DATE: October 9, 2014

TO: LA’s Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 15-09
REQUEST FOR INFORMATION (RFI) TO ESTABLISH A WORKSOURCE PORTAL AT THE CENTRAL LIBRARY OF THE LOS ANGELES PUBLIC LIBRARY FOR THE SIX MONTH PERIOD, JANUARY 1, 2015 THROUGH JUNE 30, 2015

EFFECTIVE DATE
This bulletin is effective upon date of issuance.

PURPOSE
The purpose of this bulletin is to solicit interest from currently contracted WorkSource Centers to establish a WorkSource Portal at the Central Library of the Los Angeles Public Library (LAPL) for a six month period, January 1, 2015 through June 30, 2015.

In order to address continuing high unemployment levels in the city and to facilitate and expedite the provision of services to job seekers, the Economic and Workforce Development Department (EWDD) is partnering with the LAPL to provide workforce services to job seekers in the Central Library located at 630 West 5th Street, Los Angeles, CA 90071. A total of $50,000 in Workforce Investment Act (WIA) monies will fund the Portal for the period January 1, 2015 through June 30, 2015. In addition, the LAPL will provide in-kind leveraged resources in the form of dedicated space for the Portal, equipment and computers.

The Portal will assist jobseekers in their job searches through the City’s electronic jobs portal www.JobsLA.org and the City’s WorkSource Center network. This RFI seeks to identify one WSC to staff the Portal and to enroll job seekers into WSC services.

STATUTORY REQUIREMENTS AND APPLICABLE RESTRICTIONS
In providing services for this Portal, the interested WSC will be expected to comply with a) WIA rules, regulations and policies; b) applicable federal and state statutes, rules, regulations and policies; and c) local rules and policies.
ADDITIONAL REQUIREMENTS RELATIVE TO THE PORTAL

- As with other WIA-funded programs, priority of service must be accorded to veterans, eligible spouses and individuals with disabilities.

- The Portal will be required to enroll participants into www.JobsLA.org. In addition, a small percentage of clients at the Portal must be enrolled into the WSC’s WIA-funded programs.

- The Portal will be encouraged to work in concert with other service providers, non-governmental agencies, chambers of commerce, faith-based organizations, etc.

PROPOSAL REQUIREMENTS
Currently contracted WSCs interested in operating the Central Library Portal should complete and submit the following by **5:00 p.m. on Thursday, October 30, 2014:**

1. **Request for Interest Response Form** (the form is attached hereto)

2. **Program Design Narrative, not to exceed three (3) pages**, comprising the following:
   
   a. A detailed program design to include the following:
      
      i) Description of workforce services to be provided
      
      ii) Description of how the Portal will connect with the WS System

   b. The number of full time equivalent staff to be deployed to the Portal, including their titles and job descriptions

   c. The specific hours and days of the week that the Portal will be open for public access

   d. The number of persons per month that the Portal will be able to serve, including:
      
      i) Wagner Peyser Enrollments
      
      ii) WIA Enrollments
      
      iii) Intensive Service Enrollments

   e. A listing and description of other, committed (verifiable and in-place) resources that will be deployed at the Portal

   f. A list of participating partners or collaborators (whether other WSCs, training providers, chambers of commerce, industry groups, etc.) that will cooperate in providing services to Portal participants

   g. A description of Proposer’s previous experience/cooperation, if any, with a WIA-funded portal

3. **Program Budget** (the form is attached hereto)
PROPOSAL EVALUATION
The proposed program design will be evaluated based on the narratives submitted with the proposal. Proposers will be evaluated on their understanding of the City’s program design, and the proposers ability to plan, manage and implement the proposed program model.

SUBMISSION REQUIREMENTS AND DEADLINE
Timely submission of the proposal is the sole responsibility of each proposer. The City reserves a right to determine the timeliness of all submissions and to reject any submissions delivered after the stated deadline. Response forms and proposals will be time-stamped upon submission to the Economic and Workforce Development Department (EWDD). Proposals submitted after the stated deadline will not be accepted.

Proposals must be hand-delivered no later than 5:00 p.m., Thursday, October 30, 2014 to the following:

Economic and Workforce Development Department
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attention: Gerardo Ruvalcaba

Proposals submitted after 5:00 p.m., on Thursday, October 30, 2014, will not be accepted.

FUNDING RECOMMENDATIONS
Funding recommendations may be subject to approval by the City of Los Angeles Workforce Investment Board and/or the City Council. Funding amounts are set at the discretion of the City; and each agency’s past performance will be considered in making funding recommendations. The City reserves a right to fund one WSC or none.

RFI CONTACT
Questions regarding this bulletin must be e-mailed to EWDD.planning@lacity.org.

RS:JHP:GB:GR:BB
Attachments: 1. Request for Interest Response Form
2. Budget Form