FSC participants and/or their family members with the WSC. FSCs are non-WIOA funded.
- Row 2.a - Enter the name of the FamilySource Center in Column A.
- Row 2.b - Enter the number of hours that WSC staff will be physically co-located at the FSC in Column A.
- Row 3 - Check Yes or No if the WSC will have staff co-located at a City of Los Angeles BusinessSource Center (BSC) for the possible co-enrollment of BSC participants with the WSC. BSCs are non-WIOA funded.
- Row 3.a - Enter the name of the BusinessSource Center in Column A.
- Row 3.b - Enter the number of hours that WSC staff will be physically co-located at the BSC in Column A.
- Row 4 - Check Yes or No if the proposer will have staff co-located at a City of Los Angeles library branch for the enrollment of library patrons with the WSC. Libraries operate with support from the City's General Fund with locations Citywide.
- Row 4.a - Enter the name and address of the library branch in Column A.
- Row 4.b - Enter the number of hours that WSC staff will be physically co-located at the library branch in Column A.
- Row 5 - Check Yes or No if the WSC will have staff physically co-located at other community-based organizations for the co-enrollment of participants with the WSC. Non-WIOA funded organizations represent an ideal leveraging opportunity.
- Row 5.a - Enter the name, address and contact person of the community-based organization in Column A.
- Row 5.b - Enter the number of hours WSC staff will be physically co-located at the community-based organization in Column A.

EXHIBIT XII – INCREASED ACCESS THROUGH COMMUNITY PARTNERS

Proposer Name: _____

A.		B.	C.
Question		Yes√	No√
1.	Will the proposer have staff co-located at a City of Los Angeles YouthSource Center (YSC) for the possible enrollment of young adults, between 18 and 24 years of age, into the WSC?		
1.a	If yes to #1, please identify the name of the YouthSource Center in this space:		
1.b	If yes to #1, please identify the number of hours per week that WSC staff will be physically co-located at the YSC: _____		
2.	Will the proposer have staff co-located at a City of Los Angeles FamilySource Center (FSC) for the possible co-enrollment of FSC participants and/or their family members with the WSC?		
2.a	If yes to #2, please identify the name of the FamilySource Center in this space:		
2.b	If yes to #2, please identify the number of hours per week that WSC staff will be physically co-located at the FSC: _____		
3.	Will the proposer have staff co-located at a City of Los Angeles BusinessSource Center (BSC) for the possible co-enrollment of BSC participants with the WSC?		
3.a	If yes to #3, please identify the name of the BusinessSource Center in this space:		
3.b	If yes to #3, please identify the number of hours per week that WSC staff will be physically co-located at the BSC: _____		
4.	Will the proposer have staff co-located at a City of Los Angeles library branch for the enrollment of library patrons with the WSC?		
4.a	If yes to #4, please identify the name and address of the library branch in this space:		
4.b	If yes to #4, please identify the number of hours per week that WSC staff will be physically co-located at the library branch: _____		
5.	Will the proposer have staff co-located at other local community- based organizations for the enrollment of their participants with the WSC?		
5.a	If yes to #5, please identify the name, address and contact person of the community-based organization in this space:		
5.b	If yes to #5, please identify the number of hours per week that WSC staff will be physically co-located at the community-based organization: _____		

GUIDELINES FOR PREPARATION OF BUDGET FORMS GENERAL GUIDELINES

- Prepare a **12-month** budget using the attached forms.

REQUIRED BUDGET FORMS

Do not alter the forms from their present Excel format nor convert the forms to another file type. A brief summary and instructions for each form follows:

- (1) Budget Form #1 Guidelines for Preparation of Budget Forms
- (2) Budget Form #2 Narrative Worksheet For Proposed Budget Line Items
- (3) Budget Form #3 Budget Summary
- (4) Budget Form #4 Budget Detail
- (5) Budget Form #5 Schedule of Personnel Costs
- (6) Budget Form #6 Spending Plan Worksheet
- (7) Budget Form #7 Schedule of Leveraged Resources
- (8) Budget Form #8 Salary Range Summary
- (9) Budget Form #9 Position Description

BUDGET FORM INSTRUCTIONS AND SUMMARY

(1) Guidelines for Preparation of RFP Budget Forms (This Form)

(2) Narrative Worksheet For Proposed Budget Line Items

Summarize and justify all costs that are proposed for the grant for each line item. At a minimum, for each line item, provide a breakdown of personnel and other costs.

(3) Budget Summary

The Budget Summary Form will be automatically populated after fully completing the Budget Detail Form and Spending Worksheet.

(4) Budget Detail

Complete the Budget Detail first. Various cells on the Schedule of Personnel Costs, Spending Plan Worksheet and the Budget Summary, will then be populated automatically.

In the appropriate columns, enter "Program" costs necessary to deliver services and "Administrative" costs necessary to support the proposer's management and financial operations.

- **#1000 – Personnel Costs** – this line-item is the sum of all proposed expenses identified on the Schedule of Personnel
- **#2000 – Other Costs** – this line-item is to identify, but is not limited to, all facility, travel, material and supplies

Facility Costs – are to be calculated as follows: lease or rental cost (total square feet x cost per square foot = Total Cost). A copy of the lease agreement must be attached.

If applicable, compute depreciation for owned property used for this project. A depreciation schedule must be attached.

Identify and include any related facility costs as separate line-items. This may include, but not be limited to, utilities, janitorial and security expenses.

Mileage – costs necessary to achieve the objectives of the proposed project may be included at the rate of 53.5 cents per mile.

Travel – All out of town travel, must be approved in advance, by the City.

Materials and Supplies – may include but not be limited to, consumable materials and supplies (e.g., training materials, office supplies, forms, brochures).

- **#2100 – Participant Related Costs** – this line-item is to identify funds that will be budgeted for the direct financial support of program participants. This may include, but not be limited to, transportation assistance, immunization and clothing. Direct financial support, or Supportive Services, may be provided only when necessary for enabling individual to participate in activities at the WorkSource Center. Supportive Services must be documented in a participant's file and include justification, amount of assistance, and verification that services were received.
- **#2200 – Subcontractor Costs** – this line-item is to identify the proposed partners and their costs. List each partner separately. Partners provide services to participants.
- **#3000 – Furniture and Equipment Cost** – this line-item is to identify proposed equipment purchases of items with a useful life of one or more years and an acquisition cost of more than \$1,000, and any electronic items regardless of cost such as fax machines, etc., that is proposed to be purchased for this project. Note: Prior approval must be obtained from the City for equipment purchases.
- **#4000 – Indirect Costs** – this line-item is to identify Indirect Costs that are proposed to be charged to the grant. Indirect Costs are those incurred for common or joint objectives benefiting all programs administered by an agency and cannot readily be identified with a particular final cost objective e.g., grant, contract, project and other activities.

The proposed indirect cost rate must be approved by a cognizant federal agency with the largest dollar value of awards to an organization. This agency is responsible for negotiating and approving indirect cost rates for the organization on behalf of all

federal agencies. Approval of an indirect cost rate is formalized by a rate agreement signed by the authorized representative of the cognizant agency and the organization.

Uniform Guidance (2 CFR Part 200 and Part 2900) establishes federal requirements for determining allowable and unallowable direct and indirect costs and preparation of indirect cost proposals.

If you are proposing to charge Indirect Costs to the grant you must provide a copy of your letter of approval from the cognizant federal agency.

If your organization does not have a currently approved indirect cost rate and you are proposing to charge indirect costs to City grant funds, if awarded, you must submit an Indirect Cost Rate proposal to a federal cognizant agency or to the City to have an Indirect Cost Rate approved.

- **#5000 – Capital Cost** – such costs are ineligible for funding under this RFP. However, the costs of tenant improvements may be factored into lease/rental costs with prior City approval.

(5) Schedule of Personnel Costs

- List each employee by Job Title; list the total Monthly Salary (from all funding sources) for each position, percent of time to be worked on this grant and the number of months to be worked by the position.

Determining the Total City Share: (Full Monthly Salary for each Employee Job Title) X (% of time on this project) = Total City Cost for each position.

After determining the Total City Cost for each position, breakdown total cost into either “Program” (column H & I) or “Admin” (column G). “Program costs are considered necessary to deliver services and “Administrative” costs are necessary to support the organization’s management and financial operations. If the position is paid an hourly rate, please convert to monthly salary.

Position descriptions must be prepared for all funded position.

Staff salaries must be commensurate with equivalent job classifications in the Los Angeles area and conform to provisions of the City’s Living Wage Ordinance. Employers (contractors, subcontractors, financial assistance recipients) organized under IRS Code Section 501(c)(3) may qualify for an exemption from the Living Wage Ordinance. However, all proposers/contractors are advised that the exemption does not extend to childcare workers as defined by the Ordinance: “An employee whose work on an agreement involves the care or supervision of children 12 years of age and under”.

- Fringe (Employee) Benefits paid from the grant may include: FICA (Social Security & Medicare) not to exceed 7.65%, Worker’s Compensation, SUI (State Unemployment Insurance) and any other benefits to be provided, e.g. health plan, dental plan.

(6) Spending Plan Worksheet

Indicate planned monthly expenditures over a 12-month period. The total Cumulative amount should match the Total of Column A of the Budget Detail form.

(7) Schedule of Leverage Resources

Identify planned expenditures in support of program activity that will be paid for by sources other than the grant. While the calculation of leverage resources may vary, referenced resources should be auditable and verifiable. Options for identifying and determining the value of leveraged resources include:

- Cost per Participant – an approved cost per participant rate served through other grant resources.
- Volunteer services – must be valued at rates consistent with those paid by the agency to its employees performing similar work.
- Adult School/Continuing Education (GED/HiSet Prep & ESL) per hour/per student rate – in conjunction with the LAUSD Division of Adult Education, the City has established the following guidelines for reporting the actual cost of training provided by Skills Centers Instructors.

Adult Education per hour/per student rate: \$5.05

Example: A participant attends a 600-hour Adult School/Continuing Education course at the YouthSource Center. \$3,030 (600 hours x \$5.05) may be reported as leveraged funding.

This hourly rate may be used by YouthSource Centers providing Adult School/Continuing Education courses provided by a credentialed instructor.

- Food provided to YouthSource participants to support the WIOA funded activity. Cost per meal/ YouthSource participant rateⁱ: \$2.75 Breakfast, \$3.25 Lunch

Example: A participant attends a YouthSource activity and is provided 20 lunch meals over the course of his/her WIOA activities. \$65(20 meals x \$3.25) may be reported as leveraged funding.

(8) Salary Range Summary

List all job titles included in the budget and the salary range for each.

(9) Position Descriptions

Complete a Position Description form for all positions included in the budget.

ⁱ LAUSD web site <http://lausd.schoolwires.net/Page/846>

NARRATIVE WORKSHEET FOR PROPOSED BUDGET LINE ITEMS

Legal Name of Agency:	Preparer's Name:
Program: 2025 WorkSource Center Operators RFP	Preparer's Telephone & email:

A	B	C	D	E
COST CATEGORY	LINE ITEM	PROPOSED	LINE ITEM %	NARRATIVE EXPLANATION OF PROPOSED FUNDING
#1000 - PERSONNEL COSTS				
#2000 - OTHER COSTS:				
#2100 - PARTICIPANT RELATED COSTS				
#2200 - SUBCONTRACTOR COSTS				
#3000 - FURN. & EQUIPMENT COSTS				
#4000 - INDIRECT COSTS				
#5000 - CAPITAL COSTS				
Total				

BUDGET SUMMARY

Economic and Workforce Development Department, City of Los Angeles

Contractor:			
Contract No.:		Contact Name:	
Program:	2025 WorkSource Center Operators RFP	Amendment No.:	
Funding Stream:	WIOA Adult	Contract Period:	
Contract Amount:		Telephone No.:	
		Fax No.:	
		E-mail Address:	

Schedule of Costs

Cost Classification		CITY SHARE				Program Income	Non-Federal Matching Share	Total Estimated Costs	Fiscal Notes
		Total City	BREAKDOWN						
			Admin	Program					
No.	Name			Work Experience	Others				
1000	PERSONNEL COSTS	0	0	0	0	0	0	0	
2000	OTHER COSTS	0	0	0	0	0	0	0	
2100	PARTICIPANT-RELATED COSTS	0	0	0	0	0	0	0	
2200	SUBCONTRACTOR(S) COSTS	0	0	0	0	0	0	0	
3000	FURNITURE & EQUIPMENT	0	0	0	0	0	0	0	
4000	INDIRECT COSTS	0	0	0	0	0	0	0	
5000	CAPITAL COSTS	0	0	0	0	0	0	0	
TOTAL COSTS		0	0	0	0	0	0	0	

Spending Plan

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
PLAN FOR THE MONTH	0	0	0	0	0	0	0	0	0
TOTAL - CUMULATIVE	0								
	Month 10	Month 11	Month 12						TOTAL
PLAN FOR THE MONTH	0	0	0	0	0	0	0	0	0
TOTAL - CUMULATIVE	0								

Form #3 - BUDGET - STANDARD, Budget Summary (Rev. May 2025), City of Los Angeles, Economic and Workforce Development Department

BUDGET DETAIL

Economic and Workforce Development Department, City of Los Angeles

Contractor:	0		Amendment No.:	0
Contract No.:	0		Contract Period:	0
Program:	2025 WorkSource Center Operators RFP			
Funding Stream (WIOA Only):	WIOA Adult			
Contract Amount:	\$0			

Cost Category / Line Item	ESTIMATED COSTS - BY LINE ITEM						
	City of LA Share				Program Income (E)	Non-Federal Matching Share (F)	Grand Total Estimated Costs (G) (A + E + F)
	Total (A) (B + C)	Admin (B)	Breakdown				
			Work Experience (C)	Others (D)			
#1000 - PERSONNEL COSTS:							
SALARIES	0	0	0	0	0	0	0
FRINGE BENEFITS	0	0	0	0	0	0	0
SUBTOTAL: #1000 - PERSONNEL COSTS	0	0	0	0	0	0	0
#2000 - OTHER COSTS:							
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
SUBTOTAL: #2000 - OTHER COSTS	0	0	0	0	0	0	0
#2100 - PARTICIPANT-RELATED COSTS:							
Participant Wages	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
SUBTOTAL: #2100 - PARTICIPANT-RELATED COSTS	0	0	0	0	0	0	0
#2200 - SUBCONTRACTOR COSTS:							
	0						0
	0						0
	0						0
	0						0
	0						0
SUBTOTAL: #2200 - SUBCONTRACTOR COSTS	0	0	0	0	0	0	0
#3000 - FURNITURE & EQUIPMENT COSTS:							
	0						0
	0						0
	0						0
	0						0
SUBTOTAL: #3000 - FURNITURE & EQUIPMENT COSTS	0	0	0	0	0	0	0
#4000 - INDIRECT COSTS:							
	0						0
	0						0
SUBTOTAL: #4000 - INDIRECT COSTS	0	0	0	0	0	0	0
#5000 - CAPITAL COSTS:							
	0						0
	0						0
SUBTOTAL: #5000 - CAPITAL COSTS:	0	0	0	0	0	0	0
T O T A L	0	0	0	0	0	0	0
<i>Percentage to Total (City Share)</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Form #4 -BUDGET - STANDARD, Budget Detail (Rev. May 2025), City of Los Angeles, Economic and Workforce Development Department

SPENDING PLAN WORKSHEET

Economic and Workforce Development Department, City of Los Angeles

Contractor: 0
 Contract No.: 0
 Program: 2025 WorkSource Center Operators RFP
 Funding Stream (WIOA Only): WIOA Adult
 Contract Amount: \$0

Amendment No.: 0
 Contract Period: 0

Cost Classification		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
No.	Name									
1000	PERSONNEL COSTS									
2000	OTHER COSTS									
2100	PARTICIPANT-RELATED COSTS									
2200	SUBCONTRACTOR(S) COSTS									
3000	FURNITURE & EQUIPMENT COSTS									
4000	INDIRECT COSTS									
5000	CAPITAL COSTS									
TOTAL PLAN FOR THE MONTH		0								
TOTAL - CUMULATIVE		0								

Cost Classification		Month 10	Month 11	Month 12						Total
No.	Name									
1000	PERSONNEL COSTS									0
2000	OTHER COSTS									0
2100	PARTICIPANT-RELATED COSTS									0
2200	SUBCONTRACTOR(S) COSTS									0
3000	FURNITURE & EQUIPMENT COSTS									0
4000	INDIRECT COSTS									0
5000	CAPITAL COSTS									0
TOTAL PLAN FOR THE MONTH		0								
TOTAL - CUMULATIVE		0								

Form #6 -BUDGET - STANDARD, Spending Plan Worksheet (Rev. May 2025), City of Los Angeles, Economic and Workforce Development Department

BUDGET SUMMARY

Economic and Workforce Development Department, City of Los Angeles

Contractor:			
Contract No.:		Contact Name:	
Program:	2025 WSC/ America's Job Center of California (AJCC) Operators RFP	Amendment No.:	
Funding Stream:	WIOA Dislocated Worker	Contract Period:	
Contract Amount:		Fax No.:	
		E-mail Address:	

Schedule of Costs

Cost Classification		CITY SHARE				Program Income	Non-Federal Matching Share	Total Estimated Costs	Fiscal Notes
		Total City	BREAKDOWN						
			Admin	Program					
No.	Name			Work Experience	Others				
1000	PERSONNEL COSTS	0	0	0	0	0	0	0	
2000	OTHER COSTS	0	0	0	0	0	0	0	
2100	PARTICIPANT-RELATED COSTS	0	0	0	0	0	0	0	
2200	SUBCONTRACTOR(S) COSTS	0	0	0	0	0	0	0	
3000	FURNITURE & EQUIPMENT	0	0	0	0	0	0	0	
4000	INDIRECT COSTS	0	0	0	0	0	0	0	
5000	CAPITAL COSTS	0	0	0	0	0	0	0	
TOTAL COSTS		0	0	0	0	0	0	0	

Spending Plan

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
PLAN FOR THE MONTH	0	0	0	0	0	0	0	0	0
TOTAL - CUMULATIVE	0								
	Month 10	Month 11	Month 12						TOTAL
PLAN FOR THE MONTH	0	0	0	0	0	0	0	0	0
TOTAL - CUMULATIVE	0								

Form #3 - BUDGET - STANDARD, Budget Summary (Rev. May 2025), City of Los Angeles, Economic and Workforce Development Department

BUDGET DETAIL

Economic and Workforce Development Department, City of Los Angeles

Contractor: **0**
 Contract No.: **0**
 Program: **2025 WSC/ America's Job Center of California (AJCC) Operators RFP**
 Funding Stream (WIOA Only): **WIOA Dislocated Worker**
 Contract Amount: **\$0**

Amendment No.: **0**
 Contract Period: **0**

Cost Category / Line Item	ESTIMATED COSTS - BY LINE ITEM						
	City of LA Share				Program Income (E)	Non-Federal Matching Share (F)	Grand Total Estimated Costs (G) (A + E + F)
	Total (A) (B + C)	Admin (B)	Breakdown				
			Work Experience (C)	Others (D)			
#1000 - PERSONNEL COSTS:							
SALARIES	0	0	0	0	0	0	0
FRINGE BENEFITS	0	0	0	0	0	0	0
SUBTOTAL: #1000 - PERSONNEL COSTS	0	0	0	0	0	0	0
#2000 - OTHER COSTS:							
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
SUBTOTAL: #2000 - OTHER COSTS	0	0	0	0	0	0	0
#2100 - PARTICIPANT-RELATED COSTS:							
Participant Wages	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
	0						0
SUBTOTAL: #2100 - PARTICIPANT-RELATED COSTS	0	0	0	0	0	0	0
#2200 - SUBCONTRACTOR COSTS:							
	0						0
	0						0
	0						0
	0						0
SUBTOTAL: #2200 - SUBCONTRACTOR COSTS	0	0	0	0	0	0	0
#3000 - FURNITURE & EQUIPMENT COSTS:							
	0						0
	0						0
	0						0
	0						0
SUBTOTAL: #3000 - FURNITURE & EQUIPMENT COSTS	0	0	0	0	0	0	0
#4000 - INDIRECT COSTS:							
	0						0
SUBTOTAL: #4000 - INDIRECT COSTS	0	0	0	0	0	0	0
#5000 - CAPITAL COSTS:							
	0						0
SUBTOTAL: #5000 - CAPITAL COSTS:	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0
<i>Percentage to Total (City Share)</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Form #4 -BUDGET - STANDARD, Budget Detail (Rev. May 2025), City of Los Angeles, Economic and Workforce Development Department

SPENDING PLAN WORKSHEET

Economic and Workforce Development Department, City of Los Angeles

Contractor: 0
 Contract No.: 0
 Program: 2025 WSC/ America's Job Center of California (AJCC) Operators RFP
 Funding Stream (WIOA Only): WIOA Dislocated Worker
 Contract Amount: \$0

Amendment No.: 0
 Contract Period: 0

Cost Classification		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
No.	Name									
1000	PERSONNEL COSTS									
2000	OTHER COSTS									
2100	PARTICIPANT-RELATED COSTS									
2200	SUBCONTRACTOR(S) COSTS									
3000	FURNITURE & EQUIPMENT COSTS									
4000	INDIRECT COSTS									
5000	CAPITAL COSTS									
TOTAL PLAN FOR THE MONTH		0								
TOTAL - CUMULATIVE		0								

Cost Classification		Month 10	Month 11	Month 12						Total
No.	Name									
1000	PERSONNEL COSTS									0
2000	OTHER COSTS									0
2100	PARTICIPANT-RELATED COSTS									0
2200	SUBCONTRACTOR(S) COSTS									0
3000	FURNITURE & EQUIPMENT COSTS									0
4000	INDIRECT COSTS									0
5000	CAPITAL COSTS									0
TOTAL PLAN FOR THE MONTH		0								
TOTAL - CUMULATIVE		0								

Form #6 -BUDGET - STANDARD, Spending Plan Worksheet (Rev. May 2025), City of Los Angeles, Economic and Workforce Development Department

SCHEDULE OF LEVERAGED RESOURCES

RFP TITLE **WORKSOURCE CENTER OPERATORS RFP**
Proposer Legal Name

Program Elements	Service Provider	Method of Calculation	Total \$ Value of Resources
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Total	\$ -

Form #7 - Leveraged Resource

SALARY RANGE SUMMARY

RFP Title

WORKSOURCE CENTER OPERATORS RFP

Proposer Legal Name

	Position	Minimum	Maximum
1			
2			
3			
4			
5			
6			
7			
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POSITION DESCRIPTION

Supporting Document for Line Item Budget Personnel Schedule

RFP TITLE: WORKSOURCE CENTER OPERATORS RFP

Proposer Legal Name:

Will the City funds requested under this RFP fund this position?

(Please check one:) YE NO % of time on this position
S _____

POSITION TITLE: _____

SALARY RANGE (minimum *and* maximum salary per month); _____

SUMMARY OF DUTIES RELATING TO PROJECT OBJECTIVES:

Name and Title of person (position) to which *this* Position reports:

QUALIFICATIONS AND EXPERIENCE: _____

Foreign language(s) spoken and/or written: _____

Technological knowledge, skills and abilities required (if any): _____

EDUCATION / LICENSE REQUIREMENTS: _____

POSITION DESCRIPTION

Supporting Document for Line Item Budget Personnel Schedule

2025 WSC Operator RFP - Attachment 5

CITY CONTRACTING REQUIREMENTS CHECKLIST

SECTION I – Compliance Documents to be Completed and Submitted with Proposal

Proposers are required to complete and submit the following documents provided herein with their proposal **by the proposal due date.**

A	Executive Summary and Non-Collusion Affidavit	
B	Business Inclusion Program (BIP) - Schedule A	
C	Bidder Certification CEC Form 50 (Municipal Lobbying Ordinance)	
D	Prohibited Contributors (Bidders) CEC Form 55 (Campaign Finance Ordinance)	
E	Contractor Responsibility Ordinance Questionnaire	
F	Contractor Workforce Information Form (LA Residence Information)	
G	Certification of Compliance with Child Support Obligations	
H	Iran Contracting Act of 2010 Compliance Affidavit	
I	Compliance with Living Wage Ordinance (LWO) Form OR	
	Living Wage Ordinance (LWO) Exemption / Service Contractor Worker Retention Ordinance (SCWRO) Document	

SECTION II – Compliance Documents to be Completed and Submitted on RAMPLA.ORG

Proposers are required to complete and submit the following documents on RAMP **by the proposal due date.**

J	Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO)	
K	Disclosure Ordinances (Slavery and Border Wall Contracting)	
L	Local Business Preference Program (LBPP) - Optional ONLY required if the proposer chooses to participate in the Program.	

SECTION III – Required Documents Prior to Award of Contract

Qualified OR selected proposers for contract award are required to submit these documents **before the contract is executed.**

M	Contractor Responsibility Ordinance Pledge of Compliance	
N	Certification of Compliance with the Americans with Disabilities Act	
O	Insurance Requirements: Workers' Compensation, General Liability, Auto Liability Proposer's insurance agent must submit Acord 25 Form to CAO Risk Management at https://kwikcomply.org	
P	Financial Guarantee: Performance Bond, Letter of Credit, etc. ONLY if required by the solicitation.	
Q	Business Tax Registration Certificate (BTRC)	
R	Internal Revenue Service (IRS) Form W-9	

SECTION IV – City Contract Compliance Requirements

Proposers are advised the following provisions will be part of the contract. **No forms or documents are required to be submitted.**

S	Nondiscrimination/Equal Employment Practices/Affirmative Action	
T	Contractor Performance Evaluation Ordinance	
U	Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance (Fair Chance Initiative for Hiring)	
V	Standard Provisions for City Contracts	

2025 WSC OPERATOR RFP

REQUEST FOR PROPOSALS
CITY CONTRACTING REQUIREMENTS

SECTION I

Compliance Documents to be Submitted with Response by All Proposers

Section A

Executive Summary and Non-Collusion Affidavit

Pursuant to Los Angeles Administrative Code Section 10.15, each response must include a statement submitted and signed by the proposer under penalty of perjury that: The response is genuine, not a sham or collusive; the response is not made in the interest or behalf of any person not named therein; the proposer has not directly or indirectly induced or solicited any person to submit a false or sham response or to refrain from responding; and the proposer has not in any manner sought by collusion to secure an advantage over any other proposer.

INSTRUCTIONS

All Proposers **MUST complete and submit** the enclosed Non-Collusion Affidavit and include in their response.

Responses submitted without a completed Non-Collusion Affidavit **WILL** be deemed non-responsive and disqualified from being considered.

2025 AJCC/ WSC Operator RFP

EXECUTIVE SUMMARY SIGNATURE PAGE AND NON-COLLUSION AFFIDAVIT

Proposer Legal Name:	
DBA (Doing Business As):	
<p>Please check <u>only one</u> box corresponding to the Regional Planning Area you are proposing to serve.</p> <p> <input type="checkbox"/> Central <input type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> Harbor <input type="checkbox"/> West <input type="checkbox"/> South Valley <input type="checkbox"/> North Valley </p>	

<p><u>Affix Corporate Seal</u> (Seal must bear the same corporate name as that under which this application is being submitted.)</p>	<p>The undersigned certifies under penalty of perjury that:</p> <p>This proposal is submitted as a firm and fixed request valid and open for 90 days from the submission deadline.</p> <p>This proposal is genuine, and is not a sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; and the proposer has not in any manner sought by collusion to secure for self an advantage over any other proposer.</p> <p>To my knowledge, this proposal does not duplicate services or facilities available in the area that are funded by other sources of funds.</p> <p>If collaborators are named in this proposal, they were chosen based upon their demonstrated ability to provide the services described herein.</p> <p>In addition, this organization and its members are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award or administration of a subcontract supported by these funds.</p>		
<p style="text-align: center;">Signature of AUTHORIZED SIGNATORY</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none; text-align: center;"> _____ Typed (or Printed) Name of Signatory </td> <td style="width: 30%; border: none; text-align: center;"> _____ Date </td> </tr> </table>		_____ Typed (or Printed) Name of Signatory	_____ Date
_____ Typed (or Printed) Name of Signatory	_____ Date		
<p style="text-align: center;">Title</p>			

Section B

Business Inclusion Program (BIP)

Established by Mayor's Executive Directive No. 14 (Villaraigosa series), this program requires all proposers responding to Requests for Bids (RFBs), Requests for Proposals (RFPs), and Requests for Qualifications (RFQs) to perform subcontractor outreach to all available MBE, WBE, SBE, EBE, DVBE, and OBE firms which could perform a portion of the scope of work required in the respective RFB, RFP, or RFQ. As proof of the proposer's outreach efforts, the proposer is required to perform the Business Inclusion Program (BIP) Outreach on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org.

INSTRUCTIONS

All Proposers must perform and submit the BIP Outreach requirements on RAMP as described in the following attachment. Technical instructions for using RAMP to complete BIP Outreach are available on the RAMP Support page at <https://www.rampla.org/s/support>.

Outreach must be completed **15 DAYS** prior to the deadline for proposal submission.

All Proposers **MUST also complete and submit** the BIP Schedule A and include in their response.

Responses submitted without a completed BIP Schedule A **WILL** be deemed non-responsive and disqualified from being considered.

All BIP Outreach documentation must be submitted on RAMP by 4:30 p.m. on the first calendar day following the day of the proposal

CITY OF LOS ANGELES' POLICY BUSINESS INCLUSION PROGRAM (BIP) FOR A REQUEST FOR PROPOSAL (RFP)

SUMMARY

This policy sets forth the City of Los Angeles' rules and procedures to be followed by respondents on advertised personal services contracts in regards to the City's BIP outreach requirements. In general, this policy provides that respondents for contracts must demonstrate compliance with the indicators relating to an active outreach program to obtain participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Failure to demonstrate an outreach on the RAMP to comply with the indicators will render the proposal non-responsive.

A. GENERAL

This policy statement explains how the City's BIP will be administered within the Awarding Authority for personal services contracts. The Awarding Authority is committed to ensuring full and equitable participation by minority, women, small, emerging, disabled veteran, and other businesses in the provision of all goods and services to the Awarding Authority on a contractual basis. The BIP is set forth in this policy Statement. Respondents to this Awarding Authority shall be fully informed concerning the requirements of this Program. **Failure to comply with the City's BIP outreach requirements will**

render the response non-responsive and result in its rejection.

B. DEFINITIONS

1. Minority or Women Business Enterprise (MBE or WBE): For the purpose of this program, Minority or Women Business Enterprise shall mean a business enterprise that meets both of the following criteria:
 - a. A business that is at least 51 percent owned by one or more minority persons or women, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons or women; and
 - b. A business whose management and daily business operations are controlled by one or more minority persons or women.
2. Small Business Enterprise (SBE): For the purpose of this program, Small Business Enterprise shall mean a business enterprise that meets the following criteria:
 - a. A business (personal or professional services, manufacturer, supplier, vendor) whose three (3) year average annual gross revenues does not exceed \$7 million.
 - b. A business (construction contractors) whose three (3) year average annual gross revenues does not exceed \$15 million.
3. Emerging Business Enterprise (EBE): For the purpose of this program, Emerging Business Enterprise shall mean a business enterprise whose three (3) year average annual gross revenues do not exceed \$5 million.
4. Disabled Veteran Business Enterprise (DVBE): For the purpose of this program, Disabled Veteran Business Enterprise shall mean a business enterprise that meets the following criteria:
 - a. A business that is at least 51 percent owned by one or more disabled veterans.
 - b. A business whose daily business operations must be managed and controlled by one or more disabled veterans.
5. Other Business Enterprise (OBE): For the purpose of this program, Other Business Enterprise shall mean any business enterprise which either does not otherwise qualify or has not been certified as a Minority, Women, Small, Emerging, and/or Disabled Veteran Business Enterprise.
6. Minority person: For the purpose of this program, the term "Minority person" shall mean African Americans; Hispanic Americans; Native Americans (including American Indians, Eskimos, Aleuts, and Native Hawaiians); Asian-Pacific Americans (including persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas); and Subcontinent Asian Americans (including persons whose origins are from India, Pakistan and Bangladesh).
7. Disabled Veteran: For the purpose of this program, the term "Disabled Veteran" shall mean a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability of at least 10% or more; and the veteran must reside in California.

8. Certification must be current **on the date the Awarding Authority awards a contract for the project** if credit is to be allowed towards the anticipated levels of MBE, WBE, SBE, EBE, and/or DVBE participation on this contract.
- a. Certification as a Minority or Women Business Enterprise: an MBE/WBE must be certified by 1) City of Los Angeles, Bureau of Contract Administration; 2) State of California Department of Transportation (Caltrans); 3) Any certifying agency that is a part of the State of California Unified Certification Program (CUCP) as long as the certification meets all of the City of Los Angeles' MBE/WBE certification requirements; 4) Southern California Minority Supplier Development Council (SCMSDC) for MBE certifications; 5) Women's Business Enterprise Council West (WBEC)-West for WBE certifications; or 6) California Public Utilities Commission's Supplier Clearinghouse (CPUC).

Applications for certification and directories of MBE/WBE certified firms are available at the following locations:

1. City of Los Angeles
Bureau of Contract Administration, Office of Contract Compliance
1149 S. Broadway, Suite 300, Los Angeles, CA 90015
Telephone: (213) 847-2684
E-mail address: bca.certifications@lacity.org
Internet address: <https://bca.lacity.org/certifications-printable-forms>
 2. California Department of Transportation, Office of Business and Economic Opportunity
1823 14th Street, Sacramento, CA 95814
Telephone: (916) 324-1700
Internet address: www.dot.ca.gov/programs/business-and-economic-opportunity
 3. Southern California Minority Supplier Development Council (for a fee)
800 W. 6th Street, Suite 850, Los Angeles, CA 90017
Telephone: (213) 689-6960
Fax: (213) 689-1707
Internet address: www.scmsdc.org
 4. Women's Business Enterprise Council – West (WBEC-West)
400 Corporate Pointe, Suite 300 Culver City, CA 90230
Telephone: (310) 461-4361
E-mail: office@wbec-west.org
Internet address: www.wbec-west.com
 5. California Public Utilities Commission's Supplier Clearinghouse (CPUC)
10100 Pioneer Boulevard, Suite 103, Santa Fe Springs, CA 90670
Telephone: (562) 325-8685
Fax: (562) 278-0153
Internet address: <http://www.thesupplierclearinghouse.com/>
- b. Certification as a Small or Emerging Business Enterprise: An SBE must be certified by either 1) City of Los Angeles, Bureau of Contract Administration as a Local, Small Business Enterprise; or 2) State of California, Office of Small Business & Disabled Veteran Business Enterprise Services as long as the certification meets all of the City of Los Angeles' SBE and/or EBE certification criteria.

Note: The City of Los Angeles, Bureau of Contract Administration does not offer EBE

certifications. However, if a company holds a City of Los Angeles certification as a Local, Small Business Enterprise, they can request an SBE and EBE designation on their RAMP company profile. The State of California does not offer EBE certifications. For the purposes of this program, the State's Microbusiness certification will be considered synonymous with the City's EBE certification.

Applications for certification and directories of SBE/EBE certified firms are available at the following locations:

1. City of Los Angeles
Bureau of Contract Administration, Office of Contract Compliance
1149 S. Broadway, Suite 300, Los Angeles, CA 90015
Telephone: (213) 847-2684
E-mail: bca.certifications@lacity.org
Internet address: <https://bca.lacity.org/certification>
2. Office of Small Business & Disabled Veteran Business Enterprises (OSDS) Resources
707 3rd Street, West Sacramento, CA 95605
Telephone: (916) 375-4940
E-mail: OSDSHelp@dgs.ca.gov
Internet address: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
- c. Certification as a Disabled Veteran Business Enterprise: A DVBE must be certified by either: 1) State of California, Office of Small Business & Disabled Veteran Business Enterprise Services; or 2) Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, Center for Verification and Evaluations as Service-Disabled Veteran-Owned Small Business (SDVOSB) and be headquartered in California.

Applications for certification/verification and directories of DVBE and SDVOSB certified/verified firms are available at the following locations:

1. Office of Small Business & Disabled Veteran Business Enterprises Services (OSDS)
707 3rd Street, West Sacramento, CA 95605 Telephone: (916) 375-4940
E-mail: OSDSHelp@dgs.ca.gov
Internet address: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
2. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization (OSDBU)
Internet address: <https://www.va.gov/osdbu/>
9. Business Inclusion Program Outreach Documentation: The respondent must take affirmative steps prior to submission of their RFP response to ensure that a maximum effort is made to recruit subconsultants. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services. Affirmative steps for BIP Outreach Documentation are outlined in Paragraph C herein. The BIP Outreach Documentation must be submitted as described in Paragraph C herein. Failure to submit the BIP Outreach Documentation will render the response non-responsive.
10. Subcontract: For the purpose of this program, the term "Subcontract" denotes an agreement

between the prime Consultant and an individual, firm or corporation for the performance of a particular portion(s) of the work which the prime Consultant has obligated itself.

11. Subconsultant: An individual, firm, or corporation having a direct contract with the consultant for the performance of a part of the work which is proposed to be constructed or done under the contract or permit, including the furnishing of all labor, materials, or equipment. For the purposes of this Program, a subconsultant may also be referred to as a subcontractor.
12. Vendor and/or supplier: A firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. The firm must engage in, as its principal business, and under its own name, the purchase and sale of the products in question. A vendor and/or supplier of bulk items such as steel, cement, stone and petroleum products need not keep such products in stock, if it owns or operates distribution equipment.
13. Manufacturer: A firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the consultant.
14. Broker: A firm that charges for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, insurance or bonds, materials or supplies required for performance of the contract. The fee or commission is to be reasonable and not excessive as compared with fees customarily allowed for similar services.
15. Participation Recognition: This applies to recognition as an MBE, WBE, SBE, EBE, DVBE, and OBE.
 - a. All listed MBE, WBE, SBE, EBE, and/or DVBE firms must be certified as defined under Paragraph B, Definitions, Item 8, **on the date the Awarding Authority awards a contract for the project** before credit may be allowed toward the respective MBE, WBE, SBE, EBE, and/or DVBE pledged participation level.
 - b. Work performed by a MBE, WBE, SBE, EBE, and/or DVBE prime consultant will not be a consideration when determining a prime consultant's BIP Outreach. The prime consultant will be required to make a BIP Outreach to obtain certified MBEs, WBEs, SBEs, EBEs, and DVBEs through subconsulting or materials and supplies acquisition to reach anticipated participation levels.
 - c. Recognition for materials and/or supplies is limited to 60 percent of the amount to be paid to the vendor for such materials/supplies in computing the levels of MBE, WBE, SBE, EBE, DVBE and/or OBE participation, unless the vendor manufactures or substantially alters the materials/supplies.
 - d. MBE, WBE, SBE, EBE, DVBE and/or OBE credit for brokers required for performance of the contract is limited to the reasonable fee or commission charged, as not considered excessive, as compared with fees customarily allowed for similar services.
 - e. A firm which qualifies as both an MBE and a WBE will be credited as either MBE participation or as WBE participation, but will not be credited for both. However, an MBE and/or WBE firm may also receive SBE, EBE and/or DVBE credit if so qualified.
 - f. A listed MBE, WBE, SBE, EBE, DVBE and/or OBE firm must perform a commercially useful function, i.e., must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the

work. Additionally, a firm listed for participation credit must be performing work or a service which is considered a normal part of their business activity offered to the public.

- g. MBE and/or/WBE credit shall not be given to a Joint Venture partner listed as a subconsultant by a Joint Venture respondent.
- h. A SBE, EBE, DVBE prime consultant shall receive pledged participation credit for the work performed by its own workforce.
- i. A listed firm whose participation is credited initially as an OBE, but becomes certified or obtains additional certifications subsequent to the date of the contract award, will receive the appropriate participation credit for any work performed after becoming certified. Additionally, if the subconsultant has a status change in any of its certifications during the performance of work under the contract, the firm will not receive certification credit for work performed after the certification status change.

C. **BIP OUTREACH DOCUMENTATION**

It is the policy of the City of Los Angeles to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran Business Enterprises (DVBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts. In order to maximize this participation while minimizing the administrative impact on city staff and RFP respondents alike, the Mayor's Office has developed a Business Inclusion Program (BIP). The BIP requires City departments to set anticipated participation levels based on the opportunities presented in their advertised contracts and department's achievement of its annual goals. A respondent's BIP Outreach to MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs shall be determined by their compliance with the following BIP Outreach process which will be performed on the City's Regional Alliance Marketplace for Procurement (RAMP). The RAMP can be accessed at www.rampla.org. Failure to meet the anticipated MBE, WBE, SBE, EBE, and/or DVBE participation levels will not be the basis for disqualification or determination of noncompliance with this policy. However, failure to comply with the BIP Outreach documentation requirements as described in this section will render the RFP response non-responsive and will result in its rejection. *Compliance with the BIP Outreach requirements is required even if the proposer has achieved the anticipated MBE, WBE, SBE, EBE, and DVBE participation levels.* Adequacy of a respondent's BIP Outreach will be determined by the Board of Public Works (Board) after consideration of the indicators of BIP Outreach as set forth below.

Any technical difficulties encountered (i.e.: inability to log in, system log out, receiving an error message when you believe you have met the requirements, etc.) while utilizing the RAMP should be reported immediately to RAMP Support at support@rampla.org.

Please courtesy copy the EWDD's Procurement Unit at EWDD.Planning@lacity.org

If the above procedures are not followed as stipulated, incomplete outreach and/or incomplete documentation may not be accepted.

Each indicator (2-7) is evaluated on a pass/fail basis. All indicators (2-7) must be passed to be deemed responsive. Only BIP Outreach documentation submitted under the respondent's name will be evaluated. Therefore, submission by a third party will result in the respondent being deemed non-responsive. BIP Outreach may be completed by any Joint Venture member on behalf of the Joint Venture or under the name of the Joint Venture.

1	LEVEL OF ANTICIPATED MBE, WBE, SBE, EBE, and DVBE PARTICIPATION
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The proposer has performed a BIP Outreach in an attempt to obtain potential subconsultant participation by MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs which could be expected by the Board to produce a reasonable level of participation by interested business enterprises, including the MBE, WBE, SBE, EBE and DVBE anticipated percentages set forth on Page 1 herein and to have the proposer meet the subconsulting expectations for the project.

Required Documentation: No documentation is required from the proposer.

2	ATTENDED PRE-SUBMITTAL MEETING
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The proposer attended the pre-submittal meeting scheduled by the Project Manager to inform all proposers of the requirements for the project for which the contract will be awarded. This requirement may be waived if the proposer certifies it is informed as to those project requirements and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months.

Required Documentation: An employee of the proposer’s company must attend the pre-submittal meeting scheduled for this project. Credit may not be given if the employee arrives late or fails to sign the pre-submittal meeting attendance roster. This requirement will be waived if the proposer both certifies in writing that it is informed as to the BIP Outreach requirements for the project and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months as is evidenced by City records. The waiver must also include the NAICS codes for the subconsultant the Prime met with at the matchmaking event, and those NAICS codes MUST be included in the opportunity the Prime is bidding on.

Note: If the RFP states that the pre-submittal meeting is mandatory, then attendance at the pre-submittal meeting is the only way to pass this indicator.

3	SUFFICIENT WORK IDENTIFIED FOR SUBCONSULTANTS
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The proposer has identified the minimum number, as determined by the Awarding Authority, of specific areas of work that will be performed by subconsultants. This will ensure an opportunity for subconsultant participation among MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs.

Required Documentation: Outreach via e-mail in the selected work areas. This outreach must be performed using the RAMP’s BIP Outreach system. The outreach must be to potential MBE, WBE, SBE, EBE, DVBE, and OBE subconsultants who are currently registered on the RAMP. Failure of the proposer to outreach in all of the work areas selected by the City as potential subconsulting work areas may result in the RFP response being deemed non- responsive.

Note: City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline.

4	WRITTEN NOTICES TO SUBCONSULTANTS
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All notifications must be provided utilizing RAMP, and made not less than **fifteen (15) calendar days** prior to the date the RFP responses are required to be submitted. In all instances, proposers must

document that invitations for subcontracting bids were sent to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each area of work to be performed.

Required Documentation: E-mail notification in each of the selected work areas to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each anticipated work area to be performed. The notification must be performed using the RAMP’s BIP Outreach system. The notification must be to potential subconsultants currently registered on the RAMP. If the proposer is aware of a potential subconsultant that is not currently registered on the RAMP, it is the proposer’s responsibility to encourage the potential subconsultant to become registered so that the proposer can include them as part of their BIP outreach. Notifications must contain areas of work anticipated to be subconsulted, City of Los Angeles project name, name of the proposer, and contact person’s name, address, and telephone number. Proposers are required to send notifications to a sufficient number of firms comprised of MBE, WBE, SBE, EBE, DVBE and OBE firms for each work area chosen, as determined by the City. What is considered sufficient will be determined by the total number of potential subconsultants in each specific work area at the time the RFP was uploaded to the RAMP.

The City will determine each work area by the North American Industry Classification System (NAICS) code. The following table shows the sufficient number of MBE, WBE, SBE, EBE, DVBE and OBE subconsultants that need to be notified for each work area.

# of Subconsultants in NAICS Code	% Prime Must Notify	Number Prime Must Notify
1-10	100%	1-10
11-20	80%	9-16
21-50	60%	13-30
51-100	40%	21-40
101-200	25%	26-50
>200	10%	20+

A proposer’s failure to utilize this notification function will result in their RFP response being deemed non-responsive.

Note: Proposers will not be able to utilize the RAMP’s BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. In utilizing the RAMP’s notification function, proposers will receive a message if they have failed to outreach to a sufficient number of firms when they go to view their summary sheet. By “double clicking” on a red box containing “0*” the proposer will be taken to a list of firms(s) that will allow them to meet this requirement, as long as the notification deadline has not passed. If a proposer is not finding firms of a certain type of certification status when performing their notification search under the six (6) digit NAICS code, the proposer will need to expand their search to the five (5) digit code (i.e.: If none are listed under 236210 – Industrial Building Construction, then search under 23621 – Industrial Building Construction.) Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit potential subconsultant responses. City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline. Proposers are encouraged to print their BIP Outreach summary sheet prior to logging out as documented proof of their progress. In case of technical error, please follow the process for reporting these errors as

outlined in Section C.

5	PLANS, SPECIFICATIONS AND REQUIREMENTS
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The proposer provided interested subconsultants with information about the availability of plans, specifications, and requirements for the selected subconsulting work.

Required Documentation: Include in Indicator 4, information detailing how, where and when the proposer will make the required information available to interested subconsultants. The notification must be performed using the RAMP’s BIP Outreach system.

Note: For purposes of RFPs, making a copy of the RFP available to potential subconsultants will meet this requirement. At the time a proposer utilizes the RAMP’s BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the RAMP’s BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline.

6	NEGOTIATED IN GOOD FAITH
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The proposer has responded to every unsolicited offer sent by a Registered Subconsultant using RAMP and has evaluated in good faith bids or proposals submitted by interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Proposers must not unjustifiably reject as unsatisfactory a bid or proposal offered by a Registered Subconsultant, as determined by the Awarding Authority. The proposer must submit a list of all subconsultants for each area of work, including dollar amounts of potential work for MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, and a copy of any and all bids or proposals received. This list must include an explanation of the evaluation that led to the bid or proposal being rejected and the explanation must have been communicated to the subconsultant using RAMP.

Required Documentation:

- a. Schedule A MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form;
- b. An online Summary Sheet organized by work area, listing the following:
 1. The responses and/or bids received;
 2. The name of the subconsultant who submitted the bid/quote;
 3. The dollar amount of the bid/quote;
 4. A brief reason given for selection/non-selection as a subconsultant;
 5. The subconsultant selected for that work area.
- c. Copies of all MBE/WBE/SBE/EBE/DVBE/OBE bids or quotes received must be submitted through the RAMP to the “BIP Supporting Documents” section of the Summary tab prior to the proposer being awarded the contract by the City;

The proposer will be given a choice of responses to indicate 1) No Response received; 2) Response received; but no subconsultant bid submitted; or 3) Submit Bid and include bid amount.

The proposer will be able to choose a preselected reason for selection/non-selection, but may also need to include further explanation in the Notes Section of the online Summary Sheet. If the proposer elects to perform a work area with its own forces and they received a sub-bid/response, they must include a bid/response that shows their own costs for the work. Also, if the proposer is not a Local Business

Enterprise (LBE), but wants to participate in the Local Business Preference Program (LBPP) by utilizing Local Business Enterprise subconsultants as prescribed in the LBPP requirements of the RFP documents, a subconsultant's LBE status can be considered a reason for selection over a non-LBE subconsultant. **All bids/responses received, regardless of whether or not the proposer outreached to the subconsultant, must be submitted and included on the on-line Summary Sheet.** To that extent, the City expects the proposer to submit a bid/response from each subconsultant listed on the online Summary Sheet. **All potential subconsultants with whom the proposer has had contact outside of the RAMP must be documented on the online Summary Sheet.**

The Summary Sheet must be performed using the RAMP's BIP Outreach system and must be submitted by 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline. If a bid/response is submitted by a firm that is not registered with the RAMP, the proposer is required to add that firm to their Summary Sheet. A proposer's failure to utilize the RAMP's Summary Sheet function will result in their RFP response being deemed non-responsive.

Note: City staff will request copies of all of the bids/quotes received as part of the BIP Outreach evaluation process. Proposers must have a bid/quote from each subconsultant listed on their Schedule A prior to submission of the Schedule A. The submission of the Schedule A is outlined in G herein. Proposers are encouraged to submit all of their bids/quotes with their RFP response submittal. Proposers will not be able to edit their Summary Sheet on the RAMP's BIP Outreach Summary Sheet function after 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline. City staff will access the RAMP and verify compliance with the Summary Sheet provision of this Indicator after the RFP submission deadline. Proposers are required to have each of the subconsultants on their Schedule A registered on the RAMP prior to being awarded the contract. In case of technical error, proposers must follow the process for reporting these errors as outlined in Section C.

7	BOND, LINES OF CREDIT, AND INSURANCE ASSISTANCE
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Each notification by the proposer shall also include an offer of assistance to interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs in obtaining bonds, lines of credit, and insurance required by the Awarding Authority or proposer.

Required Documentation: Include in Indicator 4, information about the proposer's efforts to assist with bonds, lines of credit and insurance. The notification must be performed using the RAMP's BIP Outreach notification system.

Note: At the time a proposer utilizes the RAMP's BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit subconsultant responses or is deemed contrary to the intent of this Indicator. City staff will access the RAMP and verify compliance with this Indicator after the RFP submission deadline.

The proposer shall submit completed BIP Outreach documentation either via the RAMP's BIP Outreach system or prior to award of the contract, as specified for each Indicator. The Awarding Authority in its review of the BIP Outreach documentation may request additional information to validate and/or clarify that the BIP Outreach submission was adequate. Any additional information submitted after the response due date and time will be treated at a higher level of scrutiny and may require third party documentation in order to substantiate its authenticity. Such information shall be submitted promptly upon request by the

Awarding Authority.

D. AWARD OF CONTRACT

The Awarding Authority reserves the right to reject any and all RFP responses. The award of a contract will be to the responsive, responsible proposer whose RFP response complies with all requirements prescribed herein. This includes compliance with the required BIP Outreach. A positive and adequate demonstration to the satisfaction of the Awarding Authority that a BIP Outreach to include MBE/WBE/SBE/EBE/DVBE/OBE subconsultants' participation was made is a condition for eligibility for award of the contract. Proposers are required to have each one of their subconsultants register on the RAMP prior to the award of the contract.

In the event that the Awarding Authority considers awarding away from a proposer because of the proposer's failure to supply adequate BIP Outreach documentation, the Awarding Authority shall afford the proposer an opportunity to present further evidence to the Awarding Authority prior to a public hearing of the proposer's BIP Outreach evaluation.

E. SUBCONSULTANT SUBSTITUTION

In addition to the requirements set forth in the provisions pertaining to the listing of subconsultants, the following shall apply for the purpose of this program:

1. Substitution During Contract Duration: The contract award requires that the level of all subconsultant participation shall be maintained throughout the duration of the contract. To this extent, any unapproved reduction in the listed subcontract amount will be considered an unauthorized substitution.
 - a. The Consultant shall request approval of the Awarding Authority for all substitutions of bid-listed (Schedule A) subconsultants.
 - b. The request shall be in writing and submitted to the designated Project Manager for the Awarding Authority. The request shall give the reason for the substitution, the name of the subconsultant and the name of the replacement.
2. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultant Substitution: The Awarding Authority requires that whenever the Consultant seeks to substitute a bid-listed (Schedule A) subconsultant, the Consultant must perform a BIP Supplemental Outreach to replace the subconsultant.
 - a. The Consultant shall contact some of each of the following: certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects from each trade for which sub-bid/subconsulting work is available and document the following for submittal:
 1. Name of company contacted; contact person and telephone number; date and time of contact.
 2. Response for each area of work which was solicited, including dollar amounts.
 3. Reason for selection or rejection of sub-bid prospect.
 4. In the event that the Consultant is unable to find some certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects, (first from their Schedule A, then from other outreach methods) for each trade, the Consultant should contact the Office of Contract Compliance by e-mail at

bca.biphelp@lacity.org for assistance prior to certifying under penalty of perjury that it was unable to fully meet this requirement.

- b. The Consultant shall submit all documentation to the Awarding Authority's Project Manager who may refer it to the Office of Contract Compliance for review and approval.
3. In the event that a subcontract is reduced due to a project change that will not be specified in a change order, the Consultant shall request approval for reducing the subcontract by documenting the following for submittal:
 - a. The name of the company for which the subcontract reduction is requested and the dollar amount of the reduction.
 - b. The reason for the reduction. Specific details should be given in order for the Consultant's request to be processed promptly.
 - c. The Consultant shall submit all documentation to the Awarding Authority's Project Manager.

F. SUB-AGREEMENT FALSIFICATION

Falsification or misrepresentation of a sub-agreement as to company name, contract amount and/or actual work to be done by the sub-bidder/subconsultant will result in sanctions set forth in provisions pertaining to listing of subconsultants.

G. SUBMITTAL DOCUMENTS

1. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form (Schedule A):
Proposers shall submit with their proposal the MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form, provided herein as Schedule A. The proposer shall list itself and the names and addresses of all firms to be used with a complete description of work or supplies to be provided by each, and the description of work to be performed.
2. MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B):
During the term of the contract, the consultant must submit the MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B) when submitting an invoice to the City.
3. Final Subcontracting Report (Schedule C):
Upon completion of the project, a summary of these records shall be prepared on the "Final Subcontracting Report" form (Schedule C) and certified correct by the consultant or its authorized representative. The completed form shall be furnished to the Board within 15 working days after completion of the contract.

H. RESPONSIBILITY FOR IMPLEMENTATION AND MONITORING

The Awarding Authority which acts as the City's Project Manager for the resulting contract will be the responsible entity for proper implementation and monitoring of the policy.

I. AWARD OF CONTRACT

Nothing herein restricts the discretion of the Board to reject all proposals in accordance with Charter Section 371.

RFP SCHEDULE A
MBE/ WBE/ SBE/ EBE/ DVBE/ OBE SUBCONSULTANT INFORMATION FORM
 (NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN and DATE ALL SHEETS)

Project Title:	Work Order Number:
Consultant:	Address:
Contact Person:	Phone:

List of all Subconsultants (Service Providers/Suppliers/Etc.)				
Name, Address, and Phone No. of Subconsultant	Description of Work or Supply	MBE/ WBE/ SBE/ EBE/ DVBE/ OBE	Caltrans/City/ MTA Certification No.	Dollar Value of Subcontract

Current Percentage of MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/ Participation to Date					
	Total Dollar	Percent		Total Dollars	Percent
MBE Participation	\$	%	WBE Participation	\$	%
SBE Participation	\$	%	EBE Participation	\$	%
DVBE Participation	\$	%	OBE Participation	\$	%

Signature of Person Completing this Form	Printed Name	Title	Date

MUST BE SUBMITTED WITH PROPOSAL

**RFP SCHEDULE B
MBE/ WBE/ SBE/ DVBE/ OBE UTILIZATION PROFILE**

Project Title:		Work Order Number:	
Consultant:	Address:		
Contact Person:		Phone/Email:	

Contract Amount (Including Amendments)	This Invoice Amount

MBE/ WBE/ SBE/ DVBE/ OBE Subconsultant (List All Subconsultants)						
Name of Subconsultant	MBE/ WBE/ SBE/ EBE/ DVBE/ OBE	Certification Agency/ Certification Number	Original Subcontract Amount	This Invoice Amount	Invoiced to Date (Include this Invoice)	Scheduled Participation to Date

Current Percentage of MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/ Participation to Date					
	Total Dollar	Percent Achieved		Total Dollars	Percent Achieved
MBE Participation	\$	%	WBE Participation	\$	%
SBE Participation	\$	%	EBE Participation	\$	%
DVBE Participation	\$	%	OBE Participation	\$	%

Invoiced to Date Amount (Includes this Invoice)	\$
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Signature of Person Completing this Form	Printed Name	Title	Date

MUST BE SUBMITTED WITH EACH INVOICE

**RFP SCHEDULE C
FINAL SUBCONSULTING REPORT**

Project Title:	Work Order Number:
Contractor:	Address:
Contact Person:	Phone/Email:
Total Contract Amount (Including Amendments)	\$

MBE/ WBE/ SBE/ DVBE/ OBE Subconsultants (List All Subconsultants)					
Name, Address, Phone of all Subcontractors Listed on Schedule C	Description of Work or Supply	MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/	Certification Agency and Certification Number	Original Dollar Value of Subcontract	Actual Dollar Value of Subcontract*

*If the actual dollar value differs from the original dollar value, explain the differences and give details.

	Total Dollar	Achieved Levels	Pledged Levels		Total Dollars	Achieved Levels	Pledged Levels
MBE Participation		%	%	WBE Participation		%	%
SBE Participation		%	%	EBE Participation		%	%
DVBE Participation		%	%	OBE Participation		%	%

Total Final Amount Invoiced	\$
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Signature of Person Completing this Form	Printed Name	Title	Date

SUBMIT WITHIN 15 DAYS OF PROJECT COMPLETION

Section C

Bidder Certification CEC Form 50 Municipal Lobbying Ordinance

The Municipal Lobbying Ordinance serves to identify persons engaged in compensated lobbying activities aimed at influencing decisions of City government. Proposers are required to submit with their response a completed and signed Bidder Certification CEC Form 50 acknowledging that, if the Proposer qualifies as a lobbying entity under Los Angeles Municipal Code Section 48.02 (the exemptions in Los Angeles Municipal Code Section 48.03 do not apply), the Proposer agrees to Bidder Certification CEC Form 50 comply with the disclosure requirements and prohibitions established in the Municipal Lobbying Ordinance.

A copy of the ordinance can be found at:

<https://ethics.lacity.org/wp-content/uploads/Laws-Lobbying-MLO.pdf>

Further information is available at:

<https://ethics.lacity.org/laws/#lobbying>

INSTRUCTIONS

All Proposers **MUST complete and submit** the [Bidder Certification CEC Form 50](#) with their response.

Responses submitted without a completed Bidder Certification CEC Form 50 **WILL** be deemed non-responsive and disqualified from being considered.

Section D

Prohibited Contributors (Bidders) CEC Form 55 Campaign Finance Ordinance

Charter Section 470(c)(12) and related ordinances state that proposers may not make campaign contributions to and/or engage in fundraising for any elected City official, candidate for elected City office, or City committee controlled by an elected City official or candidate from the time they submit a response until either the contract is approved or, for awarded proposers, twelve (12) months after the contract is signed. The proposer who bids on or submits a proposal or other response to a contract solicitation and subcontractors expected to receive \$100,000 or more in work on the contract are subject to limitations on campaign contributions and fundraising. Proposer's principals, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

By submitting the Prohibited Contributors (Bidders) Form 55, as prescribed by the City Ethics Commission, the proposer acknowledges and agrees to comply with the requirements of Charter Section 470(c)(12) and related ordinances.

A copy of Los Angeles City Charter §470 can be found at:

<https://ethics.lacity.org/wp-content/uploads/Charter-Sec-470.pdf>

A copy of the ordinance can be found at:

<https://ethics.lacity.org/wp-content/uploads/2019/01/CFO-20181219-Effective-20190128-Final.pdf>

Further information is available at:

<https://ethics.lacity.org/campaigns/>

INSTRUCTIONS

All Proposers **MUST complete and submit** the [Prohibited Contributors \(Bidders\) Form 55](#) with their response.

Responses submitted without a completed Prohibited Contributors (Bidders) Form 55 **WILL** be deemed non-responsive and disqualified from being considered.

Section E

Contractor Responsibility Ordinance

Proposers are advised that any contract awarded pursuant to this procurement process will be subject to the provisions of the Contractor Responsibility Ordinance, Los Angeles Administrative Code 10.40 et seq. The Contractor Responsibility Ordinance (CRO) requires a determination, via the Responsibility Questionnaire, that prospective contractors are responsible and capable of fully performing the work before a contract is awarded by the City of Los Angeles.

Further information regarding the requirements of the ordinance is available at:
<https://bca.lacity.org/Ordinances>

INSTRUCTIONS

All Proposers **MUST complete, print and submit** an initial submission of the [Service Contractor Responsibility Ordinance \(CRO\) Questionnaire](#) and include in their response.

Responses submitted without a completed Responsibility Questionnaire **WILL** be deemed non-responsive and disqualified from being considered.

Section F

Contractor Workforce Information (LA Residence Information)

All Proposers must complete the Los Angeles Residence Information form in order to be considered for a contract award. An important policy goal of the City is to encourage businesses to locate or remain in the City. To track that goal effectively, the Los Angeles City Council, on January 7, 1992, adopted a motion (Council File 92-0021) that requires all City departments to gather various information on contractors who conduct business with the City and all proposers to state their headquarters address as well as the percentage of their workforce residing in the City of Los Angeles.

The following information is to be included in each proposal:

- a) The headquarters address of the firm and the total number of employees, regardless of work location;
- b) The percentage of the firm's total workforce employed within the City and the percentage residing within the City; and,
- c) The address(es) of any branch office(s) located within the City and the total number employed in each Los Angeles branch office, the percentage of the work force in each Los Angeles branch office that is employed within the City, and the percentage residing within the City.

INSTRUCTIONS

All Proposers **MUST complete and submit** the enclosed City of Los Angeles Contractor Business Locations and Workforce Information Form and include in their response.

Responses submitted without a completed City of Los Angeles Contractor Business Locations and Workforce Information Form **WILL** be deemed non-responsive and disqualified from being considered.

CONTRACTOR BUSINESS LOCATIONS AND WORKFORCE INFORMATION

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires bidders to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

Organization: _____

I. Corporate or Main Office Information:

Address	Workforce in Organization:		
	Total Number of Employees	Percentage Working* within City of Los Angeles	Percentage Residing in City of Los Angeles

* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles

II. City of Los Angeles Branch Offices Information:

Note: If there are no Los Angeles Branch offices, mark N/A on first line.

Address	Workforce in Los Angeles Branch Office:		
	Total Number of Employees	Percentage Working* within City of Los Angeles	Percentage Residing in City of Los Angeles

* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles

Section G

Child Support Obligations

Los Angeles Administrative Code Section 10.10 requires all contractors and subcontractors performing work for the City to comply with all State and Federal reporting requirements and wage and earning assignments relative to legally mandated child support. Proposers must complete and return the enclosed form and agree to comply with all terms and conditions within. Furthermore, Proposers are advised that any contract awarded pursuant to this procurement process will be subject to the applicable provisions of the Child Support Obligations Ordinance.

INSTRUCTIONS

All Proposers **MUST complete and submit** the enclosed Certification of Compliance with Child Support Obligations and include in their response.

Responses submitted without a completed Certification of Compliance with Child Support Obligations **WILL** be deemed non-responsive and disqualified from being considered.

City of Los Angeles

CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS

This document must be returned with the Proposal/Bid Response

The undersigned hereby agrees that _____ will:
Name of Business

1. Fully comply with all applicable State and Federal employment reporting requirements for its employees.
2. Fully comply with and implement all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment.
3. Certify that the principal owner(s) of the business are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally.
4. Certify that the business will maintain such compliance throughout the term of the contract.

I declare under penalty of perjury that the foregoing is true and was executed at:

City/County/State

Date

Name of Business Address

Signature of Authorized Officer or Representative Print Name

Title Telephone Number

Section H

Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all Proposers submitting a response for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the Iran Contracting Act of 2010 Compliance Affidavit.

INSTRUCTIONS

All Proposers **MUST complete, print, and submit** the [Iran Contracting Act of 2010 Compliance Affidavit](#) and include in their response.

Responses submitted without a completed Iran Contracting Act of 2010 Compliance Affidavit **MAY** be deemed non-responsive and disqualified from being considered.

Section I
Living Wage Ordinance
And
Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, must comply with the provisions of the Living Wage Ordinance (LWO), Los Angeles Administrative Code Section 10.37 et seq., and the Worker Retention Ordinance (WRO), Los Angeles Administrative Code Section 10.36 et seq.

Forms LW-5, LW-6, and LW-18 will be required from the successful Proposer and their subcontractors within 30 days of contract execution. These forms are available at the [Living Wage Printable Forms and Posters](#) section of BCA's LWO information page.

Proposers who believe that they meet the qualifications for one of the exemptions must apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage Application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10), Small Business Exemption Application (Form LW-26), 501(c)(3) Non-profit Exemption Application (Form OCC/LW-28), and Non-Coverage Determination Application (Form OCC/LW-29).

More detailed information about the ordinances are available on the Bureau of Contract Administration's website at:

<https://bca.lacity.org/living-wages-ordinance-lwo>

<https://bca.lacity.org/service-contract-worker-retention-ordinance-scwro>

The LWO Exemption forms are available here:

[Exemption Application \(Form LW-10\)](#)

[Small Business Exemption Application \(Form LW-26\)](#)

[501\(c\)\(3\) Non-profit Exemption Application \(Form OCC/LW-28\)](#)

[Non-Coverage Determination Application \(Form OCC/LW-29\)](#)

(Rev. 01/18)

INSTRUCTIONS

If exemption from the Living Wage Ordinance is **not** claimed, Proposer must complete and return the enclosed compliance form with the response. Additional forms will be required from the successful Proposer within 30 days of contract execution as described above.

If applying for an exemption from the Living Wage Ordinance, Proposer must complete and submit the appropriate exemption form and submit completed form with their response.

City of Los Angeles

COMPLIANCE WITH THE LIVING WAGE ORDINANCE

Return this document with the Proposal/Bid Response

By submitting this form, the undersigned hereby declares that an application for exemption is NOT submitted with Proposal/Bid Response and agrees to fully comply with the requirements of the Los Angeles Administrative Code section 10.7, Living Wage Ordinance.

Name of Business

Address

Signature of Authorized Officer or Representative

Print Name

Title

Telephone Number

REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS

SECTION II

Compliance Documents to be Completed and Submitted on RAMPLA.ORG

Section J
Equal Benefits Ordinance
And
First Source Hiring Ordinance

If a contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO), Contractors are required to complete a streamlined EBO/FSHO Compliance Affidavit web application form that is located on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org. Contractors are responsible for creating an RAMP profile and completing and submitting the affidavit. See below for additional details about the EBO and the FSHO.

Equal Benefits Ordinance (EBO):

Contractors are advised that any contract awarded pursuant to this procurement process will be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Contractors shall complete and submit the Equal Benefits Ordinance/First Source Hiring Ordinance Compliance Affidavit, available on RAMP at www.rampla.org, prior to award of a City contract that exceeds \$25,000. The affidavit shall be valid for a period of three years from the date it is first submitted on RAMP. The City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO/FSHO Affidavit. Contractors seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's website at <https://bca.lacity.org/equal-benefits-ordinance-ebo>

First Source Hiring Ordinance (FSHO):

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City loans or grants, must comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

All Contractors shall complete and electronically sign the Equal Benefits Ordinance/First Source Ordinance Compliance Affidavit available on RAMP at www.rampla.org, prior to award of a City contract. The affidavit shall be valid for a period of three years from the date it is first submitted on the City's RAMP.

Contractors seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's website at <https://bca.lacity.org/first-source-hiring-ordinance-fsho>.

(Rev. 04/22)

INSTRUCTIONS

Proposers must complete and electronically sign the Equal Benefits Ordinance /First Source Hiring Ordinance Compliance Affidavit in the Compliance Documents section of their RAMP Business Profile by the proposal submission deadline. Instructions for submitting compliance documents on RAMP are available on the RAMP Support page at <https://www.rampla.org/s/support>.

Section K
Disclosure Ordinances
(Slavery and Border Wall Contracting)

Unless otherwise exempt by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this procurement process will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code and the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

Contractors are required to complete a streamlined Disclosure Ordinances Affidavit web form that is located on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org.

Contractors are responsible for creating a RAMP profile and completing and submitting the Disclosure Ordinances Affidavit web form. The web form will be verified by the Bureau of Contract Administration (BCA) prior to contract execution.

Contractors seeking additional information regarding the requirements of the SDO and DBWCO may visit the Bureau of Contract Administration's website at <https://bca.lacity.org/slavery-disclosure-ordinance-sdo>.

INSTRUCTIONS

Proposers must complete and electronically sign the Disclosure Ordinances Affidavit in the Compliance Documents section of their RAMP Business Profile by the proposal submission deadline. Instructions for submitting compliance documents on RAMP are available on the RAMP Support page at <https://www.rampla.org/s/support>.

Section L

Local Business Preference Program

Per City of Los Angeles Ordinance No. 187121 and LAAC § 10.25, et seq., the City is committed to maximizing opportunities for local businesses and local small businesses in Los Angeles County, business entities working with the hardest-to-employ populations. It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The new Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. Criteria and instructions for participation in the LBPP are set forth herein.

Effective March 27, 2024, the Local Business Preference Program (LBPP) was modified in regards to awarding preferences for contracts valued over \$150,000. The details of these changes are outlined in the City of Los Angeles Ordinance No. 188111. The attached template is included as a resource on how the LBPP is calculated and incorporated in the evaluation process.

INSTRUCTIONS

Proposers interested in participating in the LBPP must complete a Local Business Enterprise (LBE), Local Small Business (LSB), and/or Local Transitional Employer (LTE) application. The required Applications/Renewals will only be accepted and processed through RAMP. Instructions for applying for certifications are available on the RAMP Support page at <https://www.rampla.org/s/support>.

PROPOSALS

(Pages LBPP-1 through LBPP-7)
LBPP Citywide RFP (Rev. 6/14/2024)

CITY OF LOS ANGELES
REQUEST FOR PROPOSALS - LOCAL BUSINESS PREFERENCE PROGRAM (LBPP)
City of Los Angeles Ordinance No. 188111, Article 4, Sections 10.25, et seq.
of the Los Angeles Administrative Code
CONTRACTS OVER \$150,000

Local Business Prime- County (LBE)	6%
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Local Small Business (LSB) or subcontracts with LSB	2%
---	----

Local Transitional Employer (LTE) or subcontracts with LTE	2%
--	----

*The maximum combined preference for an LBE shall not exceed 10%.

Or

Local Business Prime- City (CBE)	10%
----------------------------------	-----

LSB or subcontracts with LSB	2%
------------------------------	----

LTE or subcontracts with LTE	2%
------------------------------	----

*The maximum combined preference for a CBE shall not exceed 12%.

Or

LBE, CBE, LSB, LTE Subcontractor(s)	Up to 5%
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NOTE: Local Business Preference Program information and/or assistance may be obtained

through the [enter Awarding Authority contact information here].

MANDATORY LOCAL BUSINESS PREFERENCE PROGRAM (LBPP) FOR USE ON CITY-FUNDED CONTRACTS GREATER THAN \$150,000

General

This program is subject to the policies and requirements established by the City Council and the City of Los Angeles (City) Mayor's Office. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in the City and County of Los Angeles. It is the policy of the City to reduce unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Proposers should be fully informed of this program.

Awarding Authorities shall opt out when the contract is funded by a grant or is federally funded and funding regulations prohibit the funding recipient from implementing the LBPP on the resulting contract. The Awarding Authority can also opt out of the program when full and open competition is limited because of a sole source vendor, provider, or supplier. Finally, the Awarding Authority is entitled to determine at any time before the award of a contract that it is not in the City's best interest to grant a proposal preference to a qualifying Local Business or City Business. Failure to comply with the LBPP shall result in investigations by the Bureau of Contract Administration/ Office of Contract Compliance (BCA/OCC) in its role as the Designated Administrative Agency (DAA).

Participation Criteria for Local Business Preference Program

To be eligible for participation in this program, the BCA/OCC requires that the prospective Local or City Business submit an affidavit attesting to its qualifications as a Local or City Business on the Regional Alliance Marketplace for Procurement Los Angeles (RAMPLA) website. An affidavit form is available to be downloaded on the RAMPLA website at <http://www.rampla.org>. Local or City Business qualification determinations by any entity other than BCA/OCC, or by any means other than submission of an affidavit on RAMPLA, shall not be accepted for purposes of participation in the LBPP. Affidavit forms are prioritized according to the date they are received. An entity must be listed on RAMPLA as a Local Business, City Business, Local Small Business and/or Local Transitional Employer prior to the proposal due date and time in order to participate in the LBPP. If an affidavit is submitted prior to the proposal deadline, but has not been verified by BCA/OCC, the Awarding Authority may request that the BCA/OCC expedite the affidavit by submitting documentation demonstrating that the Local Business or City Business verification would result in a change of award recommendation. In this instance, the status as a Local Business or City Business will be based on the date the affidavit was submitted.

Definitions

1. **"Article"** means the Local Business Preference Program, as codified in Article 4 of the Los Angeles Administrative Code, Sections 10.25, *et seq.*, as most recently amended by City of Los Angeles Ordinance No. 188111, effective March 27, 2024.
2. **"Awarding Authority"** means the governing body, board, officer, or employee of the City authorized to award a Contract and includes a department that has control of its own funds if the department adopts policies consistent with the provisions of this article. The Proprietary Departments, the Departments of Recreation and Parks, and the Library are strongly encouraged to adopt local preference programs consonant with the provisions of the Article.
3. **"Bid Price"** means the dollar amount after the bidder's quoted price is adjusted for evaluation in accordance with applicable provisions. For procurement contracts this may include, but not be limited to, a Cash Discount, or Combined Award Discount.
4. **"Cash Discount"** means a reduction in the full cost of a good or service when payment is made within a specified period of time: *e.g.*, 2% 10 net 30.
5. **"City Business Enterprise"** (CBE) means a certified Local Business that is located within City of Los Angeles boundaries, that is, a business entity that occupies work space within the City, is in compliance with all applicable City licensing and tax laws, and can demonstrate one of the following: (1) it is headquartered in the City and physically conducts and manages all of its operations from a location in the City; (2) that at least 50 of its full time employees perform work within the boundaries of the City at least 60 percent of their total regular hours worked on an annual basis; or (3) that at least half of the full-time employees (50%) of the business work within the boundaries of the City at minimum of 60 percent of their total, regular hours worked on an annual basis.
 - a. A business entity with multiple locations within the City, can aggregate 50 of its full-time employees working at least 60% of their regular hours from its different locations within the City to qualify as a City Business.
 - b. A business entity awarded a City contract under the LBPP, must carry out the services of the contract using employees whose exclusive, primary working location is in the City.
 - c. A joint venture must be a legally established entity and be certified as a CBE to participate in the LBPP as a CBE. Individual CBE certification by one or more of the joint venture partners will not be considered sufficient to qualify as a CBE. For more information, see "Local Business" definition below.
6. **"Combined Award Discounts"** (CAD) means the discount terms offered by a supplier and are usually expressed in percentages taken directly from the pricing totals of the bidders offering such a discount. CADs are applicable if the specification or bidding documents includes the CAD provision clause, it applies to more than one item or more than one group of items, and if the items included for CAD purposes are not

cherry picked from a predefined group of items as set forth by the specifications or bid document.

7. **“Contract”** means a written agreement over \$150,000.00 for the purchase of goods, equipment or services, including construction, by or for the benefit of the City or its residents.

8. **“Contractor”** means the person, business or entity awarded the Contract by the Awarding Authority.

9. **“Dealer”** or **“Supplier”** means any Person who owns, operates, or maintains a store, warehouse, or other establishment in the County of Los Angeles if certified as a Local Business, or in the City of Los Angeles if certified as a City Business, in which the equipment, goods, or materials of the general character described in the Proposal specifications and required under the Contract are regularly sold or leased to the public from its own inventory or otherwise procured in the usual course of its business. A “Dealer” or “Supplier” does not include a packager, broker, manufacturer’s representative, or other person who arranges or expedites a transaction without taking ownership of the finished or assembled equipment, goods or materials prior to the sale or lease to the City.

10. **“Local Business”** (LBE) means a business entity that occupies work space within the County, is in compliance with all applicable City and County licensing and tax laws, and can demonstrate one of the following: (1) it is headquartered in the County and physically conducts and manages all of its operations from a location in the County; (2) that at least 50 of its full time employees perform work within the boundaries of the County at least 60 percent of their total regular hours worked on an annual basis; or (3) that at least half of the full-time employees (50%) of the business work within the boundaries of the County at minimum of 60 percent of their total, regular hours worked on an annual basis.

a. A business entity with multiple locations within the County, can aggregate 50 of its full-time employees working at least 60% of their regular hours from its different locations within the County to qualify as a Local Business.

b. A business entity awarded a City contract under the LBPP as an LBE, must carry out the services of the contract using employees whose exclusive, primary working location is in Los Angeles County.

c. A joint venture must be a legally established entity and be certified as an LBE in order to participate in the LBPP as an LBE. Individual LBE certification by one or more of the joint venture partners will not be considered sufficient to qualify for participation as an LBE.

d. A firm that is certified as a Local Small Business Enterprise (LSBE) with the Los Angeles County Office of Small Business will be verified as an LBE on

RAMPLA upon request through the LBE affidavit, assuming the LSBE meets the certification qualifications.

11. "Local Subcontractor" means a subcontractor that is certified by the DAA as a Local Business (LBE), a City Business (CBE), a Local Small Business (LSB) and/or a Local Transitional Employer (LTE) and which is designated by the Contractor in the Proposal.

Local Business Preference Program Participation Recognition

1. Qualifying contractors who participate in the LBPP by qualifying as a Local Business will receive 6% preference credit to their proposal in excess of \$150,000.00. A Local Business that is also a City Business shall be awarded an additional 4% preference credit.

2. Subject to the maximum preference awards and value cap set forth in No. 6, below, a Contractor that qualifies as a Local Business or a City Business and also qualifies as a Local Small Business or Local Transitional Employer will receive an additional 2% preference credit for each additional certification.

3. Subject to the maximum preference awards and value cap set forth in No. 6, below, a Contractor that qualifies as a Local Business or City Business and is not eligible for the additional preference as a Local Small Business or a Local Transitional Business, but that identifies a Local Subcontractor(s) that is certified by the DAA as a Local Small Business or a Local Transitional Employer (LTE), shall receive up to a maximum of 2% preference for each additional certification. The additional preference under this subsection shall be applied as follows:

a. A Local or City Business that identifies a Subcontractor certified by the DAA as a Local Small Business shall receive a 1% preference to the Proposal for every 10% percent of the cost of the proposed work to be performed by the qualifying Local Subcontractor.

b. A Local or City Business that identifies a Subcontractor certified as a Local Transitional Employer shall receive a 1% preference to the Proposal for every 10% percent of the cost of the proposed work to be performed by the qualifying Local Subcontractor.

c. The Proposal must identify each Local Subcontractor, the proposed work of the Local Subcontractor, and the cost of the work for each Local Subcontractor.

4. A Proposal that does not qualify for the Local Business or City Business Preference may receive up to a 5% preference if it identifies at least one Local Subcontractor that is certified by the DAA as a Local Business, City Business, Local Small Business, or Local Transitional Employer.

- a. The Proposal must identify each Local Subcontractor, the proposed work of the Local Subcontractor, and the cost of the work for each Local Subcontractor.
 - b. The Local Subcontractor preference shall be applied to Proposals, where a 1% preference will be received for every 10% percent of the cost of the proposed work to be performed by the qualifying Local Subcontractor.
5. Preferences shall only be awarded when a minimum of two-thirds of the services provided under the contract are performed in Los Angeles County in the case of a Local Business, or in the City in the case of a City Business. Preferences shall only be awarded for equipment, goods or materials when the Local Business or City Business acts as a supplier or dealer (for a minimum of two thirds of the work), or designs, manufactures, or assembles the equipment, goods or materials, and where a minimum of two thirds of the work, based on the dollar amount under the Contract, is performed by a Local Business in Los Angeles County or by a City Business in the City of Los Angeles.
6. The maximum combined preferences that may be awarded to a Proposal under this article shall not exceed 10% for a Local Business, 12% for a City Business, or 5% for a Contractor that does not qualify as a Local or City Business, but identifies at least one qualified Local Subcontractor to perform work in the Proposal. The value of the combined preferences shall not exceed one million dollars.
7. A proposal preference does not reduce the contract amount.
8. In the event a Local Business or City Business bids on a City contract and is determined by the Awarding Department, after the proposal deadline, to not qualify as a Local Business or City Business, the business will be eligible for a Local Subcontractor Preference of up to 5%, if it has identified at least one qualifying Local Subcontractor to perform work under the contract.
- a. The above provision shall only apply where the non-compliance is an error or mistake. It shall not apply to a business that intentionally or fraudulently claims to be a Local Business or City Business through misleading or false statements.
 - b. It is the responsibility of the business registered on RAMPLA as a certified Local Business or City Business to inform BCA via email at bca.certifications@lacity.org, within 7 days of any change that results in the business no longer meeting LBPP certification criteria. Failure to do so shall be construed as a misleading and/or false statement.

Failure to Comply & Penalties

1. The penalties in paragraph 2 below may be assessed on a Contractor under the following circumstances:

- a. Upon receipt of information by the Awarding Authority which indicates that the business did not qualify as a Local Business, City Business, Local Small Business and/or Local Transitional Employer for more than 60 days during the duration of the Contract.
 - b. If the Contractor is unable to, or fails to, replace within 60 days a Local Subcontractor, which provided the basis for a Local Subcontractor Preference and which is unable to, or does not, perform the work under the Contract, with another qualifying Local Subcontractor.
 - c. In the event that an investigation reveals that a business fraudulently represented itself as a Local Business or City Business for the purpose of gaining a preference under the LBPP .
2. The Awarding Authority may impose the following penalties:
- a. An amount representing the value of the proposal preference, which is determined by multiplying the Contract dollar amount by the percentage of the preference evaluation points awarded to the Contractor.
 - b. Additional costs and expenses to the City resulting from the Contractor's failure to comply with the Article.
 - c. Termination of all or part of the Contract.
 - d. Ineligibility for consideration for Local Business or City Business status for up to five years following the date of disqualification as a Local or City Business under No. 1.a. or 1.c., above.
3. Exception: Any Local Small Business Contractor that is found to have ascended to an income level that exceeds the maximum requirement of the certification qualifications as a Local Small Business during the execution of the Contract will not be subject to penalties under these procedures. In this instance, the Contractor's certification status will remain intact for the duration of the executed Contract. However, the executed Contract shall have no bearing on the Contractor's certification status for any future or pending bids, proposals, qualifications or quotes submitted for any other City contracting opportunities.

Complaints and Protests

1. All complaints and/or protests regarding qualifying Local Businesses, City Businesses and Local Subcontractors, including Local Small Businesses and Local Transitional Employers, claiming non-compliance by Awarding Authorities or its failure to maintain certification criteria, shall be made to the BCA/OCC either in writing or by email for further investigation. Complaints must be accompanied by documentation which substantiates the complainant's allegations.

2. Any complaints that meet the criteria of No. 1 may be investigated by BCA/OCC in its role as the Designated Administrative Agency.

Submit complaints to:

By Mail

**Bureau of Contract Administration
Office of Contract Compliance
Department of Public Works
1149 South Broadway, Suite 300
Los Angeles, CA 90015**

By Email

bca.biphelp@lacity.org

REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS

SECTION III

Required Documents Prior to Award of Contract

Section M

Contractor Responsibility Ordinance Pledge of Compliance

The Contractor Responsibility Ordinance (Los Angeles Administrative Code § 10.40 et seq.) provides that, unless specifically exempt, City contractors working under service contracts of at least \$25,000 and three (3) months, contracts for the purchase of goods and products of at least \$100,000, contracts for the purchase of garments of at least \$25,000, construction contracts of any amount; public lessees; public licensees; and certain recipients of City financial assistance or City grant funds, must comply with all applicable provisions of the Ordinance. Upon award of a City contract, public lease, public license, financial assistance or grant, the contractor, public lessee, public licensee, City financial assistance recipient, or grant recipient, and any of its subcontractor(s), must submit the Pledge of Compliance with Contractor Responsibility Ordinance.

Further information regarding the requirements of the ordinance is available at:

<https://bca.lacity.org/Ordinances>

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, the successful Proposer **MUST complete and submit** the [Pledge of Compliance with Contractor Responsibility Ordinance](#).

This form is not required with the Response and need not be attached to the Response.

Section N

Certification of Compliance with the Americans with Disabilities Act

The City is a covered entity under Title II of the Americans with Disabilities Act, 42 U.S.C.A. Section 12131 et seq. Proposers awarded a contract through this procurement process must comply with the Americans with Disabilities Act and execute the Certification of Compliance with the Americans with Disabilities Act prior to the execution of a contract.

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, the successful Proposer **MUST complete and submit** the enclosed Certification of Compliance with the Americans with Disabilities Act.

This form is not required with the Response and need not be attached to the Response.

CERTIFICATION REGARDING COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

The undersigned certifies, that to the best of his/her knowledge and belief, that:

1. The Contractor/Borrower/Agency (hereafter Contractor) is in compliance with and will continue to comply with the Americans with Disabilities Act 42 U.S.C. 12101 et. seq. and its implementing regulations.
2. The Contractor will provide for reasonable accommodations to allow qualified individuals with disabilities to have access and participate in its programs, services and activities in accordance with the provisions of the Americans With Disabilities Act.
3. The Contractor will not discriminate against persons with disabilities nor against persons due to their relationship or association with a person with a disability.
4. The Contractor will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
5. This Certification is a material representation of fact upon which the City relied when entering into this agreement.

AGREEMENT NUMBER: _____

CONTRACTOR: _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

Section O

Insurance Requirements: Workers' Compensation, General Liability, Auto Liability

The Proposer, prior to the execution of a City contract, must furnish the City evidence of insurance Coverage as set forth in Exhibit 1 of the Standard Provisions for City Contracts (Form Gen. 146, attached below). The City may also require the proposer to have fidelity, surety bond, performance bond, or letter of credit to ensure satisfactory performance during the term of contract. Such requirements are also included in the Exhibit 1 of the Standard Provisions for City Contracts. Furthermore, the contractor will also be required to indemnify the City in accordance with the provisions set forth in PSC-18 of the Standard Provisions for City Contracts.

(Updated 3/18)

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, Proposer **MUST** request their Insurance Broker/Agent to complete an Acord 25 Form (Certificate of Liability Insurance) with the required minimum limits set by Exhibit 1 (Form Gen. 146) of Standard Provisions for City Contracts and submit to CAO Risk Management via <https://kwikcomply.org>.

This form is not required with the Response and need not be attached to the Response.

Section P

Financial Guarantee

Performance Bond, Letter of Credit, Etc.

A Performance Bond may be required once an as-needed project is awarded to a Contractor. If it is determined that a performance bond is required, the awarded Contractor(s) will be required to maintain a minimum Performance Bond in an amount equal to or greater than the awarded bid dollar amount unless otherwise stated by the Contract Administrator. If a Performance Bond is required, it is requested that acceptable bond documents be submitted within ten (10) working days after notice of award of any as-needed contract. Bonds must be obtained from an insurance company with a Certificate of Authority from the California Insurance Commissioner authorizing the company to write surety insurance within the State of California.

INSTRUCTIONS

If a Performance Bond is requested upon the notice of award of the contract, the Contractor will have ten (10) days to submit proof of the Performance Bond. Refer to the language in the solicitation for instructions on how to submit proof of the Performance Bond.

The Performance Bond is not required with the Response and need not be provided with the Response.

Section Q

Business Tax Registration Certificate

The City of Los Angeles requires all firms and individuals doing business within the City of Los Angeles to obtain the necessary Tax Registration Certificate(s) and pay City business taxes. All firms and individuals that conduct business with the City of Los Angeles will be required to provide a Business Tax Registration Certificate (BTRC) number or an exemption number as proof of compliance with the City's business tax requirements in order to receive payment for goods or services. To register for a BTRC, go to the Office of Finance website at <http://finance.lacity.org/>.

INSTRUCTIONS

If a Proposer is recommended for award of a contract but does not have a valid BTRC prior to the award of the contract, the Proposer **MUST** apply and obtain a BTRC number from the Office of Finance and submit one of the following.

- Copy of your City of Los Angeles "Business Tax Registration Certificate"
- Copy of your City of Los Angeles "Application for Tax Registration Certificate" or Vendor Registration Number, or
- Copy of your City of Los Angeles "Business Tax and/or Carnival Police Permit Exemption Application"

The BTRC is not required with the Response and need not be provided with the Response.

Section R

Internal Revenue Service Form W-9

Request for Taxpayer Identification Number and Certification

The City of Los Angeles requires all firms and individuals doing business with the City of Los Angeles to complete a Form W-9, as required by the Internal Revenue Service (IRS), in order for the City to conduct financial transactions with said entities, such as returning proposal deposits, or processing payments.

Further information regarding the requirements is available at:

<https://www.irs.gov/forms-pubs/about-form-w-9>

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, Proposer **MUST complete and submit [IRS Form W-9](#)**.

The Form W-9 is not required with the Response and need not be provided with the Response.

REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS

SECTION IV

City Contract Compliance Requirements

Section S

Non-Discrimination, Equal Employment Practices, and Affirmative Action (Non-Construction and Construction)

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-Discrimination Clause.

All contracts (both construction and non-construction) for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. By affixing its signature on a contract that is subject to the Equal Employment Practices Provisions, the Contractor shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the contract.

All contracts (both construction and non-construction) for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the Contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, contractors shall include similar provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. The contract with the subcontractor that contends similar language shall be made available to the Office of Contract Compliance upon request.

Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Section T

Contractor Performance Evaluation Ordinance

At the end of this contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

Section U

Contractors' Use of Criminal History for Consideration of Employment Applications Fair Chance Initiative for Hiring Ordinance

Any contract awarded pursuant to this procurement process will be subject to the Fair Chance Initiative for Hiring Ordinance, Section 10.48 of the Los Angeles Administrative Code. The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post Fair Chance Initiative for Hiring Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Proposers seeking additional information regarding the requirements of the Fair Chance Initiative for Hiring Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Section V

Standard Provisions for City Contracts

Any contract awarded pursuant to this procurement process will be subject to the Standard Provisions for City Contracts: [Current Version \(Rev. 1/25\) \[v.2\]](#)



OVERVIEW OF WORKSOURCE CENTER RFP PROCESS

WDB/LEO APPEALS BOARD MEETING

Thursday, February 19, 2026
3:00 - 5:00 PM

Economic and Workforce Development Department

RFP Purpose & Background

2025 WSC OPERATORS RFP

The City of Los Angeles Economic and Workforce Development Department (EWDD) administers the Workforce Innovation and Opportunity Act (WIOA) program for the City of Los Angeles and serves as the administrative entity for the Workforce Development Board (WDB).

EWDD was authorized to release this RFP by the Los Angeles City Council and Mayor (City Council File 25-0529, June 18, 2025) and served as the RFP administrator.

RFP PURPOSE

WIOA mandates the re-procurement of WorkSource Center (WSC) Operators every 4 years. Procurement is an opportunity for the City to modernize and incorporate local priorities into the program design of the WSC System for the next four years.

This re-procurement interval has allowed the Workforce Development System to address the following:

- **Five-Year Workforce Development Strategic Plan alignment**
- **WorkSource Center System Evaluation and Key Findings**
- **WorkSource Center System Redesign White Paper**

2025 WSC OPERATORS RFP

Procurement Phase I

- In 2024, a **Request for Qualifications (RFQ)** was released to establish a Qualified List of WSC Operators.
- Applicants were evaluated based on **Demonstrated Ability**. Of 28 applicants, 25 successful organizations were placed on the Qualified List.

Procurement Phase II

- The **WSC Redesign** and **5-Year Strategic Plan** were reviewed and approved by the Mayor and City Council prior to incorporation into the WSC RFP Program Design.
- On July 16, 2025, EWDD released the 2025 WSC Operators RFP to the Qualified List of WSC Operators.
- **21 Eligible WSC Proposals** were received from 15 organizations.

Solicitation Key Information

KEY DATES

RFP Release Date

→ July 16, 2025

RFP Submission Deadline

→ October 9, 2025

RFP Result Notification Date

→ January 16, 2026

RFP Appeals Letter Deadline

→ January 28, 2026

EVALUATION CATEGORIES

As outlined in the RFP, proposals were scored on a 100 points scale, as follows:

Evaluative Criterion	Points Possible
Program Design	25
Employer Engagement	20
Performance Outcomes & Business Results	25
Facility Readiness	10
Cost Reasonableness & Leveraged Resources	20
Total	100

Minimum score of 70 points is required to be recommended for funding.

PROGRAM DESIGN - 25 PTS.

The proposed program design was evaluated based on the **narratives, flowcharts, and exhibit tables** submitted with the proposal.

Proposers were evaluated on their understanding of the City's program design, and the proposer's ability to plan, manage and implement the proposed program model. This included an evaluation of how the **WSC participant-centered, integrated service delivery model**, and the priorities identified within the solicitation will be implemented by the proposer. This included, but was not limited to, participant outreach, intake, assessment, case management, job search assistance, skills development/training, job placement, and follow-up.

EMPLOYER ENGAGEMENT - 20 PTS

Employer Support

Working in conjunction with employers, it is critical that the WSC has **employer partnerships** that support jobs placements and career pathways. Employer partners are essential to achieving outcomes for participants.

Business Services

Additionally, the proposal review included an evaluation of whether and to what extent the WSC provides **support to local employers**. Beyond providing employers with qualified potential employees, it could also include providing employers with space for the recruitment and interviewing of potential employees.

Customized Sector Initiative

Lastly, proposers were evaluated on their efforts in the development of customized sector initiatives that include **sector specific** training, based on employer input and the commitment to hire on the part of those employers. These initiatives must involve the participation of training organizations, employers, and the WSC.

PERFORMANCE OUTCOMES - 25 PTS

This section included an evaluation of the number of participants to be enrolled and placed into employment, the average wage of those placed into employment, the number placed into registered apprenticeships, the number placed with a single employer, and corresponding cost effectiveness of the WSC's operations.

FACILITY READINESS - 10 PTS

Physical Site

This included an evaluation of the proposed physical site through which services will be provided. At a minimum, this is to include access to public transportation, space for confidential intake and case management, classroom space for pre-employment, and occupational skills training. The entire premises must be ADA compliant. Existing certified City of Los Angeles WSC operators must maintain their ADA-compliance designation unless they are proposing to operate out of a new location. All other proposed sites must be available for visit by the City. All successful proposers must have a lease for a physical site executed by July 1, 2026 or the City will not execute an agreement with the successful proposer.

Virtual Services

This will included an evaluation of proposed services (including electronic enrollment of services, job search, job counseling, and case management) that are available virtually to augment those available through the physical site. This arose as a priority during the pandemic at which time physical access to WSCs was limited.

Increased Access to Services through Community Partners

This will include an evaluation of the extent to which increased access to WSC services is available through partner organizations.

COST REASONABLENESS - 20 PTS

This included an evaluation of all WSC proposed costs as identified in the “Budget exhibit” contained herein and completion of a proposed budget. Failure to comply with the noted budget guidelines resulted in a “Fail” rating, which could disqualify the proposal from consideration. At a minimum, and if a proposal was otherwise deemed successful, the proposer will be required to comply with these guidelines to execute an WSC operator agreement with the City.

Any proposer that has any material unresolved fiscal finding with the City must have the finding resolved prior to being considered for funding.

RFP Scoring Process

SCORING TOOL DEVELOPMENT

- The top priority in the scoring of WSC proposals was to **ensure objectivity** in the evaluation process.
 - A **binary scoring tool** was developed to remove subjectivity in the review of **qualitative responses**.
- RFP exhibit tables were designed to collect **quantitative program deliverables information** for **objective data entry**. To attain program outcome data, applicants were asked such quantitative information including but not limited to:
 - the proposed number of business served,
 - proposed wages of program participants, and
 - information pertaining to customized sector initiatives,
- **The final scoring methodology combines the quantitative deliverables with the qualitative program approach.**

QUALITATIVE SCORING TOOL

Proposers were to complete narratives and flowcharts; Each included a series of questions to which the proposer was to prepare a written response.

Qualitative Scoring Tool included a **review of:**

- **2 Narratives** and **2 flowcharts** for **Program Design**
- **2 Narratives** and **2 flowcharts** for **Employer Engagement**

All questions in the scoring tool were of equal value and evaluated as such.

The applicant with the highest quantitative response was awarded the maximum number of points possible. All other applicants were awarded points based on the curve set by the highest response.

Note: Outliers were removed to ensure a normal curve.

Scored by: External Raters

- Utilized binary tool

EXTERNAL RATERS

8 external raters participated in the Qualitative Scoring process. Raters included workforce development professionals from the following regions:

- Riverside, California,
- Boston, Massachusetts,
- Las Vegas, Nevada,
- Baltimore, Maryland,
- Monterey, California.

Raters were assigned to one of **four teams** consisting of two raters.

- For consistency, proposals competing for the same region were reviewed by the same team of raters.
- Consensus meetings were held for external raters to come to agreement on final scores for the qualitative scoring instrument.

QUANTITATIVE SCORING TOOL

Proposers were to complete **10 total exhibit tables** that requested **program outcomes**; each table included a series of questions to which the proposer was to prepare a **quantitative response**.

Quantitative Scoring Tool included an **inventory of:**

- **Exhibit table responses** from: **Program Design (3)**, **Employer Engagement (3)**, **Performance Outcomes (1)**, and **Facility Readiness (3)**

With limited exceptions, all questions in the scoring tool were of equal value and evaluated as such.

The applicant with the highest quantitative response was awarded the maximum number of points possible. All other applicants were awarded points based on the curve set by the highest response.

Note: Outliers were removed to ensure a normal curve.

Inventoried by: City Staff

- EWDD staff inventoried all quantitative program outcome data submitted by applicants

WSC RFP Results

NOTIFICATION OF RESULTS

Proposers were notified of WSC RFP scores and recommendations on **January 16, 2026**.

Proposers were notified of their appeal rights outlined in the 2025 WSC Operators RFP, as prescribed by the WDB/LEO Agreement.

Appeal Letter Deadline: January 28, 2026

WSC RFP RESULTS

On **January 29, 2026**, the Workforce Development Board (WDB) approved the results of the 2025 WSC Operators RFP.

- The department's recommendations included operators for 11 of 14 WSCs.

Due to insufficient qualified proposals, EWDD was unable to recommend a WSC operator in **Boyle Heights** nor secondary operators in **Southeast Los Angeles (Watts)** and **West Adams-Baldwin Hills-Leimert**.

- **EWDD will re-release the RFP** to procure operators in the East LA and two South LA areas.

WSC RFP Appeals

APPEALS RECEIVED

3 letters of appeal were received by January 28, 2026.

- All 3 appellants pertain to CPAs that will be re-procured.
- 2 appellants were the only proposers who did not submit a Program Design Narrative

Appellant	CPA
UAW - LETC	West Adams-Baldwin Hills-Leimert
LA Urban League	West Adams-Baldwin Hills-Leimert
Watts Labor Community Action Committee	Southeast LA / Watts

RFP APPEALS PROCESS

Pursuant to section 2.16 Proposal Appeal Process - **Proposers may appeal procedural issues only.** Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals.

A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal.

Appellant Issues & EWDD Responses

UAW-LETC

UAW-Labor Employment and Training Corporation (LETC) West Adams-Baldwin Hills-Leimert Appeal

- Received a score of 55
- A minimum score of 70 points is required to be eligible for funding.
- Based on score received, the proposal is not eligible for funding as it did not reach the minimum 70 point threshold.

Issue No.	APPEAL	EWDD RESPONSE
1	<p>Late Budget Submission:</p> <p>I. At the outset, UAW-LETC acknowledges responsibility for an oversight that resulted in the budget pages being submitted approximately three hours after the 5:00 p.m. deadline on October 9, 2025.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● As per RFP <u>Section 2.11 - Submission of Proposals</u>: “Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. Proposals NOT Received by the Due Date and Time are NOT Subject to Appeal Rights.” <ul style="list-style-type: none"> ○ The appellant acknowledges responsibility for submitting proposal budget exhibits after the RFP deadline. ● Per RFP <u>Section 4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.” <ul style="list-style-type: none"> ○ The City could not verify information pertaining to budget information contained in the initial proposal submission.

Issue No.	APPEAL	EWDD RESPONSE
	<p>II. On October 29, 2025, UAW-LETC received written notification from the EWDD Planning Committee identifying certain required documents as missing or incomplete and for extending a "one-time opportunity to correct deficiencies" in the interest of a successful procurement process.</p>	<ul style="list-style-type: none"> ● The October 29, 2025 email from the department regarding correcting deficiencies clearly stated, “Applicants that submitted late proposal exhibits listed above will not have the opportunity to resubmit those forms.” <ul style="list-style-type: none"> ○ The City followed a consistent process and did not accept any proposal items that were submitted after the deadline.
	<p>III. In good-faith reliance on this guidance, UAW-LETC promptly submitted all requested and corrected materials on October 31, 2025, individually and in the required Excel formats, including all budget and contracting documents identified in the notice.</p>	<ul style="list-style-type: none"> ● As per RFP Section 7: General RFP and City Contracting Information: “The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided...The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered.” <ul style="list-style-type: none"> ○ During the one-week extension to submit contracting documents and incorrectly formatted exhibits, UAW-LETC re-submitted budgets that were previously submitted past the deadline. However, the City could not accept these budgets that were previously deemed late because applicants that submit late exhibits were deemed non-responsive. If exhibits are not complete at the time of proper submission, the City reserves the right to reject any such proposal exhibits.

Issue No.	APPEAL	EWDD RESPONSE
	<p>IV. Upon receiving EWDD's evaluation of the RFP, UAW-LETC was assigned zero points for the budget component, which carries a maximum of 20 points. Our budget submission was excluded from the evaluation. We kindly request consideration of our budget, as we fully complied with the follow-up email's request for the required documents. We also ask that the EWDD include our submitted budget, consistent with the instructions provided on October 29. This request is consistent with the spirit and intent of the October 29 communication and the procurement process outlined by EWDD.</p>	<ul style="list-style-type: none"> ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal." <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ● Per RFP <u>Section 4 Proposal Evaluation and Scoring</u>. "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points."

LA Urban League

Los Angeles Urban League West Adams-Baldwin Hills-Leimert Appeal

- Received a score of 50
- A minimum score of 70 points is required to be eligible for funding.
- Based on score received, the proposal is not eligible for funding as it did not reach the minimum 70 point threshold.

Issue No.	APPEAL	EWDD RESPONSE
1	<p>Budget Submission Format and Zero-Point Score</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. The Los Angeles Urban League received a score of zero points in the Budget and Cost Reasonableness category, which carried a maximum value of 20 points. During the feedback discussion, we were advised that this score was assigned because budget documents were submitted in PDF format rather than as native Excel files.</p> <p>While the RFP states that proposed budget forms must be submitted in Excel format, neither the RFP nor the subsequent corrective resubmission correspondence specifies that Excel-based spreadsheets saved as PDFs would be deemed non-responsive or would result in a zero-point score rather than a "Fail" determination or disqualification. The solicitation does not identify file format conversion as a scoring criterion, nor does it state that submission in PDF format would preclude evaluation of budget content.</p>	<ul style="list-style-type: none"> ● As per RFP <u>Section 5. WorkSource Center Proposal Package - Cost Reasonableness and Leveraged Resources</u>: "To 'pass' this category, the budget must comply with the following guidelines: Submit a complete budget using the prescribed 'Budget' forms only. Failure to comply with these guidelines will result in a 'Fail' rating, which may disqualify the proposal from consideration." <ul style="list-style-type: none"> ○ RFP <u>Section 6.1 General Proposal Preparation Guidelines - Overview specifies</u> "The proposed budget forms must be submitted in Excel format and comply with the budget guidelines as outlined in the RFP." ○ Excel budget forms were provided to applicants with pre-set formulas and locked cells to ensure the integrity of the evaluation process. Budget forms received as PDFs made it impossible to verify the integrity of the document, and thus, inevaluable. ○ Per RFP <u>Section 4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points." ○ The City further clarified the Excel formatting requirement for budget forms in Q&A #6, Question 51: "With the exception of the excel formatted Budget Forms #2 - #8 pertaining to Attachment 4 - Exhibit 13, all documents should be included into one PDF file."

Issue No.	APPEAL	EWDD RESPONSE
	<p>II. Further, when the City provided a one-time opportunity to correct identified submission issues, the correspondence characterized the matter as one of submission format and completeness. With respect to the Budget Exhibits, the communication stated that certain forms were not submitted as the individual templates provided by the department, which include locked cells and formulas. The correspondence did not indicate that native Excel files were required, nor did it warn that failure to submit materials in a particular file format would result in a zero-point score or preclude scoring altogether.</p> <p>The Los Angeles Urban League responded in good faith by submitting the requested materials consistent with the guidance provided and requested confirmation of receipt and readability. No further clarification, notice of noncompliance, or warning regarding scoring consequences was provided.</p>	<ul style="list-style-type: none"> ● The October 29, 2025 email from the department regarding proposal issues clearly stated: "Budget Exhibit Forms #2-6 Adult, #2-6 Dislocated Worker, #7 Leveraged Resources, and #8 Salary Range were not submitted as the individual Excel templates provided by the department, which includes locked cells and formulas. Budget Exhibit forms must be individually submitted Excel files, using the templates provided by the department. Failure to correct deficiencies by the stated deadline may result in the disqualification of your submission to the WSC Operator RFP." <ul style="list-style-type: none"> ○ The above correspondence from the City specifically indicates the requirement of Excel formatted Budget Exhibits. In response to the opportunity to correct formatting issues, LAUL submitted PDF Budget Exhibits once again ● As per RFP <u>Section 7: General RFP and City Contracting Information</u>: "The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided...The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered." ● Per RFP <u>Section 4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.."

Issue No.	APPEAL	EWDD RESPONSE
	<p>III. Assigning a zero-point score under these circumstances appears to apply an unstated evaluation standard and represents a disproportionate outcome with material impact on eligibility, as the absence of these points alone determined whether the proposal met the minimum threshold for consideration.</p>	<ul style="list-style-type: none"> ● As per RFP Section 2.16 Proposal Appeal Process - Appeal Rights: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ○ The City followed a consistent process and evaluated only the Budget Exhibits that were submitted by applicants in the correct Excel format. ● Per RFP <u>Section 4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points."

Issue No.	APPEAL	EWDD RESPONSE
2	<p>Program Design Page Limits and Supplemental Narrative Interpretation</p> <p>I. The Program Design section received a significantly reduced score despite feedback acknowledging the strength of the proposal's vision and intent. We were advised that evaluators expected a separate five-page supplemental narrative in addition to the submitted materials.</p> <p>Because this expectation was not clearly articulated, proposers could not reasonably know that exceeding the stated page limit would be advantageous or necessary for full consideration. This ambiguity directly affected how information was structured and presented.</p> <p>In addition, the proposal did include narrative text supporting Exhibits I through V, consistent with the RFP instruction that a single narrative of up to five pages be provided for all Program Design exhibits combined. The evaluation feedback suggesting the absence of a narrative appears to reflect an expectation for a separate or additional document that was not clearly required by the solicitation.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The amount of points granted to the Program Design Narrative by evaluators is not appealable. ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ○ The City followed a consistent process of adhering to page limit requirements and applicant narratives that went above the limit were not considered beyond the stated threshold. Only the required RFP exhibits and narratives submitted by all applicants were evaluated.

Issue No.	APPEAL	EWDD RESPONSE
	<p>II. The RFP language describes a five page limit for Program Design responses but does not clearly state that an additional narrative beyond that limit was required or expected. Given multiple amendments to page limits and exhibit instructions throughout the solicitation period, it was reasonable to interpret the stated limit as a maximum total length rather than an additive requirement.</p>	<ul style="list-style-type: none"> ● The requirement to submit a five page supplemental Program Design Narrative is clearly stated in the following: <ul style="list-style-type: none"> ○ RFP section 5. <u>WorkSource Center Proposal Package - Program Design</u>: “Proposers must complete Exhibits I - V with a maximum 5-page supplemental narrative supporting the Exhibits.” ○ RFP <u>Attachment 1 - 2025 WSC RFP Proposal Contents Checklist</u>: A line item is reserved for the Program Design Narrative. The Appellant did not submit the Checklist with their proposal, as required by the solicitation. ○ RFP <u>Attachment 3 - Proposal Package Narratives and Forms - Exhibits 1-12</u>: “Proposers must submit a maximum 5-page narrative supporting responses for Exhibits I – V. The response should not exceed 5 pages for all exhibits combined (not including the 2-page Homeless Strategy Narrative).” ● The City provided a Technical Assistance period in which one hundred and fifteen (115) questions were received through email. Such assistance intended to further explain the City’s requirements and expectations. Answers were disseminated through the online Regional Area Marketplace for Procurement (RAMP) Platform to all eligible bidders on the WorkSource Center Request for Qualifications (RFQ) Qualified List. <ul style="list-style-type: none"> ○ The City clarified the 5-page limit for the supplemental narrative “applies to Exhibits I - V in the Program Design section” in Q&A #1, Question 8. ○ The City clarified the requirement of a 5-page Program Design Narrative pertaining to Exhibits I - V in Q&A #11, Question 61: “The maximum 5-page narrative for Exhibits I - V does not include the two page Homeless Strategy Narrative.” ○ LAUL did not submit any formal Technical Assistance questions to further clarify the requirement of the supplemental Program Design Narrative. ● Per RFP Section 4 Proposal Evaluation and Scoring, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.”

Issue No.	APPEAL	EWDD RESPONSE
3	<p>Comparative Evaluation Framework and Benchmarking</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. During the feedback discussion, we were informed that proposals were evaluated comparatively, with outliers removed and scores normalized based on what evaluators deemed appropriate, including reference to existing WorkSource Center operational models.</p>	<ul style="list-style-type: none"> ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.
	<p>II. The RFP does not clearly state that proposals would be evaluated against incumbent operators’ established staffing structures, hours of operation, or fully mature service models. Absent such guidance, proposers could reasonably interpret the solicitation as permitting scalable or phased operational approaches appropriate for new or transitioning operators.</p>	<ul style="list-style-type: none"> ● As per RFP <u>Section 2.15 Proposal Review Process and Proposal Award</u>: “All eligible proposals shall be reviewed for...competitive standing as compared to all other proposals.”

Issue No.	APPEAL	EWDD RESPONSE
	<p>III. The absence of transparency regarding normalization methods, benchmarking standards, and comparator selection raises procedural questions as to whether all proposals were evaluated under a clearly defined and uniformly disclosed framework.</p>	<ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP <u>Section 4. Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. ● The City followed a consistent process and utilized a scoring tool based on questions asked in the RFP. <ul style="list-style-type: none"> ○ The same scoring tool was used to rate all proposals. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● As per RFP <u>Section 7: General RFP and City Contracting Information</u>: “The City shall review and rate submitted proposals.” <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation.

Issue No.	APPEAL	EWDD RESPONSE
4	<p>Visual Formatting and Accessibility Expectations</p> <p>I. Feedback also suggested that Program Design scoring was affected by visual presentation elements, including the use of color coding to differentiate priority populations such as individuals with disabilities, veterans, older workers, and other vulnerable groups.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

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	<p>II. While the proposal clearly identified and addressed all required populations using consistent and accessible formatting, the RFP did not establish visual design standards, color usage requirements, or aesthetic criteria tied to scoring. Penalization based on unstated visual preferences constitutes a procedural issue rather than a substantive deficiency.</p>	<ul style="list-style-type: none"> ● The solicitation established visual design standards of flowcharts in RFP <u>Attachment 3 - Proposal Package Narratives and Forms - Exhibits 1-12</u>. Applicants were to: <ul style="list-style-type: none"> ○ “Color-code specific activities designed for key vulnerable populations,” ○ “Color-code specific activities designed for those with different levels of educational attainment,” ○ “Color-code those services that will be offered by WSC partner organizations,” and ○ “Color-code activities that will be virtually available.” ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP <u>Section 4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. The City maintains discretion of how to allocate points to narratives and exhibits within each major evaluative category. <ul style="list-style-type: none"> ○ RFP Section 4. <u>Proposal Evaluation and Scoring states</u>, “Flow Charts should clearly articulate customization of services based on different barriers to employment and/or educational attainment.” <ul style="list-style-type: none"> ■ The color coding requirements in Attachment 3 support this evaluative criteria. ○ The same scoring tool was used to rate all applicants. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● Per <u>RFP Section 4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.” ● As per RFP <u>Section 7: General RFP and City Contracting Information</u>: “The City shall review and rate submitted proposals.” <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation.

Issue No.	APPEAL	EWDD RESPONSE
5	<p>Access to Technical Assistance and Solicitation Amendments</p> <p>I. The solicitation process was characterized by a high volume of amendments, revisions, updates, and corrective notices issued over a condensed period. Based on the City’s procurement record, more than twenty formal amendments and revised documents were posted, including multiple versions labeled “FINAL,” revised page limits, updated exhibit instructions, deadline changes, and subsequent correction notices.</p> <p>II. In addition, access issues were encountered during the Virtual Proposers’ Conference held on July 23, 2025, including delayed entry due to multiple access links. A subsequent written request for the presentation materials was submitted on August 7, 2025; those materials were not received.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● Twelve (12) amendments to different items including the solicitation, attachments, and deadlines were made. Amendments were announced via RAMP with an accompanying description. Amended documents were labeled “AMENDED” along with the date the item was uploaded. Outdated text within the document was redlined and immediately followed by the new text. ● Attendance of the proposer’s conference was optional. Information presented during this conference consisted only of language contained in the RFP solicitation. ● The City followed a consistent process and did not disseminate RFP materials to proposers individually. RFP materials were only released to all applicants via RAMP.

Issue No.	APPEAL	EWDD RESPONSE
	<p>III. To the extent that evaluators relied on guidance, examples, or expectations conveyed verbally during that session, particularly regarding formatting, presentation, or submission mechanics, the absence of written materials or recordings available to all proposers represents a procedural access concern. When combined with the frequency of solicitation amendments, this environment heightened the risk that reasonable interpretations of the RFP would differ from evaluator expectations that were not clearly documented.</p>	<ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP <u>Section 4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in Section 4: Proposal Evaluation and Scoring. The scoring tools used by evaluators relied only on the expectations conveyed in the RFP documents. ● The City provided a two month Technical Assistance period in which questions were received through email. Answers were disseminated through the online Regional Area Marketplace for Procurement (RAMP) Platform to all eligible bidders on the WorkSource Center Request for Qualifications (RFQ) Qualified List. <ul style="list-style-type: none"> ○ In instances in which the question pertained to information that was readily available in the RFP, the City directed applicants to specific language in the solicitation. ○ All questions that were asked during the proposer's conference were noted and subsequently uploaded publicly to RAMP with answers as a part of the technical assistance series. ● Applicants had a period of twelve weeks to review requirements and prepare responses to this RFP. ● As per RFP Section 2.16 <u>Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

Issue No.	APPEAL	EWDD RESPONSE
6	<p>Evaluation Panel Size and Impact of Ambiguity</p> <p>I. We were informed that our proposal was evaluated by two reviewers drawn from a larger reviewer pool. While we respect the City's discretion in evaluator assignment, the limited number of reviewers amplified the impact of the ambiguities described above. In circumstances where unclear requirements resulted in categorical point losses, the absence of broader consensus review increased the likelihood that interpretive differences were not mitigated through averaging or deliberation.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● Having at least two raters evaluate a proposal is consistent with prior EWDD procurements. ● EWDD relies on volunteers to rate proposals, and as such, rater availability and time commitment are practical limitations that cannot be avoided. ● As per RFP <u>Section 7: General RFP and City Contracting Information</u>: "The City shall review and rate submitted proposals." <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation. ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP <u>Section 4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. <ul style="list-style-type: none"> ○ The same scoring tool was used to rate all proposals. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

WATTS LABOR COMMUNITY ACTION COMMITTEE

Watts Labor Community Action Committee (WLCAC) Southeast Los Angeles (Watts) proposal

- Received a score of 41
- A minimum score of 70 points is required to be eligible for funding.
- Based on score received, the proposal is not eligible for funding as it did not reach the minimum 70 point threshold.

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Issue No.	APPEAL	EWDD RESPONSE
1	Program Design Narrative Scored Zero Despite Submission	The City recommends that this appeal be DENIED for the following reasons:
	I. The RFP Proposal Checklist required a "Program Design Narrative." However, the RFP Solicitation stated only: "The Program Design section is comprised of flowcharts and exhibits. Proposers must submit a maximum 5-page narrative supporting responses for Exhibits I - V." No separate narrative was described.	<ul style="list-style-type: none"> • The requirement to submit a 5-page supplemental Program Design Narrative is clearly stated in the following: <ul style="list-style-type: none"> ○ RFP Section <u>5. WorkSource Center Proposal Package - Program Design</u>: "Proposers must complete Exhibits I - V with a maximum 5-page supplemental narrative supporting the Exhibits." (pg. 46) <ul style="list-style-type: none"> ■ The language here emphasizes that the 5-page narrative is supplemental to Program Design Exhibits I - V. ○ RFP <u>Attachment 1 - 2025 WSC RFP Proposal Contents Checklist</u>: A line item is reserved for the Program Design Narrative. The Appellant did not submit the Checklist with their proposal, as required by the solicitation. ○ RFP <u>Attachment 3 - Proposal Package Narratives and Forms - Exhibits 1-12</u>: "Proposers must submit a maximum 5-page narrative supporting responses for Exhibits I - V. The response should not exceed 5 pages for all exhibits combined (not including the 2-page Homeless Strategy Narrative)."
	II. WLCAC sought clarification via Question 67: "The proposal checklist has 'Program Design Narrative,' but the RFP states in pages 45 - 46 only the homeless narrative under Program Design. Please clarify if we need to have a separate program design narrative." EWDD merely repeated the existing RFP language without clarification.	<ul style="list-style-type: none"> • The City provided a Technical Assistance period in which one hundred and fifteen (115) questions were received through email. Such assistance intended to further explain the City's requirements and expectations. Answers were disseminated through the online Regional Area Marketplace for Procurement (RAMP) Platform to all eligible bidders on the WorkSource Center Request for Qualifications (RFQ) Qualified List. <ul style="list-style-type: none"> ○ The department response to WLCAC's Question 67 stated, "Page 46 of the RFP indicates that 'Proposers must complete Exhibits I - V with a maximum 5-page supplemental narrative supporting the Exhibits.'" <ul style="list-style-type: none"> ■ Since the question pertained to information that was readily available in the RFP, the department both reiterated the requirement of a supplemental Program Design Narrative and clarified where to reference the information in the solicitation document. WLCAC did not submit any follow-up questions to further clarify the requirement of the Program Design Narrative. ○ The City clarified the 5-page limit for the supplemental narrative "applies to Exhibits I - V in the Program Design section" in Q&A #1, Question 8. ○ The City clarified the requirement of a 5-page Program Design Narrative pertaining to Exhibits I - V in Q&A #11, Question 61: "The maximum 5-page narrative for Exhibits I - V does not include the 2-page Homeless Strategy Narrative."

Issue No.	APPEAL	EWDD RESPONSE
	<p>III. EWDD created a separate scoring category for a standalone narrative never clearly required, failed to clarify despite direct questions, then assigned zero points when the narrative response in WLCAC's proposal was deemed inadequate.</p>	<ul style="list-style-type: none"> ● As per RFP <u>Section 7: General RFP and City Contracting Information</u>: "The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided...The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered." ● Per RFP <u>Section 4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points." ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The amount of points granted to the Program Design Narrative by evaluators is not appealable. ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ○ The City followed a consistent process in evaluating only the required RFP exhibits and narratives submitted by all applicants.

Issue No.	APPEAL	EWDD RESPONSE
2	<p>Budget Scored Zero Despite Timely Correction Per EWDD's Invitation</p> <p>I. On October 29, 2025, EWDD notified WLCAC that all budget exhibits were not provided in required Excel format and stated: "Due to the City's interest in having a successful procurement process, we are providing a one-time opportunity to correct deficiencies. Only the formatting of the Budget Exhibit Forms may be corrected. Previously submitted budgets cannot be revised." The resubmission deadline was November 5, 2025. WLCAC submitted corrected Excel budget forms for both Adult and Dislocated Worker programs on November 3 and 4, 2025. EWDD acknowledged receipt on November 7: "Thank you. Your documents have been received."</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● As per <u>RFP Section 5. WorkSource Center Proposal Package - Cost Reasonableness and Leveraged Resources</u>: "To 'pass' this category, the budget must comply with the following guidelines: Submit a complete budget using the prescribed 'Budget' forms only. Failure to comply with these guidelines will result in a 'Fail' rating, which may disqualify the proposal from consideration." <ul style="list-style-type: none"> ○ The prescribed Budget forms contained both a Dislocated Worker and Adult Budget Template. In their initial proposal submission, WLCAC only submitted their Dislocated Worker Budget. ● On the original RFP due date of October 9, 2025, WLCAC submitted an incomplete budget package missing a critical budget for the Adult funding stream as required. Per the guidelines above, failure to submit a complete budget using the prescribed budget forms "will result in a "Fail" rating." ● The October 29, 2025 email from the department regarding proposal issues clearly stated: "Applicants cannot submit revised proposal exhibits, program narratives, tables, flowcharts, or budgets. Only the formatting of the Budget Exhibit Forms may be corrected." <ul style="list-style-type: none"> ○ During the one-week period in which applicants were given the opportunity to submit budgets in the correct format, WLCAC submitted a revised Budget which consisted of both the Dislocated Worker and Adult Budgets. However, as noted above, applicants were explicitly prohibited from submitting a revised budget and therefore new budgets were not considered. ● Per RFP <u>Section 4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points."

Issue No.	APPEAL	EWDD RESPONSE
	<p>II. Despite this acknowledgment, EWDD assigned zero points for Budget/Cost Reasonableness. During the debrief, EWDD explained the budget initially contained only Dislocated Worker information, and evaluators decided not to consider the Adult budget once provided following EWDD's invitation, deeming the entire budget response incomplete and non-responsive. EWDD invited resubmission, WLCAC complied by the deadline, EWDD acknowledged receipt, yet EWDD retroactively rejected all budget materials and assigned zero points without notifying WLCAC until the scoring review on January 23, 2026.</p>	<ul style="list-style-type: none"> ● Per RFP <u>Section 4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points." <ul style="list-style-type: none"> ○ The Adult Budget was omitted from WLCAC's submission, therefore making the proposed allocations for the full funding amount both unverifiable and inevaluable. Points were granted by evaluators accordingly. ● As per RFP <u>Section 7: General RFP and City Contracting Information</u>: "The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided...The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered." ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ○ The City followed a consistent process and evaluated only complete budget exhibits that were submitted by applicants in the correct Excel format.

Issue No.	APPEAL	EWDD RESPONSE
3	<p>No Scoring Rubric or Point Allocation</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. The RFP provided only category names and total points without any rubric showing point allocation within categories or criteria for awarding points. For example, "Program Design" totaled 25 points, but the RFP did not indicate how those points would be distributed across participant flowcharts, narratives, partnerships, and staffing—or what would constitute full, partial, or zero points.</p>	<ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in <u>RFP Section 4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in Section 4: Proposal Evaluation and Scoring. The City maintains discretion of how to allocate points to narratives and exhibits within each major evaluative category. ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.
4	<p>Multiple Amendments Without Tracked Changes</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. The RFP underwent at least twelve amendments between July 22 and September 26, 2025, with substantive changes to requirements, page limits, deadlines, and exhibits. While EWDD provided a "List of Changes" document, the amended RFP documents themselves lacked tracked changes, requiring line-by-line comparison of 70-page documents to identify modifications. WLCAC requested traditional amendment format with changes identified by section and page number, but EWDD declined.</p>	<ul style="list-style-type: none"> ● Twelve amendments to different items including the RFP solicitation, attachments, and deadlines were made. Amendments were announced via the online Regional Area Marketplace for Procurement (RAMP) Platform with an accompanying description of the changes made. Amended documents were labeled "AMENDED" along with the date the item was uploaded. Outdated text within the document was redlined and immediately followed by the new text. ● As per RFP <u>Section 7: General RFP and City Contracting Information</u>: "The City reserves the right to modify requirements on any RFP if it is in the best interest of the City." ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

Issue No.	APPEAL	EWDD RESPONSE
5	<p>Deficient Technical Assistance</p> <p>I. The process involved over 24 separate Q&A documents. Responses frequently stated questions were "beyond the scope of technical assistance" or provided circular references to ambiguous RFP sections.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● The City provided a Technical Assistance period in which one hundred and fifteen (115) questions were received through email. Such assistance intended to further explain the City's requirements and expectations. Answers were disseminated through the online Regional Area Marketplace for Procurement (RAMP) Platform to all eligible bidders on the WorkSource Center Request for Qualifications (RFQ) Qualified List. <ul style="list-style-type: none"> ○ To ensure timely assistance, EWDD committed to providing a response to questions submitted within three days. While this commitment resulted in an increase of Q&A documents, EWDD was consistent in publishing responses to every request within three days. ○ As specified in the RFP solicitation, assistance with a proposer's narratives and/or a proposer's responses to the RFP was beyond the scope of Technical Assistance. These questions were not reviewed or answered and applicants were informed that their inquiry was beyond the scope. ○ In instances in which the question pertained to information that was readily available in the RFP, the City directed applicants to specific language in the solicitation. ● As per RFP Section 2.16 Proposal Appeal Process - Appeal Rights: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

Issue No.	APPEAL	EWDD RESPONSE
6	<p>Only Two Raters with Binary Pass/Fail Scoring</p> <p>I. EWDD used eight external raters total for 21 citywide proposals, with two raters per proposal. EWDD employed binary scoring where raters assigned either 1 or 0 points per item—if an item was not located, deemed incomplete, or deemed incorrectly formatted, zero points were assigned. Raters were required to reach consensus, meaning when raters disagreed, one had to change their score to match the other, even if this resulted in zero points, which happened in at least one instance for WLCAC's evaluation. This methodology was never disclosed in the RFP.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP <u>Section 4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. <ul style="list-style-type: none"> ○ The same scoring tool was used to rate all proposals. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● The use of two raters is consistent with our practice, including at least 2 WSC and 2 YSC Requests for Proposals in which WLCAC was funded. ● As per RFP Section 7: General RFP and City Contracting Information: "The City shall review and rate submitted proposals." <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation. ● As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

Issue No.	APPEAL	EWDD RESPONSE
7	<p>Undisclosed Comparative Scoring</p> <p>I. EWDD revealed during the debrief that proposals were scored comparatively rather than against fixed standards. Points were assigned based on how one proposal's metrics compared to competitors' responses—if a competitor proposed 10 clients and received 10 points, WLCAC's proposal for 7 clients received 7 points (70%). The RFP provided no guidance on quantitative metrics that would be valued or compared. For quantitative elements, administrative personnel—not external raters—extracted data and input it into an undisclosed formula.</p> <p>None of these methodologies were disclosed in the RFP Solicitation.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> • The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP <u>Section 4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. • The City followed a consistent process and utilized a scoring tool based on questions asked in the RFP. <ul style="list-style-type: none"> ○ The same scoring tool was used to rate all proposals. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. • As per RFP <u>Section 7: General RFP and City Contracting Information</u>: “The City shall review and rate submitted proposals.” <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation. • As per RFP <u>Section 2.15 Proposal Review Process and Proposal Award</u>: “All eligible proposals shall be reviewed for...competitive standing as compared to all other proposals.” • As per RFP <u>Section 2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

EWDD RECOMMENDATIONS

EWDD recommends that **all appeals be denied** as described in each appeal section. The appellants did not identify areas in which EWDD failed to consistently apply the RFP criteria or follow procedures as outlined in the WSC RFP.



5.

DATE: February 19, 2026

TO: Workforce Development Board (WDB)/Local Elected

FROM:

SUBJECT: Guidance from the City Attorney on Appeals Parameters:

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

No Attachments Available



6.

DATE: February 19, 2026

TO: Workforce Development Board (WDB)/Local Elected

FROM:

SUBJECT: UAW-Labor Employment and Training Corporation - West Adams/Baldwin Hills/Leimert Appeal (5 Minutes)

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ▣ 3a. UAW-LETC-West Adams CPA - WSC Operators RFP Notification Letter
- ▣ 4a. UAW-LETC- West Adams CPA - WSC RFP Letter of Appeal (1)
- ▣ 6a. UAW - 2025 WSC RFP Appeals Summary & EWDD Response - FINAL.docx (1)

CITY OF LOS ANGELES

CALIFORNIA

FRED JACKSON
INTERIM GENERAL MANAGER



KAREN BASS
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

444 S. FLOWER STREET
LOS ANGELES, CA 90071

January 16, 2026

Phillip Tan
Executive Vice President/Chief Executive Officer
UAW-Labor Employment and Training Corporation
11010 Artesia Blvd.
Cerritos, CA 90703

**SUBJECT: WORKSOURCE CENTER OPERATORS REQUEST FOR PROPOSALS
EVALUATION RESULTS – UNITED AUTO WORKERS LABOR
EMPLOYMENT AND TRAINING CORPORATION – WEST ADAMS -
BALDWIN HILLS - LEIMERT PARK COMMUNITY PLANNING AREA**

Dear Mr. Tan:

The Economic and Workforce Development Department (EWDD) has completed the review and evaluation process of the proposals submitted in response to the 2025 WorkSource Center (WSC) Operators Request for Proposals (RFP). We regret to inform you that your proposal did not receive a qualifying score.

Based on this review, your proposal has received the following score:

EVALUATION CATEGORY	POINTS POSSIBLE	SCORE
Program Design	25	16
Employer Engagement	20	12
Performance Outcomes & Business Results	25	17
Facility Site Readiness	10	10
Budget/Cost Reasonableness	20	0
Total	100	55

A proposal with a score of 70 points or greater is eligible to receive funding under this RFP. However, a score of 70 points or greater does not guarantee that a proposal will be funded. Final recommendations are subject to a determination by the Workforce Development Board (WDB) – Appeals Board. Furthermore, prior to finalizing contract execution, the proposer must remain in good fiscal standing and not have any significant, unresolved fiscal, reporting or program issues with any of its current or past funding sources.

REVIEW OF RESULTS

If you are interested in reviewing the comments made by the evaluation committee, please email the **Procurement Unit** at EWDD.Planning@lacity.org by **January 20, 2026, 5:00 p.m.** to make arrangements.

PRESENTATION OF PRELIMINARY RESULTS TO THE WORKFORCE DEVELOPMENT BOARD

The preliminary results of the WorkSource Center Operators RFP are scheduled to be presented to the City of Los Angeles (City) WDB during the January 29, 2026 Board meeting.

Final recommendations are subject to a determination by the WDB Appeals Board.

APPEAL RIGHTS AND PROCESS

Proposers may appeal procedural issues only. Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded is not sufficient basis for an appeal. Differences of opinion about the merits of a proposal are not grounds for submitting an appeal.

Letter of Appeal

Appeals shall be submitted **electronically to EWDD.Planning@lacity.org no later than five (5) business days** after the date of the RFQ notification results letter. To file an appeal, applicants must submit a written request and identify the specific reason for the appeal. Written appeals shall not be more than three typewritten 8 ½ x 11 inch pages and shall request that an appeals review be granted. Written appeals must include the following information:

- The name, address and telephone number of the RFP applicant;
- The name/title of RFP to which the organization responded; and
- Detailed statement of the specific procedural issues for appeal.

Written appeals may not include any new or additional information that was not submitted with the original RFP application. Only one appeal per RFP application will be permitted.

Appeal Submission and Deadline

Written appeals **MUST** be emailed as an attached letter to the EWDD Procurement Unit at EWDD.Planning@lacity.org **no later than 5:00 p.m. on Monday, January 26, 2026.**

Appeals Board

In case of an appeal, the Appeals Board shall be established in accordance with the WDB/LEO (Local Elected Official) agreement. All Appeals Board members shall be provided with a copy of the procurement document, a copy of the Procurement Guidelines found within the current WDB Annual Plan, a summary of facts regarding the specific

procurement that includes a written summary of the procurement process, and each written appeal together with a departmental response. In the Appeals Hearing, appellants shall have five minutes to make their oral presentation, followed by a question-and-answer period not to exceed fifteen minutes at the discretion of the Board. The decision of the Appeals Board shall be considered final and will be EWDD's final recommendation.

NEXT STEPS

Recommendations for funding are subject to funds available, fiscal review, and final determinations by the Appeals Board.

EWDD will prepare the final WSC recommendations, including site locations, contract awardees, and total award amounts, to be presented at the January 29, 2026 WDB Meeting.

Subsequent to approval by the WDB and any action by the Appeals Board, EWDD will prepare a final summary of scores and funding recommendations and will transmit to the City Council and Mayor for final approval.

Sincerely,



GERARDO RUVALCABA
Assistant General Manager

GR:DB:EM:MF:cg



**LABOR EMPLOYMENT
and
TRAINING CORPORATION**

A TOTAL JOB DEVELOPMENT AND TRAINING SYSTEM

January 26, 2026

Applicant: UAW-Labor Employment and Training Corporation
11010 Artesia Blvd.
Cerritos, CA 90703
PH: 562-977-4760

Economic and Workforce Development Department/ Appeals Committee
City of Los Angeles
444 S. Flower Street
Los Angeles, CA 90071

RE: Letter of Appeal WorkSource Center Operators RFP – CPA West Adams – Baldwin Hills – Leimert Park

Dear Members of the Appeal Committee,

UAW-Labor Employment and Training Corporation (UAW-LETC) respectfully submits this appeal in accordance with the procedures outlined in the WorkSource Center Request for Proposals (RFP) regarding the process applied in the review of our budget submission. At the outset, UAW-LETC acknowledges responsibility for an oversight that resulted in the budget pages being submitted approximately three hours after the 5:00 p.m. deadline on October 9, 2025.

On October 29, 2025, UAW-LETC received written notification from the EWDD Planning Committee identifying certain required documents as missing or incomplete and for extending a “one-time opportunity to correct deficiencies” in the interest of a successful procurement process. The notice clearly outlined the specific materials requiring revision—Budget Exhibit Forms #2–6 (Adult and Dislocated Worker), #7 (Leveraged Resources), and #8 (Salary Range)—and provided instructions for resubmission using the official EWDD Excel templates.

In good-faith reliance on this guidance, UAW-LETC promptly submitted all requested and corrected materials on October 31, 2025, individually and in the required Excel formats, including all budget and contracting documents identified in the notice.

Upon receiving EWDD’s evaluation of the RFP, UAW-LETC was assigned zero points for the budget component, which carries a maximum of 20 points. Our budget submission was excluded from the evaluation. We kindly request consideration of our budget, as we fully complied with the follow-up email’s request for the required documents. We also ask that the EWDD include our submitted budget, consistent with the instructions provided on October 29. This request is consistent with the spirit and intent of the October 29 communication and the procurement process outlined by EWDD. Based on the express language of the October 29 notification and the subsequent acknowledgment, UAW-LETC reasonably

11010 Artesia Blvd. • Cerritos, CA 90703 • (562) 989-7700 • Fax (562) 977-476928



**LABOR EMPLOYMENT
and
TRAINING CORPORATION**

A TOTAL JOB DEVELOPMENT AND TRAINING SYSTEM

understood that the identified deficiencies had been addressed and that the corrected materials would be considered as part of our complete proposal.

UAW-LETC is grateful for the Committee's time and commitment to a transparent and inclusive procurement process. We submit this appeal with humility and appreciation for the opportunity to seek clarification on this procedural matter and that an appeals review be granted.

Thank you for your kind attention,

Philip Tan
Executive Vice President/Chief Executive Officer

**2025 WORKSOURCE CENTER (WSC) OPERATORS REQUEST FOR PROPOSAL (RFP)
APPEALS SUMMARY AND EWDD RESPONSE**

APPELLANT: UAW-Labor Employment and Training Corporation (LETC) – South LA

ISSUE NO.	APPEAL	EWDD RESPONSE
1	<p>Late Budget Submission</p> <p>I. At the outset, UAW-LETC acknowledges responsibility for an oversight that resulted in the budget pages being submitted approximately three hours after the 5:00 p.m. deadline on October 9, 2025.</p> <p>II. On October 29, 2025, UAW-LETC received written notification from the EWDD Planning Committee identifying certain required documents as missing or incomplete and for extending a "one-time opportunity to correct deficiencies" in the interest of a successful procurement process.</p> <p>III. In good-faith reliance on this guidance, UAW-LETC promptly submitted all requested and corrected materials on October 31, 2025, individually and in the required Excel formats, including all budget and contracting documents identified in the notice.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● As per RFP Section <u>2.11 - Submission of Proposals</u>: “Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. Proposals NOT Received by the Due Date and Time are NOT Subject to Appeal Rights.” <ul style="list-style-type: none"> ○ The appellant acknowledges responsibility for submitting proposal budget exhibits after the RFP deadline. ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.” <ul style="list-style-type: none"> ○ The City could not verify information pertaining to budget information contained in the initial proposal submission. ● The October 29, 2025 email from the department regarding correcting deficiencies clearly stated, “Applicants that submitted late proposal exhibits listed above will not have the opportunity to resubmit those forms.” <ul style="list-style-type: none"> ○ The City followed a consistent process and did not accept any proposal items that were submitted after the deadline. ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided...The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered.”

ISSUE NO.	APPEAL	EWDD RESPONSE
		<ul style="list-style-type: none"> ○ During the one-week extension to submit contracting documents and incorrectly formatted exhibits, UAW-LETC re-submitted budgets that were previously submitted past the deadline. However, the City could not accept these budgets that were previously deemed late because applicants that submit late exhibits were deemed non-responsive. If exhibits are not complete at the time of proper submission, the City reserves the right to reject any such proposal exhibits.
	<p>VI. Upon receiving EWDD's evaluation of the RFP, UAW-LETC was assigned zero points for the budget component, which carries a maximum of 20 points. Our budget submission was excluded from the evaluation. We kindly request consideration of our budget, as we fully complied with the follow-up email's request for the required documents. We also ask that the EWDD include our submitted budget, consistent with the instructions provided on October 29. This request is consistent with the spirit and intent of the October 29 communication and the procurement process outlined by EWDD.</p>	<ul style="list-style-type: none"> ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points."



7.

DATE: February 19, 2026
TO: Workforce Development Board (WDB)/Local Elected
FROM:
SUBJECT: LA Urban League - West Adams/Baldwin Hills/Leimert Appeal (5 Minutes)

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ▣ 3b. LAUL-West Adams CPA - WSC Operators RFP Notification Letter
- ▣ 4b. Appeal to EWDD for Los Angeles Urban League's Baldwin Hills–Leimert Park Community Planning Area proposal (1)
- ▣ 6b. LAUL - 2025 WSC RFP Appeals Summary & EWDD Response - FINAL.docx (1)

CITY OF LOS ANGELES

CALIFORNIA

FRED JACKSON
INTERIM GENERAL MANAGER



KAREN BASS
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

444 S. FLOWER STREET
LOS ANGELES, CA 90071

January 16, 2026

Cynthia Mitchell-Heard
President & Chief Executive Officer
Los Angeles Urban League
4401 South Crenshaw Blvd, Suite 201
Los Angeles, CA 90043

**SUBJECT: WORKSOURCE CENTER OPERATORS REQUEST FOR PROPOSALS
EVALUATION RESULTS – LOS ANGELES URBAN LEAGUE -
BALDWIN HILLS - LEIMERT PARK COMMUNITY PLANNING AREA**

Dear Ms. Heard:

The Economic and Workforce Development Department (EWDD) has completed the review and evaluation process of the proposals submitted in response to the 2025 WorkSource Center (WSC) Operators Request for Proposals (RFP). We regret to inform you that your proposal did not receive a qualifying score.

Based on this review, your proposal has received the following score:

EVALUATION CATEGORY	POINTS POSSIBLE	SCORE
Program Design	25	8
Employer Engagement	20	15
Performance Outcomes & Business Results	25	20
Facility Site Readiness	10	7
Budget/Cost Reasonableness	20	0
Total	100	50

A proposal with a score of 70 points or greater is eligible to receive funding under this RFP. However, a score of 70 points or greater does not guarantee that a proposal will be funded. Final recommendations are subject to a determination by the Workforce Development Board (WDB) – Appeals Board. Furthermore, prior to finalizing contract execution, the proposer must remain in good fiscal standing and not have any significant, unresolved fiscal, reporting or program issues with any of its current or past funding sources.

REVIEW OF RESULTS

If you are interested in reviewing the comments made by the evaluation committee, please email the **Procurement Unit** at EWDD.Planning@lacity.org by **January 20, 2026, 5:00 p.m.** to make arrangements.

PRESENTATION OF PRELIMINARY RESULTS TO THE WORKFORCE DEVELOPMENT BOARD

The preliminary results of the WorkSource Center Operators RFP are scheduled to be presented to the City of Los Angeles (City) WDB during the January 29, 2026 Board meeting.

Final recommendations are subject to a determination by the WDB Appeals Board.

APPEAL RIGHTS AND PROCESS

Proposers may appeal procedural issues only. Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded is not sufficient basis for an appeal. Differences of opinion about the merits of a proposal are not grounds for submitting an appeal.

Letter of Appeal

Appeals shall be submitted **electronically to EWDD.Planning@lacity.org no later than five business days** after the date of the RFQ notification results letter. To file an appeal, applicants must submit a written request and identify the specific reason for the appeal. Written appeals shall not be more than three typewritten 8 ½ x 11 inch pages and shall request that an appeals review be granted. Written appeals must include the following information:

- The name, address and telephone number of the RFP applicant;
- The name/title of RFP to which the organization responded; and
- Detailed statement of the specific procedural issues for appeal.

Written appeals may not include any new or additional information that was not submitted with the original RFP application. Only one appeal per RFP application will be permitted.

Appeal Submission and Deadline

Written appeals **MUST** be emailed as an attached letter to the EWDD Procurement Unit at EWDD.Planning@lacity.org **no later than 5:00 p.m. on Monday, January 26, 2026.**

Appeals Board

In case of an appeal, the Appeals Board shall be established in accordance with the WDB/LEO (Local Elected Official) agreement. All Appeals Board members shall be provided with a copy of the procurement document, a copy of the Procurement Guidelines found within the current WDB Annual Plan, a summary of facts regarding the specific

procurement that includes a written summary of the procurement process, and each written appeal together with a departmental response. In the Appeals Hearing, appellants shall have five minutes to make their oral presentation, followed by a question-and-answer period not to exceed fifteen minutes at the discretion of the Board. The decision of the Appeals Board shall be considered final and will be EWDD's final recommendation.

NEXT STEPS

Recommendations for funding are subject to funds available, fiscal review, and final determinations by the Appeals Board.

EWDD will prepare the final WSC recommendations, including site locations, contract awardees, and total award amounts, to be presented at the January 29, 2026 WDB Meeting.

Subsequent to approval by the WDB and any action by the Appeals Board, EWDD will prepare a final summary of scores and funding recommendations and will transmit to the City Council and Mayor for final approval.

Sincerely,



GERARDO RUVALCABA
Assistant General Manager

GR:DB:EM:MF:cg



Economic and Workforce Development Department
Procurement Unit
City of Los Angeles
EWDD.Planning@lacity.org

**RE: Letter of Appeal
WORKSOURCE CENTER OPERATORS REQUEST FOR PROPOSALS
EVALUATION RESULTS – LOS ANGELES URBAN LEAGUE
BALDWIN HILLS–LEIMERT PARK COMMUNITY PLANNING AREA**

BOARD OFFICERS

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Vice Chair
Janene Drafs

Secretary
Todd Hollander

Treasurer
Michael Ferrara

President & CEO
Cynthia Mitchell-Heard

Dear Appeals Board Members,

On behalf of the Los Angeles Urban League, I respectfully submit this appeal regarding the evaluation process for the 2025 WorkSource Center Operators Request for Proposals for the Baldwin Hills–Leimert Park Community Planning Area. This appeal is submitted pursuant to the procedural appeal provisions of the RFP and is limited solely to issues of process, clarity, and consistency in the administration of the evaluation.

This appeal does not challenge the merits of competing proposals, nor does it dispute the professional judgment of individual evaluators. Rather, it raises specific procedural concerns that, taken together, may have materially affected how our proposal was reviewed and scored.

DIRECTORS

Andrea Ambrose Lobato, Esq.

Rick Barragan

Janice Bryant Howroyd

Mark Cornwell

Janene Drafs

Opio Dupree

Monique Earl

David A. Ford

Elliott Hinds, Esq.

Marc A. Jones, Esq.

Jennifer Gonring

Raphael Henderson

Jessie Kornberg, J.D.

Dhananjay Manthripragada, Esq.

Noel Massie

Linwood McNeill

Gregory Plummer

Wallace Rawls

Marcus Reese

Candace Rohr

Julia Romano, Esq.

Susana Sandoval-Young

Kendall Simmonds

Caprice Willard Bent

Stanley Washington

Lillian Wilson

I. Budget Submission Format and Zero-Point Score

The Los Angeles Urban League received a score of zero points in the Budget and Cost Reasonableness category, which carried a maximum value of 20 points. During the feedback discussion, we were advised that this score was assigned because budget documents were submitted in PDF format rather than as native Excel files.

While the RFP states that proposed budget forms must be submitted in Excel format, neither the RFP nor the subsequent corrective resubmission correspondence specifies that Excel-based spreadsheets saved as PDFs would be deemed non-responsive or would result in a zero-point score rather than a “Fail” determination or disqualification. The solicitation does not identify file format conversion as a scoring criterion, nor does it state that submission in PDF format would preclude evaluation of budget content.

Further, when the City provided a one-time opportunity to correct identified submission issues, the correspondence characterized the matter as one of submission format and completeness. With respect to the Budget Exhibits, the communication stated that certain forms were not submitted as the individual templates provided by the department, which include locked cells and formulas. The correspondence did not indicate that native Excel files were required, nor did it warn that failure to submit materials in a particular file format would result in a zero-point score or preclude scoring altogether.

The Los Angeles Urban League responded in good faith by resubmitting the requested materials consistent with the guidance provided and requested confirmation of receipt and readability. No further clarification, notice of noncompliance, or warning regarding scoring consequences was provided.

Assigning a zero-point score under these circumstances appears to apply an unstated evaluation standard and represents a disproportionate outcome with material impact on eligibility, as the absence of these points alone determined whether the proposal met the minimum threshold for consideration.



II. Program Design Page Limits and Supplemental Narrative Interpretation

The Program Design section received a significantly reduced score despite feedback acknowledging the strength of the proposal’s vision and intent. We were advised that evaluators expected a separate five-page supplemental narrative in addition to the submitted materials.

The RFP language describes a five-page limit for Program Design responses but does not clearly state that an additional narrative beyond that limit was required or expected. Given multiple amendments to page limits and exhibit instructions throughout the solicitation period, it was reasonable to interpret the stated limit as a maximum total length rather than an additive requirement.

Because this expectation was not clearly articulated, proposers could not reasonably know that exceeding the stated page limit would be advantageous or necessary for full consideration. This ambiguity directly affected how information was structured and presented.

In addition, the proposal did include narrative text supporting Exhibits I through V, consistent with the RFP instruction that a single narrative of up to five pages be provided for all Program Design exhibits combined. The evaluation feedback suggesting the absence of a narrative appears to reflect an expectation for a separate or additional document that was not clearly required by the solicitation.

III. Comparative Evaluation Framework and Benchmarking

During the feedback discussion, we were informed that proposals were evaluated comparatively, with outliers removed and scores normalized based on what evaluators deemed appropriate, including reference to existing WorkSource Center operational models.

The RFP does not clearly state that proposals would be evaluated against incumbent operators’ established staffing structures, hours of operation, or fully mature service models. Absent such guidance, proposers could reasonably interpret the solicitation as permitting scalable or phased operational approaches appropriate for new or transitioning operators.

The absence of transparency regarding normalization methods, benchmarking standards, and comparator selection raises procedural questions as to whether all proposals were evaluated under a clearly defined and uniformly disclosed framework.

IV. Visual Formatting and Accessibility Expectations

Feedback also suggested that Program Design scoring was affected by visual presentation elements, including the use of color coding to differentiate priority populations such as individuals with disabilities, veterans, older workers, and other vulnerable groups.

While the proposal clearly identified and addressed all required populations using consistent and accessible formatting, the RFP did not establish visual design standards, color usage requirements, or aesthetic criteria tied to scoring. Penalization based on unstated visual preferences constitutes a procedural issue rather than a substantive deficiency.

V. Access to Technical Assistance and Solicitation Amendments

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The solicitation process was characterized by a high volume of amendments, revisions, updates, and corrective notices issued over a condensed period. Based on the City’s procurement record, more than twenty formal amendments and revised documents were posted, including multiple versions labeled “FINAL,” revised page limits, updated exhibit instructions, deadline changes, and subsequent correction notices.

In addition, access issues were encountered during the Virtual Proposers’ Conference held on July 23, 2025, including delayed entry due to multiple access links. A subsequent written request for the presentation materials was submitted on August 7, 2025; those materials were not received.

To the extent that evaluators relied on guidance, examples, or expectations conveyed verbally during that session, particularly regarding formatting, presentation, or submission mechanics, the absence of written materials or recordings available to all proposers represents a procedural access concern. When combined with the frequency of solicitation amendments, this environment heightened the risk that reasonable interpretations of the RFP would differ from evaluator expectations that were not clearly documented.

VI. Evaluation Panel Size and Impact of Ambiguity

We were informed that our proposal was evaluated by two reviewers drawn from a larger reviewer pool. While we respect the City’s discretion in evaluator assignment, the limited number of reviewers amplified the impact of the ambiguities described above. In circumstances where unclear requirements resulted in categorical point losses, the absence of broader consensus review increased the likelihood that interpretive differences were not mitigated through averaging or deliberation.

Conclusion

The Los Angeles Urban League respectfully requests that the Appeals Board review the procedural issues outlined above. These concerns, taken together, raise questions regarding clarity, proportionality, and consistency in the application of the RFP’s evaluation framework and may have materially affected the outcome of the review.

We appreciate the Appeals Board’s time and consideration and thank you for the opportunity to submit this appeal.

Sincerely,

Lauren O’Hara Abeyta
Vice President, Business Development
Los Angeles Urban League
4401 Crenshaw Boulevard, Suite 201
Los Angeles, CA 90043
(323) 299-9660

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- Kendall Simmonds
- Caprice Willard Bent
- Stanley Washington
- Lillian Wilson

**2025 WORKSOURCE CENTER (WSC) OPERATORS REQUEST FOR PROPOSAL (RFP)
APPEALS SUMMARY AND EWDD RESPONSE**

APPELLANT: Los Angeles Urban League (LAUL) – South LA

ISSUE NO.	APPEAL	EWDD RESPONSE
1	<p>Budget Submission Format and Zero-Point Score</p> <p>I. The Los Angeles Urban League received a score of zero points in the Budget and Cost Reasonableness category, which carried a maximum value of 20 points. During the feedback discussion, we were advised that this score was assigned because budget documents were submitted in PDF format rather than as native Excel files.</p> <p>While the RFP states that proposed budget forms must be submitted in Excel format, neither the RFP nor the subsequent corrective resubmission correspondence specifies that Excel-based spreadsheets saved as PDFs would be deemed non-responsive or would result in a zero-point score rather than a “Fail” determination or disqualification. The solicitation does not identify file format conversion as a scoring criterion, nor does it state that submission in PDF format would preclude evaluation of budget content.</p> <p>II. Further, when the City provided a one-time opportunity to correct identified submission issues, the correspondence characterized the matter as one of submission format and completeness. With respect to the Budget Exhibits, the communication stated that certain forms were not submitted as the</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● As per RFP Section <u>5. WorkSource Center Proposal Package - Cost Reasonableness and Leveraged Resources</u>: “To ‘pass’ this category, the budget must comply with the following guidelines: Submit a complete budget using the prescribed ‘Budget’ forms only. Failure to comply with these guidelines will result in a ‘Fail’ rating, which may disqualify the proposal from consideration.” <ul style="list-style-type: none"> ○ RFP Section <u>6.1 General Proposal Preparation Guidelines - Overview</u> specifies “The proposed budget forms must be submitted in Excel format and comply with the budget guidelines as outlined in the RFP.” ○ Excel budget forms were provided to applicants with pre-set formulas and locked cells to ensure the integrity of the evaluation process. Budget forms received as PDFs made it impossible to verify the integrity of the document, and thus, inevaluable. ○ Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.” ○ The City further clarified the Excel formatting requirement for budget forms in Q&A #6, Question 51: “With the exception of the excel formatted Budget Forms #2 - #8 pertaining to Attachment 4 - Exhibit 13, all documents should be included into one PDF file.” ● The October 29, 2025 email from the department regarding proposal issues clearly stated: “Budget Exhibit Forms #2-6 Adult, #2-6 Dislocated Worker, #7 Leveraged Resources, and #8 Salary Range were not submitted as the individual Excel templates provided by the department, which includes locked cells and formulas. Budget Exhibit forms must be individually submitted Excel files, using the templates

ISSUE NO.	APPEAL	EWDD RESPONSE
	<p>individual templates provided by the department, which include locked cells and formulas. The correspondence did not indicate that native Excel files were required, nor did it warn that failure to submit materials in a particular file format would result in a zero-point score or preclude scoring altogether.</p> <p>The Los Angeles Urban League responded in good faith by resubmitting the requested materials consistent with the guidance provided and requested confirmation of receipt and readability. No further clarification, notice of noncompliance, or warning regarding scoring consequences was provided.</p>	<p>provided by the department. Failure to correct deficiencies by the stated deadline may result in the disqualification of your submission to the WSC Operator RFP.”</p> <ul style="list-style-type: none"> ○ The above correspondence from the City specifically indicates the requirement of Excel formatted Budget Exhibits. In response to the opportunity to correct formatting issues, LAUL submitted PDF Budget Exhibits once again. ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided...The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered.” ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.”
	<p>III. Assigning a zero-point score under these circumstances appears to apply an unstated evaluation standard and represents a disproportionate outcome with material impact on eligibility, as the absence of these points alone determined whether the proposal met the minimum threshold for consideration.</p>	<ul style="list-style-type: none"> ● As per RFP Section 2.16 Proposal Appeal Process - Appeal Rights: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ○ The City followed a consistent process and evaluated only the Budget Exhibits that were submitted by applicants in the correct Excel format. ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.”

ISSUE NO.	APPEAL	EWDD RESPONSE
2	<p>Program Design Page Limits and Supplemental Narrative Interpretation</p> <p>I. The Program Design section received a significantly reduced score despite feedback acknowledging the strength of the proposal’s vision and intent. We were advised that evaluators expected a separate five-page supplemental narrative in addition to the submitted materials.</p> <p>Because this expectation was not clearly articulated, proposers could not reasonably know that exceeding the stated page limit would be advantageous or necessary for full consideration. This ambiguity directly affected how information was structured and presented.</p> <p>In addition, the proposal did include narrative text supporting Exhibits I through V, consistent with the RFP instruction that a single narrative of up to five pages be provided for all Program Design exhibits combined. The evaluation feedback suggesting the absence of a narrative appears to reflect an expectation for a separate or additional document that was not clearly required by the solicitation.</p> <p>II. The RFP language describes a fivepage limit for Program Design responses but does not clearly state that an additional narrative beyond that limit was required or</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The amount of points granted to the Program Design Narrative by evaluators is not appealable. ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ○ The City followed a consistent process of adhering to page limit requirements and applicant narratives that went above the limit were not considered beyond the stated threshold. Only the required RFP exhibits and narratives submitted by all applicants were evaluated. ● The requirement to submit a fivepage supplemental Program Design Narrative is clearly stated in the following:

ISSUE NO.	APPEAL	EWDD RESPONSE
	<p>expected. Given multiple amendments to page limits and exhibit instructions throughout the solicitation period, it was reasonable to interpret the stated limit as a maximum total length rather than an additive requirement.</p>	<ul style="list-style-type: none"> ○ RFP section <u>5. WorkSource Center Proposal Package - Program Design</u>: “Proposers must complete Exhibits I - V with a maximum 5-page supplemental narrative supporting the Exhibits.” ○ RFP <u>Attachment 1 - 2025 WSC RFP Proposal Contents Checklist</u>: A line item is reserved for the Program Design Narrative. The Appellant did not submit the Checklist with their proposal, as required by the solicitation. ○ RFP <u>Attachment 3 - Proposal Package Narratives and Forms - Exhibits 1-12</u>: “Proposers must submit a maximum 5-page narrative supporting responses for Exhibits I – V. The response should not exceed 5 pages for all exhibits combined (not including the 2-page Homeless Strategy Narrative).” ● The City provided a Technical Assistance period in which one hundred and fifteen (115) questions were received through email. Such assistance intended to further explain the City’s requirements and expectations. Answers were disseminated through the online Regional Area Marketplace for Procurement (RAMP) Platform to all eligible bidders on the WorkSource Center Request for Qualifications (RFQ) Qualified List. <ul style="list-style-type: none"> ○ The City clarified the 5-page limit for the supplemental narrative “applies to Exhibits I - V in the Program Design section” in Q&A #1, Question 8. ○ The City clarified the requirement of a 5-page Program Design Narrative pertaining to Exhibits I - V in Q&A #11, Question 61: “The maximum 5-page narrative for Exhibits I - V does not include the two page Homeless Strategy Narrative.” ○ LAUL did not submit any formal Technical Assistance questions to further clarify the requirement of the supplemental Program Design Narrative. ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.”

ISSUE NO.	APPEAL	EWDD RESPONSE
3	Comparative Evaluation Framework and Benchmarking	The City recommends that this appeal be DENIED for the following reasons:
	I. During the feedback discussion, we were informed that proposals were evaluated comparatively, with outliers removed and scores normalized based on what evaluators deemed appropriate, including reference to existing WorkSource Center operational models.	<ul style="list-style-type: none"> ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.
	II. The RFP does not clearly state that proposals would be evaluated against incumbent operators’ established staffing structures, hours of operation, or fully mature service models. Absent such guidance, proposers could reasonably interpret the solicitation as permitting scalable or phased operational approaches appropriate for new or transitioning operators.	<ul style="list-style-type: none"> ● As per RFP Section <u>2.15 Proposal Review Process and Proposal Award</u>: “All eligible proposals shall be reviewed for...competitive standing as compared to all other proposals.”
	III. The absence of transparency regarding normalization methods, benchmarking standards, and comparator selection raises procedural questions as to whether all proposals were evaluated under a clearly defined and uniformly disclosed framework.	<ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP Section <u>4. Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. ● The City followed a consistent process and utilized a scoring tool based on questions asked in the RFP. <ul style="list-style-type: none"> ○ The same scoring tool was used to rate all proposals. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The City shall review and rate submitted proposals.”

ISSUE NO.	APPEAL	EWDD RESPONSE
		<ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation.

ISSUE NO.	APPEAL	EWDD RESPONSE
4	<p>Visual Formatting and Accessibility Expectations</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. Feedback also suggested that Program Design scoring was affected by visual presentation elements, including the use of color coding to differentiate priority populations such as individuals with disabilities, veterans, older workers, and other vulnerable groups.</p>	<ul style="list-style-type: none"> ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.
	<p>II. While the proposal clearly identified and addressed all required populations using consistent and accessible formatting, the RFP did not establish visual design standards, color usage requirements, or aesthetic criteria tied to scoring. Penalization based on unstated visual preferences constitutes a procedural issue rather than a substantive deficiency.</p>	<ul style="list-style-type: none"> ● The solicitation established visual design standards of flowcharts in RFP <u>Attachment 3 - Proposal Package Narratives and Forms - Exhibits 1-12</u>. Applicants were to: <ul style="list-style-type: none"> ○ “Color-code specific activities designed for key vulnerable populations,” ○ “Color-code specific activities designed for those with different levels of educational attainment,” ○ “Color-code those services that will be offered by WSC partner organizations,” and ○ “Color-code activities that will be virtually available.” ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP Section <u>4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. The City maintains discretion of how to allocate points to narratives and exhibits within each major evaluative category. <ul style="list-style-type: none"> ○ RFP Section <u>4. Proposal Evaluation and Scoring</u> states, “Flow Charts should clearly articulate customization of services based on different barriers to employment and/or educational attainment.” <ul style="list-style-type: none"> ■ The color coding requirements in Attachment 3 support this evaluative criteria. ○ The same scoring tool was used to rate all applicants.

ISSUE NO.	APPEAL	EWDD RESPONSE
		<ul style="list-style-type: none"> ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.” ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The City shall review and rate submitted proposals.” <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation.

ISSUE NO.	APPEAL	EWDD RESPONSE
5	<p>Access to Technical Assistance and Solicitation Amendments</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. The solicitation process was characterized by a high volume of amendments, revisions, updates, and corrective notices issued over a condensed period. Based on the City’s procurement record, more than twenty formal amendments and revised documents were posted, including multiple versions labeled “FINAL,” revised page limits, updated exhibit instructions, deadline changes, and subsequent correction notices.</p>	<ul style="list-style-type: none"> ● Twelve (12) amendments to different items including the solicitation, attachments, and deadlines were made. Amendments were announced via RAMP with an accompanying description. Amended documents were labeled “AMENDED” along with the date the item was uploaded. Outdated text within the document was redlined and immediately followed by the new text.
	<p>II. In addition, access issues were encountered during the Virtual Proposers’ Conference held on July 23, 2025, including delayed entry due to multiple access links. A subsequent written request for the presentation materials was submitted on August 7, 2025; those materials were not received.</p>	<ul style="list-style-type: none"> ● Attendance of the proposer’s conference was optional. Information presented during this conference consisted only of language contained in the RFP solicitation. ● The City followed a consistent process and did not disseminate RFP materials to proposers individually. RFP materials were only released to all applicants via RAMP.
	<p>III. To the extent that evaluators relied on guidance, examples, or expectations conveyed verbally during that session, particularly regarding formatting, presentation, or submission mechanics, the absence of written materials or recordings available to all proposers represents a procedural access concern. When combined with the frequency of solicitation amendments, this environment heightened the risk that reasonable interpretations of the RFP would differ from evaluator expectations that were not clearly documented.</p>	<ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP Section <u>4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in Section <u>4: Proposal Evaluation and Scoring</u>. The scoring tools used by evaluators relied only on the expectations conveyed in the RFP documents. ● The City provided a two month Technical Assistance period in which questions were received through email. Answers were disseminated through the online Regional Area Marketplace for Procurement (RAMP) Platform to all eligible bidders on the WorkSource Center Request for Qualifications (RFQ) Qualified List. <ul style="list-style-type: none"> ○ In instances in which the question pertained to information that was readily available in the RFP, the City directed applicants to specific language in the solicitation.

ISSUE NO.	APPEAL	EWDD RESPONSE
		<ul style="list-style-type: none"> ○ All questions that were asked during the proposer’s conference were noted and subsequently uploaded publicly to RAMP with answers as a part of the technical assistance series. ● Applicants had a period of twelve weeks to review requirements and prepare responses to this RFP. ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

ISSUE NO.	APPEAL	EWDD RESPONSE
6	<p>Evaluation Panel Size and Impact of Ambiguity</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. We were informed that our proposal was evaluated by two reviewers drawn from a larger reviewer pool. While we respect the City’s discretion in evaluator assignment, the limited number of reviewers amplified the impact of the ambiguities described above. In circumstances where unclear requirements resulted in categorical point losses, the absence of broader consensus review increased the likelihood that interpretive differences were not mitigated through averaging or deliberation.</p>	<ul style="list-style-type: none"> ● Having at least two raters evaluate a proposal is consistent with prior EWDD procurements. ● EWDD relies on volunteers to rate proposals, and as such, rater availability and time commitment are practical limitations that cannot be avoided. ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The City shall review and rate submitted proposals.” <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation. ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP Section <u>4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. <ul style="list-style-type: none"> ○ The same scoring tool was used to rate all proposals. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.



8.

DATE: February 19, 2026

TO: Workforce Development Board (WDB)/Local Elected

FROM:

SUBJECT: Watts Labor Community Action Committee - Southeast LA /Watts Appeal (5 Minutes)

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ▣ 3c. WLCAC-Southeast LA CPA - WSC Operators RFP Notification Letter
- ▣ 4c. WLCAC EWDD Appeal - FINAL 260128 (1)
- ▣ 6c. WLCAC - 2025 WSC RFP Appeals Summary & EWDD Response - FINAL.docx (1)

CITY OF LOS ANGELES

CALIFORNIA

FRED JACKSON
INTERIM GENERAL MANAGER



KAREN BASS
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

444 S. FLOWER STREET
LOS ANGELES, CA 90071

January 16, 2026

Timothy Watkins
President & Chief Executive Officer
Watts Labor Community Action Committee
10950 S. Central Ave.
Los Angeles, CA 90059

**SUBJECT: WORKSOURCE CENTER OPERATORS REQUEST FOR PROPOSALS
EVALUATION RESULTS – WATTS COMMUNITY LABOR ACTION
COMMITTEE - SOUTHEAST LOS ANGELES COMMUNITY PLANNING
AREA**

Dear Mr. Watkins:

The Economic and Workforce Development Department (EWDD) has completed the review and evaluation process of the proposals submitted in response to the 2025 WorkSource Center (WSC) Operators Request for Proposals (RFP). We regret to inform you that your proposal did not receive a qualifying score.

Based on this review, your proposal has received the following score:

EVALUATION CATEGORY	POINTS POSSIBLE	SCORE
Program Design	25	11
Employer Engagement	20	12
Performance Outcomes & Business Results	25	10
Facility Site Readiness	10	8
Budget/Cost Reasonableness	20	0
Total	100	41

A proposal with a score of 70 points or greater is eligible to receive funding under this RFP. However, a score of 70 points or greater does not guarantee that a proposal will be funded. Final recommendations are subject to a determination by the Workforce Development Board (WDB) – Appeals Board. Furthermore, prior to finalizing contract execution, the proposer must remain in good fiscal standing and not have any significant, unresolved fiscal, reporting or program issues with any of its current or past funding sources.

REVIEW OF RESULTS

If you are interested in reviewing the comments made by the evaluation committee, please email the **Procurement Unit** at EWDD.Planning@lacity.org by **January 20, 2026, 5:00 p.m.** to make arrangements.

PRESENTATION OF PRELIMINARY RESULTS TO THE WORKFORCE DEVELOPMENT BOARD

The preliminary results of the WorkSource Center Operators RFP are scheduled to be presented to the City of Los Angeles (City) WDB during the January 29, 2026 Board meeting.

Final recommendations are subject to a determination by the WDB Appeals Board.

APPEAL RIGHTS AND PROCESS

Proposers may appeal procedural issues only. Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded is not sufficient basis for an appeal. Differences of opinion about the merits of a proposal are not grounds for submitting an appeal.

Letter of Appeal

Appeals shall be submitted **electronically to EWDD.Planning@lacity.org no later than five business days** after the date of the RFQ notification results letter. To file an appeal, applicants must submit a written request and identify the specific reason for the appeal. Written appeals shall not be more than three typewritten 8 ½ x 11 inch pages and shall request that an appeals review be granted. Written appeals must include the following information:

- The name, address and telephone number of the RFP applicant;
- The name/title of RFP to which the organization responded; and
- Detailed statement of the specific procedural issues for appeal.

Written appeals may not include any new or additional information that was not submitted with the original RFP application. Only one appeal per RFP application will be permitted.

Appeal Submission and Deadline

Written appeals **MUST** be emailed as an attached letter to the EWDD Procurement Unit at EWDD.Planning@lacity.org **no later than 5:00 p.m. on Monday, January 26, 2026.**

Appeals Board

In case of an appeal, the Appeals Board shall be established in accordance with the WDB/LEO (Local Elected Official) agreement. All Appeals Board members shall be provided with a copy of the procurement document, a copy of the Procurement Guidelines found within the current WDB Annual Plan, a summary of facts regarding the specific

procurement that includes a written summary of the procurement process, and each written appeal together with a departmental response. In the Appeals Hearing, appellants shall have five minutes to make their oral presentation, followed by a question-and-answer period not to exceed fifteen minutes at the discretion of the Board. The decision of the Appeals Board shall be considered final and will be EWDD's final recommendation.

NEXT STEPS

Recommendations for funding are subject to funds available, fiscal review, and final determinations by the Appeals Board.

EWDD will prepare the final WSC recommendations, including site locations, contract awardees, and total award amounts, to be presented at the January 29, 2026 WDB Meeting.

Subsequent to approval by the WDB and any action by the Appeals Board, EWDD will prepare a final summary of scores and funding recommendations and will transmit to the City Council and Mayor for final approval.

Sincerely,



GERARDO RUVALCABA
Assistant General Manager

GR:DB:EM:MF:cg



IVIE McNEILL WYATT
PURCELL & DIGGS

Rodney S. Diggs, Esq.
Email: rdiggs@imwlaw.com
www.imwlaw.com

LETTER OF APPEAL

January 27, 2026

VIA E-MAIL ONLY

Economic and Workforce Development Department
Procurement Unit
444 South Flower Street, 14th Floor
Los Angeles, CA 90071
EWDD.Planning@lacity.org

RE: APPEAL OF 2025 WORKSOURCE CENTER OPERATORS REQUEST FOR PROPOSALS EVALUATION RESULTS – WATTS LABOR COMMUNITY ACTION COMMITTEE – SOUTHEAST LOS ANGELES COMMUNITY PLANNING AREA

Appellant Information:

Watts Labor Community Action Committee, 10950 S. Central Ave., Los Angeles, CA 90059
Contact: Tina W. Quaye, 323.563.5639

RFP Title: 2025 WorkSource Center Operators Request for Proposals

Detailed Statement of Procedural Issues:

WLCAC respectfully submits this appeal pursuant to Section 2.16 of the RFP Solicitation, demonstrating that the RFP criteria and process were not followed. WLCAC has operated a WorkSource Center serving Watts and Southeast Los Angeles through competitive City contracts for over thirty years.

Public Context: EWDD's January 29, 2026 report to the WDB, transmitted January 22, 2026 by email, recommends reissuance of the RFP for Southeast Los Angeles/Watts due to "insufficient proposals." While WLCAC supports reissuance, we object to EWDD's characterization that non-qualifying organizations had "missing exhibits," "budgets submitted after the deadline," or budgets in "incorrect, unevaluatable format." As demonstrated below, WLCAC submitted all required exhibits by the October 9, 2025 deadline and corrected budget formatting by the November 5, 2025 resubmission deadline following EWDD's invitation, with EWDD's acknowledgment. The need for reissuance stems from the RFP's unclear requirements and the evaluation process's departure from stated criteria, not from deficiencies in WLCAC's submission.

I. EWDD FAILED TO EVALUATE SUBMITTED PROPOSAL ELEMENTS

A. Program Design Narrative Scored Zero Despite Submission

The RFP Proposal Checklist required a "Program Design Narrative." However, the RFP Solicitation stated only: "The Program Design section is comprised of flowcharts and exhibits. Proposers must submit a maximum 5-page narrative supporting responses for Exhibits I - V." No separate narrative was described.

WLCAC sought clarification via Question 67: "The proposal checklist has 'Program Design Narrative,' but the RFP states in pages 45 - 46 only the homeless narrative under Program Design. Please clarify if we need to have a separate program design narrative." EWDD merely repeated the existing RFP language without clarification. WLCAC submitted comprehensive program design content on pages 7-79, including all required Exhibits I-V,

flowcharts, a 5-page supplemental narrative, and a 2-page Homelessness Narrative. During the January 23, 2026 debrief, EWDD indicated evaluators did not locate the Program Design Narrative and assigned zero points, acknowledging that WLCAC and multiple other proposers had submitted unanswered questions regarding this requirement.

EWDD created a separate scoring category for a standalone narrative never clearly required, failed to clarify despite direct questions, then assigned zero points when the narrative response in WLCAC's proposal was deemed inadequate.

B. Budget Scored Zero Despite Timely Correction Per EWDD's Invitation

On October 29, 2025, EWDD notified WLCAC that all budget exhibits were not provided in required Excel format and stated: "Due to the City's interest in having a successful procurement process, we are providing a one-time opportunity to correct deficiencies. Only the formatting of the Budget Exhibit Forms may be corrected. Previously submitted budgets cannot be revised." The resubmission deadline was November 5, 2025.

WLCAC submitted corrected Excel budget forms for both Adult and Dislocated Worker programs on November 3 and 4, 2025. EWDD acknowledged receipt on November 7: "Thank you. Your documents have been received." Despite this acknowledgment, EWDD assigned zero points for Budget/Cost Reasonableness. During the debrief, EWDD explained the budget initially contained only Dislocated Worker information, and evaluators decided not to consider the Adult budget once provided following EWDD's invitation, deeming the entire budget response incomplete and non-responsive.

EWDD invited resubmission, WLCAC complied by the deadline, EWDD acknowledged receipt, yet EWDD retroactively rejected all budget materials and assigned zero points without notifying WLCAC until the scoring review on January 23, 2026.

II. THE RFP FAILED TO PROVIDE ESSENTIAL PROCUREMENT INFORMATION

A. No Scoring Rubric or Point Allocation

The RFP provided only category names and total points without any rubric showing point allocation within categories or criteria for awarding points. For example, "Program Design" totaled 25 points, but the RFP did not indicate how those points would be distributed across participant flowcharts, narratives, partnerships, and staffing—or what would constitute full, partial, or zero points.

B. Multiple Amendments Without Tracked Changes

The RFP underwent at least twelve amendments between July 22 and September 26, 2025, with substantive changes to requirements, page limits, deadlines, and exhibits. While EWDD provided a "List of Changes" document, the amended RFP documents themselves lacked tracked changes, requiring line-by-line comparison of 70-page documents to identify modifications. WLCAC requested traditional amendment format with changes identified by section and page number, but EWDD declined.

C. Deficient Technical Assistance

The process involved over 24 separate Q&A documents. Responses frequently stated questions were "beyond the scope of technical assistance" or provided circular references to ambiguous RFP sections.

III. THE EVALUATION EMPLOYED UNDISCLOSED METHODOLOGIES

A. Only Two Raters with Binary Pass/Fail Scoring

EWDD used eight external raters total for 21 citywide proposals, with two raters per proposal. EWDD employed binary scoring where raters assigned either 1 or 0 points per item—if an item was not located, deemed incomplete, or deemed incorrectly formatted, zero points were assigned. Raters were required to reach consensus, meaning when

raters disagreed, one had to change their score to match the other, even if this resulted in zero points, which happened in at least one instance for WLCAC's evaluation. This methodology was never disclosed in the RFP.

B. Undisclosed Comparative Scoring

EWDD revealed during the debrief that proposals were scored comparatively rather than against fixed standards. Points were assigned based on how one proposal's metrics compared to competitors' responses—if a competitor proposed 10 clients and received 10 points, WLCAC's proposal for 7 clients received 7 points (70%). The RFP provided no guidance on quantitative metrics that would be valued or compared. For quantitative elements, administrative personnel—not external raters—extracted data and input it into an undisclosed formula. None of these methodologies were disclosed in the RFP Solicitation.

IV. RELIEF REQUESTED

EWDD: (1) scored proposals based on undefined requirements that proposers sought unsuccessfully to clarify; (2) invited and acknowledged corrected materials then retroactively rejected them; (3) failed to provide scoring rubrics and evaluation methodologies; (4) released twelve amendments without tracked changes in documents; and (5) employed undisclosed evaluation methods including forced consensus scoring, comparative ranking, and administrative quantification.

WLCAC requests that the Appeals Board:

1. Withdraw the current RFP evaluation results for Southeast Los Angeles/Watts; and
2. Reissue the RFP to prequalified agencies with proper procedures, including: (a) clear instructions for all required proposal elements; (b) detailed scoring rubric with point allocation; (c) disclosure of evaluation methodology; (d) information on review panel structure and number of raters; (e) amended documents with tracked changes; and (f) responsive technical assistance.

WLCAC serves the highest-need community in the City (10.0% unemployment rate, ranking first among 35 CPAs). WLCAC has operated continuously in Southeast Los Angeles for 60 years and employs 319 staff, 100% working in the City and 61.2% residing in the City. The procedural violations documented in this appeal resulted in an arbitrary score that does not reflect the quality of WLCAC's proposal and threatens to sever the community's connection to a trusted, deeply-rooted workforce development provider.

We respectfully request that an appeals review be granted.

Very truly yours,

IVIE McNEILL WYATT PURCELL & DIGGS



RODNEY S. DIGGS, ESQ.

**2025 WORKSOURCE CENTER (WSC) OPERATORS REQUEST FOR PROPOSAL (RFP)
APPEALS SUMMARY AND EWDD RESPONSE**

APPELLANT: Watts Labor Community Action Committee (WLCAC) – South LA

ISSUE NO.	APPEAL	EWDD RESPONSE
1	<p>Program Design Narrative Scored Zero Despite Submission</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. The RFP Proposal Checklist required a "Program Design Narrative." However, the RFP Solicitation stated only: "The Program Design section is comprised of flowcharts and exhibits. Proposers must submit a maximum 5-page narrative supporting responses for Exhibits I - V." No separate narrative was described.</p>	<ul style="list-style-type: none"> ● The requirement to submit a 5-page supplemental Program Design Narrative is clearly stated in the following: <ul style="list-style-type: none"> ○ RFP Section <u>5. WorkSource Center Proposal Package - Program Design</u>: "Proposers must complete Exhibits I - V with a maximum 5-page supplemental narrative supporting the Exhibits." (pg. 46) <ul style="list-style-type: none"> ■ The language here emphasizes that the 5-page narrative is supplemental to Program Design Exhibits I - V. ○ RFP <u>Attachment 1 - 2025 WSC RFP Proposal Contents Checklist</u>: A line item is reserved for the Program Design Narrative. The Appellant did not submit the Checklist with their proposal, as required by the solicitation. ○ RFP <u>Attachment 3 - Proposal Package Narratives and Forms - Exhibits 1-12</u>: "Proposers must submit a maximum 5-page narrative supporting responses for Exhibits I – V. The response should not exceed 5 pages for all exhibits combined (not including the 2-page Homeless Strategy Narrative)."
	<p>II. WLCAC sought clarification via Question 67: "The proposal checklist has 'Program Design Narrative,' but the RFP states in pages 45 - 46 only the homeless narrative under Program Design. Please clarify if we need to have a separate program design narrative." EWDD merely repeated the existing RFP language without clarification.</p>	<ul style="list-style-type: none"> ● The City provided a Technical Assistance period in which one hundred and fifteen (115) questions were received through email. Such assistance intended to further explain the City's requirements and expectations. Answers were disseminated through the online Regional Area Marketplace for Procurement (RAMP) Platform to all eligible bidders on the WorkSource Center Request for Qualifications (RFQ) Qualified List. <ul style="list-style-type: none"> ○ The department response to WLCAC's Question 67 stated, "Page 46 of the RFP indicates that 'Proposers must complete Exhibits I - V with a maximum 5-page supplemental narrative supporting the Exhibits.'" <ul style="list-style-type: none"> ■ Since the question pertained to information that was readily available in the RFP, the department both reiterated the

ISSUE NO.	APPEAL	EWDD RESPONSE
		<p>requirement of a supplemental Program Design Narrative and clarified where to reference the information in the solicitation document. WLCAC did not submit any follow-up questions to further clarify the requirement of the Program Design Narrative.</p> <ul style="list-style-type: none"> ○ The City clarified the 5-page limit for the supplemental narrative “applies to Exhibits I - V in the Program Design section” in Q&A #1, Question 8. ○ The City clarified the requirement of a 5-page Program Design Narrative pertaining to Exhibits I - V in Q&A #11, Question 61: “The maximum 5-page narrative for Exhibits I - V does not include the 2-page Homeless Strategy Narrative.”
	<p>III. EWDD created a separate scoring category for a standalone narrative never clearly required, failed to clarify despite direct questions, then assigned zero points when the narrative response in WLCAC's proposal was deemed inadequate.</p>	<ul style="list-style-type: none"> ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided...The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered.” ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, “The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points.” ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The amount of points granted to the Program Design Narrative by evaluators is not appealable. ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ○ The City followed a consistent process in evaluating only the required RFP exhibits and narratives submitted by all applicants.

ISSUE NO.	APPEAL	EWDD RESPONSE
2	<p>Budget Scored Zero Despite Timely Correction Per EWDD's Invitation</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. On October 29, 2025, EWDD notified WLCAC that all budget exhibits were not provided in required Excel format and stated: "Due to the City's interest in having a successful procurement process, we are providing a one-time opportunity to correct deficiencies. Only the formatting of the Budget Exhibit Forms may be corrected. Previously submitted budgets cannot be revised." The resubmission deadline was November 5, 2025.</p> <p>WLCAC submitted corrected Excel budget forms for both Adult and Dislocated Worker programs on November 3 and 4, 2025. EWDD acknowledged receipt on November 7: "Thank you. Your documents have been received."</p>	<ul style="list-style-type: none"> ● As per RFP Section <u>5. WorkSource Center Proposal Package - Cost Reasonableness and Leveraged Resources</u>: "To 'pass' this category, the budget must comply with the following guidelines: Submit a complete budget using the prescribed 'Budget' forms only. Failure to comply with these guidelines will result in a 'Fail' rating, which may disqualify the proposal from consideration." <ul style="list-style-type: none"> ○ The prescribed Budget forms contained both a Dislocated Worker and Adult Budget Template. In their initial proposal submission, WLCAC only submitted their Dislocated Worker Budget. ● On the original RFP due date of October 9, 2025, WLCAC submitted an incomplete budget package missing a critical budget for the Adult funding stream as required. Per the guidelines above, failure to submit a complete budget using the prescribed budget forms "will result in a "Fail" rating." ● The October 29, 2025 email from the department regarding proposal issues clearly stated: "Applicants cannot submit revised proposal exhibits, program narratives, tables, flowcharts, or budgets. Only the formatting of the Budget Exhibit Forms may be corrected." <ul style="list-style-type: none"> ○ During the one-week period in which applicants were given the opportunity to submit budgets in the correct format, WLCAC submitted a revised Budget which consisted of both the Dislocated Worker and Adult Budgets. However, as noted above, applicants were explicitly prohibited from submitting a revised budget and therefore new budgets were not considered. ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points."
	<p>II. Despite this acknowledgment, EWDD assigned zero points for Budget/Cost Reasonableness. During the debrief, EWDD explained the budget initially contained only Dislocated Worker</p>	<ul style="list-style-type: none"> ● Per RFP Section <u>4 Proposal Evaluation and Scoring</u>, "The City reserves the right to verify information contained in proposals. If the information cannot be verified, the City reserves the right to reduce the rating points." <ul style="list-style-type: none"> ○ The Adult Budget was omitted from WLCAC's submission, therefore making the proposed allocations for the full funding amount both

ISSUE NO.	APPEAL	EWDD RESPONSE
	<p>information, and evaluators decided not to consider the Adult budget once provided following EWDD's invitation, deeming the entire budget response incomplete and non-responsive. EWDD invited resubmission, WLCAC complied by the deadline, EWDD acknowledged receipt, yet EWDD retroactively rejected all budget materials and assigned zero points without notifying WLCAC until the scoring review on January 23, 2026.</p>	<p>unverifiable and inevaluable. Points were granted by evaluators accordingly.</p> <ul style="list-style-type: none"> ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The information requested and the manners of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which information is requested and not furnished or when a direct or complete answer is not provided...The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered.” ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed. ○ The City followed a consistent process and evaluated only complete budget exhibits that were submitted by applicants in the correct Excel format.

ISSUE NO.	APPEAL	EWDD RESPONSE
3	No Scoring Rubric or Point Allocation	The City recommends that this appeal be DENIED for the following reasons:
	<p>I. The RFP provided only category names and total points without any rubric showing point allocation within categories or criteria for awarding points. For example, "Program Design" totaled 25 points, but the RFP did not indicate how those points would be distributed across participant flowcharts, narratives, partnerships, and staffing—or what would constitute full, partial, or zero points.</p>	<ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP Section <u>4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in Section <u>4: Proposal Evaluation and Scoring</u>. The City maintains discretion of how to allocate points to narratives and exhibits within each major evaluative category. ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.
4	Multiple Amendments Without Tracked Changes	The City recommends that this appeal be DENIED for the following reasons:
	<p>I. The RFP underwent at least twelve amendments between July 22 and September 26, 2025, with substantive changes to requirements, page limits, deadlines, and exhibits. While EWDD provided a "List of Changes" document, the amended RFP documents themselves lacked tracked changes, requiring line-by-line comparison of 70-page documents to identify modifications. WLCAC requested traditional amendment</p>	<ul style="list-style-type: none"> ● Twelve amendments to different items including the RFP solicitation, attachments, and deadlines were made. Amendments were announced via the online Regional Area Marketplace for Procurement (RAMP) Platform with an accompanying description of the changes made. Amended documents were labeled “AMENDED” along with the date the item was uploaded. Outdated text within the document was redlined and immediately followed by the new text. ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The City reserves the right to modify requirements on any RFP if it is in the best interest of the City.” ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific

ISSUE NO.	APPEAL	EWDD RESPONSE
	format with changes identified by section and page number, but EWDD declined.	<p>facts demonstrating that the RFP criteria or process were not followed in the review of proposals.</p> <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.
5	<p>Deficient Technical Assistance</p> <p>I. The process involved over 24 separate Q&A documents. Responses frequently stated questions were "beyond the scope of technical assistance" or provided circular references to ambiguous RFP sections.</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p> <ul style="list-style-type: none"> ● The City provided a Technical Assistance period in which one hundred and fifteen (115) questions were received through email. Such assistance intended to further explain the City's requirements and expectations. Answers were disseminated through the online Regional Area Marketplace for Procurement (RAMP) Platform to all eligible bidders on the WorkSource Center Request for Qualifications (RFQ) Qualified List. <ul style="list-style-type: none"> ○ To ensure timely assistance, EWDD committed to providing a response to questions submitted within three days. While this commitment resulted in an increase of Q&A documents, EWDD was consistent in publishing responses to every request within three days. ○ As specified in the RFP solicitation, assistance with a proposer's narratives and/or a proposer's responses to the RFP was beyond the scope of Technical Assistance. These questions were not reviewed or answered and applicants were informed that their inquiry was beyond the scope. ○ In instances in which the question pertained to information that was readily available in the RFP, the City directed applicants to specific language in the solicitation. ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: "Proposers may appeal procedural issues only." Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

ISSUE NO.	APPEAL	EWDD RESPONSE
6	<p>Only Two Raters with Binary Pass/Fail Scoring</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. EWDD used eight external raters total for 21 citywide proposals, with two raters per proposal. EWDD employed binary scoring where raters assigned either 1 or 0 points per item—if an item was not located, deemed incomplete, or deemed incorrectly formatted, zero points were assigned. Raters were required to reach consensus, meaning when raters disagreed, one had to change their score to match the other, even if this resulted in zero points, which happened in at least one instance for WLCAC's evaluation. This methodology was never disclosed in the RFP.</p>	<ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP Section <u>4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. <ul style="list-style-type: none"> ○ The same scoring tool was used to rate all proposals. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● The use of two raters is consistent with our practice, including at least 2 WSC and 2 YSC Requests for Proposals in which WLCAC was funded. ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The City shall review and rate submitted proposals.” <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation. ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal. <ul style="list-style-type: none"> ○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.

ISSUE NO.	APPEAL	EWDD RESPONSE
7	<p>Undisclosed Comparative Scoring</p>	<p>The City recommends that this appeal be DENIED for the following reasons:</p>
	<p>I. EWDD revealed during the debrief that proposals were scored comparatively rather than against fixed standards. Points were assigned based on how one proposal's metrics compared to competitors' responses—if a competitor proposed 10 clients and received 10 points, WLCAC's proposal for 7 clients received 7 points (70%). The RFP provided no guidance on quantitative metrics that would be valued or compared. For quantitative elements, administrative personnel—not external raters—extracted data and input it into an undisclosed formula.</p> <p>None of these methodologies were disclosed in the RFP Solicitation.</p>	<ul style="list-style-type: none"> ● The City followed a consistent process and utilized a scoring tool based on the elements outlined in RFP Section <u>4: Proposal Evaluation and Scoring</u>. Points allocated to major categories of evaluation were outlined in this Section. ● The City followed a consistent process and utilized a scoring tool based on questions asked in the RFP. <ul style="list-style-type: none"> ○ The same scoring tool was used to rate all proposals. ○ Raters were given specific criteria within the scoring tool on which to base their scoring. ● As per RFP Section <u>7: General RFP and City Contracting Information</u>: “The City shall review and rate submitted proposals.” <ul style="list-style-type: none"> ○ The City maintains discretion to develop a scoring tool and methodology which is consistent with the disclosed categories and relative importance in the scoring and evaluation process of the procurement. The City maintains that the scoring tool and methodology are internal administrative documents necessary for evaluation. ● As per RFP Section <u>2.15 Proposal Review Process and Proposal Award</u>: “All eligible proposals shall be reviewed for...competitive standing as compared to all other proposals.” ● As per RFP Section <u>2.16 Proposal Appeal Process - Appeal Rights</u>: “Proposers may appeal procedural issues only.” Such appeals must be based upon specific facts demonstrating that the RFP criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute a basis for an appeal. Differences of opinion about the merits of a proposal do not constitute grounds for submitting an appeal.

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		<ul style="list-style-type: none">○ The basis for this appeal is process related, however, the proposer does not provide specifics as to how the process was not followed.